



Shire of
Narrogin

MINUTES

ORDINARY COUNCIL MEETING

19 February 2025

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

Signed:

Date 21 February 2025

These minutes were confirmed at the Ordinary Council Meeting held on 26/03/2025

Signed:

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

Acknowledgement of Noongar People

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

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

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Shire of
Narrogin
Love the life

STRATEGIC COMMUNITY PLAN 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

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ORDINARY COUNCIL MEETING

19 FEBRUARY 2025

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 7:00 pm.

Before we begin, I remind Elected Members, Employees, and the public, that this meeting is being recorded in accordance with Regulation 14I of the Local Government (Administration) Regulations 1996. The recordings will be made publicly available and serve as a public record of proceedings.

While Section 9.57A of the Local Government Act 1995 provides the Local Government with limited protection from defamation liability for content published on its official website as part of a broadcast or recording of Council proceedings, this does not extend to Elected Members or Employees and I encourage all participants to ensure their contributions are respectful, professional, and consistent with the standards expected of Council meetings. Please remember that all comments will form part of the public record.

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 T Wiese

Cr C Bartron

Cr J Pomykala

Cr R McNab

Staff

Mr D Stewart – Chief Executive Officer

Mr A Awang – Executive Manager Development & Regulatory Services

Mr T Evans – Executive Manager Technical & Rural Services

Mr I Graham – Executive Manager Corporate & Community Services

Mrs L Webb – Executive Support Coordinator

Leave of Absence

Nil

Apologies

Cr M Fisher

Absent

Nil

Visitors

Two (2)

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

Name	Item No	Interest	Nature
Mr D Stewart	10.4.7	Financial & Impartiality	Employee contract and performance appraisal
Cr R McNab	10.3.5	Impartiality	Ngn Representative for Town Teams

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

5.1 Brian Seale

1. Summary of Question: *Will Council receive a note of thanks for considering the renewal of lease for Mackie Park premises for Narrogin Financial Counselling Services?*

The Shire President acknowledged the sentiment and accepted the thanks.

2. Summary of Question: *May I ask Council to receive a note of commendation to the Executive Manager Development & Regulatory Services for issuing a building licence for the Narrogin Motel, and being supportive and providing very informative guidance?*

The Shire President received the commendation with thanks.

3. Summary of Question: *Will Council consider including legislative authority reference, in the recommendations to Council, as per Item 104.1 in tonight's Agenda with respect to the Audit Committee, and not just that the Local Government Act? Mr Seale drew attention to an earlier guidance note from the Department Local Government, that a recommendation should be self-contained without requiring reference to the body of the report.*

The Chief Executive Officer acknowledged the comment regarding the inclusion of specific legislative authority references in Council recommendations. He explained that while recommendations generally aim to be specific, there are instances where multiple references apply, making it more challenging to include them all. However, he noted the feedback and will take it into consideration.

4. Summary of Question: *Has Regulation 19 of the Local Government (Administration Regulations) been deleted from the Regulations, or just deleted from the Compliance Audit Return Obligation (CAR)?*

The Chief Executive Officer confirmed that regulation 19, had not been deleted from the Regulations and was indeed referenced and included and responded to in the current Compliance Audit Return (CAR).

5. Summary of Question: *Has Regulation 13 of the Local Government (Financial Management) Regulations 1996 with respect to payment of accounts and disclosure to the Council been deleted or simply removed from the Department of Local Government's Compliance Annual Return?*

The Chief Executive Officer stated that regulation 13 had not been deleted but that if it was in a previous version of the Compliance Audit Return (CAR), it was no longer. Mr Stewart noted that if Mr Seale believed that the Council was in any way non-compliant he would welcome that advice.

6. APPLICATIONS FOR LEAVE OF ABSENCE

The next meeting is scheduled for 26 March 2025.

Cr Bartron advised Council that he will be away for the Ordinary Council Meeting of 26 March 2025.

COUNCIL RESOLUTION 190225.01

Moved: Cr Pomykala

Seconded: Cr Broad

The Council approve Cr Bartron's request for leave of absence for the Ordinary Council Meeting of 26 March 2025.

CARRIED 6/0

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

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION 190225.02

Moved: Cr McNab

Seconded: Cr Wiese

That the minutes of the Ordinary Council Meeting held on 11 December 2024 be confirmed as an accurate record of the proceedings.

CARRIED 6/0

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

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Nil

10. MATTERS WHICH REQUIRE DECISIONS

10.1 DEVELOPMENT AND REGULATORY SERVICES

10.1.1 PROPOSED ENCLOSED OFF-LEASH DOG EXERCISE AREA

File Reference	19.5.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Item 10.1.048, 25 July 2018 Res 0718.063 Item 10.1.1; 28 August 2024 Res 280824.03
Date	6 January 2025
Author	Tabitha Yuen – Administration Support Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Schedule of Submissions 2. Approximate costs breakdown	

Summary

This report is presented to Council to recommend the selection of a site location for the proposed Enclosed Off-Leash Dog Exercise area, following the public submissions period. The two (2) proposed site locations for the dog park were:

1. Between the outdoor gym and Herald Street, Portion of Reserve 49048 (Lot 1721) Hale Street, Narrogin; and
2. McKenzie Park (Lot 560), located between Jersey Street and Ensign Street, Narrogin.

This report provides an overview of the submissions received, the evaluation of the proposed sites, and a recommendation to Council for the most suitable location for the fenced off-leash dog park.

Background

The proposal was previously considered by Council at its meeting held on 28 August 2024, whereby Council resolved as follows:

“That with respect to the proposed enclosed off-leash dog exercised area, Council:

1. Request the Administration to advertise the proposed preferred two (2) sites at Gnarojin Park between the outdoor gym and Herald Street, and McKenzie Park (between Jersey Street and Ensign Street) to:

- a. Gnarojin Community Gardens Inc.;*
- b. Local Indigenous Elders;*
- c. The immediately adjoining and adjacent properties; and*
- d. The Shire’s Website and Facebook for a period of 30 days.*

2. Note that at the conclusion of the advertising period for comments, all submissions received will be presented to Council for final consideration.”

The proposal was advertised in the Shire’s Facebook and website for a period of 30 days with public submissions period closed on 18 October 2024.

Council has received requests from the community for the establishment of a fenced off-leash dog park in Narrogin. As part of addressing this need, two potential sites were identified and advertised for public comment. These sites are:

1. Between the outdoor gym and Herald Street, Portion of Reserve 49048 (Lot 1721) Hale Street, Narrogin – A centrally located site that is easily accessible from residential areas, with proximity to other recreational facilities.
2. McKenzie Park (Lot 560), located between Jersey Street and Ensign Street, Narrogin – A larger, open area that offers ample space for a dog park and is already a popular location for local sports and leisure activities.

The public consultation process was conducted, with submissions sought from residents and stakeholders regarding their preference for a dog park location. These submissions are outlined in Attachment 1.

Consultation

The consultation process involved advertising the two proposed site locations through public notices, social media, and the Shire’s website. Submissions were invited from the general public, local community groups, and relevant stakeholders.

The following parties were consulted:

- Internal Consultation: Elected members; Chief Executive Officer, Executive Managers; Manager of Operations and Shire Rangers.
- External Consultation: Local residents, local indigenous elders, relevant agencies, rate payers and neighbouring property owners.

A summary of the public submissions is included in Attachment 1. The majority of the submissions were in support of either of the two proposed locations, with a slight preference expressed for the Herald Street site due to its proximity to residential areas and existing infrastructure.

An Aboriginal Ethnographic Survey of the Gnarojin Park Master Plan, conducted by Brad Goode & Associates Pty Ltd in September 2020, identified two significant sites within Gnarojin Park that are recorded as registered places by the Department of Planning, Lands and Heritage (DPLH). These sites are:

- The Loco Shed Camps; and
- The Peppermint Tree.

The Peppermint Tree is regarded as a key cultural site within the park. As a result, it has been included in the scope for further, more detailed recording.

The area along Narrogin Brook, known as the Loco Shed Camps, was historically used for informal camping. This area extends from the park near the roundabout at Kipling Road and Federal Street to Herald Street, where the camp shifted to the western side of Narrogin Brook and the railway line.

Although the proposed project is located within Gnarojin Park, it lies outside the boundaries of the DPLH-registered sites and places. Therefore, an application under Section 18 of the Aboriginal Heritage Act 1972 is not required. Additionally, the Shire has written to local Aboriginal Elders for input

but has not received a response. The site selection was mindful of potential impacts on the broader community, including Aboriginal interests where applicable.

The consultation undertaken is in keeping with the principles established in Council Policy 1.14 Community Engagement.

Statutory Environment

The sections of the Acts, Regulations and/or Local Laws that apply to this item are:

- The Local Government Act 1995, Sections 2.7 and 3.1 relate;
- The Aboriginal Heritage Act 1972;
- The Dog Act 1976, Section 31 – Control of Dogs in certain public places, and Section 32 – Control of dogs in exercise areas and rural areas; and
- Shire of Narrogin Dogs Local Law 2016.

Policy Implications

The proposal aligns with the Shire of Narrogin's policies on community development, recreation, and public safety. It supports the objectives of promoting an active lifestyle, enhancing public spaces, and ensuring the welfare of both residents and their pets. The project will require the adoption of new guidelines for the management and use of the off-leash area, including rules on dog behaviour, maintenance responsibilities, and user compliance.

The Council's Gnarojin Park Masterplan (adopted 27 February 2019) shows that the Hale Street site proposed for the Off-Leash Dog Exercise Area is planned in the long term for flexible events and a recreation grassed area utilising the existing shade shelter/gazebos. It could be considered therefore to be broadly consistent with the adopted Masterplan (refer Figure 1).

The proposal in Attachment 1 shows the Dog Exercise Area on Hale Street oriented in a north-south alignment parallel to Gnarojin Brook (indicated in yellow), rather than in an east-west orientation abutting Herald Street (indicated in red). Potentially there is an argument that would see the Dog Exercise Area, at this location, better orientated east-west parallel to the outdoor gym and closer to the Gnarojin Community Gardens (indicated in pink).

The area showed in green could have the benefit of sharing two existing shelters (for shade) either side the area and maximise opportunities for shared parking between the two community facilities.

There is also an argument that the site shown in yellow could be located abutting Hale Street further from Gnarojin Brook, to further avoid potential actual or indeed perceptions of cultural heritage impacts.

In considering the potential cultural heritage implications, the Report of an Aboriginal Ethnographic survey for the Gnarojin Park Masterplan, by Brad Goode & Assoc. (Oct 2020) provides relevant context. This report identifies areas of significance within Gnarojin Park and highlights considerations regarding the cultural and historical importance of the site.



Figure 1

Development should be assessed in relation to the findings of this survey to ensure cultural sensitivity and appropriate site selection.

The real question therefore lies in where the Council thinks will best compliment the development of Gnarojin Park (south) and not compromise future opportunities. The Administration is of the view that benefits accrue from the dog exercise park being located closer to the Gnarojin Community Gardens and outdoor gym (indicated in pink), thus being able to utilise shared carparking, the shade shelter, and potentially shared power and water services. It is the intent that all trees on site can be retained for amenity and shade.

There are no specific policies in Council's Policy Manual that directly relate to the establishment of a fenced off-leash dog park. However, the project aligns with Council's broader commitment to enhancing public amenities and providing recreational opportunities for the community.

Sustainability & Climate Change Implications

Environmental - The creation of a dog park at either proposed site is not expected to result in significant negative environmental impacts. Both locations are already developed as recreational areas, with existing vegetation and landscaping that can be preserved or enhanced as part of the dog park development.

Economic - The establishment of a dog park may generate additional foot traffic in the area, which could have positive economic implications for local businesses and services. However, there are no immediate economic impacts on external organisations or businesses expected from this proposal.

Social - The development of an off-leash dog park will provide a safe and accessible space for residents and dog owners to exercise and socialise their pets, contributing to community well-being. It will also enhance the social fabric of Narrogin by promoting physical activity and outdoor recreation.

Financial Implications

The estimated design and installation cost for the facility are approximately \$60,000 in McKenzie Park and \$90,000 in Gnarojin Park Reserve in Hale Street. It should be noted that there is no provision in the adopted 2024/25 Budget for the project. The Council's adopted Corporate Business Plan for 2024-2028 includes in the financial year 2025/26 provision of the indicative sum of \$65,000 for such a facility.

Breakdown of detail costings are provided in Attachment 2.

The financial implications of the project include initial construction costs and ongoing maintenance. The likely costs include fencing, signage, reticulation, landscaping, and installation of other amenities, excluding ablution facilities. Ongoing costs will be managed through the Shire's existing budget for parks and recreational facilities, though additional funding sources, such as grants or community fundraising, may be explored.

Other costs associated with the proposed development including whole of life asset maintenance costs, car parking, lawn maintenance, water usage, and general maintenance, such as rubbish pick up and litter bag replacement, will need to be costed and factored in with future budget considerations.

Mitigating the risk of subsequent requests for ablution facilities will be managed through the installation of signage clearly indicating the location of nearby facilities.

Strategic Implications

The proposed enclosed off-leash dog exercise area supports the Shire of Narrogin's strategic goals of enhancing community well-being, increasing recreational opportunities, and fostering social cohesion. It contributes to the Shire's broader vision of creating a vibrant, healthy, and inclusive community by addressing a recognised gap in public infrastructure. The project also aligns with State and regional priorities for improving public amenities and promoting responsible pet ownership.

The proposal aligns with the following objectives from the Shire of Narrogin Strategic Community Plan 2017-2027:

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective:	2. Social Objective (To provide community facilities and promote social interaction)

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Community opposition to location	Possible (3)	Moderate (3)	Medium (5-9)	Choose an item.	Choose an item.
Facility Defects -vandalism - gate latches -storm damage	Unlikely (2)	Minor (2)	Low (1-4)	Business & Community Disruption	Asset management & regular inspections.
Excess Noise -dogs barking -people -cars	Possible (3)	Minor (2)	Medium (5-9)	Business & Community Disruption	Signage Inspections.
Increased Traffic -patrons attending facility	Almost Certain (5)	Minor (2)	High (10-16)	Management of Facilities, Venues, Events and Services	Clearly marked parking areas.
Disease -unvaccinated dogs i.e. parvo	Possible (3)	Moderate (3)	Medium (5-9)	Management of Facilities, Venues, Events and Services	Awareness and training, promote responsible dog ownership.

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 between four (4) to 10 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 proposal is to have a designated enclosed off-leash dog exercise area, which is a secure, fully fence dedicated for this purpose. The proposal is comprised of an area of 800 m² (40 m x 2 x 10 m) with a 1.2 to 1.5 m high meshed fence. The two areas that have been selected are:

- The site between Gnarojin Community Gardens and Herald Street, Portion of Reserve 49048 (Lot 1721) Hale Street; and
- McKenzie Park between Jersey and Ensign Street.

The public advertising period for the proposed enclosed off-leash dog exercise area gathered a range of feedback, with strong support for Gnarojin Park (South) as the preferred site. This support was based on several key factors outlined by the community, as well as justifications highlighting its suitability over alternative sites like McKenzie Park.

Preferred Site: Gnarojin Park

The submissions indicated a clear preference for Gnarojin Park for the following reasons:

1. **Ample Space:** Gnarojin Park offers a larger, more open area that can accommodate various dog sizes and activities without overcrowding. This reduces the potential for conflicts between dogs and ensures a safer environment for both pets and their owners.
2. **Minimal Residential Impact:** The park's location minimises potential noise disturbances and safety concerns for nearby residents compared to McKenzie Park, which is situated closer to residential homes and a school.
3. **Existing Infrastructure and Accessibility:** Gnarojin Park's current layout and potential for development provide opportunities for adequate parking, safe entry points, and better facilities for patrons.
4. **Undeveloped Area:** The park currently consists of underutilised space, making it an ideal candidate for development without impacting existing recreational uses.

Key Issues Raised Against McKenzie Park

McKenzie Park was identified as a less suitable location due to:

- **Insufficient Space:** Concerns about overcrowding and the inability to provide adequate separation between dogs of various sizes;

- **Parking and Traffic Safety:** The lack of designated parking spaces and potential congestion in nearby residential streets;
- **Proximity to Residential Areas:** Noise from barking dogs and other disturbances could negatively affect the surrounding community; and
- **Existing Use:** The park is frequently used by families and children and fencing off sections could limit its current functionality.

Officer Recommendation

Based on the feedback and analysis of the submissions, it is recommended that Gnarojin Park (Former Railway Tennis Courts) be nominated as the preferred site for the enclosed off-leash dog exercise area. This recommendation considers the community support, the site's suitability in terms of space and accessibility, and its minimal impact on existing residential and recreational areas.

By selecting the site between Gnarojin Community Gardens and Herald Street, Council will meet the needs of the community and enhance Narrogin's recreational infrastructure.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 190225.03

Moved: Cr Bartron

Seconded: Cr Pomykala

That with respect to the establishment of a fenced off-leash dog park, Council:

1. Note the submissions received during the advertising period;
2. Select the Gnarojin Park area adjacent to the outdoor gym (Reserve 49048) Hale Street, as the preferred location for the off leash dog park, based on the majority of public submissions received; and
3. Direct the Chief Executive Officer to commence the planning and development of the dog park at the selected site and for the 2025/26 Budget consideration.

CARRIED 6/0

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

Against: Nil

SUBMISSIONS	COMMENTS	OFFICER COMMENT	RECOMMENDATION
Public 1	In reference to your proposed enclosed off-leash dog area. I am quite happy to accept your proposal to possibly establish an area of McKenzie Park, opposite my home in Ensign Street.	Noted	
Public 2	Requesting McKenzie Park as our preference for the dog off-lead park.	Noted	
Public 3	As a Narrogin resident of 36 Ensign Street, I would like to voice my support of an off-lead dog park in Narrogin. MacKenzie Park would be an ideal location, as it is central and would encourage more traffic to an underused park.	Increased traffic to this area would require amendment to the current allocated parking areas. May raise safety concerns being in close proximity to a school	
Public 4	We own the property next to McKenzie Park as well as two other properties in proximity. The park is well used by families with young children. We feel that if you were to fence any area off it would ruin the enjoyment for those using it. The alternative site is very spacious. You would not be taking an area already serving a purpose away from the community and the area would benefit from some sort of development. We strongly object to McKenzie Park and our preference is Gnarojin Park.	Gnarojin Park site location in currently and unused/undeveloped.	
Public 5	Yes I support the idea of a suitable fenced off area to allow dogs off the lead for purpose of exercise and social interaction for dogs and their owners. Suggested area would be on the corner of Hale and Herald Streets adjacent to the Community Gardens. Plenty of space, parking and trees !!!!	Noted	
Public 6	Great idea My preference is for the Gnarojin Park - Former Railway Tennis Courts. More trees!	Noted	

Public 7	I vote to have the dog exercise area at Gnarojin Park - Former Railway Tennis Courts.	Noted	
Public 8	I would like to provide my thoughts and feedback to the above sites choices, for the above proposed enclosed off-leash dog exercise area. (1) McKenzie Park, located between Jersey St and Ensign St – this area is far too small, to have all shapes, sizes and breeds of dogs running around. And also having the owners and friends in the enclosed area. *Imagine dogs of all sizes, breeds and personalities running loose. Dogs get excited and then cause conflict between each other, and possibly could lead to attacks of owners or children. *Continue barking of dogs in the close proximity of residential houses, that are either side of Jersey and Ensign Street, opposite the park. Conclusion -Too small to combat for freedom of dogs to run around unleashed, and the parking of vehicles on the kerbside verges. (2) Former Railway Tennis Courts, Hale Street – This is a more suitable area for this proposed off leash dog exercise area, as this area has larger space for the enclosed area to be fenced. *Here the animals have more open room to run. *Residents are not confined to the traffic and parking on the verge side street. *Plenty of open parking areas for the owners to park and get the animals out of the car. *The noise of the dogs barking, not as confined here in the larger area, of the residents close by. *No traffic to content with.	It is the responsibility of each dog owner to managed and control their dogs before coming into this area. Agreed that there will always be issues arising from the gathering of different dogs in a confined space. The location and close proximity of the proposed dog park may create a noise issues from the barking dogs to neighbouring properties. The proposed dog park is xx meter from the nearest residential property. The Old Golf Course (Lot 123 Earl St) was deemed unacceptable due to lack of accessibility for those without a vehicle or those being able to walk long distances.	Appropriate signage placed at the entrance advising dog owners that it is their responsibility to look after their own dog(s). Park usage rules and regulations. Should Council support the McKenzie Park site, there may be ongoing noise complaints from the surrounding/neighbouring properties. Solution sound proofing to reduce barking noise e.g. noise buffering such as landscaping, wall bunding etc..

	*Owners can throw frisbees, balls or have some form of toys to play for running dogs. *Dog Hygiene can be collected and disposed off in accordingly to refuse bins, and be accessible for the GSWD to collect on bin days. My conclusion is to provide more facilities for dog owners, located over at the Old Golf Club Reserve. (Behind the Narrogin Oval) accessible Earl St and May Streets. Owners of dogs readily now use this area, frequently to exercise their animals there than a fenced area for exercising dogs. The former Railway Tennis Courts Hale Street, is a far better choice for location for this proposed enclosed off-lease dog exercise area.		
Public 9	Thank you for your recent communication regarding the proposed sites for a dog exercise area. As a resident of Hale Street, I have particular interest in your responses to my queries for the proposed former tennis courts Reserve 49048 (Lot 1721), however it seems reasonable this would be a more suitable location (of the two being considered), simply due to the space available. I wonder if you have also considered a location with less residential impact, such as behind the racecourse at the old country club/ golf course, already a popular location for dog owners to exercise their dogs. My specific queries: • Disturbance- Noise & Lighting. Will the dog exercise area have operational times? Is there an intent to have lighting in this area, and if so, will there be a cut off time. As you can imagine, attracting people to use facilities into the early morning or late evening would have a noise and light impact on our residences across the road. • Fence Maintenance- Is there a future budget allocated for maintenance of the dog exercise area, particularly the	The Old Golf Course (Lot 123 Earl St) was deemed unacceptable due to lack of accessibility for those without a vehicle or those being able to walk long distances.	

	fencing, to allow containment to remain, for the benefit of both exercise area users, and the local residents nearby. • Litter- Have you considered frequency of rubbish collection, and availability of disposal bags- there is a potential environmental issue with the creek nearby and the local area if bags are not properly stored. A smell or disease spread issue if bins are not budgeted for regular emptying. Is there a plan for cleanup after those who may not follow common courtesy with dog poo? Who will be responsible for clean-up and how often? • Traffic- Where are the planned parking & entry/ exit points from Hale St? • Commercial opportunity- will you allow, or make clear any ruling on opportunities such as a coffee van parked on weekend for park users? • Future Planning- Is this park compatible with other potential planned uses for this reserve, such as family/children's centre or aged care facility- are dogs & children compatible? Overall, I am in favour and commend you on the concept of providing a dog exercise area in our community, with the proper thought-out planning and consideration in reducing the impact such a facility could have on residences nearby.		
Public 10	I, as a resident in Hale Street have received the notification of a proposed enclosed dog park at the Hale Street reserve. I am fully supportive of an enclosed dog exercise area provided it met some criteria (no matter what location). As the area would be quite popular, and used by a variety of people and different dogs etc, the area would need to be grassed properly, reticulated , fertilised , sprayed and mowed just like a recreation oval. The area at Hale street during summer is dead weeds, dry dusty clay and has many prickly weeds etc that does not lend itself to a pleasant dog recreation area. There is water at the Herald Street end of that area, and some form of reticulation on that area and	Provision have been noted in the initial report for access to water, grounds keeping and shelter.	

	base prep for a lawned area would be a much better idea than just a fenced off dry and weedy area with no soft grass area. There also needs to be some form of “water point” for the dogs to be able to take a drink from.		
Public 11	I'd like to support the off lead dog park proposal. In my experience, if the area is still available is big enough then separating large and small dogs isn't necessary as long as they are all well socialised animals, so if I have a preferred park it would be the biggest one 😊 Awesome idea!	Noted Gnarojin Park has potential for growth, should the need for a split fenced area be required.	
Public 12	My name is Laura Windsor, I have been a community for quite a while now. I always appreciated Thomas Hogg oval as our local dog park so I want to have a say for this fenced off version. At first my thoughts were toward the park just off Earl Street as I thought the combined use of the park with the off leash dog park would be great for young families. I do however see this wouldn't be the case. A much smaller section of the park. In seeing these plans I would tend toward Mackenzie Park. A much bigger space which is what would be needed at the other location if it were to be viable. Thanks for giving us a voice. In kindness. *sorry just adding a correction. Where I mentioned Mackenzie Park I meant to write the space off hale road.	Noted *Read whole comment – they prefer Gnarojin Park	
Public 13	This this is a great idea – they’ve just erected one in Albany and the enclosure is separated into 3 separate areas which are all used: • Dogs that just want to sniff the grass – not play • Dogs that are well socialised and want to play	Noted. Have note given preference on site selection, only noted it is a good idea.	

	Dogs that are highly energetic – could jump the fence (have a kangaroo height fence around this one 😊). What started off as grass is now sand though because of the high use.		
Public 14	I do not agree with proposal for this to be situated at Gnarojin Park and the McKenzie Park. These parks should be recognised as local family parks and the CEO, Shire President and Council Members should seek further funding for more bbq areas and children playgrounds. My suggestion is for the Dog Exercise Area to be put at the Old Golf Course.	The Old Golf Course (Lot 123 Earl St) was deemed unacceptable due to lack of accessibility for those without a vehicle or those being able to walk long distances.	
Public 15	I would like to submit my feedback in relation to the Proposed Enclosed Off-Leash Dog Exercise Area. Although I like the idea of this type of proposed area, I am opposed to the location(s) of this proposal. As a local resident, I don't believe the site located at McKenzie Park, Jersey Street and Ensign Street would be the correct or most beneficial site for this proposal. As far as I can see, the existing infrastructure located at Mckenzie Park is currently the playground equipment with soft fall, shade sails and the picnic table located underneath a shade structure. As per the site map of the proposed dog park area, it is not situated in this area, and therefore more infrastructure would be required such as drinking water, seating, shade, waste disposal, footpaths, lighting, public toilets, gates, as per the proposal letter, a 1.2 - 1.5 metre-high meshed fence plus the design layout of the dog park itself along with parking and accessibility. I am concerned that the proposed area of 800m2 would not be big enough for dogs to run around and space themselves	Provision have been noted in the initial report for access to water, grounds keeping, fencing, signage and shelter. Gnaorjin Park has room for expansion in the future if required.	

	out. In reference to the <i>“Unleashed A Guide to Successful Dog Parks”</i> written by the Dog and Cat Board it states that ‘size does matter and generally, larger parks are better’, and out of the examples of the dog park sizes in South Australia, out of the 10 parks referenced, only 2 were less than 800m². I feel that if there’s not enough square footage available, the dog park could easily get overcrowded and this may lead to tension amongst dogs and, as a result, causes concerns for safety, not only for people and children, but for the dogs as well. Another area of my concern would be parking, as there currently is no designated car park or off-street parking located at McKenzie Park. Even though there is the availability for on-street parking along the streets of both Ensign and Jersey streets, if the park is likely to receive high visitation, this may cause parking congestion in these residential streets and areas. Also, the transition from the off-street parking to the designated entrance of the dog park needs to be direct and safe as it is also important in order to discourage owners letting their dog(s) off-leash to and from the park and to reduce any potential conflict with people, children, drive by traffic, residential owners and nearby facilities/activities. I also have concerns about the potential environmental and wildlife impacts as this area is known for the nesting by local magpies, as well as the noise and odour problems. As this area is surrounded by residential homes, is there a time limit for being at the park to limit the amount of noise from dogs barking and making sure owners and users adhere to off-leash Dog Park rules, etiquette of picking up after their dog(s) and supervision of their dog(s) behaviour.		
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	There is also a primary school located close by. As well as having concerns about the safety of residents, parents and children who live in the area, and also anyone who uses the park and footpaths, owners would need to be discouraged from allowing their dogs being off leash when walking to and from the dog park. I have read the <i>“Unleased A Guide to Successful Dog Parks”</i> written by the Dog and Cat Board which is the document referenced in your letter and see some valid benefits but also questions that need to be addressed before a decision is made. At the very end of the document there is a reference to a Dog Park Checklist which I think is a good place to start.		
Public 16	A dog park would be excellent at Mackie Park and a great asset to our town. I am on the committee for Narrogin Children & Families and believed the old railways courts was possibly earmarked for the new centre?	Mackie Park was not a nominated site. They may have meant McKenzie Park?	

Estimated construction costs are outlined below:

ITEM	TYPE	PRICE	QTY	McKenzie Park	Gnarojin Park
Mesh Fencing*	1.5mtr		800m2	\$5500	\$8500
Entry/Exit double gate system	2.75mtr x 1.5mtr		2 gates / 4 panel holding pen	\$1200	\$1200
Dual Maintenance Gate	4mtr x 1.5mtr		2 gates	\$500	\$500
Kerbing & Line Marking				\$3000	
Gravel & Sand				\$3350	\$5000
Stolons					\$5000
Reticulation				\$10000	\$15000
Signage			Approx	\$3000	\$3000
Bins	240ltr		Approx	\$2000	\$2000
Poop Bags					
Water Fountain	Dog and Human	\$2000	1	\$2000	\$2000
Seats		\$0	\$0	\$0 pre existing	\$0 pre existing
Labour and installation*	Shire works crew x 4			\$13300	\$15000
Plant & Equipment				\$2260	\$5000
Water and Power Connection		\$15000		\$15000	\$15000
Tanks				\$11500	\$9000
Net Project Cost				\$61110	\$86200
Non-Essential Items					
Agility Equipment	Tunnel	\$1500	1	\$1500	\$1500
	Walk Ramp	\$2500	1	\$2500	\$2500
				\$4000	\$4000

10.1.2 PROPOSED MOTEL DEVELOPMENT AT LOT 89 (NO.115) FEDERAL STREET, NARROGIN

File Reference	A163600
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Chloe Blight
Previous Item Numbers	Item 10.1.3 26 June 2024 Res.260624.05
Date	11 February 2025
Author	Kiralee Harris – Planning Assistant
Authorising Officer	Azhar Awang -Executive Manager of Development & Regulatory Services
Attachments 1. Development Application	

Summary

This report presents a Development Application for the conversion of an existing commercial space into a motel at 115 Federal Street, Narrogin. The application has been classified as an 'A' use under Local Planning Scheme No. 3 (LPS3), requiring public advertising. Council is requested to consider the proposal and determine whether to proceed with the advertising.

Background

The subject site, 115 Federal Street, Narrogin, is located within the Service Commercial zone. Historically, the property was used as an art gallery and nursery but has remained vacant for an extended period. The current proposal seeks to convert the existing commercial space into two self-contained motel units (34m² each) while retaining the existing residence for accommodation and guest reception purposes. The development also includes designated parking and pedestrian access.

A previous Development Application for the site was submitted for a similar use. However, since the matter was last considered at the Ordinary Council Meeting (OCM) on 26 June 2024, the following key changes have occurred:

- The original applicant is no longer involved, and the landowner is now the applicant;
- The removal of the previously proposed bar/café, with the area now reconfigured for an office reception area and residential space; and
- Significant internal layout and site configuration modifications to better align with the intended motel use.

Given these substantive changes in both land use components and site configuration, a new application was required for Council's consideration. The modifications were not considered minor amendments but rather alterations that affect the overall operation and assessment of the proposal, necessitating a fresh determination under the Shire of Narrogin Local Planning Scheme No. 3 (LPS3) and the Planning and Development (Local Planning Schemes) Regulations 2015.

Consultation

No consultation has occurred at this point in time, as it is an 'A' use, requiring Council review prior to advertising the proposal. As per LPS3, an 'A' use is not permitted unless the local government exercises its discretion by granting development approval after advertising the application in accordance with Clause 64 of the Deemed Provisions.

Under Clause 64(4) of the Deemed Provisions, a Non-Complex Application must be advertised by doing any or all of the following, as determined by the local government:

- Publishing a notice of the proposed development on the Shire's website;
- Providing written notification to owners and occupiers of properties in the vicinity who, in the opinion of the local government, are likely to be affected; and
- Erecting a site notice, if deemed necessary (Not required for this application).

The notice period for a Non-Complex Application is 14 days from the day it is first published or given unless a longer period is agreed in writing between the applicant and the local government.

Statutory Environment

- Shire of Narrogin Local Planning Scheme No. 3;
- Planning and Development (Local Planning Schemes) Regulations 2015; and
- Planning and Development Act 2005

Policy Implications

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

Sustainability & Climate Change Implications

Environmental - There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Economic - There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social - There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Financial Implications

An application for development approval has been submitted with a statutory fee of \$640, calculated based on the estimated cost of development.

Planning application fees are prescribed under the Planning and Development Regulations 2009 and adopted by the Shire of Narrogin's Schedule of Fees and Charges 2024/25. For developments valued between \$50,000 and \$500,000, a fee of 0.32% of the estimated cost applies. As the estimated cost of development is \$200,000, the applicable fee is \$640.

As a Non-Complex Application under Clause 64 of the Deemed Provisions, advertising is required. This includes publication on the Shire's website and written notification to surrounding property owners and occupiers. However, site signage is not required, and no additional costs are incurred for advertising.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
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
Strategy:	1.1.2	Promote Narrogin and the Region

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Potential increase in traffic resulting in on Street parking along Federal Street.	Possible (3)	Moderate (3)	Medium (5-9)	Compliance Requirements	Control through car parking design and traffic management.
Objection from adjoining properties and stakeholders may require additional conditions to be applied to address the concerns raised by the objector.	Possible (3)	Moderate (3)	Medium (5-9)	Compliance Requirements	Control through planning conditions to address any concerns by objectors.

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

Comment/Conclusion

Under the Shire of Narrogin Local Planning Scheme No. 3 (LPS3), a Motel is classified as an 'A' use in the Service Commercial zone, meaning it is not permitted unless the local government exercises its discretion following public advertising, as per Clause 64 of the Deemed Provisions.

The proposal seeks to convert an existing commercial space into two self-contained motel units, each measuring 34m², with designated parking and pedestrian access. The existing residence on-site will be retained and repurposed for accommodation and guest reception. The proposal includes the demolition of an existing shed and awning to facilitate site improvements.

The application has been assessed against the relevant development standards under LPS3, including building setbacks, parking requirements, and land use compatibility. The proposal:

- Compliant with the required setbacks for the Service Commercial Zone (front: 10m, rear: 7.5m, sides: 5m);
- Meets the minimum lot size (1,059m²) and effective frontage requirements (30.8m);
- Does not exceed the maximum plot ratio of 0.75; and
- The proposed motel development is consistent with the Service Commercial zone objectives as it provides a land use that requires sufficient site area and vehicular access. The proposed motel can be considered within the intent of the zone, subject to ensuring that it does not compromise the predominance of trade, service, and showroom-type uses or impact surrounding uses. With conditions of approval, the development can meet these objectives and be considered consistent with the intent of the zone.

Furthermore, as per the Shire of Narrogin Delegations Register, Council approval is required before proceeding to public advertising. It is recommended that Council endorse the officer's recommendation to publicly advertise the application.

If no objections are received, or if any concerns raised can be addressed through conditions, it is recommended that Council approve the application subject to standard conditions of approval.

Public advertising will provide an opportunity for nearby landowners and occupiers to express concerns, which will be considered prior to final determination by Council.

Voting Requirements

Simple Majority for both recommendations.

OFFICERS' RECOMMENDATION PARTS 1 & 2 AND COUNCIL RESOLUTION 190225.04

Moved: Cr Wiese

Seconded: Cr Broad

That with respect to the Application for Planning Consent for the proposed Motel at Lot 89 (No.115) Federal Street, Narrogin, 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; and
- 2) In the event of any negative submissions being received during the notification period, the application will be presented to the Council for further consideration.

That with respect to the Application for Planning Consent for the proposed Motel at Lot 89 (No.115) Federal Street, Narrogin, Council:

- 1) Approve the application, provided no negative submissions are received during the notification period, 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 of Narrogin is granted by it in writing;
 - b) The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Chief Executive Officer;
 - c) 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;
 - d) The building materials and colours used shall match existing buildings on the lot and are to be of non-reflective and muted tones i.e. not zincalume;
 - e) A landscaping plan is to be submitted to the satisfaction of the Chief Executive Officer;
 - f) Landscaping areas are to be maintained for a period of two years to the satisfaction of the Chief Executive Officer;
 - g) Bins and storage areas shall be screened from public view to the satisfaction of the Chief Executive Officer;
 - h) Crossovers are to comply with the Shire's specifications to the satisfaction of the Chief Executive Officer;
 - i) All parking associated with the activity approved shall be wholly contained on site to the satisfaction of the Chief Executive Officer;
 - j) No building, wall, fence or other form of visual obstruction greater than 0.75 metres in height, measured from the natural ground level at the boundary, shall be constructed or placed on a lot within a 6 metre by 6 metre truncation of a street corner or within a 2 metre by 2 metre truncation of a vehicular access way; and
 - k) All drainage run-off associated with the development shall be contained on site or connected to the Shire's stormwater drainage system to the satisfaction of the Chief Executive Officer.

Advice Notes:

- a) If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal and must be lodged within 28 days of the decision.
- b) In accordance with the Building Act 2011 and Building Regulations 2012, a building permit application for the proposed development must be submitted to and approved by the local government's Building Surveyor prior to the commencement of any construction or earthworks on the land.
- c) In accordance with the Environmental Protection Act 1986 and Environmental Protection (Noise) Regulations 1997, no construction works shall commence prior to 7.00 am without the Shire's written approval, nor are construction works permitted on the land after 1.00 pm on Saturdays or anytime on Sundays or Public Holidays.

CARRIED 6/0

For: President Ballard, Cr Broad, Cr Wiese, Cr Bartron, Cr Pomykala, 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	89	House No	115	Street Name	Federal				
Suburb	Narrogin		Nearest Street Intersection	Falcon & Federal					
Location No		Plan or Diagram	222890	Certificate of Title		Volume:	1262	Folio:	36
Title Encumbrances (e.g. Easements, Restrictive Covenants)									

OWNER DETAILS

Full Name:	Chloe Ellen Blight		
ABN (If Applicable)	[REDACTED]		
Postal Address	115 Federal Street, Narrogin, WA 6312		
Telephone Number:	[REDACTED]	Email:	[REDACTED]
Owner's Signature	[REDACTED]	Date	10/01/2025

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	☐ ☐ ☒	Works (New construction works with no change of land use) Use (Change of use of land with no construction works) 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 ☐ No ☒
If yes, is the exemption for:		☐ Works ☐ Use
Description of proposed works and/or land use:		
Property will be used for motel purposes - to accommodate guests in a manner similar to hotel and specifically accommodate guests with motor vehicles. Existing building will be developed into two 1x1 units which will be fully self contained with a separate car park area for each unit.		
Description of exemption claimed (if relevant)		
N/A		
Nature of any existing buildings and/or land use:		
Retail/Caretakers Cottage - No current business operations.		
Approximate cost of proposed development:		
\$200,000		
Estimated time of completion:		
June 2025		

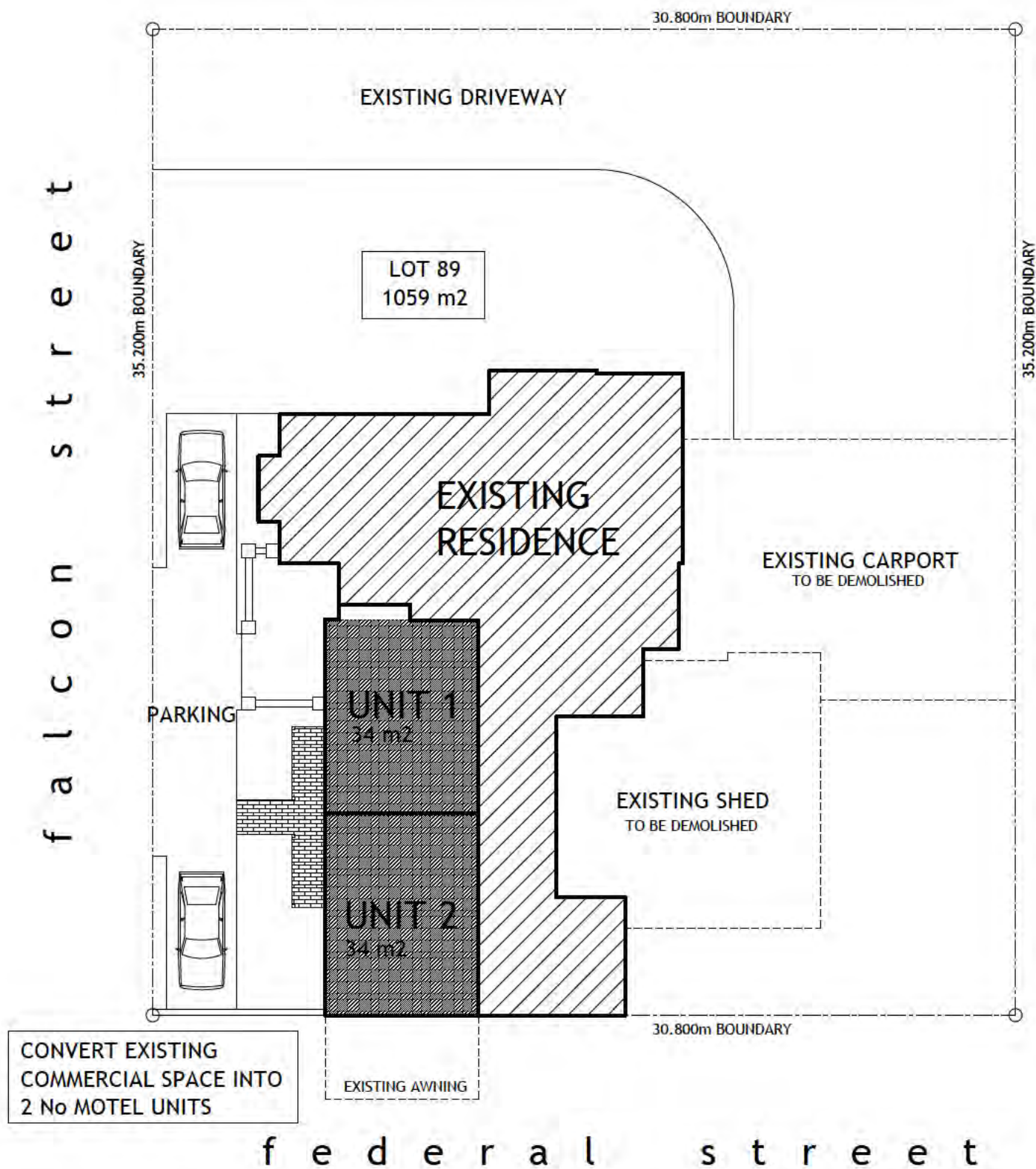
NOTE: This form is to be submitted together with copies of plans, comprising the information specified in the particulars required with the application outlined below. Additional information may be required at a later stage.

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.

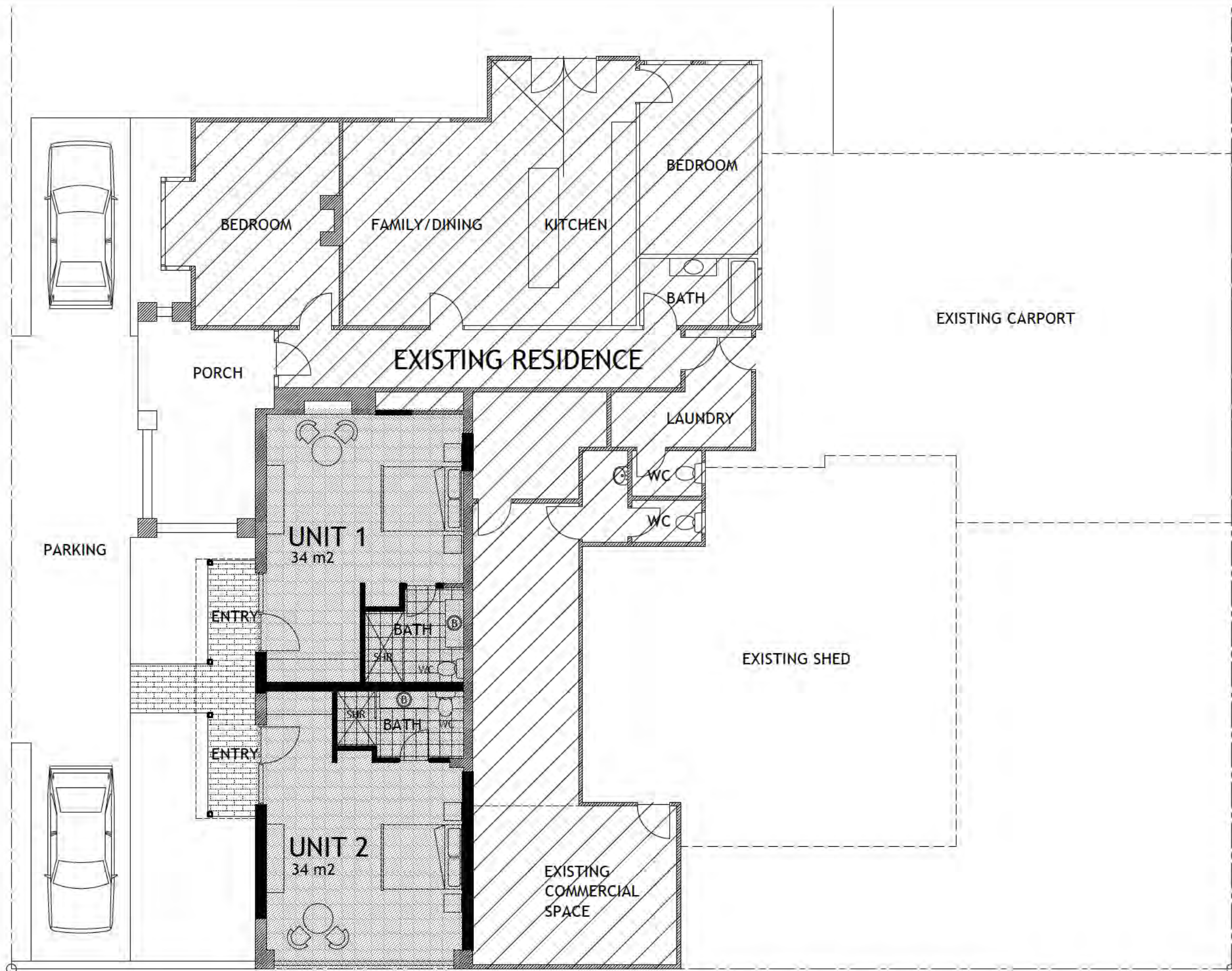
OFFICE USE ONLY

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



SITE PLAN

SCALE 1:200



FLOOR PLAN

SCALE 1:100

CONVERT EXISTING
COMMERCIAL SPACE INTO
2 ACCOMMODATION UNITS



NORTH ELEVATION
FALCON STREET

10.2 TECHNICAL AND RURAL SERVICES

10.2.1 DRAFT COUNCIL POLICY – SHIRE OF NARROGIN DIGNITARIES – CBD FOOTPATH PLAQUES

File Reference	13.5.4
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	16 January 2025
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Draft Council Policy – Shire Of Narrogin Dignitaries – CBD Footpath Plaques

Summary

Council is requested to consider a draft policy, Shire of Narrogin Dignitaries – CBD Footpath Plaques, for adoption.

The policy's purpose is to recognise individuals or groups who have made significant, positive contributions to the Narrogin community, by installing a bronze plaque on CBD footpaths.

The draft policy was presented to the Townscape Advisory Committee (TAC) prior to it being recommended to Council by the TAC and Administration.

Background

There is currently one commemorative recognition plaque located in the Narrogin CBD, on Federal Street in front of the Town Hall. This is the only one known to the Administration within the Narrogin CBD, however it is noted that similar style commemorative plaques are located on footpaths in the Highbury Townsite.

The Chief Executive Officer (CEO) recommended to the Executive Manager Technical & Rural Services (EMTRS) to present the concept of additional commemorative footpath plaques within the Narrogin CBD to the TAC.

The concept was presented to the TAC by way of a draft Council policy, at the TAC's meeting held 10 December 2024. At that meeting, the TAC recommended unanimously, to present the draft policy to Council for resolution. See draft policy at Attachment 1.

Consultation

Consultation was initially entered into between the CEO and the EMTRS prior to presenting the draft policy to the TAC for consideration.

Statutory Environment

There are no known Statutory matters to consider with the installation of commemorative footpath plaques.

Policy Implications

There are currently no policies that relate to this item. Should Council resolve to adopt this policy then it will give guidance to Administration moving forward.

Sustainability & Climate Change Implications

Environmental - There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Economic - There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social - There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Financial Implications

The cost of purchasing a plaque/s annually plus labour to install would need to be included in Annual Budgets for Council consideration. The author contacted Foundry Makers to get an estimate of cost for a 220mm x 220mm bronze plaque with writing and was given an estimate of between \$650 and \$700 each.

Therefore, should Council endorse this policy, and purchase and install a single plaque inclusive of labour each, it would be around \$850 each. Should Council wish to install multiple plaques in recognition of past dignitaries, it would be the number of plaques multiplied by \$850.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
There are no known risks by implementing this policy. However, should Council resolve not to adopt this policy there may be minor community dissatisfaction.	Unlikely (2)	Minor (2)	Low (1-4)	Engagement Practices	Should Council resolve not to adopt the policy then there may be some community

					dissatisfaction. However, it is unlikely as we do not have such a policy at present and have not been installing footpath plaques.
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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

The adoption of a Shire of Narrogin – Dignitaries Footpath Plaques Policy offers a unique opportunity to honour and commemorate individuals or groups who have significantly contributed to the Shire's development, culture, and community. Such a policy would create a lasting legacy, ensuring that their contributions are recognised and celebrated by current and future generations. By embedding these plaques in public footpaths within the CBD, the Shire provides a visible and accessible reminder of its rich history and the people who shaped it.

This initiative is more than just a means of recognition, it is a way to foster community pride and engagement. Commemorative plaques can serve as a source of inspiration, reminding residents and visitors alike of the values, achievements, and resilience of the Narrogin community. The plaques may also encourage residents to explore their local area, engaging with the stories and accomplishments of those who have helped to make Narrogin the vibrant community it is today.

Furthermore, the implementation of this policy could have economic and cultural benefits. Commemorative plaques can become points of interest for visitors, adding an educational and historical dimension to the town's streetscape. This would enhance Narrogin's appeal as a tourist destination, promoting the Shire as a place of heritage and community spirit. Such an initiative aligns with broader goals of enhancing the Shire's profile and attractiveness while supporting local businesses and cultural activities.

In addition, the policy would provide a clear and consistent framework for assessing and approving commemorative plaques, ensuring transparency and fairness in the process. This structure would help

avoid ad hoc decision-making and maintain the integrity of the initiative. By setting clear guidelines, the Council can ensure that this program remains a meaningful and well-regarded tradition within the Shire.

In conclusion, adopting the Shire of Narrogin – Dignitaries Footpath Plaques Policy is a proactive and forward-thinking measure that recognises past achievements while enriching the community's present and future. It is a practical and symbolic way to celebrate local heroes, inspire pride, and enhance Narrogin's identity as a place of shared heritage and community values.

Voting Requirements

Simple Majority

TOWNSCAPE ADVISORY COMMITTEE & OFFICERS' RECOMMENDATION

That with respect to the draft Shire of Narrogin Dignitaries – CBD Footpath Plaques Policy, Council adopt the Policy as presented at Attachment 1, and consider including a provisional sum of \$10,000 in the 2025/26 Budget to install priority plaques, to be determined in accordance with the Policy.

COUNCIL RESOLUTION 190225.05

Moved: Cr Pomykala

Seconded: Cr McNab

That with respect to the draft Shire of Narrogin Dignitaries – CBD Footpath Plaques Policy, Council adopt the Policy as presented at Attachment 1, subject to the addition of the words 'Subject to being satisfied that the nominee (or their executor or attorney or other suitable family representative) is supportive of the intended decision of the Council' at item 1, dot point 4 of the 'Selection of Honourees' section, and consider including a provisional sum of \$10,000 in the 2025/26 Budget to install priority plaques, to be determined in accordance with the Policy.

*The Executive Manager Development & Regulatory Services left the Council Chambers at 7:26pm
The Executive Manager Development & Regulatory Services returned to the Council Chambers at 7:28pm*

CARRIED 6/0

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

Against: Nil

XX Shire of Narrogin Dignitaries – CBD Footpath Plaques

Statutory context

Corporate context Policy 1.21 – Freeman of the Shire
Australia Day and Honours Advisory Committee (and Terms of Reference)

History Draft 12 February 2025

Policy Statement

The Shire of Narrogin is committed to acknowledging individuals and or groups who have made significant, positive contributions to the community. This recognition will be in the form of bronze plaques installed on footpaths within the Narrogin Central Business District (CBD). The CBD Central Business Precinct is bounded by the southern side of Clayton Road, Federal Street, Fairway Street, Park Street and Earl Street as defined in the former Town of Narrogin Town Planning Scheme No.2 and where brick paving is the predominant footpath.

This initiative aims to celebrate Pioneers, Citizens of the Year, Freeman of the Shire awardees, Indigenous leaders, volunteers and other noteworthy identities or groups who have served and positively impacted the Shire.

Objective

The objective of this policy is to establish guidelines for the selection and installation of plaques on CBD footpaths to honour dignitaries who have contributed to the Shire's history and social fabric. Through this initiative, the Shire seeks to enhance local identity and foster pride in the community.

Scope

This policy applies to:

- Individuals and/or groups from the Shire of Narrogin who have made significant positive contributions, as identified by the Council or have been put forward as a nomination for a community award.
- Selection and installation procedures for plaques to ensure consistency and appropriateness.

Procedures

1. Selection of Honourees

- Nominations: Community members, the Council's Australia Day and Honours Advisory Committee or Townscape Advisory Committee, may nominate individuals or groups at any time for confidential consideration by the Council, on confidential recommendation by the Australia Day and Honours Advisory Committee. Nominees should not be consulted or informed of their nominations.
- The Advisory Committee and the Council will deliberate on nominations in a confidential "in-camera" setting in accordance with the principles established under the Eligibility below.
- Eligibility: Nominees may include:
 - o Pioneers
 - o Citizens of the Year
 - o Freeman awardees
 - o Indigenous leaders
 - o Other distinguished individuals or groups who have contributed positively to the Shire of Narrogin.
- Approval: The Council will review and resolve on recommended nominations.

2. Plaque Design and Placement

- Design Specifications:
 - o Material: Bronze
 - o Dimensions: 200mm (width) x 100mm (length) x 3mm (height)

- o Inscription: Each plaque will display the name of the honouree, a brief description of their contribution, and the date of awarding.
- o Plaques will be modelled on the inaugural plaque located on Federal Street in front of the Town Hall for reference and for consistency.
- o There are approximately 120 potential locations for such plaques within the existing CBD area for reference (as at October 2024).
- Placement:
 - o Primary installation sites will be within the decorative square pavers on footpaths in the Narrogin CBD.
 - o Additional locations on footpaths within the CBD may be considered as needed and as approved by the Council when the square decorative pavers are full.
 - o The Shire's Administration will have a dedicated section within the Shire's website for this initiative that can be viewed by all and at any time (24/7/365). The Administration will also use its social media platform Facebook for the advertising of such with direction to the website.

3. Installation and Maintenance

- Installation Schedule: At least one plaque will be installed annually (generally following announcement of the Citizen of the Year Winner), with the potential for multiple plaques in one year, subject to Budget constraints and Council approval. This would allow for dignitaries in years gone by to be recognised. The location of such plaques to recognise previous years 'approved' awardees will be at the discretion of the Shire's Chief Executive Officer, in liaison with the Shire's President.
- Maintenance: Plaques will be maintained by the Shire to ensure their longevity and readability.
- Any plaques that are remove due to maintenance works are to be replaced in the same or nearby area where practicable.

Forms and Templates

Plaque Style:



– End of Policy

Notes

The Awardees on Plaques are:

Date Awarded Awardee.

2006 Town of Narrogin by the Narrogin Spring Festival Committee

10.2.2 REVISED 10 YEAR PUBLIC ART PROGRAM 2025-2035

File Reference	4.2.5
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Item 10.2.1 OCM 28 July 2021 Res 0721.007
Date	21 January 2025
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	Nil

Summary

Council is requested to consider adopting a revised Ten Year Public Art Program 2025 – 2035 (10YPAP). The presented program is a revised version of the program adopted by Council at its July 2021 Ordinary Council Meeting (OCM) and is recommended by the Townscape Advisory Committee (TAC).

Background

At the TAC's 29 October 2024 meeting the current adopted 10YPAP 2021 – 2031 was presented to the Committee for review and to consider if there were any priority changes required to listed projects and locations and or if new projects needed to be added or list projects needed to be omitted prior to recommendation to Council.

Consultation

Consultation has occurred with:

- The TAC;
- Chief Executive Officer;
- Executive Manager Corporate and Community Services;
- Manager Community Services; and
- Community and Economic Development Coordinator.

Statutory Environment

Local Governments are required to have Asset Management Plans in place pursuant Local Government Act 1995, in respect of Public Art that becomes a Shire asset, however there is no relevant legislation directly relating to 'public art' per se.

Policy Implications

The following relate:

- Shire of Narrogin Public Art Strategy & Masterplan 2019;
- 11.4 Public Art Contribution Policy and Guidelines; and

- 12.11 Asset Management Plans Policy.

Sustainability & Climate Change Implications

Environmental - There are no significant identifiable environmental impacts arising from adoption of the recommendation.

Economic - There are no significant identifiable economic impacts arising from adoption of the recommendation. The implementation of such projects may increase tourism to Narrogin which may stimulate the local economy through local businesses.

Social - A public art program can foster a sense of community pride and identity. It provides opportunities for residents and visitors to engage with local art, culture, and history, creating shared experiences and connections.

Financial Implications

This revised program would need to be considered in the context of the Shire's Long Term Financial Plan and annual budgeting process. Any projects listed within the program would need to be considered against other Council priorities and funding each year.

Council has been able to commit \$25,000 (municipal funds) annually towards public art projects for the last few years within the annual budget process. If the annual \$25,000 municipal allocation continues to be budgeted towards public art without other additional funding (grant), then this program could take up to two decades or more to be completed.

To complete the listed projects in ten years or less, would require additional funding i.e., additional municipal (rates) funding, grant funding or community development funding from large corporate businesses in Narrogin or future businesses locating to Narrogin.

The maintenance of any art works would need to be factored into annual Budgets, which it is currently.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	1.	Economic Objective (Support growth and progress, locally and regionally)
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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council resolves to adopt the program however is unable to fund it annually due to Budget restrictions.	Possible (3)	Minor (2)	Medium (5-9)	Project / Change Management	Manage by continuing to allocate \$25,000 or more per annum to public art projects and the Administration continue to alternate funding options.

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

At the TAC meeting held 29 October 2024, the EMTRS put forward the current adopted 10 Year Public Art Program 2021 – 2031 and requested the TAC to review the program for relevance regarding location priorities, what's new that may be considered or items that may wish to be omitted. See below for the current adopted Public Art Program:

Shire of Narrogin 10 Year Public Art Program 2021 - 2031

Projects	Est Cost ex GST	Duration Of Project Years	Financial Year	Comments
Roundabouts Artwork	\$100,000	2	2021-2022	Install artwork on Roundabouts Pioneer Drive
	\$100,000		2022-2023	
Entry Statement Replacement x 7	\$ 50,000	3	2023-2024	Replace existing Silo Entry Statements with new design (masonry/steel)
	\$ 50,000		2024-2025	
	\$ 50,000		2025-2026	
Murals	\$ 50,000	1	2026-2027	Install a Mural in a prominent location CBD
Cemetery Art	\$ 80,000	1	2027- 2028	Artwork along the boundary adjoining Williams Road
Foxes Lair - Art Structure	\$ 60,000	1	2028-2029	On Williams Rd near entry, Install an art structure
Federal St/Clayton Rd	\$ 80,000	1	2029-2030	Large Art Structure
Gnarrojin Park	\$ 50,000	1	2030-2031	Indigenous art piece/s near Pioneer Drive visual from pedestrian bridge
Total	\$670,000	10 Years	2021-2031	Average annual expenditure over 10 years: \$67,000

After discussion with the TAC, the following outcome regarding priority locations was agreed to by consensus of the TAC. Costing for projects was not agreed upon as there is no scope or design for the projects at this time:

Shire of Narrogin 10 Year Public Art Program 2025 - 2035

Projects	*Provisional non-scoped cost ex GST	Duration Of Project Years	Financial Year	Comments
Entry Statement Replacement	*\$200k	1	2025- 2027	Replace existing Silo Entry Statements with new design (masonry/steel) inclusive of Highbury (8 @ up to \$25k each).
Roundabouts Art Structures	*\$240k	1	2027 - 2029	Install art structures on Roundabouts X 3 Pioneer Drive, Kipling 1 st , Herald 2 nd and Federal 3 rd @\$80k each
Murals	*\$120k	1	2029-2030	Install a Mural on the Goods Shed and the Telstra Building @ \$60k each
Federal Street/ Fortune Street – Art Structure	*\$80k	1	2030-2031	Art structure where the clock tower is located.

Foxes Lair - Art Structure	*\$60k	1	2031-2032	Art structure on Williams Rd near entry, Install an art structure.
Cemetery Art Structure/s	*\$80k	1	2032-2033	Artwork/structures along the boundary adjoining Williams Road.
Gnarojin Park – Iconic Art Structure	*\$100k	1	2033-2034	Pioneer Drv concrete slab near Kipling Street.
Federal St/Clayton Rd – Art Structure	*\$100k	1	2034-2035	Large Art Structure SE Cnr where garden bed is.
Total	\$980k	10 Years	2025-2035	Average annual expenditure over 10 years: \$98k

*Note Well: A provisional and aspirational costing has been put against each project which was derived by the EMTRS. There has been no scope of design agreed on by the TAC to justify the costing. Firmer pricing will be arrived at once a scope inclusive or design, labour materials, contractor quotes etc. is investigated. At that time a project would be submitted to Council for consideration and funding if possible.

Should grant funding become available to fund these projects, then the year listing for the projects could change dramatically should Council wish to allocate that funding to the listed projects.

Council Resolution 0820.003, Ordinary Council Meeting 25 August 2020, at point 2 reads as follows: *“Consider in the Long Term Financial Plan, an annual budget allocation of \$25,000, demonstrating Council’s commitment to public art.”*. Since then, there has been an annual allocation of \$25,000. There lies the funding problem with the current and draft 10 Year Public Art Program. There is a deficiency in municipal and alternative source funding to complete such a program as presented or individual projects within it, based on \$25,000 per annum.

To complete such a program would require a large sum of additional funding to achieve the completion of individual or all the projects in the ten-year period of time or less. Such additional funding could be municipal funding, grant funding or a community funding contribution from a business or developer in Narrogin.

The cost of any project is dependent on different factors including and predominantly the scope of the project. Therefore, the costs shown in the program, are indicative and aspirational, as a detailed scope has not been discussed with the TAC as yet. Other factors that would need to be considered are price rises in labour, materials, and resources.

It is fair to say that, although Council have resolved to allocate \$25,000, if available, to public art, this has not been enough to fund the current art program, hence the TAC have only worked on projects that are practical and affordable like murals. The recent iconic mural at the Leisure Centre was funded by both municipal and grant funding.

The current ten-year programmed approach to public art projects has proven to be ineffective due to the disconnect between project funding and implementation. As a result, an alternative approach may be worth considering.

Council may wish to explore the development of a Priority Public Art Project List by the Town Advisory Committee (TAC) as an alternative to the existing ten-year program. This list would serve as a dynamic working document, maintained by the TAC and updated as needed. Unlike the current program, it would not assign specific years or cost estimates to projects but would instead outline project

descriptions, locations, and their relative priority. There would be no limit to the number of projects included, allowing for flexibility in planning and execution.

Under this approach, the TAC could identify a priority project from the list and, with administrative support, develop an agreed scope of work. This process would enable the determination of more accurate cost estimates for Council's consideration during the annual Budget process.

Previous Council discussions at Ordinary Council Meetings (OCMs) have indicated strong support for public art concepts proposed by the TAC. However, for Council to give full consideration to individual projects, detailed information on project scope and costings is required. The current revised program merely presents a list of proposed projects and locations without any defined scope of works, making it difficult to establish reliable cost estimates.

A shift towards a Priority Public Art Project List would allow for a more flexible and responsive approach, ensuring that projects are well-defined and appropriately costed before being presented for Council approval and potential funding.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 190225.06

Moved: Cr McNab

Seconded: Cr Bartron

That, with respect to the Draft Revised Ten-Year Public Art Program 2025–2035, Council:

- 1) Adopt the revised program as presented in this report, replacing the previously adopted program, and direct the Chief Executive Officer to explore alternative non-municipal funding sources - such as grants and sponsorships - to support the implementation of the program.
- 2) Acknowledge that the estimated costs assigned to each project are indicative and aspirational, as no formal scope or design has been agreed upon. Final costs will be determined following a comprehensive project scope that includes design, labour, materials, and contractor quotes. Once this process is complete, projects will be presented to Council for further consideration and potential funding. Additionally, should grant funding become available, project timelines may be adjusted at Council's discretion to optimise funding opportunities.
- 3) Commit to continue considering an annual municipal funding allocation of at least \$25,000 within the Annual Budget, with the intent of leveraging this contribution through grants or other external funding sources where feasible.

CARRIED 6/0

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

Against: Nil

10.3 CORPORATE AND COMMUNITY SERVICES

10.3.1 SCHEDULE OF ACCOUNTS PAID – DECEMBER 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	31 January 2025
Author	Therese Walker – Manager Corporate Services
Authorising Officer	Ian Graham – Executive Manager Corporate & Community Services
Attachments	
1. Schedule of Accounts Paid – December 2024	

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid for December 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 Corporate Services Coordinator.

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 December 2024 is presented to Council for notation. Below is a summary of activity:

31 December 2024 Payments		
Payment Type	\$	%
Cheque	0	0
EFT (incl Payroll)	935,203.89	74.25
Direct Debit	317,661.26	25.22
Credit Card	2,889.25	0.22
Fuel Card	5,825.02	0.46
Store Cards	780.97	0.06
Total Payments	1,262,360.39	100.00

Regional Payments	\$	%
Non	557,160.46	44.01
Local Suppliers	181,667.50	14.42
Payroll	523,532.43	41.57
Total	1,262,360.39	100.00

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 190225.07

Moved: Cr Wiese

Seconded: Cr Pomykala

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

CARRIED 6/0

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

Against: Nil

Accounts Paid -December 2024

Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
				Cheque Total \$	-		

1	EFT Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
2	EFT24460	06/12/2024	Best Office Systems			\$ 3,116.51	L	
3	INV 638773	11/11/2024	Best Office Systems	UB - GENERAL OFFICE EXPENSES - Ink	\$ 149.00			
4	INV 638942	15/11/2024	Best Office Systems	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Printer Toner	\$ 1,309.00			
5	INV 639542	27/11/2024	Best Office Systems	PRINTING & STATIONERY - Printing & Stationary November 2024	\$ 1,658.51			
6	EFT24461	06/12/2024	Synergy			\$ 14,796.64		
7	INV 2010269417	18/10/2024	Synergy	GNARJOIN PARK MAINTENANCE/OPERATIONS - Electricity Charges 20/08/24 - 17/10/24	\$ 255.66			
8	INV 2094221114	13/11/2024	Synergy	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Electricity Charges 09/10/2024 - 12/11/2024	\$ 1,888.63			
9	INV 2074267476	02/12/2024	Synergy	ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Charges 25/10/24 - 24/11/24	\$ 12,652.35			
10	EFT24462	06/12/2024	Narrogin Packaging			\$ 9,802.08	L	
11	INV 00087960	20/05/2024	Narrogin Packaging	NRLC - GENERAL EXPENSES - 9 Volt Battery	\$ 8.50			
12	INV 00090772	30/10/2024	Narrogin Packaging	GOOD SHED ROOF AND WALL RESTORATION - Accrow Props	\$ 2,925.00			
13	INV 00090773	30/10/2024	Narrogin Packaging	WASTE WATER TREATMENT - Maintenance Supplies - Paddle Flow Switch	\$ 372.55			
14	INV 00090838	01/11/2024	Narrogin Packaging	NARROGIN SKATE PARK - Non Caustic Oven Cleaner	\$ 44.61			
15	INV 00090864	01/11/2024	Narrogin Packaging	CLAYTON OVAL MAINTENANCE/OPERATIONS - Maintenance Supplies - Red Bush , Station Module , Pressure Gauge , Station Controller , Tapping Band	\$ 4,078.90			
16	INV 00090928	05/11/2024	Narrogin Packaging	TOUR - VISITORS CENTRE/ RAILWAY MAINTENANCE - Chairs	\$ 30.00			
17	INV 00090902	06/11/2024	Narrogin Packaging	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$ 95.20			
18	INV 00090977	08/11/2024	Narrogin Packaging	CLAYTON OVAL MAINTENANCE/OPERATIONS - Maintenance Supplies - ACC2 6 Station Module	\$ 1,626.30			
19	INV 00091045	12/11/2024	Narrogin Packaging	GNARJOIN PARK PUBLIC TOILETS MAINTENANCE - Maintenance Supplies - Valve Socket , Coupling , PVC Elbow , Poly Nipple , Plumber Tape and Primer	\$ 147.02			
20	INV 00091089	14/11/2024	Narrogin Packaging	NRLC - GENERAL EXPENSES - Pipe Cutter	\$ 20.30			
21	INV 00091272	22/11/2024	Narrogin Packaging	HIGHBURY PUBLIC TOILETS OPERATIONS - Toilet Supplies	\$ 122.35			
22	INV 00091395	26/11/2024	Narrogin Packaging	ADMIN OFFICE BUILDING OPERATIONS - Toilet Supplies	\$ 136.35			
23	INV 00091396	26/11/2024	Narrogin Packaging	VARIOUS DEPARTMENTS - Public Toilet Supplies	\$ 195.00			
24	EFT24463	06/12/2024	Water Corporation			\$ 200.59		
25	INV 9007713119	27/11/2024	Water Corporation	RAILWAY INSTITUTE HALL & OFFICE BUILDING OPERATIONS - Water Charges 03/10/2024 - 26/11/2024	\$ 200.59			
26	EFT24464	06/12/2024	Hancocks Home Hardware			\$ 62.80	L	PF
27	INV 496777	14/11/2024	Hancocks Home Hardware	NRLC - CLEANING & WASTE DISPOSAL - Cleaning Supplies	\$ 62.80			
28	EFT24465	06/12/2024	DFES Department of Fire & Emergency Services			\$ 88,751.57		
29	INV 158475	21/11/2024	DFES Department of Fire & Emergency Services	FESA ESL LIABILITY - ESL 2nd Quarter Contribution	\$ 88,751.57			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
30	EFT24466	06/12/2024	Narrogin Bearing Service			\$ 142.90	L	
31	INV IN222461	30/10/2024	Narrogin Bearing Service	WASTE WATER TREATMENT - Multimetre	\$ 129.95			
32	INV IN223461	26/11/2024	Narrogin Bearing Service	NO592 2021 ISUZU D-MAX 4X4 SX SINGLE CAB - Reece Hitch Pin	\$ 12.95			
33	EFT24467	06/12/2024	RJ Smith Engineering			\$ 1,195.20	L	
34	INV DI21734	14/11/2024	RJ Smith Engineering	FOOTPATH MAINTENANCE - Screed Straps for Footpath Paving	\$ 18.00			
35	INV DI21759	15/11/2024	RJ Smith Engineering	GOOD SHED ROOF AND WALL RESTORATION - Bolts for Wall Cleats	\$ 1,177.20			
36	EFT24468	06/12/2024	PFD Food Services Pty Ltd			\$ 215.65		
37	INV LN854531	26/11/2024	PFD Food Services Pty Ltd	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$ 215.65			
38	EFT24469	06/12/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthil			\$ 290.00	L	
39	INV JC24044911	02/12/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthil	JNGN 2023 TOYOTA PRADO STATION SEDAN - 40,000km Service	\$ 290.00			
40	EFT24470	06/12/2024	Guy Maley			\$ 80.00		
41	INV 04122024	04/12/2024	Guy Maley	ANIMAL - ANIMAL DESTRUCTION - Firearm Licence Renewal	\$ 80.00			
42	EFT24471	06/12/2024	Derbahl Pty Ltd			\$ 350.00	L	
43	INV 00002103	20/11/2024	Derbahl Pty Ltd	FAIRWAY DEPOT BUILDING MAINTENANCE - Goods Shed - Pump Out Septic Tank	\$ 350.00			
44	EFT24472	06/12/2024	Narrogin Chamber Of Commerce			\$ 100.00	L	
45	INV INV-0323	21/11/2024	Narrogin Chamber Of Commerce	STAFF GRATUITY - Rates Officer 2 Years Service	\$ 100.00			
46	EFT24473	06/12/2024	Bob Waddell & Associates Pty Ltd			\$ 1,672.00		
47	INV 4295	02/12/2024	Bob Waddell & Associates Pty Ltd	ADMIN - CONSULTANTS - Assistance with BAS, Asset Additions & Disposal	\$ 1,672.00			
48	EFT24474	06/12/2024	Narrogin Pumps Solar And Spraying			\$ 266.96	L	
49	INV 00062367	02/12/2024	Narrogin Pumps Solar And Spraying	OCKLEY WATER TANK - Assorted Parts to Connect Tank	\$ 266.96			
50	EFT24475	06/12/2024	Narrogin Croquet Club Inc.			\$ 300.00	L	
51	INV OCR2415989-2.10.1	04/09/2024	Narrogin Croquet Club Inc.	MEMBERS - DONATIONS TO COMMUNITY GROUPS - Sponsorship from CEO's Delegated Council Funds	\$ 300.00			
52	EFT24476	06/12/2024	Steele's Guns & Outdoors			\$ 1,598.00	L	F
53	INV 100202	20/05/2024	Steele's Guns & Outdoors	ESL - BFB PLANT & EQUIPMENT MAINTENANCE - Hema HX-2 Navigator for Fire Trucks	\$ 1,598.00			
54	EFT24477	06/12/2024	Fulton Hogan			\$ 183,230.78		
55	INV 19766882	26/11/2024	Fulton Hogan	WHINBIN ROCK RD CONSTRUCTION - Primer Seal & Second Seal	\$ 183,230.78			
56	EFT24478	06/12/2024	Ampac Debt Recovery (WA)			\$ 64.24		R
57	INV 113765	30/11/2024	Ampac Debt Recovery (WA)	RATES - DEBT COLLECTION EXPENSES - Comissions & Costs of November 2024	\$ 64.24			
58	EFT24479	06/12/2024	BKS Electrical Pty Ltd			\$ 121.00	L	
59	INV 4465	03/11/2024	BKS Electrical Pty Ltd	TOWN HALL BUILDING MAINTENANCE - Stage Lighting Fault Detect	\$ 121.00			
60	EFT24480	06/12/2024	Highbury District Community Council			\$ 2,000.00	L	
61	INV 01092024	01/09/2024	Highbury District Community Council	HIGHBURY HALL BUILDING MAINTENANCE - Annual Financial Contribution 2024/25	\$ 2,000.00			
62	EFT24481	06/12/2024	United Security Enforcement Corporation			\$ 158.40		
63	INV 00013301	09/09/2024	United Security Enforcement Corporation	NRLC - SECURITY GEN - Alarm Response - 07/09/24	\$ 158.40			
64	EFT24482	06/12/2024	AFGRI Equipment Australia Pty Ltd			\$ 1,877.29		
65	INV 2916390	26/11/2024	AFGRI Equipment Australia Pty Ltd	NO4719 2020 JOHN DEERE 620G GRADER - Travel to Narrogin - Perform Full Diagnostics and Repair on Grader	\$ 1,877.29			
66	EFT24483	06/12/2024	O'Rourke Electric Services			\$ 1,016.40	L	
67	INV INV-2926	14/11/2024	O'Rourke Electric Services	13 HOUGH ST - MAINTENANCE - Supply and Install of LED Light Fittings	\$ 1,016.40			
68	EFT24484	06/12/2024	Win Television WA Pty Ltd T/A WIN Television Network			\$ 2,310.00		

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
69	INV 1822844-2	30/06/2024	Win Television WA Pty Ltd T/A WIN Television Network	TOUR - PUBLIC RELATIONS & AREA PROMOTION - TV Commercials June 2024	\$ 1,210.00			
70	INV 1930870-3	30/11/2024	Win Television WA Pty Ltd T/A WIN Television Network	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Television Commercials November 2024	\$ 1,100.00			
71	EFT24485	06/12/2024	Regional Communication Solutions			\$ 4,620.00	L	
72	INV INV-2498	01/10/2024	Regional Communication Solutions	OLOPS - CCTV Maintenance GEN - Contract to Service CCTV Network 1/07/24-30/09/24	\$ 3,300.00			
73	INV INV-2501	15/11/2024	Regional Communication Solutions	OLOPS - CCTV MAINTENANCE - 60Ghz Point to Point Link Narrogin Admin to Police Station for CCTV	\$ 1,320.00			
74	EFT24486	06/12/2024	Kulker Carpentry And Construction			\$ 440.00	L	
75	INV IV000001167	17/10/2024	Kulker Carpentry And Construction	PARKS & GARDENS MAINTENANCE - Remove Shade Sails from 2 Locations	\$ 440.00			
76	EFT24487	06/12/2024	Elgas			\$ 6,275.69		
77	INV 0361051293	12/11/2024	Elgas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Gas Supplied 120L	\$ 210.07			
78	INV 0361042661	14/11/2024	Elgas	NRLC - UTILITY - GAS - Gas Supplied 3,465L	\$ 6,065.62			
79	EFT24488	06/12/2024	Epic Fire Solutions T/As MCG Fire Services			\$ 187.00		
80	INV INV-4204	14/11/2024	Epic Fire Solutions T/As MCG Fire Services	TOWN HALL BUILDING MAINTENANCE - Monthly EVAC Test October 2024	\$ 187.00			
81	EFT24489	06/12/2024	MC & SP Russell			\$ 255.00	L	
82	INV 27112024	27/11/2024	MC & SP Russell	DCVC - SALES - Goods Sold on Consignment	\$ 255.00			
83	EFT24490	06/12/2024	Cuballing Building Company			\$ 1,515.30	L	
84	INV INV04069	02/12/2024	Cuballing Building Company	HIGHBURY PUBLIC TOILETS MAINTENANCE - Door Maintenance	\$ 1,515.30			
85	EFT24491	06/12/2024	Integrated ICT			\$ 215.71		
86	INV 35239	29/11/2024	Integrated ICT	ADMIN - INFORMATION SYSTEMS - Exclaimer Signature Cloud Licenses	\$ 215.71			
87	EFT24492	06/12/2024	Specialist Wholesalers T/as Truckline			\$ 1,129.52		
88	INV 9283943	16/05/2024	Specialist Wholesalers T/as Truckline	NO2731 FOUR AXLE SIDE TIPPER TRAILER - Torque Rod, Screws & Bush Track Rod	\$ 1,129.52			
89	EFT24493	06/12/2024	Farmarama Pty Ltd			\$ 1,188.00		
90	INV 00037044	13/11/2024	Farmarama Pty Ltd	PARKS & GARDENS MAINTENANCE - 40x 25kg Bags of Custom Mix Fertiliser	\$ 1,188.00			
91	EFT24494	06/12/2024	Keeling Electrical Group Pty Ltd			\$ 9,403.54	L	
92	INV 1667	31/10/2024	Keeling Electrical Group Pty Ltd	ADMIN OFFICE BUILDING MAINTENANCE - Exterior Lighting Repairs	\$ 955.64			
93	INV 1677	28/11/2024	Keeling Electrical Group Pty Ltd	MACKIE PARK PUBLIC TOILETS AND OFFICE - Annual Electrical Inspection	\$ 367.30			
94	INV 1676	28/11/2024	Keeling Electrical Group Pty Ltd	VARIOUS DEPARTMENTS - Annual Electrical Inspection 2024/25	\$ 8,080.60			
95	EFT24495	06/12/2024	CSSTech Pty Ltd			\$ 3,079.80		
96	INV I0003936	14/11/2024	CSSTech Pty Ltd	ANIMAL - TELEPHONE/MOBILE - New Mobile iPhone & Accessories - Ranger	\$ 1,538.90			
97	INV I0003987	29/11/2024	CSSTech Pty Ltd	ADMIN - TELEPHONE/MOBILE - New Mobile iPhone & Accessories - EMCCS	\$ 1,540.90			
98	EFT24496	06/12/2024	Voxson			\$ 1,586.20		
99	INV 00114713	26/11/2024	Voxson	ROAD MAINTENANCE GENERAL EXPENSES - Underground Sleeve & Delivery Charges	\$ 1,586.20			
100	EFT24497	06/12/2024	Narrogin Fruit Trading Pty Ltd			\$ 372.21	L	
101	INV 000F2024111359	13/11/2024	Narrogin Fruit Trading Pty Ltd	FIRE - TRAINING & DEVELOPMENT - Food and Drinks for Fire at Refuse Site 13 November 2024	\$ 184.60			
102	INV INV-1185	19/11/2024	Narrogin Fruit Trading Pty Ltd	FIRE - TRAINING & DEVELOPMENT - Lunch for Fire at Refuse Site 13 November 2024	\$ 187.61			
103	EFT24498	06/12/2024	Prime Television (Southern) Pty Limited			\$ 1,049.40		
104	INV 517389	30/09/2024	Prime Television (Southern) Pty Limited	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Promotional Ads - September 2024	\$ 1,049.40			
105	EFT24499	06/12/2024	Reagan James Spanswick			\$ 2,297.24	L	
106	INV INV-1089	27/11/2024	Reagan James Spanswick	CHSP - BUILDING MAINTENANCE - Remove & Install New Veranda Post - Replace Gutter Section	\$ 2,297.24			
107	EFT24500	06/12/2024	Team Global Express Pty Ltd			\$ 403.27		

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
108	INV 0646-T40710	27/10/2024	Team Global Express Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges	\$ 48.40			
109	INV 0647-T740710	03/11/2024	Team Global Express Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges	\$ 79.40			
110	INV 0647-T740710	17/11/2024	Team Global Express Pty Ltd	NO4516 2021 CATERPILLAR CW34 CTS ROLLER - Freight Charges	\$ 32.51			
111	INV 0650-T740710	24/11/2024	Team Global Express Pty Ltd	FIRE PREVENTION/BURNING/CONTROL - Freight Charges	\$ 242.96			
112	EFT24501	06/12/2024	Top of The Ladder Gutter Cleaning			\$ 16,060.00		
113	INV 00029754	31/10/2024	Top of The Ladder Gutter Cleaning	VARIOUS DEPARTMENTS - Entire Building Gutter Cleaning and Rubbish Removal	\$ 16,060.00			
114	EFT24502	06/12/2024	Harcher Distributors (Wa Distributors P/L)			\$ 292.20		
115	INV 1023367	26/11/2024	Harcher Distributors (Wa Distributors P/L)	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$ 292.20			
116	EFT24503	06/12/2024	Coca Cola Euro Pacific			\$ 1,102.17		
117	INV 0235453745	27/11/2024	Coca Cola Euro Pacific	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$ 1,102.17			
118	EFT24504	06/12/2024	Officeworks Ltd			\$ 977.41		
119	INV 617648714	18/11/2024	Officeworks Ltd	NRLC - CLEANING & WASTE DISPOSAL - Cleaning Supplies & Kiosk Stock	\$ 237.64			
120	INV 617852718	27/11/2024	Officeworks Ltd	NRLC - EQUIPMENT HIRE & PURCHASE - Office Chairs	\$ 621.95			
121	INV 617841541	27/11/2024	Officeworks Ltd	NRLC - EQUIPMENT HIRE & PURCHASE - Office Equipment	\$ 117.82			
122	EFT24505	06/12/2024	NER Finance			\$ 270.41		
123	INV NA00205472	20/11/2024	NER Finance	NRLC - EQUIPMENT HIRE & PURCHASE - Monthly Printer Rental - December 2024	\$ 270.41			
124	EFT24506	06/12/2024	Farmelec			\$ 720.00	L	
125	INV 3088	18/11/2024	Farmelec	TOWN HALL BUILDING MAINTENANCE - Replacement of Faulty Stage Lighting & Resetting of Lightboard	\$ 720.00			
126	EFT24507	06/12/2024	McLeods Lawyers			\$ 1,302.84		
127	INV 141853	31/10/2024	McLeods Lawyers	PLAN - CONTRACT TOWN PLANNING - Legal Advice Relating to Wind Farm & Development	\$ 1,302.84			
128	EFT24508	12/12/2024	Best Office Systems			\$ 369.00	L	
129	INV 638513	31/10/2024	Best Office Systems	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Cyan Printer Ink	\$ 220.00			
130	INV 639669	28/11/2024	Best Office Systems	LIB - GENERAL OFFICE EXPENSES - Replacement Drum for Printer	\$ 149.00			
131	EFT24509	12/12/2024	Synergy			\$ 1,532.82		
132	INV 2014305459	27/11/2024	Synergy	JOHN HIGGINS COMMUNITY COMPLEX BUILDING OPERATIONS - Electricity Charges 22/10/2024 - 19/11/2024	\$ 1,532.82			
133	EFT24510	12/12/2024	Australia Post			\$ 1,186.89		
134	INV 1013667827	03/12/2024	Australia Post	VARIOUS DEPARTMENTS POSTAGE/FREIGHT - Postage Charges November 2024	\$ 1,186.89			
135	EFT24511	12/12/2024	Great Southern Fuels			\$ 428.60	L	
136	INV 19018774	26/11/2024	Great Southern Fuels	STOCK - PURCHASE OF STOCK MATERIALS - 2 Stroke Mix Delivered	\$ 341.18			
137	INV 19018773	26/11/2024	Great Southern Fuels	STOCK - PURCHASE OF STOCK MATERIALS - Garden 2T x2	\$ 87.42			
138	EFT24512	12/12/2024	Water Corporation			\$ 767.08		
139	INV 9007715472	04/12/2024	Water Corporation	SYDNEY HALL PARK MAINTENANCE/OPERATIONS - Water Charges 07/10/2024 - 03/12/2024	\$ 767.08			
140	EFT24513	12/12/2024	Department of Finance Shared Services State Library of WA			\$ 341.00		
141	INV RI038726	30/08/2024	Department of Finance Shared Services State Library of WA	LIB - GENERAL OFFICE EXPENSES - Better Beginnings Program	\$ 341.00			
142	EFT24514	12/12/2024	Westrac Pty Ltd			\$ 4,729.51		
143	INV PI 0223501	21/10/2024	Westrac Pty Ltd	NO4516 2021 CATERPILLAR CW34 CTS ROLLER - Service Filters	\$ 195.74			
144	INV PI 0242481	25/10/2024	Westrac Pty Ltd	VARIOUS VEHICLES - 1x 18L Drum Coolant & 2x 20L Drum Hydraulic Oil	\$ 846.71			
145	INV PI 0313397	14/11/2024	Westrac Pty Ltd	NO4516 2021 CATERPILLAR CW34 CTS ROLLER - Service Filters	\$ 75.25			
146	INV SI 1801279	16/11/2024	Westrac Pty Ltd	NO686 2015 CAT SKID STEER LOADER - Exhaust Gas Recirculation, Diesel Filter Clean, Reset System Code & Replace Engine Block	\$ 3,611.81			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
147	EFT24515	12/12/2024	Narrogin Meals On Wheels			\$ 861.00	L	F
148	INV OCT-2024	01/11/2024	Narrogin Meals On Wheels	CHSP MEALS ON WHEELS COMMITTEE - Meals Delivered October 2024	\$ 435.00			
149	INV NOV-2024	29/11/2024	Narrogin Meals On Wheels	CHSP MEALS ON WHEELS COMMITTEE - Meals Delivered - November 2024	\$ 426.00			
150	EFT24516	12/12/2024	Narrogin Nursery Cafe & Gallery			\$ 213.00	L	
151	INV 00003324	04/10/2024	Narrogin Nursery Cafe & Gallery	STREET TREE MAINTENANCE - 2x Calistamen Kings Park Special	\$ 47.00			
152	INV 00003322	07/11/2024	Narrogin Nursery Cafe & Gallery	CEMETERY MAINTENANCE/OPERATIONS - 8x Bags Soil Conditioner and 1x Rose	\$ 166.00			
153	EFT24517	12/12/2024	Narrogin Bearing Service			\$ 53.90	L	
154	INV IN222964	12/11/2024	Narrogin Bearing Service	NOS2 2018 TORO MOWER 7210 - Hammer Locks	\$ 53.90			
155	EFT24518	12/12/2024	Narrogin Glass & Quick Fit Windscreens			\$ 77.00	L	
156	INV 00063711	29/11/2024	Narrogin Glass & Quick Fit Windscreens	NGN219 2022 NISSAN X-TRAIL -- Windscreen Chip Repair	\$ 77.00			
157	EFT24519	12/12/2024	RJ Smith Engineering			\$ 6,687.20	L	

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
158	INV DI21335	01/11/2024	RJ Smith Engineering	NO2706 FOUR AXLE SIDE TIPPER TRAILER - 6x Springs for Mudguard	\$ 77.70			
159	INV DI21855	19/11/2024	RJ Smith Engineering	GOOD SHED ROOF AND WALL RESTORATION - Footing Plates	\$ 6,380.00			
160	INV DI22062	26/11/2024	RJ Smith Engineering	LIB - GENERAL OFFICE EXPENSES - 6 Water Bottles for Library Water Filter	\$ 102.00			
161	INV DI22321	05/12/2024	RJ Smith Engineering	GOOD SHED ROOF AND WALL RESTORATION - Toll Steel Cut	\$ 127.50			
162	EFT24520	12/12/2024	Public Transport Authority			\$ 636.29		
163	INV 20241130	30/11/2024	Public Transport Authority	ECONOM - TRANSWA COMMISSION - November 2024	\$ 636.29			
164	EFT24521	12/12/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthil			\$ 763.65	L	
165	INV JC24043583	12/08/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthil	NGN00 2021 Toyota Kluger GX AWD Pet Wagon - 30,000km Vehicle Service	\$ 116.10			
166	INV JC24044599	04/11/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthil	NGN182 TOYOTA HILUX 4X2 WORKMATE UTILITY - Service HM Ute Homecare	\$ 647.55			
167	EFT24522	12/12/2024	Country Paint Supplies			\$ 138.00	L	
168	INV 4801023520	03/12/2024	Country Paint Supplies	CLAYTON ROAD OVAL BUILDINGS MAINTENANCE - Handheld Paint Marker	\$ 138.00			
169	EFT24523	12/12/2024	Narrogin Gasworx			\$ 60.00	L	
170	INV 82564	29/11/2024	Narrogin Gasworx	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - 2x Replacement Gas Bottles	\$ 60.00			
171	EFT24524	12/12/2024	Farmers Centre (Narrogin) Pty Ltd			\$ 198.79	L	
172	INV 94184	04/12/2024	Farmers Centre (Narrogin) Pty Ltd	2017 VOLVO EC220DL EXCAVATOR - Hydraulic Hose & Fittings	\$ 198.79			
173	EFT24525	12/12/2024	Raeco			\$ 102.59		
174	INV 60080	27/11/2024	Raeco	LIB - GENERAL OFFICE EXPENSES - Book Covering	\$ 102.59			
175	EFT24526	12/12/2024	Mensheds Narrogin Incorporated			\$ 306.00	L	
176	INV 2811	28/11/2024	Mensheds Narrogin Incorporated	MEMBERS - DONATIONS TO COMMUNITY GROUPS - Donation for Maintenance	\$ 306.00			
177	EFT24527	12/12/2024	T Yuen Construction			\$ 627.00	L	
178	INV 20112024	20/11/2024	T Yuen Construction	TOWN HALL BUILDING MAINTENANCE - Hire Scaffolding	\$ 627.00			
179	EFT24528	12/12/2024	Department of Mines, Industry Regulation and Safety			\$ 308.98		

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
180	INV 12112024	12/11/2024	Department of Mines, Industry Regulation and Safety	BSL LEVY - PAYMENTS - Payment of BSL November 2024	\$ 308.98			
181	EFT24529	12/12/2024	Narrogin Pumps Solar And Spraying			\$ 477.41	L	
182	INV 00048652	31/05/2023	Narrogin Pumps Solar And Spraying	FIRE PREVENTION/BURNING/CONTROL - Various Camlocks and Reducing Brushes	\$ 477.41			
183	EFT24530	12/12/2024	Educational Art Supplies			\$ 216.11		
184	INV 3584909	25/11/2024	Educational Art Supplies	LIB - OTHER EXPENSES - Craft Supplies	\$ 216.11			
185	EFT24531	12/12/2024	Narrogin Motel			\$ 1,194.00	L	F
186	INV 660	01/12/2024	Narrogin Motel	PUBLIC ART STRATEGY - IMPLEMENTATION - Mural Artist Accommodation 25/11/24 - 01/12/24	\$ 1,194.00			
187	EFT24532	12/12/2024	Daimler Trucks Perth			\$ 156,042.81		
188	INV VA980004403	28/11/2024	Daimler Trucks Perth	8T SIDE TIPPING TRUCK - Purchase One New 2024 Fuso Fighter 11L1930	\$ 156,042.81			
189	EFT24533	12/12/2024	Bill & Ben Hot Bread Shop			\$ 108.00	L	
190	INV 86	06/12/2024	Bill & Ben Hot Bread Shop	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Rolls for Christmas Party	\$ 108.00			
191	EFT24534	12/12/2024	Independence Australia Group			\$ 1,885.28		F
192	INV 82500916.01	05/11/2024	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$ 132.00			
193	INV 82499718.01	05/11/2024	Independence Australia Group	CHCP - CLIENT PURCHASES - QV Products	\$ 109.74			
194	INV 82499722.01	05/11/2024	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$ 313.60			
195	INV 82542827.01	27/11/2024	Independence Australia Group	CHCP - CLIENT PURCHASES - Fortsip Compact Protein Mocha 125ml Bottle x 24	\$ 139.50			
196	INV 82543558.01	27/11/2024	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$ 361.50			
197	INV 82547516.01	29/11/2024	Independence Australia Group	CHCP - CLIENT PURCHASES - Client Continence Products	\$ 144.50			
198	INV 82554395.01	03/12/2024	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$ 394.20			
199	INV 82552500.01	03/12/2024	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$ 290.24			
200	EFT24535	12/12/2024	Narrogin Bowling Club			\$ 136.00	L	
201	INV 19112024	19/11/2024	Narrogin Bowling Club	ADMIN - TRAINING & DEVELOPMENT - Fees for Corporate Bowls	\$ 136.00			
202	EFT24536	12/12/2024	Telair Pty Ltd			\$ 1,619.60		
203	INV TA10781-065	30/11/2024	Telair Pty Ltd	VARIOUS DEPARTMENTS - Telephone Charges November 2024	\$ 1,619.60			
204	EFT24537	12/12/2024	C & D Cutri			\$ 1,430.00	L	
205	INV 29112024	29/11/2024	C & D Cutri	BRIDGE MAINTENANCE - Emergency Propping for Havelock St Bridge	\$ 1,430.00			
206	EFT24538	12/12/2024	Elgas			\$ 16,087.16		
207	INV 0360884992	18/10/2024	Elgas	NRLC - UTILITY - GAS - Gas Supplied 4,907L	\$ 8,384.78			
208	INV 0361073638	29/11/2024	Elgas	NRLC - UTILITY - GAS - Gas Supplied 4,400L	\$ 7,702.38			
209	EFT24539	12/12/2024	BMR Mechanical Pty Ltd			\$ 108.55	L	F
210	INV INV-3327	02/12/2024	BMR Mechanical Pty Ltd	NGN830 2017 FUSO FIGHTER 8T TIP TRUCK - Diagnose Fault and Repair	\$ 108.55			
211	EFT24540	12/12/2024	Earl Street Physiotherapy			\$ 75.00	L	F
212	INV 0047376	03/10/2024	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Consultation	\$ 75.00			
213	EFT24541	12/12/2024	Narrogin Podiatry			\$ 165.00	L	F
214	INV 0018668	03/12/2024	Narrogin Podiatry	CHCP - CLIENT PURCHASES - Standard Consultation	\$ 82.50			
215	INV 0018667	03/12/2024	Narrogin Podiatry	CHCP - CLIENT PURCHASES - Standard Consultation	\$ 82.50			
216	EFT24542	12/12/2024	Price's Fabrication & Steel			\$ 15,970.00	L	
217	INV 00004468	04/11/2024	Price's Fabrication & Steel	OCKLEY WATER TANK - Supply and Installation of Pioneer Water Tank - 50% Deposit	\$ 7,985.00			
218	INV 00004577	04/12/2024	Price's Fabrication & Steel	OCKLEY WATER TANK - Supply and Installation of Pioneer Water Tank - Final Payment	\$ 7,985.00			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
219	EFT24543	12/12/2024	Narrogin Auto Electrics			\$ 867.92	L	
220	INV 268609	01/10/2024	Narrogin Auto Electrics	NO4719 2020 JOHN DEERE 620G GRADER - 2x New Batteries	\$ 796.67			
221	INV 268608	25/10/2024	Narrogin Auto Electrics	NO4719 2020 JOHN DEERE 620G GRADER - Repair Damaged Ram Sensor Plug	\$ 71.25			
222	EFT24544	12/12/2024	Breanna Lee Dorrington			\$ 70.00		
223	INV 11122024	11/12/2024	Breanna Lee Dorrington	ADMIN - RECRUITMENT - Police Clearance Reimbursement	\$ 70.00			
224	EFT24545	12/12/2024	Lucille Munnik			\$ 125.68		
225	INV 09122024	09/12/2024	Lucille Munnik	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Christmas Party Supplies	\$ 125.68			
226	EFT24546	12/12/2024	Guardian Safety Pendants			\$ 70.00	L	F
227	INV INV-89314	01/12/2024	Guardian Safety Pendants	CHCP - CLIENT PURCHASES - Telstra Sim Card	\$ 70.00			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
228	EFT24547	12/12/2024	Bitumen Distributors Pty Ltd			\$ 12,320.00		
229	INV 0002125	21/11/2024	Bitumen Distributors Pty Ltd	ROAD MAINTENANCE GENERAL EXPENSES - 10,000L Emulsion Delivered	\$ 12,320.00			
230	EFT24548	12/12/2024	Keeling Electrical Group Pty Ltd			\$ 1,740.04	L	
231	INV 1696	01/12/2024	Keeling Electrical Group Pty Ltd	NRLC - GENERAL AREA MAINTENANCE GEN - Replace Light Globes in Toilets	\$ 627.68			
232	INV 1695	01/12/2024	Keeling Electrical Group Pty Ltd	NRLC - GENERAL AREA MAINTENANCE - Move Chlorine Pump GPO and Install LED Lights in Bathroom	\$ 1,112.36			
233	EFT24549	12/12/2024	Perfect Gym Solutions			\$ 907.50		
234	INV INV-12252	01/12/2024	Perfect Gym Solutions	NRLC - LICENCES & SUBSCRIPTIONS - Monthly Perfect Gym Package - December 2024	\$ 907.50			
235	EFT24550	12/12/2024	Coca Cola Euro Pacific			\$ 1,992.75		
236	INV 0235568781	11/12/2024	Coca Cola Euro Pacific	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$ 1,992.75			
237	EFT24551	12/12/2024	Narrogin McIntosh & Sons			\$ 906.42	L	F
238	INV 1943721	21/08/2024	Narrogin McIntosh & Sons	SMALL PLANT - HOMECARE - Mower Service	\$ 906.42			
239	EFT24552	12/12/2024	Aussie Telecom Pty Ltd			\$ 112.89		
240	INV 240117176	31/01/2024	Aussie Telecom Pty Ltd	UB - SUBSCRIPTIONS & MEMBERSHIPS GEN - Deep Freeze Second License	\$ 112.89			
241	EFT24553	12/12/2024	Joy De Castro T/A Safesmart			\$ 880.00		
242	INV 1038	02/12/2024	Joy De Castro T/A Safesmart	CHSP/CHCP - TRAINING & DEVELOPMENT - Medication Management	\$ 880.00			
243	EFT24554	12/12/2024	Victoria Eckersley			\$ 152.90		
244	INV 12122024	12/12/2024	Victoria Eckersley	WELFARE - YOUTH SERVICES - School Holiday Supplies	\$ 152.90			
245	EFT24555	12/12/2024	Waterlogic Australia Pty Ltd			\$ 64.01		
246	INV 4579929	04/12/2024	Waterlogic Australia Pty Ltd	NRLC - EQUIPMENT HIRE & PURCHASE - Water Cooler Rental - December 2024	\$ 64.01			
247	EFT24556	12/12/2024	Sherrilee Joy Betteley			\$ 81.00		
248	INV 10122024	10/12/2024	Sherrilee Joy Betteley	NRLC - PROGRAM COSTS - Supplies for School Holiday	\$ 81.00			
249	EFT24557	12/12/2024	Mike Halliburton Associates			\$ 7,452.50		
250	INV INV-0089	09/12/2024	Mike Halliburton Associates	NARROGIN TO WILLIAMS RAIL TRAIL FEASIBILITY STUDY - Rail Trail Feasibility Study 2024/25	\$ 7,452.50			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
251	EFT24558	12/12/2024	CHG-Meridian Australia Pty Limited			\$ 10,878.05		
252	INV 690006230	05/12/2024	CHG-Meridian Australia Pty Limited	NRLC - EQUIPMENT HIRE & PURCHASE - Equipment Rental 01/01/2025 - 31/03/2025	\$ 10,878.05			
253	EFT24559	12/12/2024	Bolinda Digital Pty Ltd			\$ 2,000.00		
254	INV P73429	30/09/2024	Bolinda Digital Pty Ltd	LIB - BOOK PURCHASES - E-Resources Value Plan Mixed Formats	\$ 2,000.00			
255	EFT24560	12/12/2024	Amalia N Young			\$ 429.21		
256	INV 09122024	09/12/2024	Amalia N Young	ADMIN - RECRUITMENT - Pre-Employment Medical and Police Clearance	\$ 303.30			
257	INV 09122024	09/12/2024	Amalia N Young	ADMIN - TRAINING & DEVELOPMENT - Meals - DOT Training	\$ 125.91			
258	EFT24561	12/12/2024	Tuff Stuff Washroom			\$ 2,327.60		
259	INV INV-421	10/12/2024	Tuff Stuff Washroom	HARRIS ST PUBLIC TOILETS (MUSEUM) MAINTENANCE - 12mm Stainless Rod Replacement & Freight	\$ 111.10			
260	INV INV-422	10/12/2024	Tuff Stuff Washroom	VARIOUS DEPARTMENTS - Soap Dispenser , Locking Bar and Padlock	\$ 2,216.50			
261	EFT24562	12/12/2024	Town and Country Home Improvements			\$ 787.99	L	
262	INV 76	11/12/2024	Town and Country Home Improvements	CAFE 45 FEDERAL ST BUILDING MAINTENANCE - Electrical Works	\$ 787.99			
263	EFT24563	12/12/2024	Sheridan's			\$ 89.10		F
264	INV INV-7423	06/12/2024	Sheridan's	PUBLIC ART STRATEGY - IMPLEMENTATION - Mural Plaque	\$ 89.10			
265	EFT24564	12/12/2024	Dietcare			\$ 170.00		
266	INV 0001727	26/11/2024	Dietcare	CHCP - CLIENT PURCHASES - Standard Consultation and Treatment	\$ 85.00			
267	INV 0001749	05/12/2024	Dietcare	CHCP - CLIENT PURCHASES - Standard Consultation and Treatment	\$ 85.00			
268	EFT24565	12/12/2024	TKJ & KA Drayton			\$ 1,043.13		
269	INV A157100	09/12/2024	TKJ & KA Drayton	Rates refund for assessment A157100 44 FALCON STREET NARROGIN WA 6312	\$ 1,043.13			
270	EFT24566	12/12/2024	Modern Teaching Aids Pty Ltd			\$ 194.81		
271	INV 46195876	29/11/2024	Modern Teaching Aids Pty Ltd	NRLC - CHILDREN TERM PROGRAMS GEN - School Holiday Supplies	\$ 194.81			
272	EFT24567	12/12/2024	Kiralee Harris			\$ 166.50		
273	INV 091224	09/12/2024	Kiralee Harris	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Christmas Party Decoration Supplies	\$ 166.50			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
274	EFT24568	16/12/2024	Department of Human Services			\$ 385.37		
275	INV 88	04/12/2024	Department of Human Services	Payroll Deductions/Contributions	\$ 385.37			
276	EFT24569	16/12/2024	Easifleet			\$ 3,267.56		
277	INV 04/12/2024	16/12/2024	Easifleet	NOVATED LEASE - Various Employees 04/12/2024	\$ 3,267.56			
278	EFT24570	16/12/2024	Australian Services Union Western Australian Branc			\$ 26.50		
279	INV 88	04/12/2024	Australian Services Union Western Australian Branc	Payroll Deductions/Contributions	\$ 26.50			
280	EFT24571	16/12/2024	Hotham Valley Railway Tourist Inc			\$ 3,828.00		F
281	INV 00001323	11/12/2024	Hotham Valley Railway Tourist Inc	PM706 LOCOMOTIVE AND CARRIAGE ARM357 - Attendances for Access and Safe Movements - Carriage for Loading to Road Transport	\$ 3,828.00			
282	EFT24572	19/12/2024	Best Office Systems			\$ 20.00	L	
283	INV 639990	09/12/2024	Best Office Systems	BUILD - PRINTING & STATIONERY - Scanning of A2 Plans	\$ 20.00			
284	EFT24573	19/12/2024	Synergy			\$ 302.32		
285	INV 2026307522	03/12/2024	Synergy	HISTORY HALL BUILDING OPERATIONS - Electricity Charges 10/10/2024 - 06/12/2024	\$ 118.78			
286	INV 2042288404	09/12/2024	Synergy	CEMETERY MAINTENANCE/OPERATIONS - Electricity Charges 10/10/2024 - 06/12/2024	\$ 146.64			
287	INV 2046294600	11/12/2024	Synergy	13 HOUGH ST - OPERATIONS - Electricity Charges 12/10/2024 - 10/12/2024	\$ 36.90			
288	EFT24574	19/12/2024	Narrogin Packaging			\$ 186.90	L	PF
289	INV 00091616	12/12/2024	Narrogin Packaging	OTHCUIL - AUSTRALIA DAY - Requisites for Australia Day Breakfast	\$ 186.90			
290	EFT24575	19/12/2024	Water Corporation			\$ 2,292.45		
291	INV 9007710938	27/11/2024	Water Corporation	LIONS PARK MAINTENANCE/OPERATIONS - Water Charges - 03/10/24 - 26/11/24	\$ 815.33			
292	INV 9007708352	28/11/2024	Water Corporation	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Water Charges 03/10/2024 - 26/11/2024	\$ 28.03			
293	INV 9007721063	04/12/2024	Water Corporation	WASTE FACILITIES BUILDING OPERATIONS - Water Charges 07/10/24 - 03/12/24	\$ 35.70			
294	INV 9007716037	04/12/2024	Water Corporation	13 HOUGH ST - OPERATIONS - Water Charges 07/10/2024 - 03/12/2024	\$ 271.70			
295	INV 9022879352	06/12/2024	Water Corporation	48A GRANT ST - OPERATIONS - Water Charges 10/10/2024 - 05/12/2024	\$ 315.98			
296	INV 9007731261	09/12/2024	Water Corporation	COMMUNITY GARDEN MAINTENANCE/OPERATIONS - Water Charges 10/10/2024 - 06/12/2024	\$ 758.11			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
297	INV 9013776554	12/12/2024	Water Corporation	HIGHBURY PUBLIC TOILETS OPERATIONS - Water Charges 15/12/2024 - 11/12/2024	\$ 67.60			
298	EFT24576	19/12/2024	Knightline Computers			\$ 95.00	L	
299	INV 00082671	04/12/2024	Knightline Computers	TOWN HALL BUILDING MAINTENANCE - Service Main Hall Speakers	\$ 95.00			
300	EFT24577	19/12/2024	Makit Narrogin Hardware			\$ 1,017.16	L	
301	INV 116194	27/09/2014	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - Maintenance Supplies	\$ 518.96			
302	INV 116225	07/10/2024	Makit Narrogin Hardware	ANIMAL POUND MAINTENANCE - Maintenance Supplies	\$ 41.00			
303	INV 116244	16/10/2024	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - Maintenance Supplies	\$ 457.20			
304	EFT24578	19/12/2024	Halanson Earthmoving			\$ 495.00		
305	INV 2029	05/12/2024	Halanson Earthmoving	TAYLOR RD RE-SHEET SLK 0. 4 TO 6. 4 - Float Excavator from Armstrong Rd Back to Shire Depot	\$ 495.00			
306	EFT24579	19/12/2024	Parry's Narrogin			\$ 279.60	L	
307	INV 97024	13/11/2024	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - Hat & Fly Net	\$ 48.45			
308	INV 97120	15/11/2024	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - Bucket Hat & Fly Net	\$ 61.15			
309	INV 97208	18/11/2024	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - 2x Pants, 3x Shirts	\$ 170.00			
310	EFT24580	19/12/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The McNab Family Trust			\$ 47,148.75	L	
311	INV IV00000003150	16/10/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The McNab Family Trust	WHINBIN ROCK RD CONSTRUCTION - 5 Day Loader Dry Hire, Mobilisation, Demobilisation and Mobilisation of Excavator	\$ 2,942.50			
312	INV IV00000003150	16/10/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The McNab Family Trust	FIRE PREVENTION/BURNING/CONTROL - 5 Day Dry Hire of Loader and Demobilisation Back to Yard	\$ 2,230.25			
313	INV IV00000003210	28/11/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The McNab Family Trust	GOOD SHED ROOF AND WALL RESTORATION - Concrete and Excavator Hire	\$ 1,177.00			
314	INV IV00000003232	03/12/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The McNab Family Trust	FIRE PREVENTION/BURNING/CONTROL - 1.5 Hrs Loader Hire	\$ 247.50			
315	INV IV00000003199	09/12/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The McNab Family Trust	CEMETERY GRAVE DIGGING - 60T Yellow Sand for Grave Backfills	\$ 1,617.00			
316	INV IV00000003248	10/12/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The McNab Family Trust	WHINBIN ROCK RD CONSTRUCTION - Push 18,000m3 of Gravel	\$ 29,502.00			
317	INV IV00000003217	11/12/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The McNab Family Trust	TIP MAINTENANCE - Supply Plant and Operators for Emergency Fire Fighting 13/11/24	\$ 6,572.50			
318	INV IV00000003253	11/12/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The McNab Family Trust	TIP MAINTENANCE - Supply Dozer and Loader to Refuse Site	\$ 2,860.00			
319	EFT24581	19/12/2024	Kalinder Family Trust T/a Sports Power Narrogin			\$ 1,005.00	L	
320	INV 24-00012856	14/12/2024	Kalinder Family Trust T/a Sports Power Narrogin	NRLC - ALLOWANCES - Staff Uniform Including Embroidery - Polos	\$ 1,005.00			
321	EFT24582	19/12/2024	Arts Narrogin Incorporated			\$ 221.00	L	
322	INV 13122024	13/12/2024	Arts Narrogin Incorporated	HALLS - NARROGIN TOWN HALL HIRE - Refund - Invoice 78406068 Paid Twice	\$ 221.00			
323	EFT24583	19/12/2024	Susan Farrell			\$ 150.00	L	
324	INV 067	10/12/2024	Susan Farrell	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Washing of Tea Towels/Tablecloths - November 2024	\$ 150.00			
325	EFT24584	19/12/2024	Narrogin Liquor Barons			\$ 239.80	L	
326	INV 368472	27/11/2024	Narrogin Liquor Barons	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Refreshments for Council Meetings	\$ 54.99			
327	INV 370184	10/12/2024	Narrogin Liquor Barons	PUBLIC ART STRATEGY - IMPLEMENTATION - Mural Opening Ceremony Drinks	\$ 184.81			
328	EFT24585	19/12/2024	RJ Smith Engineering			\$ 228.95	L	
329	INV DI22214	02/12/2024	RJ Smith Engineering	GOOD SHED ROOF AND WALL RESTORATION - Drill Bits & Bolts	\$ 228.95			
330	EFT24586	19/12/2024	PFDFood Services Pty Ltd			\$ 626.00		
331	INV LO205092	10/12/2024	PFDFood Services Pty Ltd	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$ 626.00			
332	EFT24587	19/12/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthil			\$ 4,576.36	L	
333	INV PI23063604	27/06/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthil	POC - FUELS AND OILS - Multispray Hedger Lubricant	\$ 17.26			
334	INV PI23063996	15/07/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthil	SMALL PLANT - Pole Pruner	\$ 3,696.98			
335	INV PI23064191	27/07/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthil	PARKS & GARDENS MAINTENANCE - Orange Nylon Cord x2	\$ 99.99			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
336	INV PI23064810	26/08/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthil	SMALL PLANT - 2x Chainsaw Chains	\$ 66.00			
337	INV PI23066205	26/11/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthil	SMALL PLANT - 2x Thrust Washer & 1x Cutting Wheel	\$ 406.13			
338	INV JC24044882	03/12/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthil	1NO 2024 TOYOTA HILUX 4X4 2.8L - Service	\$ 290.00			
339	EFT24588	19/12/2024	Narrogin Gasworx			\$ 236.40	L	F
340	INV 80769	01/10/2024	Narrogin Gasworx	CHCP - CLIENT PURCHASES - Automatic One Touch Twizoff Bottle Opener	\$ 37.40			
341	INV 82688	04/12/2024	Narrogin Gasworx	CHCP - CLIENT PURCHASES - Tipping Kettle	\$ 199.00			
342	EFT24589	19/12/2024	Narrogin Amcal Chemist			\$ 69.95	L	F
343	INV 1131377	16/12/2024	Narrogin Amcal Chemist	CHCP - CLIENT PURCHASES - Ensure Plus Vanilla Powder	\$ 69.95			
344	EFT24590	19/12/2024	Narrogin Chamber Of Commerce			\$ 600.00	L	
345	INV INV-0329	04/12/2024	Narrogin Chamber Of Commerce	OTHCLUL - CHRISTMAS LIGHTS - Christmas Lights Competition Vouchers	\$ 600.00			
346	EFT24591	19/12/2024	Bob Waddell & Associates Pty Ltd			\$ 308.00		
347	INV 4304	09/12/2024	Bob Waddell & Associates Pty Ltd	ADMIN - CONSULTANTS - October 2024 BAS Assistance	\$ 308.00			
348	EFT24592	19/12/2024	LGIS (Entity Name: JLT Risk Solutions Pty Ltd)			\$ 9,240.00		
349	INV 062-217177	05/12/2024	LGIS (Entity Name: JLT Risk Solutions Pty Ltd)	ADMIN - OCCUPATIONAL HEALTH & SAFETY - Regional Risk Coordinantior Fees December 2024	\$ 9,240.00			
350	EFT24593	19/12/2024	West Australian Newspapers Limited			\$ 1,360.00		
351	INV 1028037520241130	30/11/2024	West Australian Newspapers Limited	MEMBERS - ADVERTISING & PROMOTIONS - Narrogin Narrative November 2024	\$ 660.00			
352	INV 1028037520241130	30/11/2024	West Australian Newspapers Limited	RAIL HERITAGE - PM706 Back Home Project - Narrogin Observer Nov 2024	\$ 700.00			
353	EFT24594	19/12/2024	Steele's Guns & Outdoors			\$ 180.00	L	F
354	INV 105507	04/12/2024	Steele's Guns & Outdoors	ANIMAL - ANIMAL DESTRUCTION - Ammunition	\$ 180.00			
355	EFT24595	19/12/2024	Narrogin Flying Club			\$ 80.92	L	
356	INV INV0260	11/12/2024	Narrogin Flying Club	AIRSTrip & GROUNDS MAINTENANCE/OPERATIONS - Electricity Charges November 2024	\$ 80.92			
357	EFT24596	19/12/2024	Independence Australia Group			\$ 1,477.20		F
358	INV 82561493.01	06/12/2024	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$ 572.80			
359	INV 82561347.01	09/12/2024	Independence Australia Group	CHCP - CLIENT PURCHASES - Fortsip Compact Protein Mocha 125mm Bottles	\$ 446.40			
360	INV 82572453.01	13/12/2024	Independence Australia Group	CHCP - CLIENT PURCHASES - Fortsip Compact Protein	\$ 334.80			
361	INV 82572731.01	13/12/2024	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$ 123.20			
362	EFT24597	19/12/2024	Truck Centre (WA) Pty Ltd			\$ 603.04		
363	INV 1811472	10/12/2024	Truck Centre (WA) Pty Ltd	NO1 2018 NISSAN UD TIP TRUCK - Supply Service Filter Kit & Two Air Filters	\$ 603.04			
364	EFT24598	19/12/2024	Narrogin Tyrepower			\$ 52.80	L	
365	INV REP 108411	03/05/2024	Narrogin Tyrepower	NGN830 2017 FUSO FIGHTER 8T TIP TRUCK - Tyre Fit & Disposal	\$ 52.80			
366	EFT24599	19/12/2024	Scavenger Supplies Pty Ltd			\$ 5,555.00		
367	INV INV-21341	02/12/2024	Scavenger Supplies Pty Ltd	ESL - BFB GENERAL EXPENSES - Bushfire Fighting Foam Pallet & Concentrate	\$ 5,555.00			
368	EFT24600	19/12/2024	Divine Framing			\$ 1,463.00		
369	INV INV-0808	06/12/2024	Divine Framing	RAIL HERITAGE & ADMIN - PRINTING & STATIONERY- Gold Sponsor , Mount & Frame , Train & Plaque	\$ 1,463.00			
370	EFT24601	19/12/2024	New Ground Water Services Pty Ltd			\$ 9,482.00		
371	INV 1199477	27/11/2024	New Ground Water Services Pty Ltd	FILTER & PIPE REPLACEMENT FOR CLAYTON OVAL TREATED WATER RETICULATION - Purchase New Filters	\$ 9,482.00			
372	EFT24602	19/12/2024	Earl Street Physiotherapy			\$ 340.00	L	F
373	INV 0047024	16/09/2024	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Consultation	\$ 85.00			
374	INV 0048477	27/11/2024	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Consultation	\$ 85.00			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
375	INV 0048676	12/12/2024	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Consultation	\$ 85.00			
376	INV 0048680	12/12/2024	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Consultation	\$ 85.00			
377	EFT24603	19/12/2024	Narrogin Podiatry			\$ 82.50	L	F
378	INV 0018669	03/12/2024	Narrogin Podiatry	CHCP - CLIENT PURCHASES - Standard Consultation	\$ 82.50			
379	EFT24604	19/12/2024	Narrogin Auto Electrics			\$ 40.00	L	
380	INV 268816	27/11/2024	Narrogin Auto Electrics	NGN830 2017 FUSO FIGHTER 8T TIP TRUCK - Box of Globes	\$ 40.00			
381	EFT24605	19/12/2024	Lite n' Easy Pty Ltd			\$ 2,569.98		F
382	INV 7773815	26/11/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 87.32			
383	INV 7729874	26/11/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 162.15			
384	INV 7773009	26/11/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 75.42			
385	INV 7772415	26/11/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 192.18			
386	INV 7770902	26/11/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 109.02			
387	INV 7769638	26/11/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 133.52			
388	INV 7768621	26/11/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 75.42			
389	INV 7768124	26/11/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 87.32			
390	INV 7752291	26/11/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 106.53			
391	INV 7752281	26/11/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 103.70			
392	INV 7770697	03/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 75.42			
393	INV 7762911	03/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 103.70			
394	INV 7758451	03/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 106.53			
395	INV 7783328	03/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 103.70			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
396	INV 7792876	10/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 106.53			
397	INV 7794497	10/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 75.42			
398	INV 7794446	10/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 149.86			
399	INV 7752254	10/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 162.15			
400	INV 7752321	10/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 134.92			
401	INV 7773606	10/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 103.70			
402	INV 7773615	10/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 106.53			
403	INV 7773630	10/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 75.42			
404	INV 7785544	10/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 133.52			
405	EFT24606	19/12/2024	InterFire Agencies			\$ 1,040.36		
406	INV INV-21194	11/12/2024	InterFire Agencies	ESL - BFB GENERAL EXPENSES - Bushfire Brigades PPE	\$ 1,040.36			
407	EFT24607	19/12/2024	Sai Global Limited			\$ 3,232.86		
408	INV SAIG11S-1373516	21/11/2024	Sai Global Limited	BUILD - SUBSCRIPTIONS & MEMBERSHIPS - Izi Renewal NCC	\$ 3,232.86			
409	EFT24608	19/12/2024	Narrogin Fruit Trading Pty Ltd			\$ 1,651.05	L	
410	INV INV-1184	19/11/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - MBS Catering Dinner	\$ 423.50			
411	INV INV-1198	29/11/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Ordinary Council Meeting Dinner	\$ 423.50			
412	INV 000F2024120970	09/12/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 79.62			
413	INV 000F2024120969	09/12/2024	Narrogin Fruit Trading Pty Ltd	PWO - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 65.09			
414	INV INV-1242	13/12/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - 12 Persons - Christmas Dinner	\$ 659.34			
415	EFT24609	19/12/2024	Prime Television (Southern) Pty Limited			\$ 979.00		
416	INV 523939	30/11/2024	Prime Television (Southern) Pty Limited	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Promotional Ads - November 2024	\$ 979.00			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
417	EFT24610	19/12/2024	Wild & Waste Free			\$ 420.00	L	F
418	INV INV-0931	13/12/2024	Wild & Waste Free	PUBLIC ART STRATEGY - IMPLEMENTATION - Mural Opening Ceremony Catering Services	\$ 420.00			
419	EFT24611	19/12/2024	Therese Walker			\$ 866.50		
420	INV 18122024	18/12/2024	Therese Walker	ADMIN - SUBSCRIPTIONS AND MEMBERSHIPS - Reimbursement CPA Membership 2025	\$ 866.50			
421	EFT24612	19/12/2024	Harcher Distributors (Wa Distributors P/L)			\$ 1,207.70		
422	INV 1026240	03/12/2024	Harcher Distributors (Wa Distributors P/L)	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$ 296.45			
423	INV 1028638	10/12/2024	Harcher Distributors (Wa Distributors P/L)	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$ 911.25			
424	EFT24613	19/12/2024	Narrogin McIntosh & Sons			\$ 249.26	L	
425	INV 1951832	17/09/2024	Narrogin McIntosh & Sons	SMALL PLANT - HOMECARE - Service of HONDA GXV160 - Home Maintenance	\$ 249.26			
426	EFT24614	19/12/2024	Allwest Plant Hire Australia Pty Ltd			\$ 7,920.00		
427	INV 39522	30/11/2024	Allwest Plant Hire Australia Pty Ltd	WHINBIN ROCK RD CONSTRUCTION - 40 Day Dry Hire 15,000 LT 6 Wheel Water Cart	\$ 7,920.00			
428	EFT24615	19/12/2024	Air Liquide Australia Limited			\$ 483.59		
429	INV NB1429	30/11/2024	Air Liquide Australia Limited	NRLC - EQUIPMENT HIRE & PURCHASE - 2 Medical Oxygen Cylinders - Rental Period 09/11/24 - 09/11/25	\$ 398.38			
430	INV KO8969	04/12/2024	Air Liquide Australia Limited	NRLC - FIRST AID SUPPLIES - Refil Medical Oxygen	\$ 85.21			
431	EFT24616	19/12/2024	NER Finance			\$ 270.41		
432	INV NA00206565	09/12/2024	NER Finance	NRLC - EQUIPMENT HIRE & PURCHASE - Monthly Printer Rental - January 2025	\$ 270.41			
433	EFT24617	19/12/2024	Jerome Jerome PTY LTD			\$ 50,444.88		F
434	INV INV-0026	13/12/2024	Jerome Jerome PTY LTD	PUBLIC ART STRATEGY - IMPLEMENTATION - NRLC Mega Mural Artwork Project	\$ 50,444.88			
435	EFT24618	19/12/2024	Tunstall Austalia Pty Ltd			\$ 27.45		
436	INV INV1196215	02/12/2024	Tunstall Austalia Pty Ltd	CHCP - CLIENT PURCHASES - GSM Sim Card Monitoring Alarm	\$ 27.45			
437	EFT24620	19/12/2024	Dietcare			\$ 95.00		

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
438	INV 0001695	17/10/2024	Dietcare	CHCP - CLIENT PURCHASES - Initial Consultation and Treatment	\$ 95.00			
439	EFT24621	19/12/2024	Modern Teaching Aids Pty Ltd			\$ 14.25		
440	INV 46221009	16/12/2024	Modern Teaching Aids Pty Ltd	NRLC - PROGRAM COSTS - School Holiday Program Supplies	\$ 14.25			
441	EFT24622	19/12/2024	Narrogin Jetsprint Club Inc			\$ 2,500.00	L	
442	INV INV 0001	29/11/2024	Narrogin Jetsprint Club Inc	OTHUL - EVENT/FESTIVAL MATCHING FUNDING - Narrogin Jetsprint Race Event 2024 Financial Sponsorship	\$ 2,500.00			
443	EFT24623	19/12/2024	Shire of Kellerberrin			\$ 81.15		
444	INV 8645	27/11/2024	Shire of Kellerberrin	MEMBERS - MEMBERS CONFERENCE/TRAINING EXPENSES - Restaurant Reimbursements - Local Government Week 2024	\$ 81.15			
445	EFT24624	19/12/2024	Ian Graham			\$ 282.75		
446	INV 19122024	19/12/2024	Ian Graham	ADMIN & ONGN 2021 ISUZU MUX EMCCS Vehicle - EMCCS Reimbursements	\$ 282.75			
447	EFT24625	19/12/2024	Cindy Labuschagne			\$ 355.50		
448	INV 20241217	17/12/2024	Cindy Labuschagne	ADMIN - RECRUITMENT - National Police Check , Pre-Employment Medical & Drug & Alcohol Screening	\$ 355.50			
449	EFT24626	19/12/2024	Beau Smith			\$ 190.00		
450	INV 17122024	17/12/2024	Beau Smith	ADMIN - RECRUITMENT - Pre-Employment Medical	\$ 190.00			
451	EFT24627	24/12/2024	Best Office Systems			\$ 1,960.91	L	
452	INV 640191	16/12/2024	Best Office Systems	ADMIN - PRINTING & STATIONERY - Ricoh M320F Ink Cartridge Black and White x2	\$ 418.00			
453	INV 640585	20/12/2024	Best Office Systems	VARIOUS DEPARTMENTS - Printing & Stationery December 2024	\$ 1,542.91			
454	EFT24628	24/12/2024	Synergy			\$ 18,481.36		
455	INV 2018311987	06/12/2024	Synergy	ADMIN OFFICE BUILDING OPERATIONS - Electricity Charges 09/10/2024 - 05/12/2024	\$ 974.56			
456	INV 2026307578	09/12/2024	Synergy	LIBRARY BUILDING OPERATIONS - Electricity Charges 10/10/2024 - 06/12/2024	\$ 246.13			
457	INV 2006325734	09/12/2024	Synergy	MUSEUM BUILDING OPERATIONS - Electricity Charges 10/10/2024 - 06/12/2024	\$ 304.41			
458	INV 2034307769	09/12/2024	Synergy	SHOP 1 84 FEDERAL STREET (OLD JEWELLERS) - Electricity Charges 10/10/2024 - 06/12/2024	\$ 196.36			
459	INV 2058289396	11/12/2024	Synergy	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Electricity Charges 10/10/24 - 06/12/24	\$ 151.54			
460	INV 2086264760	11/12/2024	Synergy	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Electricity Charges 11/10/24 - 09/12/24	\$ 122.82			
461	INV 2054287196	12/12/2024	Synergy	NRLC - UTILITY - ELECTRICITY - Electricity Charges 13/11/24 - 10/12/24	\$ 15,467.55			
462	INV 2014320127	13/12/2024	Synergy	WASTE FACILITIES BUILDING OPERATIONS - Electricity Charges 15/10/24 - 12/12/24	\$ 111.77			
463	INV 2022316799	16/12/2024	Synergy	48A GRANT ST - OPERATIONS - Electricity Charges 17/10/24 - 13/12/24	\$ 80.36			
464	INV 2050303075	17/12/2024	Synergy	CAFE 45 FEDERAL ST BUILDING OPERATIONS - Electricity Charges 18/10/2024 - 16/12/2024	\$ 125.15			
465	INV 2090257012	17/12/2024	Synergy	43 FEDERAL STREET (CSBP) BUILDING OPERATIONS - Electricity Charges 18/10/24 - 16/12/24	\$ 280.47			
466	INV 2066294243	19/12/2024	Synergy	CAFE 45 FEDERAL ST BUILDING OPERATIONS - Electricity Charges 18/10/2024 - 16/12/2024	\$ 420.24			
467	EFT24629	24/12/2024	Narrogin Packaging			\$ 1,107.05	L	
468	INV 00091687	09/11/2024	Narrogin Packaging	VARIOUS DEPARTMENTS - Toilet Supplies	\$ 370.00			
469	INV 00091394	26/11/2024	Narrogin Packaging	LIB - GENERAL OFFICE EXPENSES - Interleave Towel	\$ 82.35			
470	INV 00091555	06/12/2024	Narrogin Packaging	NRLC - CLEANING & WASTE DISPOSAL - Cleaning Supplies	\$ 79.20			
471	INV 00091698	10/12/2024	Narrogin Packaging	HARRIS ST PUBLIC TOILETS (MUSEUM) MAINTENANCER - Supply Of Toilet Paper	\$ 108.00			
472	INV 00091768	16/12/2024	Narrogin Packaging	ADMIN OFFICE BUILDING OPERATIONS - 72L Bin Liner	\$ 53.50			
473	INV 00091767	16/12/2024	Narrogin Packaging	VARIOUS DEPARTMENTS - Toilet Supplies	\$ 414.00			
474	EFT24630	24/12/2024	Water Corporation			\$ 2,784.67		
475	INV 9007708854	27/11/2024	Water Corporation	MUSEUM BUILDING OPERATIONS - Water Charges 03/10/24 - 26/11/24	\$ 58.78			
476	INV 9007713442	28/11/2024	Water Corporation	SENIOR CITIZEN CENTRE BUILDING OPERATING EXPENSES - Water Charges 04/10/2024 - 27/11/2024	\$ 778.75			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
477	INV 9007800191	12/12/2024	Water Corporation	STANDPIPE MAINTENANCE/OPERATIONS - Water Charges 15/10/24 - 11/12/24	\$ 1,565.07			
478	INV 9007669306	12/12/2024	Water Corporation	HIGHBURY HALL BUILDING OPERATIONS - Water Charges 15/10/2024 - 11/12/2024	\$ 382.07			
479	EFT24631	24/12/2024	St John Ambulance Western Australia Ltd			\$ 182.97		
480	INV FAINV1158813	01/02/2024	St John Ambulance Western Australia Ltd	NRLC - FIRST AID SUPPLIES - Restock of First Aid Kits	\$ 182.97			
481	EFT24632	24/12/2024	Halanson Earthmoving			\$ 495.00		
482	INV 2028	05/12/2024	Halanson Earthmoving	2017 VOLVO EC220DL EXCAVATOR - Float Excavator from Mannaring Rd to Shire Depot	\$ 495.00			
483	EFT24633	24/12/2024	Landgate			\$ 262.52		
484	INV 399656	17/12/2024	Landgate	RATES - VALUATION EXPENSES - Consultancy Services Senior Valuer	\$ 262.52			
485	EFT24634	24/12/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust			\$ 429.00	L	
486	INV IV0000003223	09/12/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	FOOTPATH MAINTENANCE - Concrete For Footpath Repairs	\$ 429.00			
487	EFT24635	24/12/2024	Narrogin Liquor Barons			\$ 259.94	L	
488	INV 298563	12/12/2024	Narrogin Liquor Barons	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Refreshments - Ordinary Council Meetings	\$ 259.94			
489	EFT24636	24/12/2024	RJ Smith Engineering			\$ 721.00	L	
490	INV DI22512	13/12/2024	RJ Smith Engineering	NRLC - GENERAL AREA MAINTENANCE - Repairs to Netball Posts	\$ 721.00			
491	EFT24637	24/12/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthil			\$ 290.00	L	
492	INV JC24045239	19/12/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthil	2023 TOYOTA HILUX DUAL CAB - SENIOR RANGER - NO05 - 30,000km Service	\$ 290.00			
493	EFT24638	24/12/2024	Bob Waddell & Associates Pty Ltd			\$ 1,936.00		
494	INV 4313	16/12/2024	Bob Waddell & Associates Pty Ltd	ADMIN - CONSULTANTS - Finance Support - November 2024 Financial Statements	\$ 1,892.00			
495	INV 4325	23/12/2024	Bob Waddell & Associates Pty Ltd	ADMIN - CONSULTANTS - EMCCS 2024/25 Budget Query	\$ 44.00			
496	EFT24639	24/12/2024	Raeco			\$ 14,948.50		
497	INV 599867	20/11/2024	Raeco	PORTABLE LIBRARY SHELVING - 4 x Book Shelving, 32 Reversible Shelves and Freight	\$ 9,344.50			
498	INV 600065	26/11/2024	Raeco	LIB-MINOR ASSET PURCHASES - Furniture for Young Adult Area and Freight	\$ 5,604.00			
499	EFT24640	24/12/2024	LR Sims & Co			\$ 666.87	L	
500	INV A340330	20/12/2024	LR Sims & Co	Rates refund for assessment A340330 Lot 23 Williams-Kondinin RoadHILLSIDE 6312	\$ 666.87			
501	EFT24641	24/12/2024	Melchiorre Plumbing & Gas			\$ 352.99	L	
502	INV 4877MPG	09/09/2024	Melchiorre Plumbing & Gas	HIGHBURY PUBLIC TOILETS MAINTENANCE - Drain Maintenance and Labour	\$ 352.99			
503	EFT24642	24/12/2024	State Emergency Service			\$ 500.00		
504	INV 0025	04/12/2024	State Emergency Service	OTHCUJL - EVENT/FESTIVAL MATCHING FUNDING - Emergency Services Lolly Run 2024	\$ 500.00			
505	EFT24643	24/12/2024	Wren Oil			\$ 154.00		
506	INV 181905	17/12/2024	Wren Oil	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - Oil Waste Disposal 13 Dec 2024	\$ 154.00			
507	EFT24644	24/12/2024	Independence Australia Group			\$ 600.00		F
508	INV 82563740.01	06/12/2024	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$ 600.00			
509	EFT24645	24/12/2024	Scavenger Supplies Pty Ltd			\$ 6,154.50		
510	INV INV-21565	10/12/2024	Scavenger Supplies Pty Ltd	ESL - BFB GENERAL EXPENSES - Various PPE	\$ 6,154.50			
511	EFT24646	24/12/2024	The White Family Trust T/a Narrogin Valley Stockfeed			\$ 214.95	L	
512	INV NVS153695	23/12/2024	The White Family Trust T/a Narrogin Valley Stockfeed	ANIMAL POUND MAINTENANCE - Cat Foods	\$ 214.95			
513	EFT24647	24/12/2024	Industrial Automation			\$ 330.00		
514	INV SINV-15754	10/12/2024	Industrial Automation	CARD OPERATED WATER STANDPIPE SYSTEM AT NARROGIN TOWNSITE - Narrogin Depot Plumbing Repairs, Labour and Materials	\$ 330.00			
515	EFT24648	24/12/2024	Elgas			\$ 8,130.38		

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
516	INV 0361095655	06/12/2024	Elgas	NRLC - UTILITY - GAS - Gas Supplied 4500.0L	\$ 8,130.38			
517	EFT24649	24/12/2024	Lite n' Easy Pty Ltd			\$ 837.95		PF
518	INV 7783975	17/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 106.53			
519	INV 7803308	17/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 103.70			
520	INV 7799643	17/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 150.28			
521	INV 7797200	17/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 89.38			
522	INV 7783995	17/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 75.42			
523	INV 7804488	17/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 75.42			
524	INV 7783967	17/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 103.70			
525	INV 7803192	17/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 133.52			
526	EFT24650	24/12/2024	Bossea Pty Ltd (South West Recycling)			\$ 176.00		
527	INV INV-9801	16/12/2024	Bossea Pty Ltd (South West Recycling)	ADMIN - OFFICE EQUIPMENT MTCE - Collect and Deliver Two Confidential Bin 16/12/2024	\$ 176.00			
528	EFT24651	24/12/2024	Elders Real Estate Pty Ltd			\$ 6.01	L	
529	INV 6480	28/11/2024	Elders Real Estate Pty Ltd	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Water Charges 01/09/24 - 31/10/24	\$ 6.01			
530	EFT24652	24/12/2024	John Warburton			\$ 40.00		
531	INV 19122024	19/12/2024	John Warburton	WORKS - OHS AND TOOLBOX MEETINGS - Depot Christmas Lunch	\$ 40.00			
532	EFT24653	24/12/2024	Narrogin Eagles Sporting Club			\$ 22,750.00	L	
533	INV 790	13/12/2024	Narrogin Eagles Sporting Club	THOMAS HOGG PUBLIC TOILET UPGRADE - Proposed Upgrade to Thomas Hogg Oval Toilet Blocks	\$ 22,750.00			
534	EFT24654	24/12/2024	R Munns Engineering Consulting Services			\$ 2,187.90	L	
535	INV 826	30/11/2024	R Munns Engineering Consulting Services	PWO - CONSULTANTS - Facilitate Road Closure of Pioneer Drv	\$ 808.50			
536	INV 826	30/11/2024	R Munns Engineering Consulting Services	PIONEER ROAD SLIP LANE TO RAILWAY STATION DESIGN ONLY - Supply Detail Construction Design	\$ 1,379.40			
537	EFT24655	24/12/2024	Keeling Electrical Group Pty Ltd			\$ 3,882.48	L	
538	INV 1697	01/12/2024	Keeling Electrical Group Pty Ltd	NRLC - GENERAL AREA MAINTENANCE - Replacement Light East Side of Aquatic Area	\$ 2,045.93			
539	INV 1698	02/12/2024	Keeling Electrical Group Pty Ltd	NRLC - GENERAL AREA MAINTENANCE GEN- Replace Lights in Aquatic Area	\$ 1,606.89			
540	INV 1702	11/12/2024	Keeling Electrical Group Pty Ltd	ADMIN OFFICE BUILDING MAINTENANCE - Replace Two Light Switches In Admin Office	\$ 229.66			
541	EFT24656	24/12/2024	CSSTech Pty Ltd			\$ 876.95		
542	INV 10004077	17/12/2024	CSSTech Pty Ltd	BUILD - TELEPHONE/MOBILES - Mobile Phone, Accesories and Freight	\$ 876.95			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
543	EFT24657	24/12/2024	Goodyear Auto Care Narrogin			\$ 45.00	L	
544	INV 104118	13/11/2024	Goodyear Auto Care Narrogin	NGN324 2024 MAZDA BT-50C - Repair Slow Puncture	\$ 45.00			
545	EFT24658	24/12/2024	Narrogin Fruit Trading Pty Ltd			\$ 1,262.58	L	PF
546	INV INV-1229	09/12/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Christmas Party Catering	\$ 757.08			
547	INV INV-1246	16/12/2024	Narrogin Fruit Trading Pty Ltd	PUBLIC ART STRATEGY - IMPLEMENTATION - Mural Opening Ceremony Catering	\$ 440.00			
548	INV 000F202412163	16/12/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 65.50			
549	EFT24659	24/12/2024	PC Harley Family Trust (Narrogin Newsagency)			\$ 375.47	L	
550	INV 10000004614	09/10/2024	PC Harley Family Trust (Narrogin Newsagency)	DCVC - PRINTING & STATIONERY - Velcro Spot Hook and Loop	\$ 31.15			
551	INV SN00160630112024	30/11/2024	PC Harley Family Trust (Narrogin Newsagency)	LIB - PRINTING & STATIONERY - Newspapers Sept - Nov 2024	\$ 344.32			
552	EFT24660	24/12/2024	JH Computer Services			\$ 18,368.23		
553	INV 003245-D01	28/06/2024	JH Computer Services	NRLC - PRINTING & STATIONERY - Mono and Colour Click Charge FY24 December - June	\$ 713.23			
554	INV 004760-D01	31/10/2024	JH Computer Services	ADMIN - INFORMATION SYSTEMS - Microsoft 365 Subscription - December 2024	\$ 2,046.00			
555	INV 004759-D01	31/10/2024	JH Computer Services	ADMIN - INFORMATION SYSTEMS - Microsoft 365 Subscription - November 2024	\$ 2,046.00			
556	INV 004758-D01	19/12/2024	JH Computer Services	ADMIN - INFORMATION SYSTEMS - IT Contract Charges December 2024	\$ 13,563.00			
557	EFT24661	24/12/2024	Flowers in the Valley			\$ 100.00	L	
558	INV INV-2385	18/12/2024	Flowers in the Valley	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Sympathy Bouquet	\$ 100.00			
559	EFT24662	24/12/2024	Cardering Pty Ltd			\$ 582.00		
560	INV 339	18/12/2024	Cardering Pty Ltd	CHCP - CLIENT PURCHASES - Cognitive Assessment	\$ 582.00			
561	EFT24663	24/12/2024	JA Miller & KL Miller t/a Pharkarwee Trading			\$ 4,156.14		
562	INV INV-0034	18/12/2024	JA Miller & KL Miller t/a Pharkarwee Trading	HEALTH - CONTROL EXPENSES - Servicing OVO Control Feeder and Surveillance	\$ 4,156.14			
563	EFT24664	24/12/2024	Elite Global Supply Pty Ltd			\$ 11,516.73		
564	INV INV-0303	05/12/2024	Elite Global Supply Pty Ltd	NRLC - EQUIPMENT HIRE & PURCHASE - Replacement Pump	\$ 4,158.00			
565	INV INV-0305	16/12/2024	Elite Global Supply Pty Ltd	NRLC - EQUIPMENT HIRE & PURCHASE - Supply and Install Actuator System for Pool Heating	\$ 7,358.73			
566	EFT24665	24/12/2024	Town and Country Home Improvements			\$ 480.00	L	
567	INV 77	11/12/2024	Town and Country Home Improvements	CAFE 45 FEDERAL ST BUILDING MAINTENANCE - Maintenance Materials	\$ 200.00			
568	INV 83	19/12/2024	Town and Country Home Improvements	CAFE 45 FEDERAL ST BUILDING MAINTENANCE - Manufactured Bracket & Service Call Out	\$ 280.00			
569	EFT24666	24/12/2024	Tamara Lyn Davis			\$ 309.77		
570	INV A180900	19/12/2024	Tamara Lyn Davis	Rates refund for assessment A180900 6 FORREST STREET NARROGIN WA 6312	\$ 309.77			
571	EFT24667	24/12/2024	CJ Saunders			\$ 475.41		
572	INV A340333	19/12/2024	CJ Saunders	Rates refund for assessment A340333 318 HIGHAM ROAD MINIGIN WA 6312	\$ 475.41			
573	EFT24668	24/12/2024	Askins & Ansell Trust			\$ 175.30		
574	INV A340277	19/12/2024	Askins & Ansell Trust	Rates refund for assessment A340277 E70/06123 MINING TENEMENT NARROGIN WA 6312	\$ 175.30			
575	EFT24669	24/12/2024	Housing Authority (Department of Communities Housing)			\$ 2,998.00		
576	INV 18122024	18/12/2024	Housing Authority (Department of Communities Housing)	OTHER LIABILITIES - Refund Duplicate Rates Payment	\$ 2,998.00			

Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
				EFT Total \$	935,203.89		

577	Direct Debits	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
		09/12/2024	BMR Mechanical Pty Ltd			\$ (1,570.15)	L	
		19/12/2023	BMR Mechanical Pty Ltd	NO4834 2014 HINO 300 SERIES CREW CAB - Truck Repairs - Refund for Duplicated Payment	\$ (1,570.15)			
578		02/12/2024	National Australia Bank Ltd			\$ 220.31		
579		02/12/2024	National Australia Bank Ltd	INVEST - BANK FEES AND CHARGES - NAB Merchant Fees, Shire of Narrogin	\$ 220.31			
580		02/12/2024	National Australia Bank Ltd			\$ 2,263.89		
581		02/12/2024	National Australia Bank Ltd	INVEST - BANK FEES AND CHARGES - NAB Merchant Fees, Shire of Narrogin November 2024	\$ 2,263.89			
582		02/12/2024	National Australia Bank Ltd			\$ 214.14		
583		02/12/2024	National Australia Bank Ltd	INVEST - BANK FEES AND CHARGES - NAB Merchant Fees, Narrogin Caravan Park November 2024	\$ 214.14			
584		04/12/2024	Sheriffs Office Perth			\$ 430.00		R
585		04/12/2024	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER - FER15117078 - D5392	\$ 86.00			
586		04/12/2024	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER - FER15117079 - D5391	\$ 86.00			
587		04/12/2024	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER - FER15117087 - D5395	\$ 86.00			
588		04/12/2024	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER - FER15117090 - D5396	\$ 86.00			
589		04/12/2024	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER - FER15117092 - D5399	\$ 86.00			
590		09/12/2024	Sheriffs Office Perth			\$ 86.00		
591		04/12/2024	Sheriffs Office Perth	OLOPS - FINES AND ENFORCEMENT REGISTER - FER15117081 - D5394	\$ 86.00			
592		01/12/2024	CRISP Wireless			\$ 1,317.80	L	
593		01/12/2024	CRISP Wireless	ADMIN & NRLC - INFORMATION SYSTEMS - Monthly Charges December 2024	\$ 1,317.80			
594		02/12/2024	Les Mills Asia Pacific			\$ 912.26		
595		02/12/2024	Les Mills Asia Pacific	NRLC - LICENCES & SUBSCRIPTIONS - Group Fitness Licence December 2024	\$ 912.26			
596		05/12/2024	Zefari Pty Ltd			\$ 380.00		
597		05/12/2024	Zefari Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 05/12/24	\$ 380.00			
598		02/12/2024	Elders Real Estate Pty Ltd			\$ 1,386.67	L	
599		02/12/2024	Elders Real Estate Pty Ltd	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent 02/12/24	\$ 1,386.67			
600		02/12/2024	Department of Transport			\$ 5,239.40		
601		02/12/2024	Department of Transport	DEPARTMENT OF TRANSPORT 02/12/2024	\$ 5,239.40			
602		03/12/2024	Department of Transport			\$ 11,077.45		
603		03/12/2024	Department of Transport	DEPARTMENT OF TRANSPORT 03/12/2024	\$ 11,077.45			
604		04/12/2024	Department of Transport			\$ 4,290.00		
605		04/12/2024	Department of Transport	DEPARTMENT OF TRANSPORT 04/12/2024	\$ 4,290.00			
606		05/12/2024	Department of Transport			\$ 15,845.45		
607		05/12/2024	Department of Transport	DEPARTMENT OF TRANSPORT 05/12/2024	\$ 15,845.45			
608		06/12/2024	Department of Transport			\$ 12,441.95		
609		06/12/2024	Department of Transport	DEPARTMENT OF TRANSPORT 06/12/2024	\$ 12,441.95			
610		16/12/2024	Australian Taxation Office			\$ 42,035.00		

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
611	INV PAYGPE04122024	16/12/2024	Australian Taxation Office	PAYG TAX - PAYG tax Withholding PPE 02/12/2024	\$ 42,035.00			
612	DD10919.1	09/12/2024	Department of Transport			\$ 7,778.90		
613	INV 20241209	09/12/2024	Department of Transport	DEPARMTMENT OF TRANSPORT 09/12/2024	\$ 7,778.90			
614	DD10919.2	10/12/2024	Department of Transport			\$ 30,789.60		
615	INV 20241210	10/12/2024	Department of Transport	DEPARMTMENT OF TRANSPORT 10/12/2024	\$ 30,789.60			
616	DD10919.3	11/12/2024	Department of Transport			\$ 1,169.05		
617	INV 20241211	11/12/2024	Department of Transport	DEPARMTMENT OF TRANSPORT 11/12/2024	\$ 1,169.05			
618	DD10919.4	12/12/2024	Department of Transport			\$ 12,616.35		
619	INV 20241212	12/12/2024	Department of Transport	DEPARMTMENT OF TRANSPORT 12/12/2024	\$ 12,616.35			
620	DD10919.5	13/12/2024	Department of Transport			\$ 2,343.20		
621	INV 20241213	13/12/2024	Department of Transport	DEPARMTMENT OF TRANSPORT 13/12/2024	\$ 2,343.20			
622	DD10920.1	16/12/2024	Sandwal Pty Ltd			\$ 865.70		F
623	INV INV-4548	01/12/2024	Sandwal Pty Ltd	CHSP & CHCP - INFORMATION SYSTEMS - Monthly Charges December 2024	\$ 865.70			
624	DD10921.1	12/12/2024	Zefari Pty Ltd			\$ 380.00	L	
625	INV EMTRSRENT121224	12/12/2024	Zefari Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 12/12/24	\$ 380.00			
626	DD10922.1	17/12/2024	Beam			\$ 29,304.29		
627	INV SUPER02122024	17/12/2024	Beam	PAYROLL CREDITORS - Superannuation Contribution - PPE 02/12/2024	\$ 29,304.29			
628	DD10939.1	16/12/2024	Department of Transport			\$ 11,285.50		
629	INV 20241216	16/12/2024	Department of Transport	DEPARTMENT OF TRANSPORT 16/12/2024	\$ 11,285.50			
630	DD10939.2	17/12/2024	Department of Transport			\$ 25,160.70		
631	INV 20241217	17/12/2024	Department of Transport	DEPARTMENT OF TRANSPORT 17/12/2024	\$ 25,160.70			
632	DD10939.3	18/12/2024	Department of Transport			\$ 20,210.50		
633	INV 20241218	18/12/2024	Department of Transport	DEPARTMENT OF TRANSPORT 18/12/2024	\$ 20,210.50			
634	DD10944.1	19/12/2024	Zefari Pty Ltd			\$ 380.00	L	
635	INV EMTRSRENT191224	19/12/2024	Zefari Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 19/12/2024	\$ 380.00			
636	DD10945.1	23/12/2024	Telstra			\$ 1,487.86		
637	INV K397147341-1	12/12/2024	Telstra	VARIOUS DEPARTMENTS - Telephone Charges December 2024	\$ 1,487.86			
638	DD10954.1	27/12/2024	WA Treasury Corporation			\$ 8,177.43		
639	INV 127	27/12/2024	WA Treasury Corporation	Loan No. 127 Interest payment - Industrial Land	\$ 8,177.43			
640	DD10954.2	29/12/2024	WA Treasury Corporation			\$ 9,710.78		
641	INV 130	29/12/2024	WA Treasury Corporation	Loan No. 130 Interest payment - TWISS Replacement	\$ 9,710.78			
642	DD10956.1	30/12/2024	WA Treasury Corporation			\$ 28,214.24		
643	INV 133	30/12/2024	WA Treasury Corporation	Loan No. 133 Interest payment - Caravan Park 3 Chalets	\$ 28,214.24			
644	DD10970.1	20/12/2024	Beam			\$ 30,766.99		
645	INV SUPER16/12/2024	20/12/2024	Beam	PAYROLL CREDITORS - Superannuation Contribution - PPE 16/12/2024	\$ 30,766.99			
646	DD10975.1	27/12/2024	Zefari Pty Ltd			\$ 380.00	L	
647	INV EMTRSRENT271224	27/12/2024	Zefari Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 27/12/24	\$ 380.00			
648	DD10976.1	26/12/2024	Xero			\$ 70.00		F
649	INV INV-40240526	26/12/2024	Xero	CHCP & CHSP - INFORMATION SYSTEMS - Xero Monthly Subscription 26/12/24 - 25/01/25	\$ 70.00			

Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
Direct Debit Total				\$ 317,661.26			

650	Fuel Card	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
651	EFT24511	30/11/2024	Great Southern Fuels	VARIOUS VEHICLES - Fuel Charges 01/11/24 - 30/11/24		\$ 5,825.02	L	
652	INV NOVEMBER24	30/11/2024	Great Southern Fuels	002NGN 2022 MITSUBISHI ECLIPSE HYBRID - Fuel Charges 01/11/24 - 30/11/24	\$ 286.09			
653	INV NOVEMBER25	30/11/2025	Great Southern Fuels	009NGN TOYOTA COROLLA HATCH 2020 - Fuel Charges 01/11/24 - 30/11/24	\$ 157.52			
654	INV NOVEMBER26	30/11/2026	Great Southern Fuels	00NGN TTOYOTA HILUX 4X4 2.8L DSL - Fuel Charges 01/11/24 - 30/11/24	\$ 76.21			
655	INV NOVEMBER27	30/11/2027	Great Southern Fuels	032NGN MITSUBISHI ECLIPSE CROSS PHEV 2024 - Fuel Charges 01/11/24 - 30/11/24	\$ 36.43			
656	INV NOVEMBER28	30/11/2028	Great Southern Fuels	2021 ISUZU Outlander EXCCED 2.4L ONO - Fuel Charges 01/11/24 - 30/11/24	\$ 315.85			
657	INV NOVEMBER29	30/11/2029	Great Southern Fuels	1NGN 2019 TOYOTA PRADO DSL WAGON GXL - Fuel Charges 01/11/24 - 30/11/24	\$ 768.74			
658	INV NOVEMBER30	30/11/2030	Great Southern Fuels	1NO 2024 TOYOTA HILUX 4X4 2.8L - Fuel Charges 01/11/24 - 30/11/24	\$ 81.03			
659	INV NOVEMBER31	30/11/2031	Great Southern Fuels	990NGBN TOYOTA COASTER 2.8L DIESEL 6AT DELUX - Fuel Charges 01/11/24 - 30/11/24	\$ 62.37			
660	INV NOVEMBER32	30/11/2032	Great Southern Fuels	NGNO MG HS EXCITE WAGON - Fuel Charges 01/11/24 - 30/11/24	\$ 359.71			
661	INV NOVEMBER33	30/11/2033	Great Southern Fuels	NGN00 2021 TOYOTA KLUGER GX AWD PET WAGON - Fuel Charges 01/11/24 - 30/11/24	\$ 428.88			
662	INV NOVEMBER34	30/11/2034	Great Southern Fuels	NGN1555 2022 TOYOTA COROLLA - Fuel Charges 01/11/24 - 30/11/24	\$ 51.30			
663	INV NOVEMBER35	30/11/2035	Great Southern Fuels	NGN219 2022 NISSAN X-TRAIL - Fuel Charges 01/11/24 - 30/11/24	\$ 620.15			
664	INV NOVEMBER33	30/11/2033	Great Southern Fuels	NGN417 2023 NEW ISUZU DMAX SPACE CAB RANGER VEHICLE - Fuel Charges 01/11/24 - 30/11/24	\$ 314.95			
665	INV NOVEMBER34	30/11/2034	Great Southern Fuels	NGN839 2019 TOYOTA COROLLA CROSS 2WD 2.0L - Fuel Charges 01/11/24 - 30/11/24	\$ 145.17			
666	INV NOVEMBER35	30/11/2035	Great Southern Fuels	NGN847 2023 MAZDA CX-5 6 AUTO G25 TOURING PETROL - Fuel Charges 01/11/24 - 30/11/24	\$ 522.46			
667	INV NOVEMBER36	30/11/2036	Great Southern Fuels	SMALL PLANT - HOMECARE - Fuel Charges 01/11/24 - 30/11/24	\$ 66.48			
668	INV NOVEMBER37	30/11/2037	Great Southern Fuels	N001 TOYOTA HILUX 4X4 2.8I DSL - Fuel Charges 01/11/24 - 30/11/24	\$ 207.63			
669	INV NOVEMBER38	30/11/2038	Great Southern Fuels	2023 TOYOTA HILUX DUAL CAB - SENIOR RANGER - Fuel Charges 01/11/24 - 30/11/24	\$ 337.89			
670	INV NOVEMBER39	30/11/2039	Great Southern Fuels	N05020 ISUZU FTS800 FIRE UNIT - Fuel Charges 01/11/24 - 30/11/24	\$ 353.58			
671	INV NOVEMBER40	30/11/2040	Great Southern Fuels	SMALL PLANT - Fuel Charges 01/11/24 - 30/11/24	\$ 26.38			
672	INV NOVEMBER41	30/11/2041	Great Southern Fuels	N0209 ISUZU FTS139/260 FIRE UNIT - Fuel Charges 01/11/24 - 30/11/24	\$ 170.66			
673	INV NOVEMBER42	30/11/2042	Great Southern Fuels	NGN227 2021 TOYOTA COROLA - Fuel Charges 01/11/24 - 30/11/24	\$ 49.94			
674	INV NOVEMBER43	30/11/2043	Great Southern Fuels	NGN182 TOYOTA HILUX 4X2 WORKMATE UTILITY - Fuel Charges 01/11/24 - 30/11/24	\$ 60.77			
675	INV NOVEMBER44	30/11/2044	Great Southern Fuels	NGN12398 2019 HOLDEN COLORADO 2.8 LS CREW CAB - Fuel Charges 01/11/24 - 30/11/24	\$ 119.48			
676	INV NOVEMBER45	30/11/2045	Great Southern Fuels	NGN324 2024 MAZDA BT-50C - Fuel Charges 01/11/24 - 30/11/24	\$ 205.35			
Fuel Card Total				\$ 5,825.02				

677	Coles Card	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
678	EFT24619	19/12/2024	WEX Australia Pty Ltd	VARIOUS DEPARTMENTS - Coles Account December 2024		\$ 780.97		
679	INV 213	30/11/2024	WEX Australia Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Coles Account December 2024	\$ 225.24			
680	INV 214	30/11/2025	WEX Australia Pty Ltd	TIP MAINTENANCE - Coles Account December 2024	\$ 50.70			
681	INV 215	30/11/2026	WEX Australia Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Coles Account December 2024	\$ 33.35			
682	INV 216	30/11/2027	WEX Australia Pty Ltd	PWO - GENERAL OFFICE EXPENSES - Coles Account December 2024	\$ 33.00			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
683	INV 217	30/11/2028	WEX Australia Pty Ltd	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Coles Account December 2024	\$ 345.13			
684	INV 218	30/11/2029	WEX Australia Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Coles Account December 2024	\$ 44.68			
685	INV 219	30/11/2030	WEX Australia Pty Ltd	OTHUL - AUSTRALIA DAY - Coles Account December 2024	\$ 39.20			
686	INV 220	30/11/2031	WEX Australia Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Express Delivery Fees	\$ 9.67			
687	INV 221	30/11/2032	WEX Australia Pty Ltd					
					Coles Card Total \$ 780.97			

	Credit Card	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
688	DD10752.1	22/11/2024	General Credit Card Purchases			\$ 28.99		
690	INV DSIJUL2024-2	01/07/2024	General Credit Card Purchases	ADMIN - SUBSCRIPTIONS AND MEMBERSHIPS - Adobe Monthly Subscription July 2024	\$ 28.99			
691	DD10942.1	18/11/2024	General Credit Card Purchases	ADMIN - INFORMATION SYSTEMS - Greeting Messages November 2024	\$ -	\$ 451.80		
692	INV MFNOV24-1	18/11/2024	General Credit Card Purchases	SUSPENSE ACCOUNT - Survey Monkey Annual Subscription 2024/25	\$ 300.00			
693	INV MFNOV24-2	18/11/2024	General Credit Card Purchases	ADMIN - INFORMATION SYSTEMS - Greeting Messages November 2024	\$ 151.80			
694	DD10943.1	04/11/2024	General Credit Card Purchases	LIB - TRAINING & DEVELOPMENT - Mold and Pests Training	\$ -	\$ 255.78		
695	INV PRNOV2024-1	04/11/2024	General Credit Card Purchases	SUSPENSE ACCOUNT - Auslan Stories, Songs and Nursery Rhyme Training	\$ 65.00			
696	INV PRNOV2024-2	04/11/2024	General Credit Card Purchases	LIB - TRAINING & DEVELOPMENT - Mold and Pests Training	\$ 190.78			
697	DD10943.2	05/11/2024	General Credit Card Purchases	ADMIN - TRAVEL & ACCOMMODATION - 1 Night Accommodation in Pinjarra	\$ -	\$ 590.60		
698	INV PRNOV2024-3	05/11/2024	General Credit Card Purchases	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Meals for Social Support Group	\$ 480.60			
699	INV PRNOV24-4	05/11/2024	General Credit Card Purchases	ADMIN - TRAVEL & ACCOMMODATION - 1 Night Accommodation in Pinjarra	\$ 110.00			
700	DD10943.3	06/11/2024	General Credit Card Purchases	OTHUL - CHRISTMAS LIGHTS - Christmas Lights for Various Buildings	\$ -	\$ 733.94		
701	INV PRNOV24-5	06/11/2024	General Credit Card Purchases	OTHUL - CHRISTMAS LIGHTS - Christmas Lights for Various Buildings	\$ 733.94			
702	DD10943.4	14/11/2024	General Credit Card Purchases	CHCP & CHSP - TRAINING & DEVELOPMENT - Course Registration - Financial Literacy for Core Managers	\$ -	\$ 325.00		
703	INV PRNOV24-6	14/11/2024	General Credit Card Purchases	CHCP & CHSP - TRAINING & DEVELOPMENT - Course Registration - Financial Literacy for Core Managers	\$ 325.00			
704	DD10943.5	19/11/2024	General Credit Card Purchases	CHCP CBDC OTHER EXPENSES - Meals for Jessie House Groups	\$ -	\$ 480.10		
705	INV PRNOV24-7	19/11/2024	General Credit Card Purchases	CHCP CBDC OTHER EXPENSES - Meals for Jessie House Groups	\$ 480.10			
706	DD10977.1	28/11/2024	General Credit Card Purchases	INVEST - BANK FEES AND CHARGES - November 2024 Interest	\$ -	\$ 23.04		
707	INV NOVFEES	28/11/2024	General Credit Card Purchases	INVEST - BANK FEES AND CHARGES - November 2024 Interest	\$ 23.04			
					Credit Card Total \$ 2,889.25			

	Payroll	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
709	PAYROLL		PAYROLL			\$ 523,532.43		
710	Pay 34		PAYROLL	Pay 34 - 02/12/2024	\$ 173,435.46			
711	Pay 35		PAYROLL	Pay 35 - 16/12/2024	\$ 173,113.62			
712	Pay 36		PAYROLL	Pay 36 - 31/12/2024	\$ 176,983.35			
					Payroll Total \$ 523,532.43			

Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
ABBREVIATIONS							
			Cheque Total (Less TD)	\$	-		
PF		Partially Funded	EFT Total*	\$	935,203.89	74.254%	
I		Insurance	Direct Debit Total	\$	317,661.26	25.222%	
F		Funded	Credit Card Total	\$	2,889.25	0.229%	
L		Local Supplier	Trust Total	\$	-		
R		Recoverable	Coles Card Total	\$	780.97	0.062%	
PR		Partially Recoverable	Fuel Cards Total	\$	5,825.02	0.462%	
G		Grant	Subtotal	\$	1,262,360.39	100.23%	
			Term Deposits (TD)	\$	-		
			Payroll Total*	\$	523,532.43	41.568%	
			Subtotal	\$	523,532.43		
			Synergy List of Accounts - Municipal Bank Account	\$	1,259,471.14	100.00%	
			Credit Cards - Processed as at date of Direct Debit	\$	2,889.25		
			Synergy List of Accounts -Trust Bank Account	\$	-		
			Payroll	\$	523,532.43		
			Variance	\$	(0.00)		
			Local Suppliers	\$	181,667.50	14.42%	
			Employees	\$	523,532.43	41.57%	
			Combined Total	\$	705,199.93	55.99%	

* Please note Payroll totals

Pay Date	Nett Paid
Pay 34 - 02/12/2024	\$ 173,435.46
Pay 35 - 16/12/2024	\$ 173,113.62
Pay 36 - 31/12/2024	\$ 176,983.35
Total	\$ 523,532.43

10.3.2 SCHEDULE OF ACCOUNTS PAID – JANUARY 2025

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	13 February 2025
Author	Therese Walker – Manager Corporate Services
Authorising Officer	Ian Graham – Executive Manager Corporate & Community Services
Attachments 1. Schedule of Accounts Paid – January 2025	

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid for January 2025.

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 Corporate Services Coordinator.

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 January 2025 is presented to Council for notation. Below is a summary of activity:

31 January 2024 Payments		
Payment Type	\$	%
Cheque	953.05	0.05
EFT (incl Payroll)	1,434,152.83	75.79
Direct Debit	448,403.17	23.69
Credit Card	5,589.63	0.29
Fuel Card	6,439.24	0.34
Store Cards	1,565.33	0.08
Total Payments	1,897,103.25	100.00

Regional Payments	\$	%
Non	1,175,878.51	61.88
Local Suppliers	358,692.21	18.96
Payroll	362,532.53	19.16
Total	1,897,103.25	100.00

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 190225.08

Moved: Cr Bartron

Seconded: Cr Broad

That with respect to the Schedule of Accounts Paid for January 2025, Council note the Report as presented.

CARRIED 6/0

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

Against: Nil

Accounts Paid -January 2025

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
1	766	09/01/2025	Shire Of Narrogin - Petty Cash-admin			\$ 953.05		R
2	INV HCDEC24	16/12/2024	Shire Of Narrogin - Petty Cash-admin	MECARE - Reimbursement of Petty Cash October - December 2024	\$ 701.05			
3	INV CATS- DEC24	23/12/2024	Shire Of Narrogin - Petty Cash-admin	AGEDOTHER - CATS DRIVER MEALS - Drivers Lunch December 2024	252			
					Cheque Total \$ 953.05			

	EFT Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
4	EFT24670	02/01/2025	Department of Human Services			\$ 770.74		
5	INV 89	18/12/2024	Department of Human Services	Payroll Deductions/Contributions	\$ 385.37			
6	INV 90	31/12/2024	Department of Human Services	Payroll Deductions/Contributions	385.37			
7	EFT24671	02/01/2025	Easifleet			\$ 6,535.12		
8	INV 18/12/2024	19/12/2024	Easifleet	NOVATED LEASE - Various EMPLOYEES 16/12/2024	\$ 3,267.56			
9	INV 31/12/2024	02/01/2025	Easifleet	NOVATED LEASE - Various EMPLOYEES PPE 30/12/2024	3267.56			
10	EFT24672	02/01/2025	Australian Services Union Western Australian Branc			\$ 26.50		
11	INV 89	18/12/2024	Australian Services Union Western Australian Branc	Payroll Deductions/Contributions	26.5			
12	EFT24673	09/01/2025	Synergy			\$ 5,896.21		
13	INV 2070273723	06/12/2024	Synergy	LIONS PARK MAINTENANCE/OPERATIONS - Electricity Charges 09/10/2024 - 05/12/2024	\$ 136.32			
14	INV 2094243032	10/12/2024	Synergy	LYDEKER DEPOT BUILDING OPERATIONS - Electricity Charges 08/10/2024 - 04/12/2024	\$ 779.99			
15	INV 2010317316	11/12/2024	Synergy	TOWN HALL BUILDING OPERATIONS - Electricity Charges 10/10/2024 - 06/12/2024	\$ 1,148.96			
16	INV 2030299959	11/12/2024	Synergy	MEMORIAL PARK MAINTENANCE/OPERATIONS - Electricity Charges 10/10/2024 - 06/12/2024	\$ 279.24			
17	INV 2014319749	12/12/2024	Synergy	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Electricity Charges 15/10/2024 - 11/12/2024	\$ 117.24			
18	INV 900304630	13/12/2024	Synergy	MICHAEL BROWN PARK BUILDINGS OPERATIONS - Electricity Charges 16/10/2024 - 12/12/2024	\$ 117.24			
19	INV 2006330365	13/12/2024	Synergy	BMX PARK - Electricity Charges 16/10/2024 - 12/12/2024	\$ 119.76			
20	INV 2082276806	16/12/2024	Synergy	30 GRAY ST BUILDING OPERATIONS - Electricity Charges 17/10/24 - 13/12/24	\$ 155.22			
21	INV 2038302260	17/12/2024	Synergy	GNAROJIN PARK MAINTENANCE/OPERATIONS - Electricity Charges 18/10/2024 - 16/12/2024	\$ 368.05			
22	INV 2026314062	17/12/2024	Synergy	MACKIE PARK MAINTENANCE/OPERATIONS - Electricity Charges 18/10/2024 - 16/12/2024	\$ 342.89			
23	INV 2026315031	17/12/2024	Synergy	THOMAS HOGG OVAL BUILDINGS OPERATIONS - Electricity Charges 18/10/24 - 12/12/24	\$ 1,665.68			
24	INV 2022320899	19/12/2024	Synergy	WASTE FACILITIES BUILDING OPERATIONS - Electricity Charges 19/10/2024 - 17/12/2024	\$ 123.17			
25	INV 2030306427	19/12/2024	Synergy	ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Charges 19/10/24 - 17/12/24	\$ 542.45			
26	EFT24674	09/01/2025	Narrogin Packaging			\$ 699.31	L	
27	INV 00091913	20/12/2024	Narrogin Packaging	GNAROJIN PARK MAINTENANCE/OPERATIONS - Cleaning Materials	\$ 64.61			
28	INV 00091922	21/12/2024	Narrogin Packaging	VARIOUS DEPARTMENTS - Toilet Supplies	\$ 552.35			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
29	INV 00091923	21/12/2024	Narrogin Packaging	ADMIN OFFICE BUILDING OPERATIONS - Interleave Towel	\$ 82.35			
30	EFT24675	09/01/2025	Australia Post			\$ 427.27		PF
31	INV 1013732976	03/01/2025	Australia Post	VARIOUS DEPARTMENTS - Postage Charges December 2024	\$ 427.27			
32	EFT24677	09/01/2025	Water Corporation			\$ 8,310.67		
33	INV 9007714242	28/11/2024	Water Corporation	CEMETERY MAINTENANCE/OPERATIONS - Water Charges 04/10/2024 - 27/11/2024	\$ 649.52			
34	INV 9007725558	06/12/2024	Water Corporation	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Water Charges 10/10/2024 - 05/12/2024	\$ 1,412.83			
35	INV 9010739547	09/12/2024	Water Corporation	LYDEKER DEPOT BUILDING OPERATIONS - Water Charges 11/10/2024 - 06/12/2024	\$ 443.79			
36	INV 9024789334	09/12/2024	Water Corporation	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Water Charges 11/10/2024 - 06/12/2024	\$ 11.76			
37	INV 9010739547	09/12/2024	Water Corporation	LYDEKER DEPOT BUILDING OPERATIONS - Water Charges 11/10/2024 - 06/12/2024	\$ 443.79			
38	INV 9007731288	09/12/2024	Water Corporation	OLD RAILWAY TENNIS BUILDING OPERATIONS - Water Charges 10/10/2024 - 06/12/2024	\$ 74.70			
39	INV 9007802883	16/12/2024	Water Corporation	STANDPIPE MAINTENANCE/OPERATIONS - Water Charges 18/10/2024 - 13/12/2024	\$ 29.32			
40	INV 9007803122	17/12/2024	Water Corporation	STANDPIPE MAINTENANCE/OPERATIONS - Water Charges 18/10/2024 - 16/12/2024	\$ 5,008.45			
41	INV 9007713223	03/01/2025	Water Corporation	TOWN HALL (FEDERAL ST) BUILDING OPERATIONS - Water Charges 01/01/2025 - 28/02/2025	\$ 236.51			
42	EFT24678	09/01/2025	Leigh Norman Ballard			\$ 12,506.25		
43	INV 20241231	31/12/2024	Leigh Norman Ballard	MEMBERS - PRESIDENT'S & SITTING FEES ALLOWANCE - 01/10/2024 - 31/12/2024	\$ 12,506.25			
44	EFT24679	09/01/2025	Halanson Earthmoving			\$ 35,585.00		
45	INV 2028	05/12/2024	Halanson Earthmoving	TAYLOR RD RE-SHEET SLK 0.4 TO 6.4 - Float Excavator from Depot to Armstrong Road	\$ 495.00			
46	INV 2033	09/12/2024	Halanson Earthmoving	2017 VOLVO EC220DL EXCAVATOR - Float Excavator from Narrogin Tip to Depot	\$ 396.00			
47	INV 2035	17/12/2024	Halanson Earthmoving	TIP MAINTENANCE - Hire of Dozer & Operator	\$ 34,694.00			
48	EFT24680	09/01/2025	Landgate			\$ 102.01		
49	INV 1442474	02/01/2025	Landgate	PLAN - TITLE/COMPANY SEARCHES - Online Shop December 2024	\$ 102.01			
50	EFT24681	09/01/2025	Narrogin Meals On Wheels			\$ 432.00	L	F
51	INV DEC-2024	31/12/2024	Narrogin Meals On Wheels	CHSP MEALS ON WHEELS COMMITTEE - Delivery of Meals - December 2024	\$ 432.00			
52	EFT24682	09/01/2025	Great Southern Waste Disposal			\$ 151,976.11	L	
53	INV IV00000003179	06/11/2024	Great Southern Waste Disposal	WASTE COLLECTION SERVICES - October 2024	\$ 49,399.02			
54	INV IV00000003201	05/12/2024	Great Southern Waste Disposal	WASTE COLLECTION SERVICES - November 2024	\$ 53,178.07			
55	INV IV00000003239	06/01/2025	Great Southern Waste Disposal	WASTE COLLECTION SERVICES - December 2024	\$ 49,399.02			
56	EFT24683	09/01/2025	RJ Smith Engineering			\$ 16,061.65	L	
57	INV DI22638	17/12/2024	RJ Smith Engineering	ROAD MAINTENANCE GENERAL EXPENSES - Masonry Drill Bit	\$ 16.65			
58	INV DI22605	17/12/2024	RJ Smith Engineering	VARIOUS VEHICLES - Repairs to Truck & Trailer (Insurance Claim)	\$ 15,945.00			
59	INV DI22747	21/12/2024	RJ Smith Engineering	NO2731 FOUR AXLE SIDE TIPPER TRAILER - Repair Broken Weld	\$ 100.00			
60	EFT24684	09/01/2025	PFD Food Services Pty Ltd			\$ 1,435.95		R
61	INV LO281499	17/12/2024	PFD Food Services Pty Ltd	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$ 682.95			
62	INV LO410069	31/12/2024	PFD Food Services Pty Ltd	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$ 443.20			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
63	INV L0470189	07/01/2025	PPD Food Services Pty Ltd	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$ 309.80			
64	EFT24685	09/01/2025	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthil			\$ 2,000.00	L	
65	INV P123065847	30/10/2024	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthil	SMALL PLANT - Brushcutter	\$ 2,000.00			
66	EFT24686	09/01/2025	Narrogin Gasworx			\$ 195.50	L	
67	INV 83152	18/12/2024	Narrogin Gasworx	NO1225 KOMATSU FG25T-12 FORKLIFT - 2x 15KG Gas Bottles	\$ 195.50			
68	EFT24687	09/01/2025	T Quip			\$ 657.70		
69	INV 135017#26	09/12/2024	T Quip	NOS2 2018 TORO MOWER 7210 - Mower Blades	\$ 657.70			
70	EFT24688	09/01/2025	Raeco			\$ 560.40		
71	INV 60065	26/11/2024	Raeco	LIB - MINOR ASSET PURCHASES - Furniture fo Young Adult Area & Feight Charges	\$ (5,604.00)			
72	INV 60065	26/11/2024	Raeco	LIB - MINOR ASSET PURCHASES - Furniture fo Young Adult Area & Feight Charges - Short Payment	\$ 6,164.40			
73	EFT24689	09/01/2025	Clive Malcolm Bartron			\$ 2,727.00		
74	INV 20241231	31/12/2024	Clive Malcolm Bartron	MEMBERS - COMMUNICATIONS & SITTING FEES ALLOWANCE - 01/10/2024 - 31/12/2024	\$ 2,727.00			
75	EFT24690	09/01/2025	Gnarojin Community Garden			\$ 1,290.00	L	
76	INV 0050	18/12/2024	Gnarojin Community Garden	OTHCUL - COMMUNITY CHEST - Community Chest Fund Support 24/25	\$ 1,290.00			
77	EFT24691	09/01/2025	Fulton Hogan			\$ 209,297.09		
78	INV 19868804	18/12/2024	Fulton Hogan	WHINBIN ROCK RD CONSTRUCTION - Primer Seal & Second Seal	\$ 209,297.09			
79	EFT24692	09/01/2025	Murray John Fisher			\$ 2,642.00		
80	INV 20241231	31/12/2024	Murray John Fisher	MEMBERS - COMMUNICATIONS & SITTING FEES ALLOWANCE - 01/10/2024 - 31/12/2024	\$ 2,642.00			
81	EFT24693	09/01/2025	BKS Electrical Pty Ltd			\$ 1,140.92	L	
82	INV 4145	29/05/2024	BKS Electrical Pty Ltd	MACKIE PARK MAINTENANCE/OPERATIONS - Fix Power Trip Fault	\$ 248.60			
83	INV 4190	08/07/2024	BKS Electrical Pty Ltd	PARKS & GARDENS MAINTENANCE - Disconnect & Reconnect BBQ	\$ 892.32			
84	EFT24694	09/01/2025	Salvation Army (WA)			\$ 360.00	L	
85	INV I000193648	18/12/2024	Salvation Army (WA)	OTHCUL - CAROLS BY CANDLELIGHT - Contribution For Carols In The Park 2024	\$ 360.00			
86	EFT24695	09/01/2025	United Security Enforcement Corporation			\$ 158.40		
87	INV 00013413	06/01/2025	United Security Enforcement Corporation	NRLC - SECURITY - Alarm Response - 03/01/25	\$ 158.40			
88	EFT24696	09/01/2025	Independence Australia Group			\$ 932.70		F
89	INV 8258645.01	19/12/2024	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Order	\$ 289.20			
90	INV 82552500.02	20/12/2024	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Supplies	\$ 252.00			
91	INV 82588983.01	23/12/2024	Independence Australia Group	CHCP - CLIENT PURCHASES - Ensure Plus Vanilla	\$ 391.50			
92	EFT24697	09/01/2025	Truck Centre (WA) Pty Ltd			\$ 428.85		
93	INV 1812415-000001	16/12/2024	Truck Centre (WA) Pty Ltd	NO2 2009 NISSAN UD TIP TRUCK - Supply V-Belt	\$ 46.32			
94	INV 1812733	17/12/2024	Truck Centre (WA) Pty Ltd	NO2 2009 NISSAN UD TIP TRUCK - Supply Filter Kit GWB4D	\$ 382.53			
95	EFT24698	09/01/2025	Timothy Robert Wiese			\$ 2,727.00		
96	INV 20241231	31/12/2024	Timothy Robert Wiese	MEMBERS - COMMUNICATIONS & SITTING FEES ALLOWANCE - 01/10/2024 - 31/12/2024	\$ 2,727.00			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
97	EFT24699	09/01/2025	Aquatic Services WA Pty Ltd			\$ 357.94		
98	INV AS#20250009	07/01/2025	Aquatic Services WA Pty Ltd	NRLC - EQUIPMENT HIRE & PURCHASE - Pool Temperature Meter	\$ 357.94			
99	EFT24700	09/01/2025	Telair Pty Ltd			\$ 1,613.65		
100	INV TA10781-066	31/12/2024	Telair Pty Ltd	VARIOUS DEPARTMENTS - Telephone Charges December 2024	\$ 1,613.65			
101	EFT24701	09/01/2025	Earl Street Physiotherapy			\$ 85.00	L	F
102	INV 0048873	23/12/2024	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Physio Consultation	\$ 85.00			
103	EFT24702	09/01/2025	Graham Kenneth Broad			\$ 4,271.19		
104	INV 20241231	31/12/2024	Graham Kenneth Broad	MEMBERS - DEPUTY PRESIDENT'S & SITTING FEES ALLOWANCE - 01/10/2024 - 31/12/2024	\$ 4,271.19			
105	EFT24703	09/01/2025	Narrogin & Districts Plumbing Service			\$ 473.00	L	
106	INV INV-2115	24/11/2024	Narrogin & Districts Plumbing Service	NRLC - GENERAL AREA MAINTENANCE - Shower Tap Repairs & Unblock Drain	\$ 473.00			
107	EFT24704	09/01/2025	Cuballing Building Company			\$ 568.54		
108	INV INV04073	19/12/2024	Cuballing Building Company	HIGHBURY PUBLIC TOILETS MAINTENANCE - Highbury Accesibility Toilet Repaint	\$ 568.54			
109	EFT24705	09/01/2025	Integrated ICT			\$ 215.71		
110	INV 35676	23/12/2024	Integrated ICT	ADMIN - INFORMATION SYSTEMS - Exclaimer Signature Cloud - December 2024	\$ 215.71			
111	EFT24706	09/01/2025	Lite n' Easy Pty Ltd			\$ 1,694.41		F
112	INV 7759452	24/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 134.92			
113	INV 7773579	24/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 162.15			
114	INV 7792814	24/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 75.42			
115	INV 7794316	24/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 103.70			
116	INV 7804628	24/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 133.52			
117	INV 7810516	24/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 75.07			
118	INV 7811923	24/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 201.59			
119	INV 7812187	24/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 166.00			
120	INV 7799673	31/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 147.45			
121	INV 7792815	31/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 75.42			
122	INV 7804092	31/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 103.70			
123	INV 7804100	31/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 106.53			
124	INV 7816783	31/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 133.52			
125	INV 7817587	31/12/2024	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 75.42			
126	EFT24707	09/01/2025	Roxanne Rae McNab			\$ 2,642.00		
127	INV 20241231	31/12/2024	Roxanne Rae McNab	MEMBERS - COMMUNICATIONS & SITTING FEES ALLOWANCE - 01/10/2024 - 31/12/2024	\$ 2,642.00			
128	EFT24708	09/01/2025	Joshua John Pomykala			\$ 2,642.00		
129	INV 20241231	31/12/2024	Joshua John Pomykala	MEMBERS - COMMUNICATIONS & SITTING FEES ALLOWANCE - 01/10/2024 - 31/12/2024	\$ 2,642.00			
130	EFT24709	09/01/2025	Narrogin Eagles Sporting Club			\$ 100.00	L	

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
131	INV NO785	02/01/2025	Narrogin Eagles Sporting Club	PUBLIC ART STRATEGY - IMPLEMENTATION - Bar Staff For Painting Mural	\$ 100.00			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
132	EFT24710	09/01/2025	PC Harley Family Trust (Narrogin Newsagency)			\$ 783.90	L	F
133	INV 1000004414	12/09/2024	PC Harley Family Trust (Narrogin Newsagency)	NRLC - PROGRAM COSTS - School Holiday Program Supplies	\$ 35.95			
134	INV SN00159631122024	31/12/2024	PC Harley Family Trust (Narrogin Newsagency)	ADMIN - PRINTING & STATIONERY - Stationery Order December 2024	\$ 747.95			
135	EFT24711	09/01/2025	Team Global Express Pty Ltd			\$ 519.07		
136	INV 0652-T740710	15/12/2024	Team Global Express Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges	\$ 519.07			
137	EFT24712	09/01/2025	Harcher Distributors (Wa Distributors P/L)			\$ 349.00		
138	INV 1033772	31/12/2024	Harcher Distributors (Wa Distributors P/L)	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock & Cleaning Supplies	\$ 349.00			
139	EFT24713	09/01/2025	Allwest Plant Hire Australia Pty Ltd			\$ 3,960.00		
140	INV 39643	17/12/2024	Allwest Plant Hire Australia Pty Ltd	WHINBIN ROCK RD CONSTRUCTION - 40 Day Dry Hire 15,000L 6 Wheel Water Cart	\$ 3,960.00			
141	EFT24714	09/01/2025	YMCA Services Pty Ltd			\$ 283.14		
142	INV 50040865	18/12/2024	YMCA Services Pty Ltd	NRLC - PROGRAM COSTS - Swim School Equipment	\$ 283.14			
143	EFT24715	09/01/2025	Cardering Pty Ltd			\$ 873.00		F
144	INV 340	28/12/2024	Cardering Pty Ltd	CHCP - CLIENT PURCHASES - Updated Cognitive and Psychological Assessment	\$ 873.00			
145	EFT24716	09/01/2025	Nilfisk Pty Ltd			\$ 1,022.30		
146	INV PSV1036023	13/11/2024	Nilfisk Pty Ltd	NRLC - GENERAL AREA MAINTENANCE - Rotowasher Repairs	\$ 1,022.30			
147	EFT24717	09/01/2025	Reaching Out Occupational Therapy			\$ 1,260.94		F
148	INV INV108	20/12/2024	Reaching Out Occupational Therapy	CHCP - CLIENT PURCHASES - Occupational Therapy Consultation	\$ 387.98			
149	INV INV106	20/12/2024	Reaching Out Occupational Therapy	CHCP - CLIENT PURCHASES - Occupational Therapy Consultation	\$ 484.98			
150	INV INV107	20/12/2024	Reaching Out Occupational Therapy	CHCP - CLIENT PURCHASES - Occupational Therapy Consultation	\$ 387.98			
151	EFT24718	09/01/2025	Massage and Beauty Education Pty Ltd			\$ 450.00	L	
152	INV 0000001	23/12/2024	Massage and Beauty Education Pty Ltd	WELFARE - YOUTH SERVICES - School Holiday Activity	\$ 450.00			
153	EFT24719	09/01/2025	Modern Teaching Aids Pty Ltd			\$ 2,067.23		

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
154	INV 46226085	19/12/2024	Modern Teaching Aids Pty Ltd	NRLC - PROGRAM COSTS GEN - Kindy Gym Equipment	\$ 2,067.23			
155	EFT24720	09/01/2025	Power Networkx			\$ 320.10		
156	INV INVOICE_PNX16490	04/12/2024	Power Networkx	ADMIN - INFORMATION SYSTEMS - Greeting Messages November 2024	\$ 151.80			
157	INV INVOICE_PNX16730	06/01/2025	Power Networkx	ADMIN - INFORMATION SYSTEMS - Greeting Messages December 2024	\$ 168.30			
158	EFT24721	09/01/2025	Chicken Treat Narrogin			\$ 477.70	L	
159	INV IV0000000202	02/01/2025	Chicken Treat Narrogin	FIRE - TRAINING & DEVELOPMENT - Food Provided For Fire Fighters 02/01/2025	\$ 477.70			
160	EFT24722	09/01/2025	Chanel Mills			\$ 330.00		
161	INV 060125	06/01/2025	Chanel Mills	ADMIN - RECRUITMENT - Police Clearance and Pre-Employment Medical	\$ 330.00			
162	EFT24723	09/01/2025	Great Southern Fuels			\$ 24,630.14	L	
163	INV 19018996	17/12/2024	Great Southern Fuels	N0592 2021 ISUZU D-MAX 4X4 SX SINGLE CAB - 20Lts GTX 5W-30 Engine Oil	\$ 481.31			
164	INV D2202760	19/12/2024	Great Southern Fuels	STOCK - PURCHASE OF STOCK MATERIALS - 14200.00L Diesel	\$ 24,148.83			
165	EFT24724	09/01/2025	United Security Enforcement Corporation			\$ 475.20		
166	INV 00013394	16/12/2024	United Security Enforcement Corporation	NRLC - SECURITY - Alarm Response - 11/12/24	\$ 158.40			
167	INV 00013402	23/12/2024	United Security Enforcement Corporation	NRLC - SECURITY - Alarm Response - 20/12/24 & 22/12/24	\$ 316.80			
168	EFT24725	09/01/2025	The White Family Trust T/a Narrogin Valley Stockfeed			\$ 135.00	L	
169	INV NV5152729	11/12/2024	The White Family Trust T/a Narrogin Valley Stockfeed	NRLC GROUNDS MAINTENANCE - 1m2 Red Mulch	\$ 135.00			
170	EFT24726	09/01/2025	Elgas			\$ 16,554.88		
171	INV 0361095974	22/11/2024	Elgas	NRLC - UTILITY - GAS - Gas Supplied 4479.0L	\$ 7,840.67			
172	INV 0361095668	13/12/2024	Elgas	NRLC - UTILITY - GAS - Gas Supplied 1700.0L	\$ 3,071.48			
173	INV 0361095691	20/12/2024	Elgas	NRLC - UTILITY - GAS - Gas Supplied 2900.0L	\$ 5,239.58			
174	INV 0362512628	02/01/2025	Elgas	NRLC - UTILITY - GAS - Service Charge x2 LPG Tank	\$ 403.15			
175	EFT24727	09/01/2025	Epic Fire Solutions T/As MCG Fire Services			\$ 11,506.00		
176	INV INV-4324	18/12/2024	Epic Fire Solutions T/As MCG Fire Services	NRLC UPGRADE WORKS - Speaker Installation	\$ 11,506.00			
177	EFT24728	09/01/2025	Narrogin Eagles Sporting Club			\$ 200.00	L	
178	INV 785	02/01/2025	Narrogin Eagles Sporting Club	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Bar Staff For Christmas Party	\$ 200.00			
179	EFT24729	09/01/2025	Officeworks Ltd			\$ 198.12		
180	INV 618211574	10/12/2024	Officeworks Ltd	NRLC - CLEANING & WASTE DISPOSAL - Cleaning Supplies	\$ 129.63			
181	INV 618385406	17/12/2024	Officeworks Ltd	NRLC - PRINTING & STATIONERY - Pens	\$ 29.54			
182	INV 618647053	31/12/2024	Officeworks Ltd	NRLC - GENERAL EXPENSES - Adapter	\$ 38.95			
183	EFT24730	15/01/2025	Synergy			\$ 16,401.96		
184	INV 2054287197	12/12/2024	Synergy	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Electricity Charges 13/11/24 - 10/12/24	\$ 1,287.73			
185	INV 2082279678	19/12/2024	Synergy	COMMUNITY GARDEN MAINTENANCE/OPERATIONS - Electricity Charges 19/10/2024 - 17/12/2024	\$ 185.72			
186	INV 2034320307	24/12/2024	Synergy	HIGHBURY HALL BUILDING OPERATIONS - Electricity Charges 24/10/2024 - 23/12/2024	\$ 405.13			
187	INV 2006338446	24/12/2024	Synergy	HIGHBURY PUBLIC TOILETS OPERATIONS - Electricity Charges 24/10/24 - 23/12/24	\$ 165.51			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
188	INV 2042302022	27/12/2024	Synergy	JOHN HIGGINS COMMUNITY COMPLEX BUILDING OPERATIONS - Electricity Charges 20/11/2024 - 18/12/2024	\$ 1,746.44			
189	INV 2006345014	02/01/2025	Synergy	GNAROJIN PARK MAINTENANCE/OPERATIONS - Streetlight Electricity Charges 25/11/2024 - 24/12/2024	\$ 12,611.43			
190	EFT24731	15/01/2025	Narrogin Packaging			\$ 274.50	L	
191	INV 00091690	02/11/2024	Narrogin Packaging	CHSP & CHCP - GENERAL OFFICE EXPENSES - Vinyl Gloves Large	\$ 75.00			
192	INV 00091451	26/11/2024	Narrogin Packaging	FOOTPATH MAINTENANCE - Quick Cut Saw	\$ 50.00			
193	INV 00091556	06/12/2024	Narrogin Packaging	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Rectangle Table Cloths & Gravy	\$ 49.50			
194	INV 00091624	06/12/2024	Narrogin Packaging	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Spit - Staff Christmas Party	\$ 100.00			
195	EFT24732	15/01/2025	Great Southern Fuels			\$ 510.75	L	
196	INV D2200614	09/12/2024	Great Southern Fuels	STOCK - PURCHASE OF STOCK MATERIAL - 300L Unleaded	\$ 510.75			
197	EFT24733	15/01/2025	Water Corporation			\$ 15,672.78		
198	INV 9007708133	28/11/2024	Water Corporation	FAIRWAY DEPOT BUILDING OPERATIONS - Water Charges 04/10/2024 - 27/11/2024	\$ 67.74			
199	INV 9007714146	28/11/2024	Water Corporation	HISTORY HALL BUILDING OPERATIONS - Water Charges 04/10/24 - 27/11/24	\$ 8.82			
200	INV 9007713987	28/11/2024	Water Corporation	39 FEDERAL ST BUILDING OPERATIONS - Water Charges 04/10/2024 - 27/11/2024	\$ 101.84			
201	INV 9007715114	28/11/2024	Water Corporation	SMITH ST PUBLIC TOILETS OPERATIONS - Water Charges 04/10/2024 - 27/11/2024	\$ 393.48			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
202	INV 9007714162	28/11/2024	Water Corporation	MUSEUM BUILDING OPERATIONS - Water Charges 04/10/2024 - 27/11/2024	\$ 397.99			
203	INV 9007713231	28/11/2024	Water Corporation	TOWN HALL BUILDING OPERATIONS - Water Charges 04/10/2024 - 27/11/2024	\$ 573.44			
204	INV 9007713397	28/11/2024	Water Corporation	ADMIN OFFICE BUILDING OPERATIONS - Water Charges 04/10/2024 - 27/11/2024	\$ 1,034.45			
205	INV 9007721653	05/12/2024	Water Corporation	CROQUET CLUBROOMS BUILDING OPERATIONS - Water Charges 07/10/2024 - 04/12/2024	\$ 2,802.86			
206	INV 9007721629	05/12/2024	Water Corporation	NARROGIN RACECOURSE TRACK & JOHN HIGGINS - Water Charges 07/10/24 - 04/12/24	\$ 9,032.42			
207	INV 9007723317	05/12/2024	Water Corporation	THOMAS HOGG OVAL BUILDINGS OPERATIONS - Water Charges 08/10/2024 - 04/12/2024	\$ 358.56			
208	INV 9007721573	05/12/2024	Water Corporation	MAY ST PUBLIC TOILETS OPERATIONS - Water Charges 07/10/2024 - 04/12/2024	\$ 348.22			
209	INV 9007713995	03/01/2025	Water Corporation	MENS SHED BUILDING OPERATIONS - Service Charges 01/01/25 - 28/02/25	\$ 316.45			
210	INV 9007713979	03/01/2025	Water Corporation	39 FEDERAL ST BUILDING OPERATIONS - Water Charges 01/01/2025 - 28/02/2025	\$ 236.51			
211	EFT24734	15/01/2025	Makit Narrogin Hardware			\$ 782.00	L	
212	INV 116290	14/11/2024	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - Maintenance Supplies	\$ 782.00			
213	EFT24735	15/01/2025	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust			\$ 32,835.00	L	
214	INV IV0000003263	20/12/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	FIRE - BUSHFIRE RISK MANAGEMENT PLAN - MITIGATION ACTIVITIES - Establish Fire Access Track / Fire Break	\$ 32,835.00			
215	EFT24736	15/01/2025	Narrogin Betta Home Living			\$ 1,073.00	L	
216	INV 25710098995	07/01/2025	Narrogin Betta Home Living	ADMIN - OFFICE EQUIPMENT MTCE - New EHO - Chair and Mobile Pedestal	\$ 1,073.00			
217	EFT24737	15/01/2025	Narrogin Bearing Service			\$ 180.00	L	
218	INV IN224177	18/12/2024	Narrogin Bearing Service	LYDEKER DEPOT BUILDING MAINTENANCE - Degreaser Gun	\$ 180.00			
219	EFT24738	15/01/2025	Country Paint Supplies			\$ 273.30	L	
220	INV 4801023670	10/12/2024	Country Paint Supplies	CEMETERY MAINTENANCE/OPERATIONS - Wood Decking Oil	\$ 143.00			
221	INV 4801023860	19/12/2024	Country Paint Supplies	ALBY PARK MAINTENANCE/OPERATIONS - Paint & Paint Brushes	\$ 130.30			
222	EFT24739	15/01/2025	Air Response			\$ 5,800.00	L	
223	INV 158079A	11/11/2024	Air Response	VARIOUS DEPARTMENTS - Carry Out Steri Clean Service to Air Conditioners	\$ 5,800.00			
224	EFT24740	15/01/2025	Ikes Home Improvement & Glass Centre			\$ 233.97		

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
225	INV 00031775	24/12/2024	Ikes Home Improvement & Glass Centre	13 HOUGH ST - MAINTENANCE - Supply Flyscreens	\$ 233.97			
226	EFT24741	15/01/2025	Bob Waddell & Associates Pty Ltd			\$ 836.00		
227	INV 4341	06/01/2025	Bob Waddell & Associates Pty Ltd	ADMIN - CONSULTANTS - Assistance with ATO Portal, Asset Addition & Emailing of Queries	\$ 836.00			
228	EFT24742	15/01/2025	Melchiorre Plumbing & Gas			\$ 557.70	L	
229	INV 4987MPG	11/10/2024	Melchiorre Plumbing & Gas	LIONS PARK MAINTENANCE/OPERATIONS - Install New Bubbler	\$ 557.70			
230	EFT24743	15/01/2025	Department of Mines, Industry Regulation and Safety			\$ 110.08		
231	INV 09012025	09/01/2025	Department of Mines, Industry Regulation and Safety	BSL LEVY - PAYMENTS - December 2024	\$ 110.08			
232	EFT24744	15/01/2025	Fegan Building Surveying			\$ 3,070.00		R
233	INV 1171	17/12/2024	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Assess Paperwork And Issue Permit, Dwelling - 49 Doney St, Narrogin	\$ 550.00			
234	INV 1172	19/12/2024	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Issue CDC and Permit for Swimming Pool to Various Properties	\$ 1,815.00			
235	INV 1173	24/12/2024	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Issue CDC and Permit for 67 Bannister Rd. Boddington	\$ 705.00			
236	EFT24745	15/01/2025	BKS Electrical Pty Ltd			\$ 330.00	L	F
237	INV 4566	03/01/2025	BKS Electrical Pty Ltd	CHSP & CHCP - GENERAL EXPENDITURE - Replace Light Fittings and Fluorescent Lights	\$ 330.00			
238	EFT24746	15/01/2025	Narrogin Skip Bin Service			\$ 215.60	L	
239	INV INV-2390	02/01/2025	Narrogin Skip Bin Service	LYDEKER DEPOT BUILDING MAINTENANCE - Skip Bin Services Septemeber 2024	\$ 215.60			
240	EFT24747	15/01/2025	Farmworks Narrogin Pty Ltd			\$ 720.83	L	
241	INV 110323	12/12/2024	Farmworks Narrogin Pty Ltd	VERGE MAINTENANCE - SLT Hammer for Spraying	\$ 720.83			
242	EFT24748	15/01/2025	The White Family Trust T/a Narrogin Valley Stockfeed			\$ 140.00	L	
243	INV NV5152683	11/12/2024	The White Family Trust T/a Narrogin Valley Stockfeed	ANIMAL POUND OPERATIONS - Dog Food	\$ 140.00			
244	EFT24749	15/01/2025	Kulker Carpentry And Construction			\$ 918.50	L	
245	INV IV0000001202	23/12/2024	Kulker Carpentry And Construction	RAILWAY GOOD SHED & MACKIE PARK - Dingo Hire & Install Christmas Lights	\$ 918.50			
246	EFT24750	15/01/2025	Office Of The Auditor General			\$ 96,250.00		
247	INV INV-1423	29/11/2024	Office Of The Auditor General	OTHGOV - AUDIT FEES - Fees for Audit Year Ending June 2024	\$ 96,250.00			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
248	EFT24751	15/01/2025	Elgas			\$ 350.52		
249	INV 0361042662	11/12/2024	Elgas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Gas Supplied 194.0L	\$ 350.52			
250	EFT24752	15/01/2025	Earl Street Physiotherapy			\$ 170.00	L	F
251	INV 0049048	09/01/2025	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Consultation	\$ 85.00			
252	INV 0049096	13/01/2025	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Consultation	\$ 85.00			
253	EFT24753	15/01/2025	Epic Fire Solutions T/As MCG Fire Services			\$ 324.50		
254	INV INV-4253	28/11/2024	Epic Fire Solutions T/As MCG Fire Services	TOWN HALL BUILDING MAINTENANCE - Site Service Fee - November 2024	\$ 324.50			
255	EFT24754	15/01/2025	Cuballing Building Company			\$ 1,189.76	L	
256	INV 21778	19/12/2024	Cuballing Building Company	JOHN HIGGINS COMMUNITY COMPLEX BUILDING MAINTENANCE - Cover & Seal Holes in Roof	\$ 1,189.76			
257	EFT24755	15/01/2025	Edwards Isuzu Ute			\$ 493.00	L	
258	INV 34758	10/12/2024	Edwards Isuzu Ute	VARIOUS VEHICLES - Oil & Filters	\$ 493.00			
259	EFT24756	15/01/2025	D&L Studio Pty Ltd T/A Metal Artwork Badges			\$ 128.43		
260	INV 29448	27/11/2024	D&L Studio Pty Ltd T/A Metal Artwork Badges	VARIOUS DEPARTMENTS - Name Badges	\$ 74.75			
261	INV 29819	06/01/2025	D&L Studio Pty Ltd T/A Metal Artwork Badges	ADMIN - PRINTING & STATIONERY - Staff Name Badges	\$ 26.84			
262	INV 29850	09/01/2025	D&L Studio Pty Ltd T/A Metal Artwork Badges	ADMIN - PRINTING & STATIONERY - Staff Name Badges	\$ 26.84			
263	EFT24757	15/01/2025	The Royal Life Saving Society Australia			\$ 231.00		
264	INV RLSSWA INV2435	22/11/2024	The Royal Life Saving Society Australia	NRLC - GENERAL EXPENSES - Watch Around Water Bands	\$ 231.00			
265	EFT24758	15/01/2025	PC Harley Family Trust (Narrogin Newsagency)	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Newspapers Jessie House Sept to Nov 2024		\$ 153.90	L	F
266	INV SN00156431122024	31/12/2024	PC Harley Family Trust (Narrogin Newsagency)	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Newspapers Jessie House Sept to Nov 2024	\$ 153.90			
267	EFT24759	15/01/2025	Team Global Express Pty Ltd			\$ 47.05		
268	INV 0651-T740710	08/12/2024	Team Global Express Pty Ltd	NO4929 2015 HAMM 3520HT STEEL VIBE ROLLER - Freight Charges	\$ 47.05			
269	EFT24760	15/01/2025	Uniforms At Work Australia Pty Ltd			\$ 233.55		
270	INV 37000021	18/12/2024	Uniforms At Work Australia Pty Ltd	ADMIN - ALLOWANCES - Staff Uniform	\$ 233.55			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
271	EFT24761	15/01/2025	Brendan William John Firman			\$ 311.00		
272	INV 18122024	18/12/2024	Brendan William John Firman	NRLC - LICENCES & SUBSCRIPTIONS - Dangerous Goods Annual Licence 2024/25	\$ 311.00			
273	EFT24762	15/01/2025	Elizabeth Webb			\$ 66.50		
274	INV 09012025	09/01/2025	Elizabeth Webb	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Christmas Party Supplies	\$ 66.50			
275	EFT24763	15/01/2025	Tunstall Austalia Pty Ltd			\$ 27.45		F
276	INV INV1206993	02/01/2025	Tunstall Austalia Pty Ltd	CHCP - CLIENT PURCHASES - Monitoring Sim	\$ 27.45			
277	EFT24764	15/01/2025	McLeods Lawyers			\$ 496.32		
278	INV 142903	23/12/2024	McLeods Lawyers	PWO - CONSULTANTS - Drainage Easements to 34 Fairway St. Narrogin	\$ 124.08			
279	INV 142902	23/12/2024	McLeods Lawyers	PWO - CONSULTANTS - Drainage Easements to 133 Federal St. Narrogin	\$ 186.12			
280	INV 142901	23/12/2024	McLeods Lawyers	PWO - CONSULTANTS - Drainage Easements to 129 Federal St. Narrogin	\$ 186.12			
281	EFT24765	15/01/2025	Dietcare			\$ 85.00		F
282	INV 0001806	09/01/2025	Dietcare	CHCP - CLIENT PURCHASES - Standard Consultation	\$ 85.00			
283	EFT24766	15/01/2025	Thoman Management Pty Ltd t/a Quest Innaloo			\$ 935.00		
284	INV 7676144	16/12/2024	Thoman Management Pty Ltd t/a Quest Innaloo	ADMIN - TRAINING & DEVELOPMENT - DOT Training Accommodation 12/01/25 - 17/01/25	\$ 935.00			
285	EFT24767	15/01/2025	Karen Linley Chitty			\$ 1,500.00		
286	INV A111400	15/01/2025	Karen Linley Chitty	Rates refund for assessment A111400 13 Burns Street NARROGIN WA 6312	\$ 1,500.00			
287	EFT24768	21/01/2025	Narrogin Packaging			\$ 122.35	L	
288	INV 00091910	18/12/2024	Narrogin Packaging	HIGHBURY PUBLIC TOILETS OPERATIONS - Cleaning Materials	\$ 40.00			
289	INV 00091924	21/12/2024	Narrogin Packaging	LIB - GENERAL OFFICE EXPENSES - Interleave Towel	\$ 82.35			
290	EFT24769	21/01/2025	Makit Narrogin Hardware			\$ 165.00	L	
291	INV 116160	03/09/2024	Makit Narrogin Hardware	ADMIN OFFICE BUILDING MAINTENANCE - Lockwood Door Closer	\$ 125.00			
292	INV 116177	13/09/2024	Makit Narrogin Hardware	ANIMAL POUND MAINTENANCE - Chain & Liquid Nails	\$ 40.00			
293	EFT24770	21/01/2025	Hancocks Home Hardware			\$ 651.80	L	PF
294	INV 501789	19/12/2024	Hancocks Home Hardware	NRLC - EQUIPMENT HIRE & PURCHASE - Replacement Filter & Battery for Stick Vacuum	\$ 432.85			
295	INV 504128	13/01/2025	Hancocks Home Hardware	NRLC - EQUIPMENT HIRE & PURCHASE - Retractable Hose for Creche Playground	\$ 218.95			
296	EFT24771	21/01/2025	Narrogin Liquor Barons			\$ 2,098.72	L	
297	INV 00066654	12/12/2024	Narrogin Liquor Barons	VARIOUS DEPARTMENTS - Refreshment - Christmas Function and Public Art	\$ 2,098.72			
298	EFT24772	21/01/2025	New Security Installations Pty Ltd			\$ 290.40		
299	INV 3231	13/01/2025	New Security Installations Pty Ltd	ADMIN OFFICE BUILDING OPERATIONS - Secure Access Fobs x20	\$ 290.40			
300	EFT24773	21/01/2025	LGISWA			\$ 7,987.46		
301	INV 100-159286	05/08/2024	LGISWA	ADMIN - OCCUPATIONAL HEALTH & SAFETY - Workers Compensation 30/06/23 - 30/06/24	\$ 7,987.46			
302	EFT24774	21/01/2025	Bob Waddell & Associates Pty Ltd			\$ 528.00		
303	INV 4328	30/12/2024	Bob Waddell & Associates Pty Ltd	ADMIN - Consultants - Assistance with EMCCS Statement of Comprehensive Income - Assitance with November BAS	\$ 528.00			
304	EFT24775	21/01/2025	West Australian Newspapers Limited			\$ 660.00		

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
305	INV 1028037520241231	31/12/2024	West Australian Newspapers Limited	MEMBERS - ADVERTISING & PROMOTIONS - Narrogin Narrative December 2024	\$ 660.00			
306	EFT24776	21/01/2025	United Security Enforcement Corporation			\$ 158.40		
307	INV 00013417	13/01/2025	United Security Enforcement Corporation	NRLC - SECURITY - Alarm Response - 11/01/2025	\$ 158.40			
308	EFT24777	21/01/2025	Department of Planning, Lands And Heritage			\$ 26,429.30		
309	INV LD419922	16/01/2025	Department of Planning, Lands And Heritage	LAND DEVELOPMENT OPPORTUNITY - Document Preparation and Lodgement Fee - Lot 1665 on Deposited Plan 191704	\$ 1,679.30			
310	INV LD419925	16/01/2025	Department of Planning, Lands And Heritage	LAND DEVELOPMENT OPPORTUNITY - Sale of Lot 1665 on Deposited Pan 191704 - Shire of Narrogin	\$ 24,750.00			
311	EFT24778	21/01/2025	Narrogin Tyrepower			\$ 1,275.00	L	
312	INV 111592	14/01/2025	Narrogin Tyrepower	NO2260 1994 THREE AXLE DOG TRAILER (WORKS) (P970) - 1x Demountable Rim , 2x Double-Coin Plus Tube Rust Band and Disposal	\$ 1,275.00			
313	EFT24779	21/01/2025	New Cornwall Hotel			\$ 1,335.00	L	
314	INV 1856	13/01/2025	New Cornwall Hotel	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Elected Members and Employees Christmas Party Catering	\$ 1,335.00			
315	EFT24780	21/01/2025	Narrogin & Districts Plumbing Service			\$ 649.00	L	
316	INV INV-2138	05/01/2025	Narrogin & Districts Plumbing Service	VARIOUS TOILETS - General Maintenance	\$ 649.00			
317	EFT24781	21/01/2025	Anna Prysiashna			\$ 384.25		
318	INV 16012025	16/01/2025	Anna Prysiashna	COMMUNITY - TRAINING & DEVELOPMENT - Meals - Tourism Conference 2024	\$ 157.00			
319	INV 16012025	16/01/2025	Anna Prysiashna	TOUR - VISITORS CENTRE/ RAILWAY MAINTENANCE - Artist In Residency Misc	\$ 74.75			
320	INV 16012025	16/01/2025	Anna Prysiashna	OTHCUL - OTHER CULTURE - Misc Items for "Stories of Us" Installation	\$ 82.00			
321	INV 16012025	16/01/2025	Anna Prysiashna	OTHCUL - OTHER CULTURE - Morning Tea - Faces of Service Project	\$ 70.50			
322	EFT24782	21/01/2025	Forms Express Pty Ltd			\$ 711.86		
323	INV 252661	16/01/2025	Forms Express Pty Ltd	RATES - PRINTING AND STATIONERY - 3rd installment Rates Notice Print 24/25	\$ 711.86			
324	EFT24783	21/01/2025	CSSTech Pty Ltd			\$ 3,281.80		
325	INV 10004095	06/01/2025	CSSTech Pty Ltd	ADMIN - TELEPHONE/MOBILE - Iphone 16 & Accesories - Business Development and Innovation Officer	\$ 1,740.90			
326	INV 10004110	13/01/2025	CSSTech Pty Ltd	HEALTH - Communication Expenses - iPhone 16 & Accesories - Regional Environmental Health Officer	\$ 1,540.90			
327	EFT24784	21/01/2025	Narrogin Fruit Trading Pty Ltd			\$ 212.98	L	
328	INV 000G2024110418-22	04/11/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 65.50			
329	INV 000G202411119-10	11/11/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 74.78			
330	INV 000F2024111860	18/11/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 72.70			
331	EFT24785	21/01/2025	PC Harley Family Trust (Narrogin Newsagency)			\$ 127.37	L	
332	INV SN00160631122024	31/12/2024	PC Harley Family Trust (Narrogin Newsagency)	LIB - PRINTING & STATIONERY - Newspaper December 2024	\$ 103.44			
333	INV SN00136331122024	31/12/2024	PC Harley Family Trust (Narrogin Newsagency)	ADMIN - PRINTING & STATIONERY - Newspaper December 2024	\$ 23.93			
334	EFT24786	21/01/2025	Wild & Waste Free			\$ 500.00	L	
335	INV INV-0935	14/01/2025	Wild & Waste Free	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Welcome Bags to New Businesses	\$ 500.00			
336	EFT24787	21/01/2025	Elisabeth Haywood			\$ 144.49		
337	INV 10012025	10/01/2025	Elisabeth Haywood	NRLC - TRAINING & DEVELOPMENT - LIWA Aquatics 1Yr Membership	\$ 144.49			
338	EFT24788	21/01/2025	Allwest Plant Hire Australia Pty Ltd			\$ 460.36		

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
339	INV 39675	20/12/2024	Allwest Plant Hire Australia Pty Ltd	WHINBIN ROCK RD CONSTRUCTION - Replace L/H Fender OE and Labour	\$ 460.36			
340	EFT24789	21/01/2025	Officeworks Ltd			\$ 54.95		
341	INV 618094220	04/12/2024	Officeworks Ltd	MEMBERS - PRINTING & STATIONERY - Australian Citizenship Certificate Frame	\$ 54.95			
342	EFT24790	21/01/2025	FD Heffernan			\$ 100.00		
343	INV 10012025	10/01/2025	FD Heffernan	LIB - BOOK PURCHASES - Bush Poetry Book x4	\$ 100.00			
344	EFT24792	21/01/2025	Ballroom Fit			\$ 365.00		
345	INV 11573	17/12/2024	Ballroom Fit	OTHCUL - OTHER EXPENDITURE - Ballroom Fit Session for People with Disabilities	\$ 365.00			
346	EFT24793	21/01/2025	Newlands Hill Pty Ltd			\$ 44,000.00	L	
347	INV 126	11/01/2025	Newlands Hill Pty Ltd	WHINBIN ROCK RD CONSTRUCTION - Extract Cube Gravel from Property on Whim-bin Rock Road	\$ 44,000.00			
348	EFT24794	21/01/2025	Thoman Management Pty Ltd t/a Quest Innaloo			\$ 1,010.00		
349	INV 836360	13/01/2025	Thoman Management Pty Ltd t/a Quest Innaloo	ADMIN - TRAINING & DEVELOPMENT - Parking Fee 12/01/25 - 16/01/25 - DOT Training	\$ 75.00			
350	INV 836405	16/01/2025	Thoman Management Pty Ltd t/a Quest Innaloo	ADMIN - TRAINING & DEVELOPMENT - DOT Training Accommodation 12/01/25 - 16/01/25	\$ 935.00			
351	EFT24795	21/01/2025	Kim Hansson			\$ 246.30		
352	INV 16012025	16/01/2025	Kim Hansson	ADMIN - RECRUITMENT - Pre-Employment Medical , Drug & Alcohol Screening and National Police Certificate	\$ 246.30			
353	EFT24796	24/01/2025	Narrogin Packaging			\$ 722.40	L	
354	INV 00091927	21/12/2024	Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Toilet Supplies	\$ 617.50			
355	INV 00092042	31/12/2024	Narrogin Packaging	NRLC - CLEANING & WASTE DISPOSAL - Cleaning Supplies	\$ 104.90			
356	EFT24797	24/01/2025	Great Southern Fuels			\$ 1,197.43	L	
357	INV 19019181	16/01/2025	Great Southern Fuels	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - Supply 205L Drum Vanellus / Fleet Eco	\$ 1,197.43			
358	EFT24798	24/01/2025	Water Corporation			\$ 12,009.95		
359	INV 9007714250	28/11/2024	Water Corporation	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Water Charges 04/10/2024 - 27/11/2024	\$ 1,567.00			
360	INV 9007713952	28/11/2024	Water Corporation	MACKIE PARK MAINTENANCE/OPERATIONS - Water Charges 04/10/2024 - 27/11/2024	\$ 1,320.70			
361	INV 9007713741	28/11/2024	Water Corporation	MEMORIAL PARK MAINTENANCE/OPERATIONS - Water Charges 04/10/2024 - 27/11/2024	\$ 1,172.91			
362	INV 9007723333	05/12/2024	Water Corporation	MICHAEL BROWN PARK BUILDINGS OPERATIONS - Water Charges 08/10/2024 - 04/12/2024	\$ 97.52			
363	INV 9007722699	05/12/2024	Water Corporation	OLD GOLF COURSE (BMX) BUILDING OPERATIONS - Water Charges 07/10/2024 - 04/12/2024	\$ 17.57			
364	INV 9007721610	05/12/2024	Water Corporation	JOHN HIGGINS COMMUNITY COMPLEX BUILDING OPERATIONS - Water Charges 07/10/24 - 04/12/24	\$ 7,834.25			
365	EFT24799	24/01/2025	Hancocks Home Hardware			\$ 273.95	L	PF
366	INV 502008	21/12/2024	Hancocks Home Hardware	NRLC - EQUIPMENT HIRE & PURCHASE - 18V Makita Vacuum	\$ 273.95			
367	EFT24800	24/01/2025	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust			\$ 23,100.00	L	
368	INV IV00000003264	20/12/2024	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	FIRE - BUSHFIRE RISK MANAGEMENT PLAN - MITIGATION ACTIVITIES - Fire Breaks - Thomas Hogg Oval	\$ 23,100.00			
369	EFT24801	24/01/2025	WA Country Health Service			\$ 1,493.80		F

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
370	INV 663114	06/01/2025	WA Country Health Service	CHSP MEALS ON WHEELS CATERING CONTRACT - November 2024 Client Meals	\$ 1,493.80			
371	EFT24802	24/01/2025	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthil			\$ 1,919.57	L	
372	INV JC24045438	09/01/2025	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthil	NO01 TOYOTA HILUX 4X4 2.8i DSL - Replace Tail Light	\$ 1,919.57			
373	EFT24803	24/01/2025	Air Response			\$ 857.00	L	
374	INV 158381A	11/12/2024	Air Response	ADMIN OFFICE BUILDING MAINTENANCE - Inspected Unit For Water Leak , Change Out Faulty Condensate Pump to Split System	\$ 557.00			
375	INV 158399A	19/12/2024	Air Response	ADMIN OFFICE BUILDING MAINTENANCE - Inspect Cassette System , Reset Circuit Breaker and Test Operation	\$ 130.00			
376	INV 158449A	24/12/2024	Air Response	NRLC - GENERAL AREA MAINTENANCE - Air Conditioner Repairs in John Higgins	\$ 170.00			
377	EFT24804	24/01/2025	Narrogin Gasworx			\$ 5,355.00	L	F
378	INV 83495	02/01/2025	Narrogin Gasworx	CHCP - CLIENT PURCHASES - Ramp Rubber Wedge	\$ 169.00			
379	INV 83812	16/01/2025	Narrogin Gasworx	CHCP - CLIENT PURCHASES - Powerchair and Other Mobility Products	\$ 5,186.00			
380	EFT24805	24/01/2025	Ikes Home Improvement & Glass Centre			\$ 707.26		
381	INV 00031789	08/01/2025	Ikes Home Improvement & Glass Centre	NRLC - BUILDING STRUCTURAL MAINTENANCE - Laminated Safety Glass Replacement on Pool Door	\$ 707.26			
382	EFT24806	24/01/2025	Narrogin Chamber Of Commerce			\$ 100.00	L	
383	INV INV-0342	16/01/2025	Narrogin Chamber Of Commerce	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Staff Gratuity - CDO 2 Years	\$ 100.00			
384	EFT24807	24/01/2025	Independence Australia Group			\$ 1,304.24		F
385	INV 1059	31/07/2024	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$ 627.20			
386	INV 82621628.01	14/01/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Compression Stockings	\$ 244.44			
387	INV 82621643.01	14/01/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$ 396.60			
388	982330621.01	14/01/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$ (588.00)			
389	INV 82623305.01	15/01/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$ 624.00			
390	EFT24808	24/01/2025	Komatsu Australia Pty Ltd			\$ 495.01		

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
391	INV 004018664	20/01/2025	Komatsu Australia Pty Ltd	N0084 KOMATSU WA380-6 WHEEL LOADER (WORKS) (P980) - Supply Oil ,Fuel , Air Filters and Supercoolant	\$ 495.01			
392	EFT24809	24/01/2025	Corsign (WA) Pty Ltd			\$ 1,458.60		
393	INV 00091316	16/01/2025	Corsign (WA) Pty Ltd	SIGNS & TRAFFIC CONTROL EXPENSES - Assorted Hazard Signs	\$ 1,458.60			
394	EFT24810	24/01/2025	Scavenger Supplies Pty Ltd			\$ 1,379.40		
395	INV INV-21544	09/12/2024	Scavenger Supplies Pty Ltd	ESL - BFB GENERAL EXPENSES - Wildland Orange Jacket XS	\$ 165.00			
396	INV INV-21624	17/12/2024	Scavenger Supplies Pty Ltd	ESL - BFB GENERAL EXPENSES - Various PPE	\$ 1,214.40			
397	EFT24811	24/01/2025	Elgas			\$ 24,015.78		
398	INV 0362512627	02/01/2025	Elgas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Gas Supplied 210kg LPG Cyl	\$ 202.40			
399	INV 0361073788	03/01/2025	Elgas	NRLC - UTILITY - GAS - Gas Supplied 6,500.0L	\$ 11,907.61			
400	INV 0361074196	10/01/2025	Elgas	NRLC - UTILITY - GAS - Gas Supplied 3499.0L	\$ 6,409.95			
401	INV 0361095052	16/01/2025	Elgas	NRLC - UTILITY - GAS - Gas Supplied 3,000L	\$ 5,495.82			
402	EFT24812	24/01/2025	Narrogin Podiatry			\$ 165.00	L	
403	INV 0019494	14/01/2025	Narrogin Podiatry	CHCP - CLIENT PURCHASES - Standard Consultation	\$ 82.50			
404	INV 0019482	14/01/2025	Narrogin Podiatry	CHCP - CLIENT PURCHASES - Standard Consultation	\$ 82.50			
405	EFT24813	24/01/2025	Epic Fire Solutions T/As MCG Fire Services			\$ 324.50		
406	INV INV-4346	08/01/2025	Epic Fire Solutions T/As MCG Fire Services	TOWN HALL BUILDING MAINTENANCE - Site Service Fee - December 2024	\$ 324.50			
407	EFT24814	24/01/2025	Lite n' Easy Pty Ltd			\$ 1,924.30		F
408	INV 7827324	07/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 87.32			
409	INV 7824859	07/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 116.02			
410	INV 7824838	07/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 151.68			
411	INV 7823886	07/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 133.52			
412	INV 7822998	07/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 89.38			
413	INV 7812713	07/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 103.70			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
414	INV 7812733	07/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 75.07			
415	INV 7794353	07/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 134.92			
416	INV 7812360	07/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 106.53			
417	INV 7794289	07/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 162.15			
418	INV 7835164	14/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 134.92			
419	INV 7834898	14/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 109.02			
420	INV 7834861	14/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 87.32			
421	INV 7817407	14/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 106.53			
422	INV 7817401	14/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 103.70			
423	INV 7817426	14/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 75.07			
424	INV 7804062	14/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 147.45			
425	EFT24815	24/01/2025	Narrogin Gas Services			\$ 310.00	L	
426	INV 825	07/01/2025	Narrogin Gas Services	SMITH ST PUBLIC TOILETS MAINTENANCE - Remove Redundant Soap Dispensers and Install New Units	\$ 310.00			
427	EFT24816	24/01/2025	Narrogin Fruit Trading Pty Ltd			\$ 2,689.28	L	
428	INV INV-0523	15/09/2023	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - MBS Dinner 13 Sept 2023	\$ 577.50			
429	INV INV-0574	11/10/2023	Narrogin Fruit Trading Pty Ltd	ADMIN - TRAINING & DEVELOPMENT - Professional Development Training - 50 People	\$ 1,042.25			
430	INV INV-0801	01/03/2024	Narrogin Fruit Trading Pty Ltd	NRLC - PROGRAM COSTS - Catering 27/02/24	\$ 50.38			
431	INV INV-0846	02/04/2024	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Council Meeting 27 March 2024	\$ 462.00			
432	INV 000F2024041933	19/04/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 5.95			
433	INV 000F2024042991	29/04/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 55.85			
434	INV 000F20240513101	13/05/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 54.84			
435	INV 000F2024060579	05/06/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 11.90			
436	INV 000F2024062187	21/06/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 11.90			
437	INV 000F2024070152	01/07/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 63.55			
438	INV 000F2024071878	18/07/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 11.90			
439	INV 000F2024072473	24/07/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 19.15			
440	INV 000F2024081282	12/08/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 65.50			
441	INV 000F20240906295	06/09/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 43.90			
442	INV 000F20240909152	09/09/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 65.50			
443	INV 000F20242926275	26/09/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 5.95			
444	INV 000G2024110413-16	04/11/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 75.83			
445	INV 000G2024110424-30	04/11/2024	Narrogin Fruit Trading Pty Ltd	ADMIN - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 11.90			
446	INV 000G202411118-9	11/11/2024	Narrogin Fruit Trading Pty Ltd	PWO - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 53.53			
447	EFT24817	24/01/2025	Narrogin Plant Hire			\$ 1,353.00	L	

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
448	INV 3683	17/01/2025	Narrogin Plant Hire	WHINBIN ROCK RD CONSTRUCTION - 3 Day Dry Hire Water Cart	\$ 1,353.00			
449	EFT24818	24/01/2025	Team Global Express Pty Ltd			\$ 67.56		
450	INV 0656-T740710	19/01/2025	Team Global Express Pty Ltd	ESL - BFB GENERAL EXPENSES - Freight Charges	\$ 67.56			
451	EFT24819	24/01/2025	Coca Cola Euro Pacific			\$ 451.24		
452	INV 0235856469	22/01/2025	Coca Cola Euro Pacific	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$ 451.24			
453	EFT24820	24/01/2025	Officeworks Ltd			\$ 510.06		
454	INV 618972774	13/01/2025	Officeworks Ltd	NRLC - CLEANING & WASTE DISPOSAL - Cleaning Supplies	\$ 138.13			
455	INV 618976016	13/01/2025	Officeworks Ltd	NRLC - Stationery , Equipment Hire and Delivery Fee	\$ 371.93			
456	EFT24821	24/01/2025	Cardering Pty Ltd			\$ 388.00		F
457	INV 343	10/01/2025	Cardering Pty Ltd	CHCP - CLIENT PURCHASES - Equipment Assessment	\$ 388.00			
458	EFT24822	24/01/2025	Reaching Out Occupational Therapy			\$ 581.97		F
459	INV INV110	17/01/2025	Reaching Out Occupational Therapy	CHCP - CLIENT PURCHASES - Occupational Therapy Consultation / Assessment	\$ 193.99			
460	INV INV112	17/01/2025	Reaching Out Occupational Therapy	CHCP - CLIENT PURCHASES - Occupational Therapy Consultation / Assessment	\$ 193.99			
461	INV INV113	17/01/2025	Reaching Out Occupational Therapy	CHCP - CLIENT PURCHASES - Occupational Therapy Consultation	\$ 193.99			
462	EFT24823	24/01/2025	Ka Ho Ng			\$ 119.65		
463	INV 24012025	24/01/2025	Ka Ho Ng	NGN12398 2019 HOLDEN COLORADO 2.8 LS CREW CAB - Fuel Charges	\$ 119.65			
464	EFT24824	24/01/2025	Gavin Bond			\$ 303.30		
465	INV 24012025	24/01/2025	Gavin Bond	ADMIN - RECRUITMENT - Drug and Alcohol Test , Pre-Employment Medical and Police Clearance	\$ 303.30			
466	EFT24825	28/01/2025	Department of Human Services			\$ 385.37		
467	INV 91	15/01/2025	Department of Human Services	Payroll Deductions/Contributions	\$ 385.37			
468	EFT24826	28/01/2025	Easifleet			\$ 3,267.56		
469	INV 15/01/2025	16/01/2025	Easifleet	NOVATED LEASE - Various Employee's PPE 13/10/2025	\$ 3,267.56			
470	EFT24827	28/01/2025	Australian Services Union Western Australian Branc			\$ 53.00		
471	INV 90	31/12/2024	Australian Services Union Western Australian Branc	Payroll Deductions/Contributions	\$ 26.50			
472	INV 91	15/01/2025	Australian Services Union Western Australian Branc	Payroll Deductions/Contributions	\$ 26.50			
473	EFT24828	31/01/2025	Department of Human Services			\$ 385.37		
474	INV 92	29/01/2025	Department of Human Services	Payroll Deductions/Contributions	\$ 385.37			
475	EFT24829	31/01/2025	Easifleet			\$ 2,294.27		
476	INV 29/01/2025	31/01/2025	Easifleet	NOVATED LEASE - Various employees - PPE 27/01/2025	\$ 2,294.27			
477	EFT24830	31/01/2025	Australian Services Union Western Australian Branc			\$ 26.50		
478	INV 92	29/01/2025	Australian Services Union Western Australian Branc	Payroll Deductions/Contributions	\$ 26.50			
479	EFT24831	31/01/2025	Best Office Systems			\$ 1,353.92	L	
480	INV 641391	24/01/2025	Best Office Systems	VARIOUS DEPARTMENTS - Ink Supply	\$ 1,353.92			
481	EFT24832	31/01/2025	Narrogin Packaging			\$ 29.90	L	

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
482	INV 00092236	15/01/2025	Narrogin Packaging	ADMIN OFFICE BUILDING MAINTENANCE - Mop Heads	\$ 29.90			
483	EFT24833	31/01/2025	Makit Narrogin Hardware			\$ 780.30	L	
484	INV 116158	03/09/2024	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - Maintenance Supplies	\$ 424.10			
485	INV 116260	01/11/2024	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - Maintenance Supplies	\$ 356.20			
486	EFT24834	31/01/2025	Hancocks Home Hardware			\$ 262.95	L	PF
487	INV 504765	18/01/2025	Hancocks Home Hardware	NRLC - EQUIPMENT HIRE & PURCHASE GEN - 18V Makita Brushless Vacuum	\$ 262.95			
488	EFT24835	31/01/2025	Landgate			\$ 453.35		
489	INV 394326	21/06/2024	Landgate	RATES - VALUATION EXPENSES - Gross Rental Valuations	\$ 74.15			
490	INV 1401474	01/08/2024	Landgate	PLAN - TITLE/COMPANY SEARCHES - Monthly Online Shop - July 2024	\$ 94.80			
491	INV 1425474	01/11/2024	Landgate	RATES & PLAN - TITLE/COMPANY SEARCHES - Copy of Certificate of Title , Transfer of Land Document and Survey	\$ 284.40			
492	EFT24836	31/01/2025	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust			\$ 1,815.00	L	
493	INV IV0000003271	03/01/2025	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	CEMETERY MAINTENANCE/OPERATIONS - 60T Yellow Sand	\$ 1,815.00			
494	EFT24837	31/01/2025	Narrogin Betta Home Living			\$ 318.00	L	
495	INV 25710099447	21/01/2025	Narrogin Betta Home Living	NRLC - EQUIPMENT HIRE & PURCHASE - Fans	\$ 318.00			
496	EFT24838	31/01/2025	Narrogin Bearing Service			\$ 29.86	L	
497	INV IN224949	24/01/2025	Narrogin Bearing Service	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - 3x Different Size Funnels	\$ 29.86			
498	EFT24839	31/01/2025	RJ Smith Engineering			\$ 1,558.00	L	
499	INV DI23194	22/01/2025	RJ Smith Engineering	2017 VOLVO EC220DL EXCAVATOR - Supply Braid Hydraulic Lines High Pressure and Fittings	\$ 1,558.00			
500	EFT24840	31/01/2025	PFD Food Services Pty Ltd			\$ 767.35		R
501	INV LOS39386	14/01/2025	PFD Food Services Pty Ltd	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$ 244.40			
502	INV LO606885	21/01/2025	PFD Food Services Pty Ltd	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$ 522.95			
503	EFT24841	31/01/2025	Bucher Municipal Pty Ltd - McDonald Johnston			\$ 1,383.86		
504	INV 1118022	14/01/2025	Bucher Municipal Pty Ltd - McDonald Johnston	NGN339 HINO ROAD SWEEPER 2021 - Cylinder Assembly	\$ 1,383.86			
505	EFT24842	31/01/2025	Air Response			\$ 2,367.50	L	
506	INV 158374A	17/12/2024	Air Response	CLAYTON ROAD OVAL BUILDINGS MAINTENANCE - Repair Ice Machine	\$ 195.00			
507	INV 157767A	24/12/2024	Air Response	CLAYTON ROAD OVAL BUILDINGS MAINTENANCE - Quarterly Service	\$ 2,172.50			
508	EFT24843	31/01/2025	Local Government Professionals Australia WA			\$ 830.01		
509	INV 34329	16/01/2025	Local Government Professionals Australia WA	ADMIN - SUBSCRIPTIONS AND MEMBERSHIPS - EMCCS Membership 24/25	\$ 280.01			
510	INV 41888	28/01/2025	Local Government Professionals Australia WA	ADMIN - TRAINING & DEVELOPMENT - Introduction to Local Government xS Enrolments	\$ 550.00			
511	EFT24844	31/01/2025	Bob Waddell & Associates Pty Ltd			\$ 352.00		
512	INV 4370	27/01/2025	Bob Waddell & Associates Pty Ltd	ADMIN - Consultants - Assistance with December 2024 BAS	\$ 352.00			
513	EFT24845	31/01/2025	Accessibility WA Inc.			\$ 360.00		
514	INV 28012025	28/01/2025	Accessibility WA Inc.	TOWN HALL FACILITIES BOND - RECEIPTS - Town Hall Bond Refund 12/12/24	\$ 360.00			
515	EFT24846	31/01/2025	State Emergency Service			\$ 300.00	L	

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
516	INV 0028	27/01/2025	State Emergency Service	OTHCUL - AUSTRALIA DAY - Supervision of Kids' Inflatables	\$ 300.00			
517	EFT24847	31/01/2025	Fulton Hogan			\$ 195,497.28		
518	INV 19963273	28/01/2025	Fulton Hogan	WHINBIN ROCK RD CONSTRUCTION - Primer Seal & Second Seal	\$ 195,497.28			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
519	EFT24848	31/01/2025	Bill & Ben Hot Bread Shop			\$ 310.00	L	
520	INV 14	24/01/2025	Bill & Ben Hot Bread Shop	OTHCUL - AUSTRALIA DAY - Bread & Rolls	\$ 310.00			
521	EFT24849	31/01/2025	E & Mj Rosher Pty Ltd			\$ 204.20		
522	INV 1488036	21/01/2025	E & Mj Rosher Pty Ltd	NO2768 2013 SEWELL TB2000E ROAD SWEEPER - Supply 4x R1411-42289 Filter Inner	\$ 204.20			
523	EFT24850	31/01/2025	Autosmart WA Southwest			\$ 137.71		
524	INV 02500101	13/01/2025	Autosmart WA Southwest	LYDEKER DEPOT BUILDING MAINTENANCE - 3x 15kg Bags of Rags	\$ 137.71			
525	EFT24851	31/01/2025	Aquatic Services WA Pty Ltd			\$ 2,473.68		
526	INV AS#20250055	22/01/2025	Aquatic Services WA Pty Ltd	NARROGIN REGIONAL LEISURE CENTRE BUILDING MAINTENANCE - Supply and Install Bronze Make-Up Valve	\$ 2,473.68			
527	EFT24852	31/01/2025	Basil Joseph Kickett			\$ 500.00	L	PF
528	INV 6	26/01/2025	Basil Joseph Kickett	OTHCUL - AUSTRALIA DAY - Welcome to Country at Australia Day Event	\$ 500.00			
529	EFT24853	31/01/2025	Narrogin Tyrepower			\$ 717.00		
530	INV 111763	22/01/2025	Narrogin Tyrepower	NO2260 1994 THREE AXLE DOG TRAILER - Supply Roadlink Demountable Rim	\$ 717.00			
531	EFT24854	31/01/2025	The White Family Trust T/a Narrogin Valley Stockfeed			\$ 190.00		
532	INV NVS155839	21/01/2025	The White Family Trust T/a Narrogin Valley Stockfeed	ANIMAL POUND OPERATIONS - Dog Food	\$ 190.00			
533	EFT24855	31/01/2025	Seton Australia Pty Ltd			\$ 344.70		
534	INV 9358042976	14/01/2025	Seton Australia Pty Ltd	NRLC - CLEANING & WASTE DISPOSAL - Cleaning Wipes for Gym	\$ 344.70			
535	EFT24856	31/01/2025	Narrogin Auto Electrics			\$ 164.37	L	
536	INV 268971	06/12/2024	Narrogin Auto Electrics	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Battery for Barbecue	\$ 164.37			
537	EFT24857	31/01/2025	ITR Pacific Pty Ltd			\$ 1,637.85		
538	INV 749042	20/01/2025	ITR Pacific Pty Ltd	NO084 KOMATSU WA380-6 WHEEL LOADER - Supply Cutting Edges , Skid Plate Plus Bolts and Nuts	\$ 1,637.85			
539	EFT24858	31/01/2025	Elders Real Estate Pty Ltd			\$ 14.01	L	
540	INV 6822	20/01/2025	Elders Real Estate Pty Ltd	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Water Charges 04/10/24 - 27/11/24	\$ 14.01			
541	EFT24859	31/01/2025	The Royal Life Saving Society Australia			\$ 417.05		
542	INV RLSSWA INV2766	21/01/2025	The Royal Life Saving Society Australia	NRLC - PROGRAM COSTS - Aquatic Education Equipment	\$ 248.05			
543	INV AX-10861	22/01/2025	The Royal Life Saving Society Australia	NRLC - TRAINING & DEVELOPMENT GEN - RPL Process - Swim Teacher Course	\$ 169.00			
544	EFT24860	31/01/2025	Keeling Electrical Group Pty Ltd			\$ 6,947.91	L	
545	INV 1720	21/01/2025	Keeling Electrical Group Pty Ltd	CARAVAN PARK ABLUTION BLOCK (NEW) BUILDING MAINTENANCE - Replace Emergency Light in Men's Toilets	\$ 242.00			
546	INV 1716	21/01/2025	Keeling Electrical Group Pty Ltd	TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Replace Exit Light in Hallway , Replace Emergency Light in Men's Toilets	\$ 393.80			
547	INV 1715	21/01/2025	Keeling Electrical Group Pty Ltd	LIBRARY BUILDING MAINTENANCE - Light Switch Repair , Install 3 DGPO's at Computer Desk	\$ 460.11			
548	INV 1723	21/01/2025	Keeling Electrical Group Pty Ltd	NRLC - GENERAL AREA MAINTENANCE GEN - Annual Test and Tag for NRLC and John Higgins	\$ 2,893.55			
549	INV 1722	21/01/2025	Keeling Electrical Group Pty Ltd	NRLC - GENERAL AREA MAINTENANCE - Annual RCD and Pool Earth Testing	\$ 2,958.45			
550	EFT24861	31/01/2025	Narrogin Fruit Trading Pty Ltd			\$ 2,300.90	L	
551	INV 000F2024050619	06/05/2024	Narrogin Fruit Trading Pty Ltd	PWO - GENERAL OFFICE EXPENSES - Depot Office Order	\$ 14.20			
552	INV 000F20240513106	13/05/2024	Narrogin Fruit Trading Pty Ltd	PWO - GENERAL OFFICE EXPENSES - Depot Office Order	\$ 49.91			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
553	INV 000F20240527104	27/05/2024	Narrogin Fruit Trading Pty Ltd	PWO - GENERAL OFFICE EXPENSES - Depot Office Order	\$ 74.80			
554	INV 000F2024070149	01/07/2024	Narrogin Fruit Trading Pty Ltd	PWO - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 56.40			
555	INV 19/08/2024	19/08/2024	Narrogin Fruit Trading Pty Ltd	PWO - GENERAL OFFICE EXPENSES - Depot Office Order	\$ 46.60			
556	INV 000F20240826122	26/08/2024	Narrogin Fruit Trading Pty Ltd	PWO - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 40.70			
557	INV 000F20240909151	09/09/2024	Narrogin Fruit Trading Pty Ltd	PWO - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 46.65			
558	INV 000F2024111859	18/11/2024	Narrogin Fruit Trading Pty Ltd	PWO - GENERAL OFFICE EXPENSES - Weekly Office Order	\$ 54.85			
559	INV INV-1271	27/01/2025	Narrogin Fruit Trading Pty Ltd	OTHCU - AUSTRALIA DAY - Australia Day Catering Requisites	\$ 1,708.34			
560	INV INV-1269	27/01/2025	Narrogin Fruit Trading Pty Ltd	OTHCU - AUSTRALIA DAY - Australia Day & Honours Advisory Board Lunch	\$ 208.45			
561	EFT24862	31/01/2025	Team Global Express Pty Ltd			\$ 73.81		
562	INV 0654-T740710	29/12/2024	Team Global Express Pty Ltd	HEALTH - ANALYTICAL EXPENSES - Freight Charges	\$ 40.77			
563	INV 0655-T740710	12/01/2025	Team Global Express Pty Ltd	NGN339 HINO ROAD SWEEPER 2021 - Freight Charges	\$ 33.04			
564	EFT24863	31/01/2025	M & V Ranieri Building Contractors			\$ 962.50		
565	INV 00000165	23/01/2025	M & V Ranieri Building Contractors	NRLC - BUILDING STRUCTURAL MAINTENENCE - Removal of Floor Rails & Concrete Back to Floor Level	\$ 962.50			
566	EFT24864	31/01/2025	JH Computer Services			\$ 2,755.50		
567	INV 004842-D01	20/01/2025	JH Computer Services	ADMIN - INFORMATION SYSTEMS - Acer Travelmate - EHO Laptop & Accessories	\$ 2,755.50			
568	EFT24865	31/01/2025	Harcher Distributors (Wa Distributors P/L)			\$ 369.95		
569	INV 1040146	21/01/2025	Harcher Distributors (Wa Distributors P/L)	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock and Cleaning Supplies	\$ 369.95			
570	EFT24866	31/01/2025	Perfect Gym Solutions			\$ 907.50		
571	INV INV-12579	01/01/2025	Perfect Gym Solutions	NRLC - LICENCES & SUBSCRIPTIONS - Monthly Perfect Gym Package - January 2025	\$ 907.50			
572	EFT24867	31/01/2025	John Hughes Group			\$ 500.00		
573	INV 4792946	14/01/2025	John Hughes Group	2024 MITSUBISHI ECLIPSE CROSS WAGON PHEV ASPIRE AWD - 30,000km Service	\$ 500.00			
574	EFT24868	31/01/2025	Sea Breeze Ice Cream			\$ 1,160.00		
575	INV 000019	28/01/2025	Sea Breeze Ice Cream	OTHCU - AUSTRALIA DAY - Ice Cream at the Family Fun Day Event	\$ 1,160.00			
576	EFT24869	31/01/2025	Omnicom Media Group Australia Pty Ltd			\$ 1,288.75		
577	INV 1817118	31/01/2025	Omnicom Media Group Australia Pty Ltd	PLAN - ADVERTISING - Advertising of Solar Generation Facility and BESS - Narrogin Observer 23 Jan 2025	\$ 662.74			
578	INV 1817117	31/01/2025	Omnicom Media Group Australia Pty Ltd	PLANNING - ADVERTISING - BESS - Narrogin Observer 23 January 2025	\$ 626.01			
579	EFT24870	31/01/2025	Waterlogic Australia Pty Ltd			\$ 64.01		
580	INV 20026971	05/01/2025	Waterlogic Australia Pty Ltd	NRLC - EQUIPMENT HIRE & PURCHASE GEN - Water Cooler Rental - January 2025	\$ 64.01			
581	EFT24871	31/01/2025	The Queen Of Beanz			\$ 1,000.00		
582	INV INV-0018	16/12/2024	The Queen Of Beanz	OTHCU - Australia Day - Coffee and Milkshakes for Australia Day Family Fun Day	\$ 1,000.00			
583	EFT24872	31/01/2025	NER Finance			\$ 270.41		
584	INV NAO0207712	20/01/2025	NER Finance	NRLC - EQUIPMENT HIRE & PURCHASE GEN - Monthly Printer Rental - February 2025	\$ 270.41			
585	EFT24873	31/01/2025	Narrogin Children & Families Committee			\$ 300.00	L	
586	INV 022025	16/01/2025	Narrogin Children & Families Committee	OTHCU - AUSTRALIA DAY - Support with Sausage Sizzle	\$ 300.00			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
587	EFT24874	31/01/2025	R.Smith			\$ 1,800.00		
588	INV 42	23/01/2025	R.Smith	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Narrogin Caravan Park Murals	\$ 1,800.00			
589	EFT24875	31/01/2025	Great Southern Electrical Services			\$ 1,476.70		
590	INV INV-00016163	09/01/2025	Great Southern Electrical Services	CLAYTON OVAL MAINTENANCE/OPERATIONS - Replace Reticulation	\$ 1,476.70			
591	EFT24876	31/01/2025	Monster Ball Amusements and Hire			\$ 2,391.99		
592	INV 35266683	25/01/2025	Monster Ball Amusements and Hire	OTHCUL - Australia Day - Family Fun Day 25 January 2025 Play Equipment	\$ 2,391.99			
593	EFT24877	31/01/2025	Carlisle Events Hire			\$ 4,116.20		
594	INV 19321	28/01/2025	Carlisle Events Hire	OTHCUL - Australia Day - Shade Sail	\$ 4,116.20			
595	EFT24878	31/01/2025	McLeods Lawyers			\$ 192.50		
596	INV 143149	13/01/2025	McLeods Lawyers	PWO - CONSULTANTS - Annual Audit for Shire of Narrogin 2024	\$ 192.50			
597	EFT24879	31/01/2025	Cindy Labuschagne			\$ 246.47		
598	INV 30012025	30/01/2025	Cindy Labuschagne	ADMIN - TRAINING & DEVELOPMENT - Meals - DOT Training	\$ 246.47			
599	EFT24880	31/01/2025	Heidelberg Materials Australia Pty Ltd			\$ 2,319.75		
600	INV 75647762	27/01/2025	Heidelberg Materials Australia Pty Ltd	ROAD MAINTENANCE GENERAL EXPENSES - 30T 5mm Basalt Delivered	\$ 2,319.75			
601	EFT24881	31/01/2025	Melissa Crow			\$ 665.00	L	
602	INV 698	30/12/2024	Melissa Crow	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Caravanning Australia Advert Design for Autumn Edition 2025	\$ 165.00			
603	INV 697	30/12/2024	Melissa Crow	OTHCUL - AUSTRALIA DAY - Flyer , Poster and Program	\$ 500.00			
604	EFT24882	31/01/2025	Thoman Management Pty Ltd t/a Quest Innaloo			\$ 935.00		
605	INV 836550	24/01/2025	Thoman Management Pty Ltd t/a Quest Innaloo	ADMIN - TRAINING & DEVELOPMENT - DOT Training Accommodation	\$ 935.00			
606	EFT24883	31/01/2025	Fulton Hogan			\$ 267,326.09		
607	INV 19932667	20/01/2025	Fulton Hogan	VARIOUS DEPARTMENTS - Reseal , Extra Over Binder & Agg	\$ 267,326.09			
608	EFT24884	31/01/2025	Corsign (WA) Pty Ltd			\$ 83.60		
609	INV 00091812	17/01/2025	Corsign (WA) Pty Ltd	ADMIN OFFICE BUILDING MAINTENANCE - Custom Sign - Shire of Narrogin Logo Council Chambers	\$ 83.60			
610	EFT24885	31/01/2025	Omnicom Media Group Australia Pty Ltd			\$ 368.87		
611	INV 1817119	31/01/2025	Omnicom Media Group Australia Pty Ltd	OTHCUL - COMMUNITY CHEST - Advertising Round 2 24/25	\$ 368.87			
612	EFT24886	31/01/2025	Executive Media Pty Ltd			\$ 950.00		
613	INV 165407	23/01/2025	Executive Media Pty Ltd	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Advertisement in Caravanning Australia Autumn 2025	\$ 950.00			

Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
				EFT Total \$	1,434,152.83		

	Direct Debits	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
614	DD10807.1	21/01/2025	Rac Businesswise			\$ 216.00		
615	INV PHH202355640	28/11/2024	Rac Businesswise	NGN219 2022 NISSAN X-TRAIL - Business Wise Absolute Renewal 2024/25	\$ 216.00			
616	DD10978.1	02/01/2025	Australian Taxation Office			\$ 42,971.00		
617	INV PAYGPPE30122024	02/01/2025	Australian Taxation Office	PAYG TAX - PAYG Tax Withholding PPE 30/12/2024	\$ 42,971.00			
618	DD10979.1	02/01/2025	Australian Taxation Office			\$ 44,009.00		
619	INV PAYGPPE16122024	02/01/2025	Australian Taxation Office	PAYG TAX - PAYG Tax Withholding PPE 16/12/2024	\$ 44,009.00			
620	DD10982.1	03/01/2025	WA Treasury Corporation			\$ 19,631.05		
621	INV 132	31/12/2024	WA Treasury Corporation	Loan No. 132 Interest payment - Staff Housing	\$ 19,631.05			
622	DD11042.1	02/01/2025	Les Mills Asia Pacific			\$ 946.93		
623	INV LMB1271822	02/01/2025	Les Mills Asia Pacific	NRLC - LICENCES & SUBSCRIPTIONS - Group Fitness Licence January 2025	\$ 946.93			
624	DD11043.1	01/01/2025	CRISP Wireless			\$ 1,317.80		
625	INV 202501000550	01/01/2025	CRISP Wireless	ADMIN & NRLC - INFORMATION SYSTEMS - Monthly Charges January 2025	\$ 1,317.80			
626	DD11044.1	02/01/2025	Elders Real Estate Pty Ltd			\$ 1,386.67	L	
627	INV EMDRSRENT020125	02/01/2025	Elders Real Estate Pty Ltd	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent 02/01/25	\$ 1,386.67			
628	DD11045.1	09/01/2025	Zefari Pty Ltd			\$ 380.00		
629	INV EMTRSRENT090125	09/01/2025	Zefari Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 09/01/25	\$ 380.00			
630	DD11046.1	02/01/2025	Zefari Pty Ltd			\$ 380.00		
631	INV EMTRSRENT020125	02/01/2025	Zefari Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 02/01/25	\$ 380.00			
632	DD11050.1	02/01/2025	Department of Transport			\$ 16,621.20		
633	INV 20250102	02/01/2025	Department of Transport	DEPARTMENT OF TRANSPORT 02/01/2025	\$ 16,621.20			
634	DD11050.2	03/01/2025	Department of Transport			\$ 2,612.35		
635	INV 20250103	03/01/2025	Department of Transport	DEPARTMENT OF TRANSPORT 03/01/25	\$ 2,612.35			
636	DD11050.3	06/01/2025	Department of Transport			\$ 6,432.75		
637	INV 20250106	06/01/2025	Department of Transport	DEPARTMENT OF TRANSPORT 06/01/25	\$ 6,432.75			
638	DD11050.4	07/01/2025	Department of Transport			\$ 14,057.15		
639	INV 20250107	07/01/2025	Department of Transport	DEPARTMENT OF TRANSPORT 07/01/25	\$ 14,057.15			
640	DD11050.5	08/01/2025	Department of Transport			\$ 3,684.95		
641	INV 20250108	08/01/2025	Department of Transport	DEPARTMENT OF TRANSPORT 08/01/25	\$ 3,684.95			
642	DD11050.6	09/01/2025	Department of Transport			\$ 9,216.25		
643	INV 20250109	09/01/2025	Department of Transport	DEPARTMENT OF TRANSPORT 09/01/25	\$ 9,216.25			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
644	DD11061.1	04/01/2025	Great Southern Waste Disposal			\$ -	L	
645	INV IV0000003201	05/12/2024	Great Southern Waste Disposal	WASTE COLLECTION SERVICES - November 2024	\$ (2,147.75)			
646	INV IV0000003201	05/12/2024	Great Southern Waste Disposal	WASTE COLLECTION SERVICES - November 2024 - Correction of GL Account	\$ 2,147.75			
647	DD11064.1	15/01/2025	Kleenheat Gas			\$ (136.68)		
648	INV 14012025	14/01/2025	Kleenheat Gas	VARIOUS DEPARTMENTS - Equipment Service Charge - Refund	\$ (136.68)			
649	DD11066.1	28/01/2025	Telstra			\$ 1,534.06		
650	INV K152803451-2	12/01/2025	Telstra	VARIOUS DEPARTMENTS - Telephone Charges December 2024	\$ 1,534.06			
651	DD11088.1	16/01/2025	Australian Taxation Office			\$ 44,416.00		
652	INV PAYGPPE13/01/2025	16/01/2025	Australian Taxation Office	PAYG TAX GEN - PAYG Tax Withholding PPE 13/01/2025	\$ 44,416.00			
653	DD11093.1	15/01/2025	Beam			\$ 29,785.88		
654	INV SUPERPPE30/12/24	15/01/2025	Beam	PAYROLL CREDITORS - Superannuation contribution PPE 30/12/2024	\$ 29,785.88			
655	DD11100.1	14/01/2025	Department of Transport			\$ 13,708.50		
656	INV 20250114	14/01/2025	Department of Transport	DEPARTMENT OF TRANSPORT 10/01/25	\$ 9,069.25			
657	INV 20250114	14/01/2025	Department of Transport	DEPARTMENT OF TRANSPORT 14/01/25	\$ 4,639.25			
658	DD11100.2	13/01/2025	Department of Transport			\$ 10,046.65		
659	INV 20250113	13/01/2025	Department of Transport	DEPARTMENT OF TRANSPORT 13/01/2025	\$ 10,046.65			
660	DD11100.3	15/01/2025	Department of Transport			\$ 12,667.20		
661	INV 20250115	15/01/2025	Department of Transport	DEPARTMENT OF TRANSPORT 15/01/25	\$ 12,667.20			
662	DD11101.1	16/01/2025	Zefari Pty Ltd			\$ 380.00		
663	INV EMTRSRENT160125	16/01/2025	Zefari Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Weekending 09/01/25	\$ 380.00			
664	DD11102.1	20/01/2025	Sandwai Pty Ltd			\$ 865.70		F
665	INV INV-4624	01/01/2025	Sandwai Pty Ltd	CHSP & CHCP - INFORMATION SYSTEMS - Monthly Charges January 2024	\$ 865.70			
666	DD11126.1	16/01/2025	Department of Transport			\$ 31,556.05		
667	INV 20250116	16/01/2025	Department of Transport	DEPARTMENT OF TRANSPORT 16/01/2025	\$ 31,556.05			
668	DD11126.2	17/01/2025	Department of Transport			\$ 7,448.05		
669	INV 20250117	17/01/2025	Department of Transport	DEPARTMENT OF TRANSPORT 17/01/2025	\$ 7,448.05			
670	DD11126.3	20/01/2025	Department of Transport			\$ 8,280.40		
671	INV 20250120	20/01/2025	Department of Transport	DEPARTMENT OF TRANSPORT 20/01/2025	\$ 8,280.40			
672	DD11126.4	21/01/2025	Department of Transport			\$ 5,080.00		
673	INV 20250121	21/01/2025	Department of Transport	DEPARTMENT OF TRANSPORT 21/01/2025	\$ 5,080.00			
674	DD11126.5	22/01/2025	Department of Transport			\$ 33,969.90		
675	INV 20250122	22/01/2025	Department of Transport	DEPARTMENT OF TRANSPORT 22/01/2025	\$ 33,969.90			
676	DD11126.6	23/01/2025	Department of Transport			\$ 3,680.75		
677	INV 20250123	23/01/2025	Department of Transport	DEPARTMENT OF TRANSPORT 23/01/2025	\$ 3,680.75			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
678	DD11127.1	23/01/2025	Zefari Pty Ltd			\$ 380.00		
679	INV EMTRSRENT230125	23/01/2025	Zefari Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 23/01/25	\$ 380.00			
712	DD11134.1	23/01/2025	WA Treasury Corporation			\$ 4,770.81		
713	INV GTEE20250123	23/01/2025	WA Treasury Corporation	LOAN GUARANTEE FEE 2025	\$ 4,770.81			
714	DD11144.1	31/01/2025	Australian Taxation Office			\$ 45,633.00		
715	INV PAYGPPE27012025	31/01/2025	Australian Taxation Office	PAYG TAX GEN - PAYG Tax Withholding PPE 27/01/2025	\$ 45,633.00			
716	DD11149.1	28/01/2025	Beam			\$ 30,473.80		
717	INV SUPER13/01/2025	28/01/2025	Beam	PAYROLL CREDITORS - Superannuation Contribution PPE 13/01/2025	\$ 30,473.80			
					Direct Debit Total	\$ 448,403.17		

	Fuel Card	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
642	EFT24676	31/12/2024	Great Southern Fuels			\$ 6,439.24		
643	INV DECEMBER24	31/12/2024	Great Southern Fuels	002NGN 2022 MITSUBISHI ECLIPSE HYBRID - Fuel Charges 01/12/24 - 31/12/24	\$ 63.01			
644	INV DECEMBER24	31/12/2024	Great Southern Fuels	009NGN TOYOTA COROLLA HATCH 2020 - Fuel Charges 01/12/24 - 31/12/24	\$ 220.88			
645	INV DECEMBER24	31/12/2024	Great Southern Fuels	00NGN TTOYOTA HILUX 4X4 2.8L DSL - Fuel Charges 01/12/24 - 31/12/24	\$ 243.20			
646	INV DECEMBER24	31/12/2024	Great Southern Fuels	0NGN 2021 ISUZU MUX EMCCS VEHICLE - Fuel Charges 01/12/24 - 31/12/24	\$ 312.23			
647	INV DECEMBER24	31/12/2024	Great Southern Fuels	2021 ISUZU OUTLANDER EXCCED 2.4L - Fuel Charges 01/12/24 - 31/12/24	\$ 172.97			
648	INV DECEMBER24	31/12/2024	Great Southern Fuels	1NGN 2019 Toyota Prado DSL Wagon GXL - Fuel Charges 01/12/24 - 31/12/24	\$ 612.72			
649	INV DECEMBER24	31/12/2024	Great Southern Fuels	2024 MITSUBISHI ECLIPSE CROSS WAGON PHEV ASPIRE AWD - Fuel Charges 01/12/24 - 31/12/24	\$ 500.48			
650	INV DECEMBER24	31/12/2024	Great Southern Fuels	NGN00 2021 TOYOTA KLUGER GX AWD PET WAGON - Fuel Charges 01/12/24 - 31/12/24	\$ 495.77			
651	INV DECEMBER24	31/12/2024	Great Southern Fuels	NGN10179 2018 TOYOTA HIACE - Fuel Charges 01/12/24 - 31/12/24	\$ 165.09			
652	INV DECEMBER24	31/12/2024	Great Southern Fuels	NGN11555 2022 TOYOTA COROLLA - Fuel Charges 01/12/24 - 31/12/24	\$ 116.90			
653	INV DECEMBER24	31/12/2024	Great Southern Fuels	NGN324 2024 MAZDA BT-50C - Fuel Charges 01/12/24 - 31/12/24	\$ 103.34			
654	INV DECEMBER24	31/12/2024	Great Southern Fuels	NGN219 2022 NISSAN X-TRAIL - Fuel Charges 01/12/24 - 31/12/24	\$ 663.69			
655	INV DECEMBER24	31/12/2024	Great Southern Fuels	NGN417 2023 NEW ISUZU DMAX SPACE CAB RANGER VEHICLE - Fuel Charges 01/12/24 - 31/12/24	\$ 325.45			
656	INV DECEMBER24	31/12/2024	Great Southern Fuels	NGN839 2019 TOYOTA COROLLA CROSS 2WD 2.0L - Fuel Charges 01/12/24 - 31/12/24	\$ 79.46			
657	INV DECEMBER24	31/12/2024	Great Southern Fuels	NGN847 2023 MAZDA CX-5 6 AUTO G25 TOURING PETROL - Fuel Charges 01/12/24 - 31/12/24	\$ 414.63			
658	INV DECEMBER24	31/12/2024	Great Southern Fuels	NO01 TOYOTA HILUX 4X4 2.8L DSL - Fuel Charges 01/12/24 - 31/12/24	\$ 354.26			
659	INV DECEMBER24	31/12/2024	Great Southern Fuels	2023 TOYOTA HILUX DUAL CAB - SENIOR RANGER - Fuel Charges 01/12/24 - 31/12/24	\$ 524.30			
660	INV DECEMBER24	31/12/2024	Great Southern Fuels	NO5020 ISUZU FTS800 FIRE UNIT - Fuel Charges 01/12/24 - 31/12/24	\$ 379.16			
661	INV DECEMBER24	31/12/2024	Great Southern Fuels	NO209 ISUZU FTS139/260 FIRE UNIT - Fuel Charges 01/12/24 - 31/12/24	\$ 539.25			
662	INV DECEMBER24	31/12/2024	Great Southern Fuels	NGN182 TOYOTA HILUX 4X2 WORKMATE UTILITY - Fuel Charges 01/12/24 - 31/12/24	\$ 46.54			
663	INV DECEMBER24	31/12/2024	Great Southern Fuels	1NO 2024 TOYOTA HILUX 4X4 2.8L - Fuel Charges 01/12/24 - 31/12/24	\$ 105.91			

Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
				Fuel Card Total \$	6,439.24		

664	Coles Card	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
665	EFT24791	21/01/2025	WEX Australia Pty Ltd			\$ 1,565.33		
666	INV 214	31/12/2024	WEX Australia Pty Ltd	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Coles Account December 2024	\$ 328.26			
667	INV 214	31/12/2024	WEX Australia Pty Ltd	PWO - GENERAL OFFICE EXPENSES - Coles Account December 2024	\$ 191.89			
668	INV 214	31/12/2024	WEX Australia Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Coles Account December 2024	\$ 204.67			
669	INV 214	31/12/2024	WEX Australia Pty Ltd	OTHCUL - AUSTRALIA DAY - Coles Account December 2024	\$ 254.30			
670	INV 214	31/12/2024	WEX Australia Pty Ltd	LIB - EVENT CATERING - Coles Account December 2024	\$ 50.24			
671	INV 214	31/12/2024	WEX Australia Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Coles Account December 2024	\$ 192.32			
672	INV 214	31/12/2024	WEX Australia Pty Ltd	OTHCUL - AUSTRALIA DAY - Coles Account December 2024	\$ 343.65			
				Coles Card Total \$	1,565.33			

672	Credit Card	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
673	DD11113.2	11/12/2024	General Credit Card Purchases			\$ 1,648.40		PF
674	INV DSDEC2024-10	11/12/2024	General Credit Card Purchases	NRLC - TRAINING & DEVELOPMENT - Accommodation for 2x NRLC Employee - Royal Life Saving Course	\$ 1,609.60			
675	INV DSDEC2024-9	11/12/2024	General Credit Card Purchases	NGN227 2021 TOYOTA COROLA NHC - Plate Swap	\$ 38.80			
676	DD11113.3	13/12/2024	General Credit Card Purchases			\$ 195.00		PF
677	INV DSDEC2024-11	13/12/2024	General Credit Card Purchases	ADMIN - TRAVEL & ACCOMMODATION - Accommodation - WALGA End of Year Function	\$ 195.00			
678	DD11113.4	16/12/2024	General Credit Card Purchases			\$ 361.08		PF
679	INV DSDEC2024-12	16/12/2024	General Credit Card Purchases	FIRE PREVENTION/BURNING/CONTROL - Fire Prevention / Burning Control Top Up - 12 December 2024	\$ 361.08			
680	DD11113.5	20/12/2024	General Credit Card Purchases			\$ 372.74		PF
681	INV DSDEC2024-13	20/12/2024	General Credit Card Purchases	ADMIN - TRAVEL & ACCOMMODATION - Taxi - Hotel to WALGA Function	\$ 11.66			
682	INV DSDEC2024-14	20/12/2024	General Credit Card Purchases	FIRE PREVENTION/BURNING/CONTROL - Fire Prevention / Burning Control Top Up - 18 December 2024	\$ 361.08			
683	DD11113.6	23/12/2024	General Credit Card Purchases			\$ 3.41		PF
684	INV DSDEC2024-15	23/12/2024	General Credit Card Purchases	ADMIN - TRAVEL & ACCOMMODATION - Parking - WALGA Function	\$ 3.41			
685	DD11113.7	02/12/2024	General Credit Card Purchases			\$ 118.80		PF
686	INV DSDEC2024-2	02/12/2024	General Credit Card Purchases	ADMIN - TRAVEL & ACCOMMODATION - Parking Fees - WALGA Renewable Energy Forum	\$ 60.00			
687	INV DSDEC2024-3	02/12/2024	General Credit Card Purchases	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Meeting with Managing Director of Dome Group	\$ 58.80			
688	DD11113.8	03/12/2024	General Credit Card Purchases			\$ 631.00		PF
689	INV DSDEC2024-4	03/12/2024	General Credit Card Purchases	ADMIN - WORKERS COMPENSATION - CEO - Phone Repair	\$ 70.00			
690	INV DSDEC2024-5	03/12/2024	General Credit Card Purchases	ADMIN - ADVERTISING - Payroll / HR Officer Advertisement - SEEK	\$ 291.50			

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
691	INV DSEDEC2024-6	03/12/2024	General Credit Card Purchases	ADMIN - ADVERTISING - Regional Building Surveyor Advertisement -SEEK	\$ 269.50			
692	DD11113.9	04/12/2024	General Credit Card Purchases			\$ 2.21		PF
693	INV DSEDEC2024-7	04/12/2024	General Credit Card Purchases	ADMIN - INFORMATION SYSTEMS - Amazon Account - AI App Generation Novemeber 2024	\$ 2.21			
694	DD11114.3	24/12/2024	General Credit Card Purchases			\$ 101.30		PF
695	INV DSNOV24-11	08/11/2024	General Credit Card Purchases	RAIL HERITAGE - 2x Bag of Ice for PM706	\$ 10.22			
696	INV DSNOV24-13	11/11/2024	General Credit Card Purchases	ADMIN - TRAVEL & ACCOMMODATION - 3x Overnight Parking	\$ 91.08			
697	DD11128.2	03/12/2024	General Credit Card Purchases			\$ 487.10		PF
698	INV PRDEC2024-3	03/12/2024	General Credit Card Purchases	CHCP CBDC OTHER EXPENSES - Meals for Jessie House Groups	\$ 487.10			
699	DD11128.3	09/12/2024	General Credit Card Purchases			\$ 722.07		PF
700	INV PRDEC2024-4	09/12/2024	General Credit Card Purchases	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Food for Grazing Table - Shire Christmas Event	\$ 722.07			
701	DD11128.4	10/12/2024	General Credit Card Purchases			\$ 63.20		PF
702	INV PRDEC2024-5	10/12/2024	General Credit Card Purchases	OTHCUL - OTHER EXPENDITURE - Food Items for Meals on Wheels	\$ 63.20			
703	DD11128.5	12/12/2024	General Credit Card Purchases			\$ 223.09		PF
704	INV PRDEC2024-6-7	12/12/2024	General Credit Card Purchases	OTHCUL - OTHER EXPENDITURE - Food Items for Jessie House and CATS Volunteers Afternoon Tea	\$ 223.09			
705	DD11128.6	20/12/2024	General Credit Card Purchases			\$ 19.95		PF
706	INV PRDEC2024-8	20/12/2024	General Credit Card Purchases	LIB - INFORMATION TECHNOLOGY - Logitech USB Computer Mouse	\$ 19.95			
707	DD11113.10	09/12/2024	General Credit Card Purchases			\$ 17.78		PF
708	INV DSEDEC2024-8	09/12/2024	General Credit Card Purchases	FIRE PREVENTION/BURNING/CONTROL - Message 4U Top Up - December 2024	\$ 17.78			
709	DD11128.7	17/01/2025	General Credit Card Purchases			\$ 622.50		PF
710	INV PRDEC2024-9	20/12/2024	General Credit Card Purchases	LIB - MINOR ASSET PURCHASES - Communication Board	\$ 335.00			
711	INV PRDEC2024-10	23/12/2024	General Credit Card Purchases	CHSP - TRAINING & DEVELOPMENT - Behaviour Support Planning Course	\$ 287.50			
					Credit Card Total	\$ 5,589.63		

	Payroll	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
712	PAYROLL		PAYROLL			\$ 362,532.53		
713			PAYROLL	Pay 34 - 13/01/25	\$ 178,618.82			
			PAYROLL	Pay 35 - 27/01/25	\$ 183,913.71			
					Payroll Total	\$ 362,532.53		

ABBREVIATIONS			Cheque Total (Less TD)	\$	953.05	0.050%
PF	Partially Funded		EFT Total*	\$	1,434,152.83	75.795%
I	Insurance		Direct Debit Total	\$	448,403.17	23.698%

Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
	F	Funded		Credit Card Total	\$ 5,589.63	0.295%	
	L	Local Supplier		Trust Total	\$ -		
	R	Recoverable		Coles Card Total	\$ 1,565.33	0.083%	
	PR	Partially Recoverable		Fuel Cards Total	\$ 6,439.24	0.340%	
	G	Grant		Subtotal	\$ 1,897,103.25	100.26%	
				Term Deposits (TD)	\$ -		
				Payroll Total*	\$ 362,532.53	19.160%	
				Subtotal	\$ 362,532.53		
				Synergy List of Accounts - Municipal Bank Account	\$ 1,892,136.12	100.00%	
				Credit Cards - Processed as at date of Direct Debit	\$ 4,967.13		
				Synergy List of Accounts -Trust Bank Account	\$ -		
				Payroll	\$ 362,532.53		
				Variance	\$ 0.00		
				Local Suppliers	\$ 358,692.21	18.96%	
				Employees	\$ 362,532.53	19.16%	
				Combined Total	\$ 721,224.74	38.12%	

* Please note Payroll totals

	Pay Date	Nett Paid
	Pay 34 - 13/01/25	\$ 178,618.82
	Pay 35 - 27/01/25	\$ 183,913.71
	Total	\$ 362,532.53

Explained Variances

10.3.3 MONTHLY FINANCIAL REPORTS – DECEMBER 2024 AND JANUARY 2025

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	13 February 2025
Author	Ian Graham - Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart - Chief Executive Officer
Attachments 1. Monthly Financial Report for December 2024; 2. Monthly Financial Report for January 2025; and 3. Capital Projects Tracker for January 2025.	

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

Due to there being no Ordinary Council Meeting in January 2025, Council is requested to review the December 2024 and January 2025 Monthly Financial Reports.

Consultation

Consultation has been undertaken with the Chief Executive Officer and Manager Corporate Services.

Statutory Environment

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

Policy Implications

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

Financial Implications

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

Council is requested to review the December 2024 and January 2025 Monthly Financial Reports, noting that Council is advised of the following matters for both December 2024 and January 2025:

- Budgets have been updated in accordance with adopted budget amendments for the financial year up to 31 January 2025;
- The Executive Manager Corporate and Community Services (EMCCS) engaged with Managers and the Chief Executive Officer as part of the statutory Annual Budget Review process; the outcome of which is presented as a separate agenda item for Council consideration;

- Rates received to date is 78% of the total to be collected, with \$1.83M to be collected as at 31 January 2025 (compared with 80% and \$1.35M as at January 2024). It should be noted that of this amount there is approximately \$204k related to Pensioner Rate Deferments;
- The current amount of \$52k for 90+ day debts include an outstanding amount of \$23k for the Upper Great Southern Hockey Association which remains in accordance with an agreed debt that will be carried until the end of the financial year. The remaining 90+ day debtors are being investigated and reviewed by the EMCCS for follow up action;
- Investment in Term Deposits as 31 January 2025 was \$4.9M, with the EMCCS currently conducting a review of term deposits. The Administration is confident that the budgeted interest earnings for Municipal Funds and Reserve Funds, will be exceeded. This is also reflected in the Annual Budget Review.

Monthly Summary Information Graphs - as part of our ongoing commitment to financial transparency and effective budget management, some clarification regarding the phasing of expenditure in relation to the budget adopted in July each year is provided.

While the budget provides an annual allocation of funding, actual expenditure throughout the year may not always align perfectly with the anticipated monthly distribution. This is particularly relevant when considering the default phasing of expenditure, which is often spread evenly (at 1/12 per month or an initial 8.33% allocation) depending on the nature of the expenses.

For administrative efficiency, the predicted phasing or timing of expenditure is not adjusted on a month-by-month basis to reflect actual variations. This means that while the financial reports (and in particular the graphs) may show timing differences, these are not necessarily an indication of overspending or underspending, but rather a reflection of how expenses naturally fluctuate due to operational requirements, project timelines, and external factors.

It is important to view financial reports with this in mind and understand that variances are a normal part of financial management. The finance team continuously monitors and manages these variations to ensure overall budget integrity and adherence to Council's financial objectives.

Should any material changes arise that require formal budget adjustments, these will be brought to Council for consideration in the usual manner.

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

negative impact on the Shire's Financial position. As the monthly report is a legislative requirement, non-compliance may result in a qualified audit.					
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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 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

The December 2024 and January 2025 Monthly Financial Report is presented for review.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 190225.09

Moved: Cr Wiese

Seconded: Cr Broad

That with respect to the Monthly Financial Reports for December 2024 and January 2025, Council note the Reports as presented.

CARRIED 6/0

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

Against: Nil

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



LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

BY NATURE

	Ref Note	Adopted Annual Budget \$	Amended Annual Budget \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Rate Revenue		6,058,549	6,058,549	6,057,157	6,047,751	(9,406)	(0%)	
Grants, Subsidies and Contributions	9	1,977,666	1,963,956	1,094,436	1,347,118	252,682	19%	▲
Profit on Asset Disposal	12	48,262	48,262	33,241	25,432	(7,809)	(31%)	
Fees and Charges		3,019,686	3,019,686	1,885,074	1,949,483	64,409	3%	
Service Charges		0	0	0	0	0		
Interest Earnings		524,000	524,000	258,490	134,889	(123,601)	(92%)	▼
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0		
Other Revenue		324,984	324,984	162,202	188,252	26,050	14%	▲
		11,953,147	11,939,437	9,490,600	9,692,924	202,324	2%	
Expenditure from operating activities								
Employee Costs		(7,378,981)	(7,386,981)	(3,682,620)	(3,264,335)	418,285	13%	▲
Materials and Contracts		(3,843,571)	(3,828,571)	(1,862,151)	(1,428,420)	433,731	30%	▲
Utilities Charges		(1,048,742)	(1,048,742)	(530,267)	(455,799)	74,468	16%	▲
Depreciation (Non-Current Assets)		(3,358,620)	(3,358,620)	(1,679,232)	(2,305,485)	(626,253)	(27%)	▼
Finance Costs		(73,468)	(73,468)	(36,719)	(25,359)	11,360	45%	
Insurance Expenses		(367,990)	(367,990)	(351,200)	(381,271)	(30,071)	(8%)	
Loss on Asset Disposal	12	(31,343)	(31,343)	(15,666)	(19,115)	(3,449)	(18%)	
Other Expenditure		(361,761)	(376,761)	(219,059)	(118,378)	100,681	85%	▲
		(16,464,476)	(16,472,476)	(8,376,914)	(7,998,162)	378,752		
Operating activities excluded from budget								
Add Back Depreciation		3,358,620	3,358,620	1,679,232	2,305,485	626,253	27%	▲
Adjust (Profit)/Loss on Asset Disposal	11	(16,919)	(16,919)	(17,575)	(6,317)	11,258	(178%)	
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		
Amount attributable to operating activities		(1,147,931)	(1,169,641)	2,775,343	3,993,930	1,218,587		
INVESTING ACTIVITIES								
Non-Operating Grants, Subsidies and Contributions	9	9,531,876	9,757,376	1,565,998	1,265,121	(300,877)	(24%)	▼
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)	(9,419,104)	(166,728)	(74,614)	92,114	123%	▲
Plant and Equipment	8	(2,817,136)	(2,839,136)	(326,991)	(804,569)	(477,578)	(59%)	▼
Furniture and Equipment	8	(87,400)	(87,400)	(65,598)	(41,909)	23,689	57%	▲
Infrastructure Assets - Roads	8	(2,627,397)	(2,627,397)	0	(620,773)	(620,773)	(100%)	▼
Infrastructure Assets - Footpaths	8	(277,599)	(277,599)	0	0	0		
Infrastructure Assets - Road Drainage	8	0	0	0	0	0		
Infrastructure Assets - Bridges	8	(1,079,000)	(1,275,000)	(588,000)	0	588,000	100%	▲
Infrastructure - Parks & Ovals and Other	8	(531,700)	(571,700)	(226,695)	(215,365)	11,330	5%	
Proceeds from Disposal of Assets	8	407,000	407,000	131,998	202,727	70,729	35%	▲
Proceeds from Sale of Investments		0	0	0	0	0		
Amount attributable to investing activities		(6,850,460)	(6,932,960)	323,984	(289,381)	(613,365)		
FINANCING ACTIVITIES								
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)	(94,551)	(111,384)	(16,833)	(15%)	▼
Principal Repayment of Lease Financing	13	(23,585)	(23,585)	(11,796)	0	11,796	100%	
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	10	2,386,449	2,386,449	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(1,398,208)	(1,666,949)	0	0	0		
Amount attributable to financing activities		5,121,542	4,852,801	(106,347)	(111,384)	(5,037)		
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		2,876,849	3,249,801	3,249,801	3,249,801	0	0%	
Amount attributable to operating activities		(1,147,931)	(1,169,641)	2,775,343	3,993,930	1,218,587	31%	▲
Amount attributable to investing activities		(6,850,460)	(6,932,960)	323,984	(289,381)	(613,365)	212%	
Amount attributable to financing activities		5,121,542	4,852,801	(106,347)	(111,384)	(5,037)	5%	
Surplus or deficit at the end of the financial year	3	0	0	6,242,781	6,842,965	600,185		

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 DECEMBER 2024**

**EXPLANATION OF
MATERIAL VARIANCES**

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Grants, Subsidies and Contributions	252,682	19%	▲	Timing	Bush Fire Mitigation funding budgeted ahead of actual funding received. CHCP and CHSP Government Grant funding received in advance of budget phasing. MRWA Direct Road Grant funding received in advance of budget phasing.
Interest Earnings	(123,601)	(92%)	▼	Timing	Interest earned on Rates received ahead of budgeted phasing. Interest earned on reserve funds budgeted ahead of actual earnings received. Interest earned on Municipal funds received ahead of budgeted phasing.
Other Revenue	26,050	14%	▲	Timing	CHSP reimbursement income received ahead of budget phasing. Licensing commission income received ahead of budget phasing. Licensing reimbursement income budgeted ahead of actual reimbursement income received.
Expenditure from operating activities					
Employee Costs	418,285	13%	▲	Timing	Employee costs associated with Rangers and CESM budgeted ahead of actual expenditure to date. Employee costs associated with Senior EGO, EHO and EMDRS (Health portion) budgeted ahead of actual expenditure to date. Employee costs associated with CHCP and CHSP budgeted ahead of actual expenditure to date. Employee costs associated with NRLC budgeted ahead of actual expenditure to date. Employee costs associated with EMDRS (Building Control portion) budgeted ahead of actual expenditure to date. Employee costs associated with Public Works Overheads and Administration budgeted ahead of actual expenditure to date.
Materials and Contracts	433,731	30%	▲	Timing	Materials and Contracts associated with Audit Fees budgeted ahead of actual expenditure to date. Materials and Contracts associated with Waste Disposal budgeted ahead of actual expenditure to date. Materials and Contracts associated with the NRLC budgeted ahead of actual expenditure to date. Materials and Contracts associated with Parks and Ovals maintenance budgeted ahead of actual expenditure to date. Materials and Contracts associated with Roads, Drainage and Street Tree Maintenance budgeted ahead of actual expenditure to date.
Utilities Charges	74,468	16%	▲	Timing	Utilities associated with CHCP and CHSP budgeted ahead of actual expenditure to date. Utilities associated with Shire owned buildings budgeted ahead of actual expenditure to date.
Depreciation (Non-Current Assets)	(626,253)	(27%)	▼	Permanent	Depreciation expense is understated in the budget. NB: This is a non-cash entry in the accounts and thus has no impact overall in the financials.
Other Expenditure	100,681	85%	▲	Timing	Rates Incentive Scheme and Rates Debt Collection expenses behind budget. Bank fees and charges behind budget. Members sitting fees and allowances behind budget. Community Chest expenditure behind budget. Event donations and the Narrogin Bus Service behind budget. Bad and Doubtful Debt expenditure behind budget.
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(300,877)	(24%)	▼	Timing	Actual income relating RRG and WSFN received ahead of budget phasing. Actual income relating R2R received behind budget phasing. WALGGC and MRWA-AFP funding budgeted ahead of actual funding received to date.
Proceeds from Disposal of Assets	70,729	35%	▲	Timing	Asset disposals have occurred in advance of budget phasing.
Capital Acquisitions	(383,218)	(100%)	▲	Timing	Plant/Vehicle purchases have occurred ahead of budget phasing. Expenditure on road projects are running ahead budget. Expenditure on bridge projects are running behind the budget phasing.
Financing Activities					
Repayment of Debentures	(16,833)	(15%)	▼	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 DECEMBER 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.

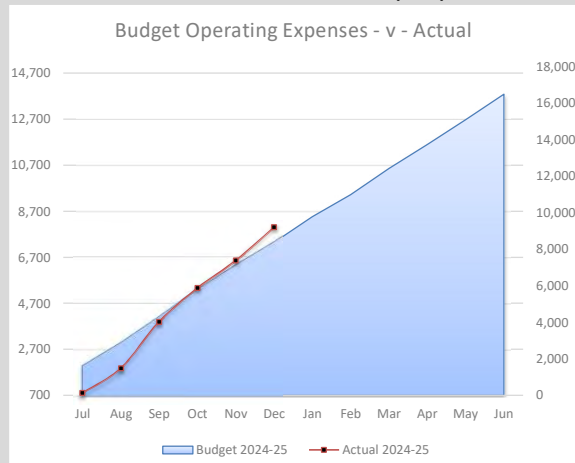
ROUNDING OFF FIGURES

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

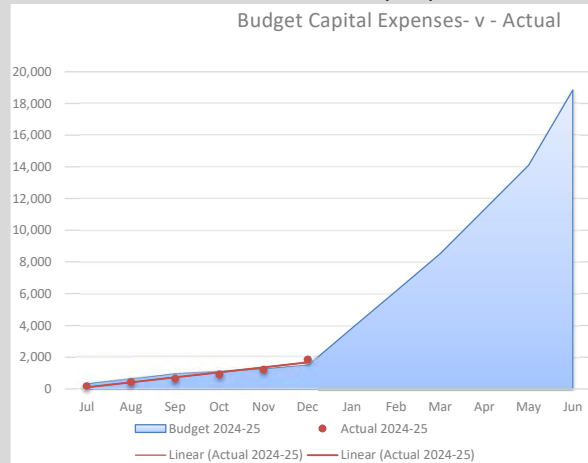
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2024**

**MONTHLY SUMMARY INFORMATION
GRAPHS**

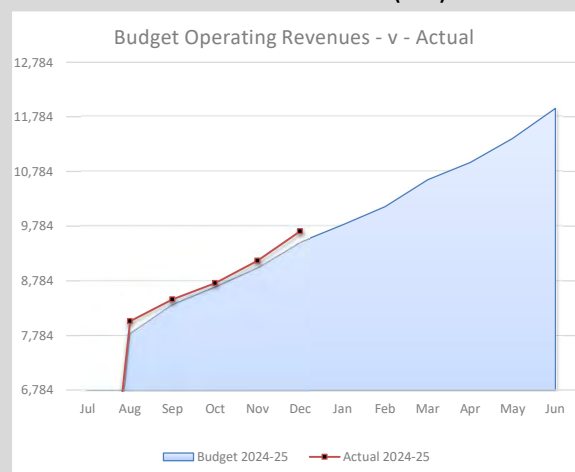
OPERATING EXPENSES ('000)



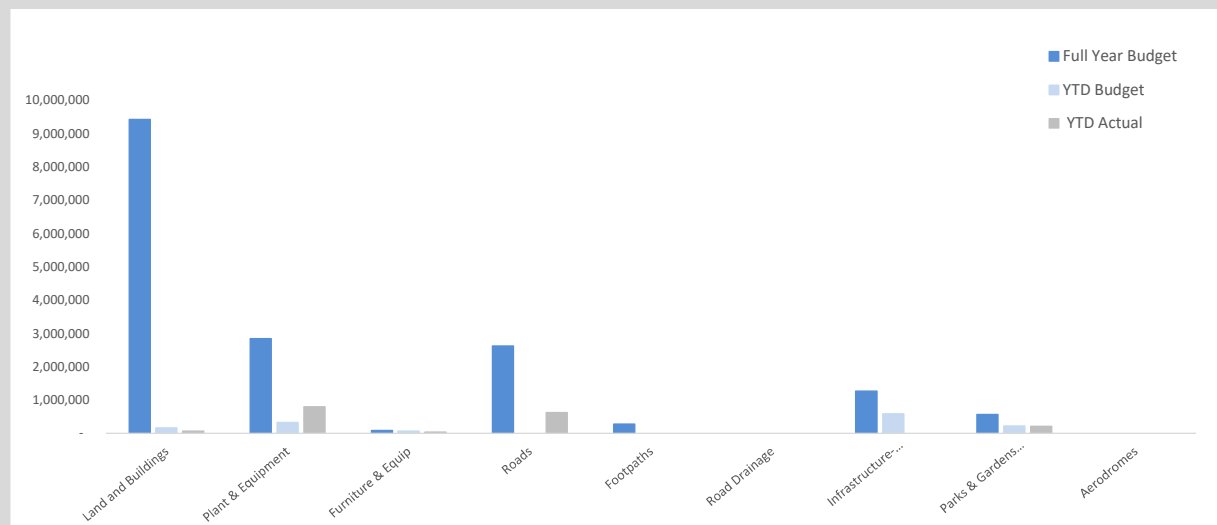
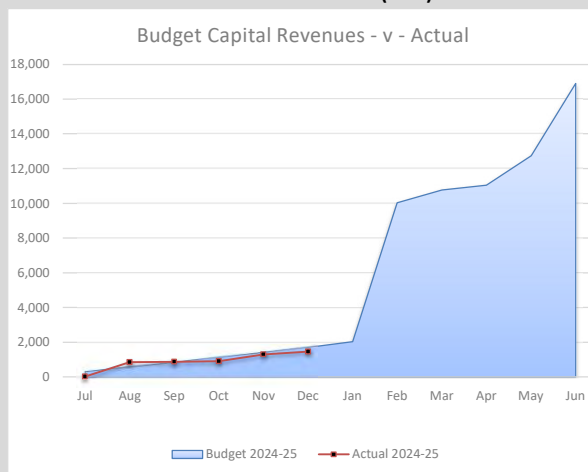
CAPITAL EXPENSES ('000)



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 DECEMBER 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

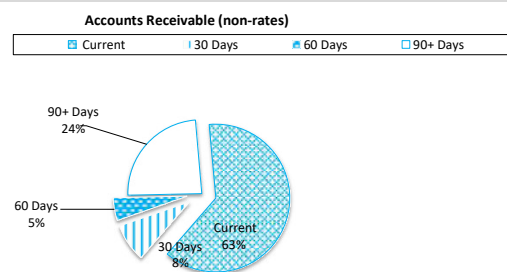
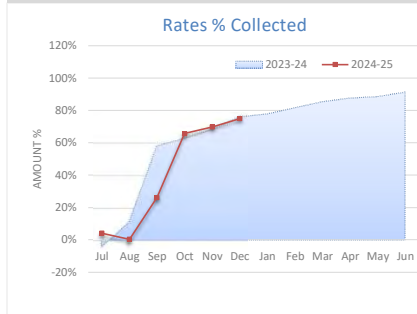
Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

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

**OPERATING ACTIVITIES
RECEIVABLES**

Rates Receivable	30 Jun 24	31 Dec 24	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	658,762	717,743	Receivables - General	155,860	20,692	12,369	59,486	248,407
RATES - Rates Levied - GRV	3,590,595	3,923,291	Percentage	63%	8%	5%	24%	100%
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	2,661						
RATES - Back Rates Levied - GRV	455	(4,442)						
RATES - Ex-Gratia Rates (CBH, etc.)	12,499	9,313						
Instalment Admin fee	37,054	36,801						
Private S/Pool Inspection fees	1,860	9,672						
Domestic Refuse Collection Charges	526,460	575,507						
Domestic Services (Additional)	5,155	5,754						
Domestic Recycling Service	193,828	212,157						
Domestic Recycling Service (additional)	284	309						
Commercial Collection Charge	49,196	54,040						
Commercial Collection Charge (additional)	50,100	46,647						
Non-Rateable Collection Charge	75,793	83,400						
Non-Rateable Additional Pick Up	38,831	0						
Commercial Additional Pick Up	27,563	29,400						
FESA ESL	306,176	320,632						
Total Rates and Rubbish (YTD)	6,773,516	7,422,070	GST Input					
Less Collections to date	(6,786,520)	(6,182,122)						
Net Rates Collectable	717,743	1,957,691	Total Receivables General Outstanding					248,407
% Collected (Current and Arrears)	91.31%	75.95%	Amounts shown above include GST (where applicable)					
Pensioner Deferred Rates		(194,780)						
Pensioner Deferred ESL		(9,713)	Provision For Doubtful Debts (including Rates)					(200,000)
Total Rates and Rubbish, ESL, Excess Rates		1,753,198						

KEY INFORMATION



Collected	Rates Due
76%	\$1,753,198

Debtors Due

62.7%

Over 30 Days

8.3%

Over 60 Days

5.0%

Over 90 Days

23.9%

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

**OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS**

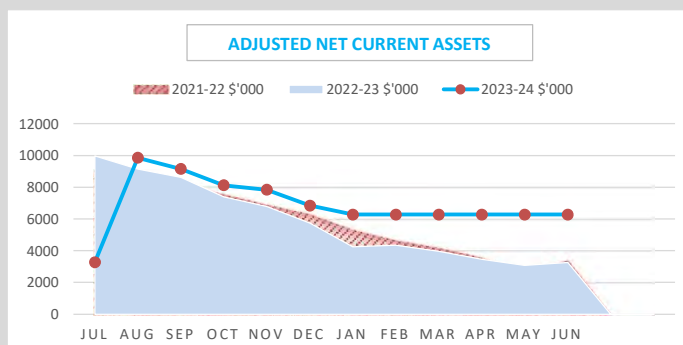
	Last Years Closing 30 Jun 2024	This Time Last Year 31 Dec 2023	Year to Date Actual 31 Dec 2024
	\$	\$	\$
Current Assets			
Cash Unrestricted - Muni	4,723,418	4,683,104	689,439
Cash Restricted - Reserves	4,896,287	82,831	0
Cash Restricted - Reserves Term Deposits	0	6,000,000	4,896,287
Cash Restricted - Muni Term Deposits	0	0	6,000,000
Cash Restricted - Trust Bonds & Deposits	16,130	22,028	21,062
Receivables - Rates and Rubbish, ESL, Excess Rates	513,250	1,573,871	1,753,198
Receivables - Other	522,191	463,906	90,216
Inventories	41,439	18,133	4,312
	10,712,714	12,843,874	13,454,514
Less: Current Liabilities			
Payables	(2,135,559)	(1,406,135)	(1,284,194)
Lease Liabilities	(28,524)	(33,271)	(28,524)
Loan Liability	(189,114)	(120,185)	(77,729)
Provisions	(814,747)	(744,039)	(814,747)
	(3,167,942)	(2,303,630)	(2,205,193)
Net Current Asset Position	7,544,772	10,540,244	11,249,321
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	189,114	120,185	77,729
Current Portion of Lease Liability	28,524	33,271	28,524
Net Current Funding Position	3,249,801	5,735,250	6,842,965

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)

\$6.84 M

This Time Last Year

Surplus(Deficit)

\$5.74 M

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

<u>Cash Restricted (Reserves)</u>	<u>Investment Value</u>	<u>Maturity Date</u>	<u>Rate</u>	<u>Institution</u>	<u>Investment %</u>
	\$				
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%
Total Cash Restricted (Reserves)	4,896,287				100%
<u>Municipal Funds</u>					
NAB (Investment 1)	2,500,000	07/01/2025	4.95%	NAB	42%
CBA (Investment 1)	2,500,000	07/01/2025	4.84%	CBA	42%
NAB (Investment 1)	500,000	03/01/2024	4.20%	NAB	8%
CBA (Investment 1)	500,000	03/01/2024	4.47%	CBA	8%
Total Cash Restricted (Reserves)	6,000,000				100%
<u>Investment Summary</u>					
NAB (Investment 1)	5,448,144				50%
CBA (Investment 1)	5,448,144				50%
Total Investment Summary	10,896,287				100%

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

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS**

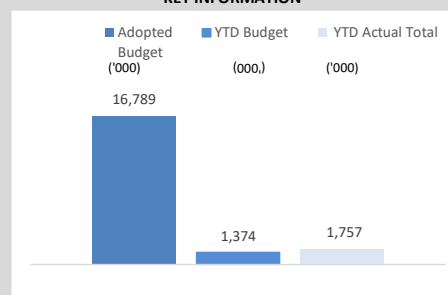
Capital Acquisitions

	Adopted Budget	Current Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$	\$
Land and Buildings	9,369,104	9,419,104	166,728	74,614	92,114
Plant & Equipment	2,817,136	2,839,136	326,991	804,569	(477,578)
Furniture & Equipment	87,400	87,400	65,598	41,909	23,689
Roads	2,627,397	2,627,397	0	620,773	(620,773)
Footpaths	277,599	277,599	0	0	0
Road Drainage	0	0	0	0	0
Infrastructure- Bridges	1,079,000	1,275,000	588,000	0	588,000
Infrastructure - Parks & Ovals and Other	531,700	571,700	226,695	215,365	11,330
Capital Expenditure Totals	16,789,336	17,097,336	1,374,012	1,757,230	(383,218)

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
	\$16.79 M	\$17.1 M	\$1.76 M	10%

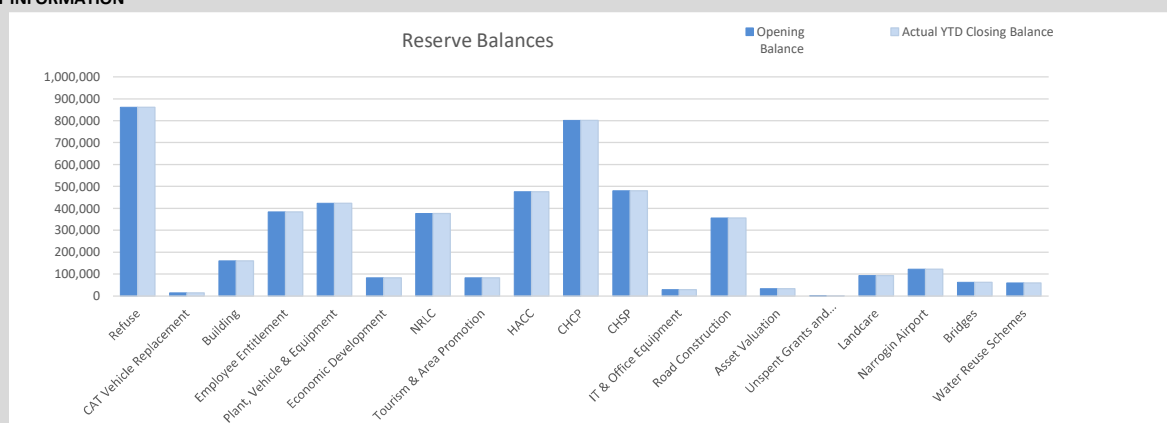
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2024**

**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
	4,896,287	250,000	0	1,148,208	0	(2,386,449)	0	3,908,047	4,896,287

KEY INFORMATION



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

BUDGET AMENDMENTS

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

[illegible]

MONTHLY FINANCIAL REPORT
 (Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 JANUARY 2025



LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

BY NATURE

	Ref Note	Adopted Annual Budget \$	Amended Annual Budget \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var.
OPERATING ACTIVITIES								
Revenue from operating activities								
Rate Revenue		6,058,549	6,058,549	6,057,385	6,047,751	(9,634)	(0%)	
Grants, Subsidies and Contributions	9	1,977,666	1,963,956	1,224,407	1,429,973	205,566	14%	▲
Profit on Asset Disposal	12	48,262	48,262	35,744	48,083	12,339	26%	
Fees and Charges		3,019,686	3,019,686	2,050,540	2,187,905	137,365	6%	
Service Charges		0	0	0	0	0		
Interest Earnings		524,000	524,000	266,405	348,550	82,145	24%	▲
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0		
Other Revenue		324,984	324,984	173,338	209,592	36,254	17%	▲
		11,953,147	11,939,437	9,807,819	10,271,854	464,035	5%	
Expenditure from operating activities								
Employee Costs		(7,378,981)	(7,386,981)	(4,284,530)	(3,771,612)	512,918	14%	▲
Materials and Contracts		(3,843,571)	(3,828,571)	(2,172,257)	(1,906,910)	265,347	14%	▲
Utilities Charges		(1,048,742)	(1,048,742)	(700,618)	(547,587)	153,031	28%	▲
Depreciation (Non-Current Assets)		(3,358,620)	(3,358,620)	(1,959,104)	(2,724,743)	(765,639)	(28%)	▼
Finance Costs		(73,468)	(73,468)	(42,594)	(30,129)	12,465	41%	
Insurance Expenses		(367,990)	(367,990)	(353,979)	(381,271)	(27,292)	(7%)	
Loss on Asset Disposal	12	(31,343)	(31,343)	(18,277)	(19,115)	(838)	(4%)	
Other Expenditure		(361,761)	(376,761)	(235,059)	(123,145)	111,914	91%	▲
		(16,464,476)	(16,472,476)	(9,766,418)	(9,504,512)	261,906		
Operating activities excluded from budget								
Add Back Depreciation		3,358,620	3,358,620	1,959,104	2,724,743	765,639	28%	▲
Adjust (Profit)/Loss on Asset Disposal	11	(16,919)	(16,919)	(17,467)	(28,969)	(11,502)	40%	
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		
Amount attributable to operating activities		(1,147,931)	(1,169,641)	1,983,038	3,463,116	1,480,078		
INVESTING ACTIVITIES								
Non-Operating Grants, Subsidies and Contributions	9	9,531,876	9,757,376	1,823,331	1,265,121	(558,210)	(44%)	▼
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)	(9,419,104)	(1,479,622)	(92,205)	1,387,417	1505%	▲
Plant and Equipment	8	(2,817,136)	(2,839,136)	(949,181)	(815,029)	134,152	16%	▲
Furniture and Equipment	8	(87,400)	(87,400)	(70,781)	(41,909)	28,872	69%	▲
Infrastructure Assets - Roads	8	(2,627,397)	(2,627,397)	(312,638)	(1,325,848)	(1,013,210)	(76%)	▼
Infrastructure Assets - Footpaths	8	(277,599)	(277,599)	(92,530)	0	92,530	100%	▲
Infrastructure Assets - Road Drainage	8	0	0	0	0	0		
Infrastructure Assets - Bridges	8	(1,079,000)	(1,275,000)	(588,000)	0	588,000	100%	▲
Infrastructure - Parks & Ovals and Other	8	(531,700)	(571,700)	(269,193)	(216,187)	53,006	25%	▲
Proceeds from Disposal of Assets	8	407,000	407,000	212,827	256,709	43,882	17%	▲
Proceeds from Sale of Investments		0	0	0	0	0		
Amount attributable to investing activities		(6,850,460)	(6,932,960)	(1,725,787)	(969,348)	756,439		
FINANCING ACTIVITIES								
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)	(95,913)	(111,384)	(15,471)	(14%)	▼
Principal Repayment of Lease Financing	13	(23,585)	(23,585)	(13,762)	0	13,762	100%	
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	10	2,386,449	2,386,449	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(1,398,208)	(1,666,949)	0	0	0		
Amount attributable to financing activities		5,121,542	4,852,801	(109,675)	(111,384)	(1,709)		
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		2,876,849	3,249,801	3,249,801	3,249,801	0	0%	
Amount attributable to operating activities		(1,147,931)	(1,169,641)	1,983,038	3,463,116	1,480,078	43%	▲
Amount attributable to investing activities		(6,850,460)	(6,932,960)	(1,725,787)	(969,348)	756,439	(78%)	
Amount attributable to financing activities		5,121,542	4,852,801	(109,675)	(111,384)	(1,709)	2%	
Surplus or deficit at the end of the financial year	3	0	0	3,397,377	5,632,184	2,234,808		

KEY INFORMATION

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

EXPLANATION OF MATERIAL VARIANCES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JANUARY 2025

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Grants, Subsidies and Contributions	205,566	14%	▲	Timing	Bush Fire Mitigation funding budgeted ahead of actual funding received. CHCP and CHSP Government Grant funding received in advance of budget phasing. MRWA Direct Road Grant funding received in advance of budget phasing.
Interest Earnings	82,145	24%	▲	Timing	Interest earned on Rates received ahead of budgeted phasing. Interest earned on reserve funds budgeted received ahead of budgeted phasing. Interest earned on Municipal funds received ahead of budgeted phasing.
Other Revenue	36,254	17%	▲	Timing	CHSP reimbursement income received ahead of budget phasing. Licensing commission income received ahead of budget phasing. Licensing reimbursement income budgeted ahead of actual reimbursement income received.
Expenditure from operating activities					
Employee Costs	512,918	14%	▲	Timing	Employee costs associated with Rangers and CESM budgeted ahead of actual expenditure to date. Employee costs associated with Senior EGO, EHO and EMDRS (Health portion) budgeted ahead of actual expenditure to date. Employee costs associated with CHCP and CHSP budgeted ahead of actual expenditure to date. Employee costs associated with NRLC budgeted ahead of actual expenditure to date. Employee costs associated with EMDRS (Building Control portion) budgeted ahead of actual expenditure to date. Employee costs associated with Public Works Overheads and Administration budgeted ahead of actual expenditure to date.
Materials and Contracts	265,347	14%	▲	Timing	Materials and Contracts associated with Audit Fees budgeted ahead of actual expenditure to date. Materials and Contracts associated with Waste Disposal budgeted ahead of actual expenditure to date. Materials and Contracts associated with the NRLC budgeted ahead of actual expenditure to date. Materials and Contracts associated with Parks and Ovals maintenance budgeted ahead of actual expenditure to date. Materials and Contracts associated with Roads, Drainage and Street Tree Maintenance budgeted ahead of actual expenditure to date.
Utilities Charges	153,031	28%	▲	Timing	Utilities associated with CHCP and CHSP budgeted ahead of actual expenditure to date. Utilities associated with Shire owned buildings budgeted ahead of actual expenditure to date.
Depreciation (Non-Current Assets)	(765,639)	(28%)	▼	Permanent	Depreciation expense is understated in the budget. NB: This is a non-cash entry in the accounts and thus has no impact overall in the financials.
Other Expenditure	111,914	91%	▲	Timing	Rates Incentive Scheme and Rates Debt Collection expenses behind budget. Bank fees and charges ahead of budget. Members sitting fees and allowances behind budget. Community Chest expenditure behind budget. Event donations and the Narrogin Bus Service behind budget.
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(558,210)	(44%)	▼	Timing	Actual income relating RRG and WSNF received ahead of budget phasing. Actual income relating R2R received behind budget phasing. WALGFC and MRWA-AFP funding budgeted ahead of actual funding received to date.
Proceeds from Disposal of Assets	43,882	17%	▲	Timing	Asset disposals have occurred in advance of budget phasing.
Capital Acquisitions	1,270,767	(100%)	▲	Timing	Plant/Vehicle purchases have occurred ahead of budget phasing. Expenditure on road projects are running ahead of budget. Expenditure on bridge projects are running behind the budget phasing.
Financing Activities					
Repayment of Debentures	(15,471)	(14%)	▼	Timing	Variance due to timing of loan payments budget phasing.

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 JANUARY 2025**

**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.

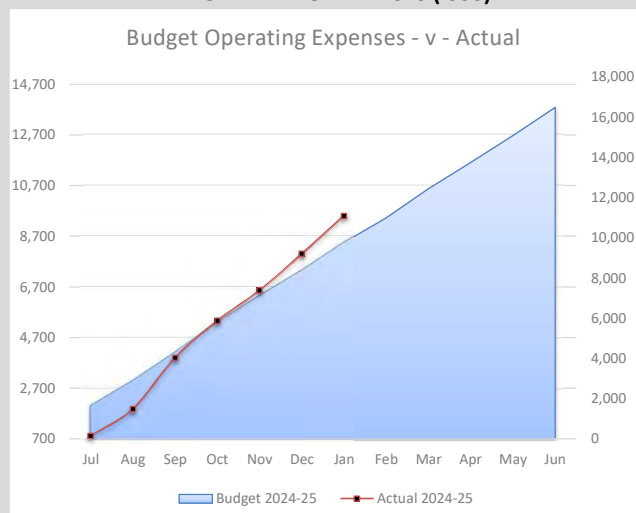
ROUNDING OFF FIGURES

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

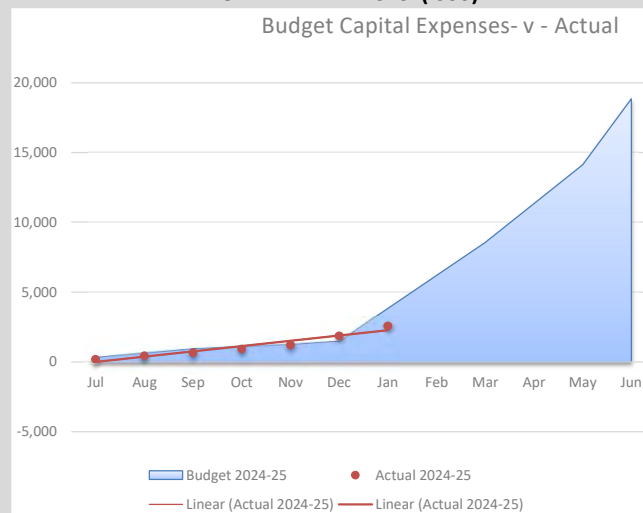
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2025

MONTHLY SUMMARY INFORMATION
GRAPHS

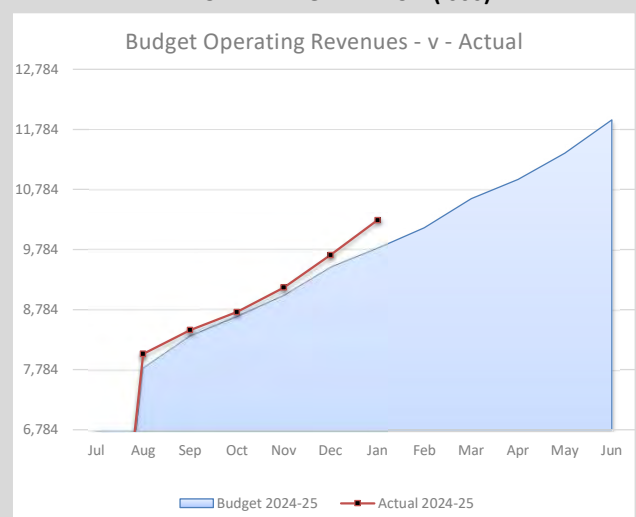
OPERATING EXPENSES ('000)



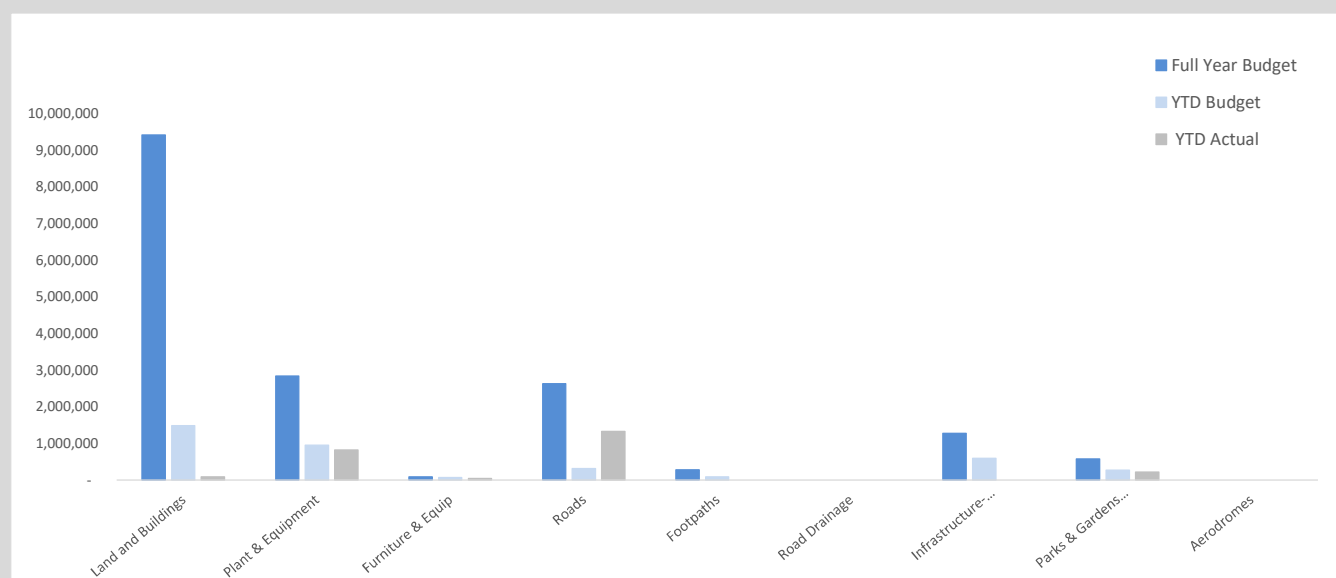
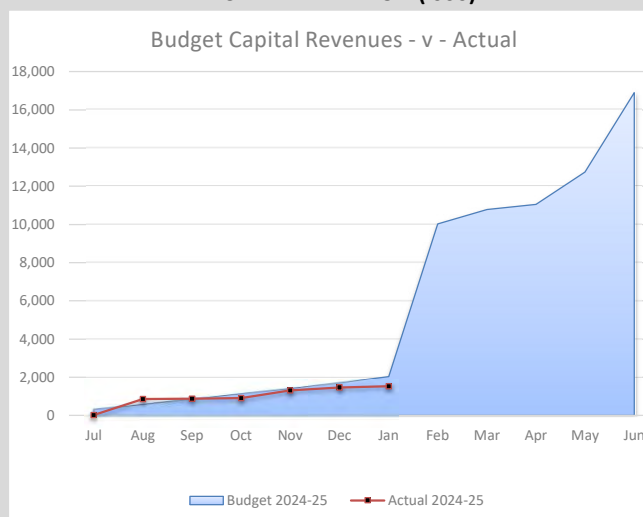
CAPITAL EXPENSES ('000)



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 JANUARY 2025**

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 JANUARY 2025

OPERATING ACTIVITIES
RECEIVABLES

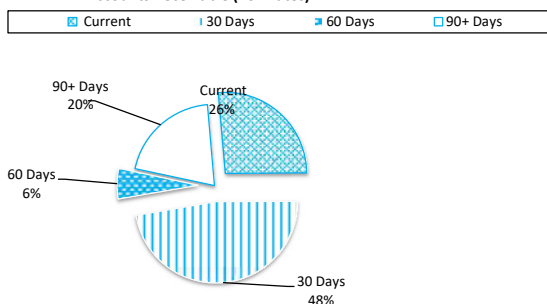
Rates Receivable	30 Jun 24	31 Jan 25	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	658,762	717,743	Receivables - General	67,499	121,740	15,494	52,138	256,871
RATES - Rates Levied - GRV	3,590,595	3,923,291	Percentage	26%	47%	6%	20%	100%
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	2,661						
RATES - Back Rates Levied - GRV	455	(4,442)						
RATES - Ex-Gratia Rates (CBH, etc.)	12,499	9,313						
Instalment Admin fee	37,054	37,013						
Private S/Pool Inspection fees	1,860	9,672						
Domestic Refuse Collection Charges	526,460	575,617						
Domestic Services (Additional)	5,155	5,754						
Domestic Recycling Service	193,828	212,157						
Domestic Recycling Service (additional)	284	309						
Commercial Collection Charge	49,196	54,040						
Commercial Collection Charge (additional)	50,100	46,647						
Non-Rateable Collection Charge	75,793	83,400						
Non-Rateable Additional Pick Up	38,831	0						
Commercial Additional Pick Up	27,563	29,400						
FESA ESL	306,176	320,632						
Total Rates and Rubbish (YTD)	6,773,516	7,422,392	GST Input					
Less Collections to date	(6,786,520)	(6,309,742)						
Net Rates Collectable	717,743	1,830,393	Total Receivables General Outstanding					256,871
% Collected (Current and Arrears)	91.31%	77.51%	Amounts shown above include GST (where applicable)					
Pensioner Deferred Rates		(194,780)						
Pensioner Deferred ESL		(9,713)	Provision For Doubtful Debts (including Rates)					(200,000)
Total Rates and Rubbish, ESL, Excess Rates		1,625,900						

KEY INFORMATION

Rates % Collected



Accounts Receivable (non-rates)



Debtors Due

26.3%

Over 30 Days

47.4%

Over 60 Days

6.0%

Over 90 Days

20.3%

Collected

78%

Rates Due

\$1,625,900

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS**

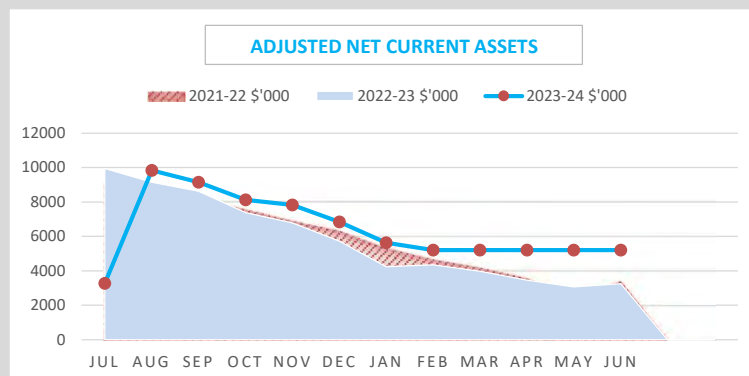
	Last Years Closing 30 Jun 2024	This Time Last Year 31 Jan 2024	Year to Date Actual 31 Jan 2025
	\$	\$	\$
Current Assets			
Cash Unrestricted - Muni	4,723,418	3,263,943	5,419,311
Cash Restricted - Reserves	4,896,287	83,119	0
Cash Restricted - Reserves Term Deposits	0	6,000,000	4,896,287
Cash Restricted - Muni Term Deposits	0	0	0
Cash Restricted - Trust Bonds & Deposits	16,130	21,930	(15,551)
Receivables - Rates and Rubbish, ESL, Excess Rates	513,250	1,441,577	1,625,900
Receivables - Other	522,191	631,470	227,583
Inventories	41,439	30,195	7,413
	10,712,714	11,472,234	12,160,944
Less: Current Liabilities			
Payables	(2,135,559)	(1,523,151)	(1,201,405)
Lease Liabilities	(28,524)	(33,271)	(28,524)
Loan Liability	(189,114)	(120,185)	(77,729)
Provisions	(814,747)	(742,887)	(814,747)
	(3,167,942)	(2,419,494)	(2,122,404)
Net Current Asset Position	7,544,772	9,052,740	10,038,540
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	189,114	120,185	77,729
Current Portion of Lease Liability	28,524	33,271	28,524
Net Current Funding Position	3,249,801	4,247,746	5,632,184

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)

\$5.63 M

This Time Last Year

Surplus(Deficit)

\$4.25 M

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

<u>Cash Restricted (Reserves)</u>	<u>Investment Value</u> \$	<u>Maturity Date</u>	<u>Rate</u>	<u>Institution</u>	<u>Investment %</u>
NAB (Investment 1)	2,448,144	10/06/2025	4.95%	NAB	50%
CBA (Investment 1)	2,448,143	10/06/2025	4.80%	CBA	50%
Total Cash Restricted (Reserves)	4,896,287				100%
Municipal Funds					
Total Cash Restricted (Reserves)	-				0%
Investment Summary					
NAB (Investment 1)	2,448,144				50%
CBA (Investment 1)	2,448,144				50%
Total Investment Summary	4,896,287				100%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS**

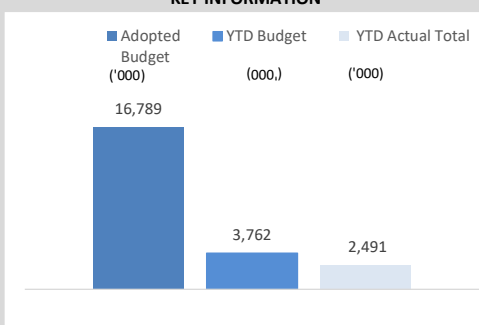
Capital Acquisitions

	Adopted Budget	Current Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$	\$
Land and Buildings	9,369,104	9,419,104	1,479,622	92,205	1,387,417
Plant & Equipment	2,817,136	2,839,136	949,181	815,029	134,152
Furniture & Equipment	87,400	87,400	70,781	41,909	28,872
Roads	2,627,397	2,627,397	312,638	1,325,848	(1,013,210)
Footpaths	277,599	277,599	92,530	0	92,530
Road Drainage	0	0	0	0	0
Infrastructure- Bridges	1,079,000	1,275,000	588,000	0	588,000
Infrastructure - Parks & Ovals and Other	531,700	571,700	269,193	216,187	53,006
Capital Expenditure Totals	16,789,336	17,097,336	3,761,945	2,491,178	1,270,767

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
	\$16.79 M	\$17.1 M	\$2.49 M	15%

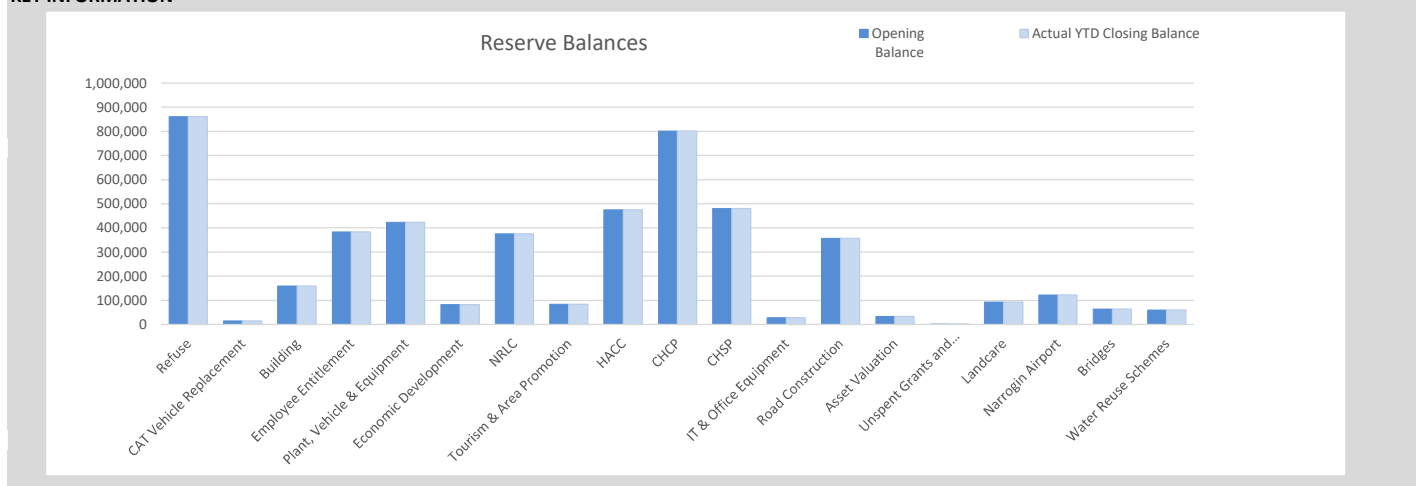
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

**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
	4,896,287	250,000	0	1,148,208	0	(2,386,449)	0	3,908,047	4,896,287

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025**

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
							Opening Surplus(Deficit)	372,951		372,951
25/09/2024	2040226	OTHGOV - Valuation Expenses	Decrease GL 2040226 Valuation Expenses by \$15,000 from \$20,000 to \$5,000	250924.04	4	Operating Expenses		(15,000)		372,951
25/09/2024	2050420	OLOPS - Natural Disaster Relief	Increase GL 2050420 Expenditure for Natural Disaster Relief by \$15,000 from Nil to \$15,000	250924.04	5	Operating Expenses			15,000	372,951
25/09/2024	3110218	NRLC - User Fees - Group Fitness Classes	Decrease GL 3110218 User Fees – Group Fitness Classes by \$6,500 from \$14,549 to \$8,049	250924.04	11	Operating Revenue			(6,500)	366,451
25/09/2024	3110211	NRLC - User Fees - Health Club	Increase GL 3110211 User Fees – Health Club by \$6,500 from Nil to \$6,500	250924.04	11	Operating Revenue		6,500		372,951
23/10/2024	PE089	Ockley Water Tank 130,000 litre	A new Capital Job worth \$17,000 for the purchase and installation of a 130,000 litre water tank, including necessary plumbing and connections.	231024.04	5	Capital Expenses			(17,000)	355,951
23/10/2024	PE090	Ockely Weather Station	A new Capital Job worth \$5,000 for the purchase and installation of a weather station to support fire monitoring and safety.	231024.04	5	Capital Expenses			(5,000)	350,951
23/10/2024	5050154	FIRE - Contribution and Donations	Increase GL NEW Capital Revenue - Contributions & Donations from Nil to \$22,000.	231024.04	5	Operating Revenue		22,000		372,951
27/11/2024	3030200	GENGRANT - Financial Assistance Grant - General	Final WALGGC advice Decrease in forecast income from \$126,000 to \$53445 = \$72,555	271124.13	3	Operating Revenue			(72,555)	300,396
27/11/2024	3030201	GENGRANT - Financial Assistance Grant - Roads	Final WALGGC advice Increase in forecast income from \$68,000 to \$77,845	271124.13	3	Operating Revenue		9,845		310,241
27/11/2024	4100570	ENVIRO - Transfers To Reserve	Overestimate of expenditure remove budget.	271124.13	10	Capital Expenses		5,000		315,241
27/11/2024	IO136	Rail Heritage (Relocation of PM706)	Increase in forecast expenditure of \$40,000 Estimate based on quote	271124.13	11	Capital Expenses			(40,000)	275,241
27/11/2024	5110670	HERITAGE- Contributions and Donations	Increase in forecast expenditure of \$40,000 Donations for PM 706	271124.13	11	Operating Revenue		40,000		315,241
27/11/2024	3110802	OTHCUL - Grants - Other Culture	Increase in forecast income of \$49,000 \$10k contribution from CBH & \$39k Lotterystwest state grant	271124.13	11	Operating Revenue		49,000		364,241
27/11/2024	5120181	ROADC - Capital Grants(Bridges) WALGCG & \$ MRWA-AFP	Increase in forecast income of \$196,000 Whinbin Rock Rd Bridge MRWA Contribution (in-kind donation) not budgeted	271124.13	12	Operating Revenue		196,000		560,241
27/11/2024	IB205	Whinbin Rock Rd Bridge 3125	Increase in forecast expenditure of \$196,000 Whinbin Rock Rd Bridge MRWA Contribution (in-kind donation) not budgeted	271124.13	12	Capital Expenses			(196,000)	364,241
27/11/2024	5130640	ECONOM - Capital Grants	Decrease in income of \$32,500 No Standpipe Grants Received	271124.13	13	Operating Revenue			(32,500)	331,741
27/11/2024	2140703	SAL - Workers Compensation Expense	Increase in Expenditure \$8,000 Underestimate of required budget expense	271124.13	14	Operating Expenses			(8,000)	323,741
27/11/2024	2130214	TOUR - Dryandra Visitors Centre Merchandise	Decrease in expenditure of \$70,000 Incorrect allocation to the GL	271124.13	13	Operating Expenses		70,000		393,741
27/11/2024	MON0801	Monopoly Board Game	Increase in Expenditure \$70,000 Correction to alloction to the right job & GL	271124.13	13	Operating Expenses			(70,000)	323,741
27/11/2024	BC278	Good Shed Roof and Wall Restoration	Increase in Expenditure \$333,450 Goods Shed Restoration	271124.13	13	Capital Expenses			(50,000)	273,741
27/11/2024	4130550	ECONOM - Transfer to Reserve	Increase in Expenditure (Transfer to Reserve) from \$475,068 to \$748,809 to Build Economic Development Reserve	271124.13	13	Capital Expenses			(273,741)	0
							0	756,296	(756,296)	0



As at 31/1/25

	Project Title/Task	Original Budget Adopted by Council	Current Budget varied by Council	Actual Exp / Income to 31/1/25	Outstanding PO Exp to 31/1/25 (calc column)	Total Committed Exp or Income Rec'd (calc column)	Budget Remaining (incl P/Os) (calc column)	Risk of NOT completing by 30/6. H=Likely	Comments	Accountability	Status	% Complete	Start Date	Due Date
1	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
6	Additional Public CCTV Cameras (Subject to Grant)	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	Medium	Not yet commenced. Subject to Grant application approval.	Corporate & Community Services	Off Track	0%	01/07/24	30/05/25
7	SES Building Project	\$55,483.00	\$55,483.00	\$0.00	\$0.00	\$0.00	\$55,483.00	Low	10/9/2024 - Pending grant funding approval. 8/10/2024 - LGGS or 2023/2024 capital funding was unsuccessful. 5/1/2025 - no change to status	Development & Regulatory Services	Off Track	0%	01/07/24	30/05/25
8	Acquisition of Incident Control Vehicle	\$881,900.00	\$881,900.00	\$0.00	\$0.00	\$0.00	\$881,900.00	High	10/9/2024 - still awaiting to be fabricated due to backlog of order from various LG. 8/10/2024 - No change to status. 5/1/2025 - Still in concept phase with DFES Fleet Development	Development & Regulatory Services	Off Track	0%	01/07/24	30/05/25
9	Acquisition of General Rescue Utility Vehicle	\$110,200.00	\$110,200.00	\$0.00	\$0.00	\$0.00	\$110,200.00	High	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. 8/10/2024 - No change to status. 3/1/2025 - No change to status	Development & Regulatory Services	Off Track	0%	01/07/24	30/05/25
10	Mobile Stand Pipe - BFB (Fast Fill Trailer)	\$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
11	Standpipe 130,000 litre water tank - Ockley	\$0.00	\$17,000.00	\$14,760.87	\$454.55	\$15,215.42	\$1,784.58	Completed	Added by OCM 23/10/24 3/1/2025 - Water tank completed. Recoup of cost from HDCC per resol once two projects completed	Development & Regulatory Services	Complete	100%	25/10/24	19/12/24
12	Weather station to support fire monitoring and safety	\$0.00	\$5,000.00	\$0.00	\$4,228.27	\$4,228.27	\$771.73	Low	Added by OCM 23/10/24 Recoup of cost from HDCC per resol once two projects completed	Development & Regulatory Services	On Track	75%	25/10/24	28/02/25
13	Acquisition of Speed Signs (2 sets of 2)	\$50,000.00	\$50,000.00	\$30,440.00	\$0.00	\$30,440.00	\$19,560.00	Completed	Purchase order issued to Voxon. Delivery of 4 speed sign and poles expected October 2024. 21/10/24 Now installed	Technical & Rural Services	Complete	100%	01/07/24	30/05/25
16	Purchase of REHO Vehicle 2024	\$35,000.00	\$35,000.00	\$45,283.18	\$0.00	\$45,283.18	-\$10,283.18	Completed	PEVH Purchased - over budget by \$10k - offset by annual reduction in FBT and Plant Reserve Net Draws	Development & Regulatory Services	Complete	100%	01/07/24	30/05/25
18	Fuso Rosa Bus Replacement	\$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
19	Senior Citizen Centre Roof Repair	\$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
20	Senior Citizen Centre AC Repair	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	Low	3/1/2025 - Building Maintenance officer liaising with Centre management.	Development & Regulatory Services	On Track	0%	01/07/24	30/05/25
23	Design & Construction new liquid waste ponds	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low	3/1/2025 - quotes received from Ian Watkins. MEHS to review and action.	Development & Regulatory Services	On Track	10%	30/08/24	30/05/25
24	Construction of Recycling Shed (Tip Shop)	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	Low	3/1/2025 - MEHS working with REHO for design and quote.	Development & Regulatory Services	On Track	0%	30/08/24	30/05/25
26	Thomas Hogg Ablutions and Sewerage Project	\$35,000.00	\$35,000.00	\$2,750.00	\$0.00	\$2,750.00	\$32,250.00	Low	4/12/24 - David Annear advises that toilets part of project complete - inspection required Sewerage extension / replacement still required. 2/1/2025 - sewer connections to be completed.	Development & Regulatory Services	On Track	70%	01/07/24	28/02/25
28	Thomas Hogg Effluent Tank Upgrade	\$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 April 2025	Technical & Rural Services	On Track	80%	01/07/24	10/04/25
29	Filter and Pipe Replacement For Clayton Oval Reticulation	\$15,000.00	\$15,000.00	\$12,220.00	\$0.00	\$12,220.00	\$2,780.00	Low	Due for completion February 2024. Pipe work complete, filter to be installed February 2025.	Technical & Rural Services	On Track	90%	01/07/24	18/04/25
34	Town Hall Upgrade Work - (to be agreed by Council)	\$90,119.00	\$90,119.00	\$0.00	\$0.00	\$0.00	\$90,119.00	Low	16/9/24 - Waiting for Peter Jago to review the structural details and design from the Structural Engineer. 3/1/2025 -Design with Structural Engineer with recommendation from peter Jago.	Development & Regulatory Services	On Track	10%	30/08/24	30/05/25
36	Replacement Carpet in NRLC Reception and Squash Courts	\$18,000.00	\$18,000.00	\$0.00	\$22,650.00	\$22,650.00	-\$4,650.00	Low	2 quotes received but additional quotes still being sought prior top final decision of supplier.	Corporate & Community Services	On Track	75%	01/07/24	28/02/25
37	NRLC Courts - Electric Winders	\$20,000.00	\$20,000.00	\$10,585.00	\$0.00	\$10,585.00	\$9,415.00	Low	Vendor identified and PO to be raised for Purchase of Winders for Court 1.	Corporate & Community Services	On Track	50%	01/07/24	28/02/25
38	Glass Backboards and Snap Down Ring - 4 in total	\$26,036.00	\$26,036.00	\$0.00	\$30,244.00	\$30,244.00	-\$4,208.00	Low	Vendor identified and PO to be raised for Items for Courts 1 & 3.	Corporate & Community Services	On Track	50%	01/07/24	28/02/25
39	NRLC - Fire Panel Emergency Warning System	\$40,000.00	\$40,000.00	\$35,364.10	\$0.00	\$35,364.10	\$4,635.90	Completed	Completed Dec 2024	Corporate & Community Services	Complete	100%	01/07/24	28/02/25
40	NRLC Upgrade Works (Pool Covers 120k. Glazing 50k, Discretionary 25k)	\$195,000.00	\$195,000.00	\$127,267.27	\$138,777.80	\$266,045.07	-\$71,045.07	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
41	NRLC Energy Efficiency and Upgrade Project	\$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

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43	Rail Heritage (Relocation of PM706)	\$35,000.00	\$75,000.00	\$5,386.55	\$72,900.00	\$78,286.55	-\$3,286.55	Low	\$72k plus GST + Expenses \$8k = \$80k plus GST Offset Sponsorship Income Agreed \$32,800 (@31/10): •Fisher Financial Group \$1,000 incl GST (Silver) - Invoiced •Craig & Di Prideaux \$5,000 incl GST (Gold) - Invoiced. •Narrogin Earthmoving & Concrete \$8,000 incl GST (Gold) - Invoiced. •Great Southern Fuels (Sally) \$1,000 incl GST (Silver) - invoiced •Online Pledges \$3,600 (@31/10) •Roy & Carissa George \$1,000 incl GST (Silver) invoiced •Narrogin Restoration Group (Fmr Ngn Apex Club) \$8,000 incl GST (Gold) - Invoiced •Leigh & Sara Ballard and Family \$5,000 incl GST (Gold) - Invoiced. 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. 4/12/24 - Carriage was due 15/12/24 to finalise project, now in January date to be agreed. 3/2/25- Carriage due for delivery February 2025. Account over Budget due additional costs from Hotham Valley Railway \$3,480 for rail management plan, and \$1,200 from Divine Framing.	Office of CEO	On Track	90%	30/08/24	28/02/25
45	Lions Park Shade Sails	\$25,000.00	\$25,000.00	\$16,325.00	\$0.00	\$16,325.00	\$8,675.00	Completed	Purchase order issued, expected install of shade sails November 2024. \$8,675 under budget	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
46	Narrogin SpeedwayLighting Upgrade Project	\$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
48	Portable Library Shelving	\$9,300.00	\$9,300.00	\$8,495.00	\$0.00	\$8,495.00	\$805.00	Completed	Completed Dec 2024	Corporate & Community Services	Complete	100%	20/11/24	30/05/25
49	Construction of Library Building Extension	\$388,052.00	\$388,052.00	\$0.00	\$0.00	\$0.00	\$388,052.00	Low	Documentation for RFQ completed only. 20/09/2025 request sent to Infrastructure that the LRCIP project is amended and the grant is reduced to \$147,245 for realignment of sewerage between Admin and Library only. Agreement from Infrastructure has been received. To be included in Budget Review for Council adoption. New RFQ to be issued by DRS in December 2024.	Corporate & Community Services	On Track	10%	30/08/24	30/05/25
50	Library - Community Access Hublet Tablets (6)	\$15,600.00	\$15,600.00	\$14,170.36	\$0.00	\$14,170.36	\$1,429.64	Completed	Tablets on order.	Corporate & Community Services	Complete	100%	12/09/24	30/05/25
52	Public Art Strategy Implementation	\$124,000.00	\$124,000.00	\$107,569.25	\$1,753.51	\$109,322.76	\$14,677.24	Low	Artist identified and final design and Indigenous artist input being confirmed before further progression. 06/01/2025 CEDC - The project has been completed for Lotterywest, but we still need to install the LED lights and complete the pavement near the wall. The remaining work will be finalised in February-March 2025	Corporate & Community Services	On Track	95%	30/08/24	28/02/25
56	Whinbin Rock Rd Construction	\$1,012,500.00	\$1,012,500.00	\$1,012,155.64	\$2,105.45	\$1,014,261.09	-\$1,761.09	Completed	Starting October 2024 20/11/24 65% complete 4/12/24 2nd 2.5km stretch being sealed 5/12/24. Final 2.5km seal due early January 2025 15/1/25 final 2.5kms of seal booked for 17 Jan. This will the complete this job with Whinbin Rock being full sealed.	Technical & Rural Services	Complete	100%	30/08/24	31/01/25
57	Wandering Road Construction SLK0.0 to 3.0	\$801,266.00	\$801,266.00	\$26,991.96	\$441,360.00	\$468,351.96	\$332,914.04	Low	Starting February 2025	Technical & Rural Services	On Track	50%	30/08/24	30/05/25
58	Construct Highbury Rest Area (C/F)	\$57,729.00	\$57,729.00	\$7,916.67	\$18,513.00	\$26,429.67	\$31,299.33	Low	Starting December 2024 15/1/25 gravel imported, shaped by grader and compacted. Will be sealed at the same time as Wandering Road - late Feb early March.	Technical & Rural Services	On Track	50%	30/08/24	30/05/25
59	Morcombe Re-Sheet SLK 2.00 to 3.88	\$90,986.00	\$90,986.00	\$0.00	\$0.00	\$0.00	\$90,986.00	Low	Starting May 2025	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
60	Wiese Rd Re-Sheet SLK 1.45 to 7.9	\$132,205.00	\$132,205.00	\$0.00	\$0.00	\$0.00	\$132,205.00	Low	Starting May 2025	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
61	Sim Rd Resheet SLK 0.0 to 1.53	\$39,628.00	\$39,628.00	\$0.00	\$0.00	\$0.00	\$39,628.00	Low	Starting May 2025	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
62	Spencer Re-sheet SLK 1.7 to 3.17	\$39,628.00	\$39,628.00	\$0.00	\$0.00	\$0.00	\$39,628.00	Low	Starting May 2025	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
63	Highbury South Resheet SLK 0.0 to 6.19	\$75,551.00	\$75,551.00	\$0.00	\$0.00	\$0.00	\$75,551.00	Low	Starting May 2025	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
64	Argus Street Widening	\$27,905.00	\$27,905.00	\$0.00	\$0.00	\$0.00	\$27,905.00	Low	To commence February 2025	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
67	Congelin Road SLK 4.1 to 5.1	\$61,857.00	\$61,857.00	\$56,717.76	\$0.00	\$56,717.76	\$5,139.24	Completed	To commence and be completed December 2024	Technical & Rural Services	Complete	100%	30/08/24	31/01/25
68	Tarwonga Road SLK 3.04 to 4.04	\$84,915.00	\$84,915.00	\$33,965.68	\$2,714.32	\$36,680.00	\$48,235.00	Completed	To commence and be completed December 2024	Technical & Rural Services	Complete	100%	30/08/24	31/01/25
69	Graham Road SLK 0.0 to 0.81 (Town)	\$51,030.00	\$51,030.00	\$33,494.08	\$0.00	\$33,494.08	\$17,535.92	Completed	To commence and be completed December 2024	Technical & Rural Services	Complete	100%	30/08/24	31/01/25
70	Lefroy Street SLK 0.24 to 1.27	\$75,698.00	\$75,698.00	\$52,198.64	\$0.00	\$52,198.64	\$23,499.36	Completed	To commence and be completed December 2024	Technical & Rural Services	Complete	100%	30/08/24	31/01/25
71	Town Street Reseal SLK 0.0 to 0.21	\$6,300.00	\$6,300.00	\$7,404.12	\$0.00	\$7,404.12	-\$1,104.12	Completed	To commence and be completed December 2024	Technical & Rural Services	Complete	100%	30/08/24	31/01/25
72	Ensign Street SLK 0.0 to 1.56	\$70,200.00	\$70,200.00	\$59,243.44	\$0.00	\$57,011.20	\$13,188.80	Completed	To commence and be completed December 2024	Technical & Rural Services	Complete	100%	30/08/24	31/01/25
74	Footpath on Federal St to Narrogin Auto Centre (Clayton to Ford)	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	Low	Awaiting confirmation from contractor	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
75	Railway Station Footpath to BP Crossing	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	Low	Pending grant or March 2025	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
76	Butler Street. Homer to Southern Bus Stop 132m	\$17,900.00	\$17,900.00	\$0.00	\$15,678.00	\$15,678.00	\$2,222.00	Low	Purchase order issued to NEC 15/1/25 NEC advise start date Feb and finish date 30 May 2025.	Technical & Rural Services	On Track	25%	30/08/24	30/05/25
77	Falcon Street. Federal St to Glyde St. 130m	\$18,116.00	\$18,116.00	\$0.00	\$47,034.00	\$47,034.00	-\$28,918.00	Low	Purchase order issued to NEC - will be over budget however grant funded and overall LCIRP 4B on budget still with numerous under to compensate. 15/1/25 NEC advise start date Feb and finish date 30 May 2025.	Technical & Rural Services	On Track	25%	30/08/24	30/05/25
78	Homer Street.Butler St to Argus St. 130m	\$18,584.00	\$18,584.00	\$0.00	\$16,884.00	\$16,884.00	\$1,700.00	Low	Purchase order issued to NEC 15/1/25 NEC advise start date Feb and finish date 30 May 2025.	Technical & Rural Services	On Track	25%	30/08/24	30/05/25
79	Gray Street. Kipling St to Doney St. 434m	\$60,760.00	\$60,760.00	\$0.00	\$48,240.00	\$48,240.00	\$12,520.00	Low	Purchase order issued to NEC 15/1/25 NEC advise start date Feb and finish date 30 May 2025.	Technical & Rural Services	On Track	25%	30/08/24	30/05/25
80	Butler Street. Doney St to Hansard St.130m	\$20,652.00	\$20,652.00	\$0.00	\$16,281.00	\$16,281.00	\$4,371.00	Low	Purchase order issued to NEC 15/1/25 NEC advise start date Feb and finish date 30 May 2025.	Technical & Rural Services	On Track	25%	30/08/24	30/05/25
81	Dalglish Street. Clayton Rd to Ensign St. 340m	\$49,848.00	\$49,848.00	\$0.00	\$15,075.00	\$15,075.00	\$34,773.00	Low	Purchase order issued to NEC 15/1/25 NEC advise start date Feb and finish date 30 May 2025.	Technical & Rural Services	On Track	25%	30/08/24	30/05/25
82	Forrest Street. 82 Forrest St to Narrakine Rd. 340m	\$51,739.00	\$51,739.00	\$0.00	\$39,798.00	\$39,798.00	\$11,941.00	Low	Purchase order issued to NEC 15/1/25 NEC advise start date Feb and finish date 30 May 2025.	Technical & Rural Services	On Track	25%	30/08/24	30/05/25
84	2014 John Deere 670G Grader	\$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

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85	2022 Torro 7210 Mower	\$40,000.00	\$40,000.00	\$0.00	\$50,470.00	\$50,470.00	-\$10,470.00	Completed	Purchase order issued, expected delivery November 2024. Offset mostly by additional sale price of trade above budget.	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
86	2017 Mitsubishi Fuso 8T Truck	\$140,000.00	\$140,000.00	\$0.00	\$141,587.83	\$141,587.83	-\$1,587.83	Completed	Purchase order issued, expected delivery December. Truck delivered 5/12/24	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
87	2013 Side Tipping Trailer	\$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. 15/1/25 Expected deliver of the trailers is February 2025	Technical & Rural Services	On Track	90%	30/08/24	30/05/25
88	2013 Side Tipping Trailer	\$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. 15/1/25 Expected deliver of the trailers is February 2025	Technical & Rural Services	On Track	90%	30/08/24	30/05/25
89	2022 Toyota Hilux (MO)	\$65,000.00	\$65,000.00	\$62,524.81	\$0.00	\$62,524.81	\$2,475.19	Completed	Delivered	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
90	2022 Toyota Hilux (CF)	\$60,000.00	\$60,000.00	\$56,125.85	\$0.00	\$56,125.85	\$3,874.15	Completed	Delivered	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
91	2022 Toyota Hilux (Works Foreman)	\$60,000.00	\$60,000.00	\$56,125.85	\$0.00	\$56,125.85	\$3,874.15	Completed	Delivered	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
92	2021 Isuzu Dmax (Works)	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low	Quotes being sought March 2025	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
93	Tractor Herbicide Trailer	\$15,000.00	\$15,000.00	\$9,518.18	\$0.00	\$9,518.18	\$5,481.82	Completed	Delivered	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
95	Tarwonga Bridge (4551)	\$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
96	Whinbin Rock Rd Bridge (3125)	\$392,000.00	\$588,000.00	\$0.00	\$0.00	\$0.00	\$588,000.00	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. MRWA have advised that the final cost of the project was \$559,333.85 however have not issued an invoice at this time for the Federal grant funding portion of \$392,000 that is reserved for this project.	Technical & Rural Services	On Track	90%	30/08/24	30/05/25
99	Dog Enclosure Fence in Caravan Bay at Caravan Park	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	Low	March 2025	Technical & Rural Services	On Track		30/08/24	30/05/25
100	Rail Trail Project	\$27,700.00	\$27,700.00	\$27,100.00	\$0.00	\$27,100.00	\$600.00	Completed	In progress 22/10/24 Agenda item to be prepared for 27 November	Corporate & Community Services	Complete	100%	01/07/24	28/11/24
101	Caravan Park Accommodation Units	\$1,500,000.00	\$1,500,000.00	\$3,112.40	\$0.00	\$3,112.40	\$1,496,887.60	Low	\$1.5M in 2024/25 Budget. MOPs moving forward with procurement	Technical & Rural Services	On Track	15%	30/08/24	30/05/25
103	Purchase of Residential Land (Conversion of Reserves into Freehold)	\$100,000.00	\$100,000.00	\$27,426.66	\$0.00	\$27,426.66	\$72,573.34	Low	Negotiating with Karinya, DPLH and DoL re several options. Lot 1665 73 Northwood \$22,500 plus fees plus GST expected to conclude Feb 2025.	Office of CEO	On Track	10%	30/08/24	30/05/25
104	Good Shed - Roof and Wall Restoration	\$283,450.00	\$333,450.00	\$27,026.91	\$21,292.35	\$48,319.26	\$285,130.74	Low	16/9/24 - RFQ with CEO for consideration prior to advertising. 4/12/24 - Works Crew and Kulker Carpentry undertaking .	Development & Regulatory Services	On Track	10%	30/08/24	30/05/25
105	Card operated water standpipe system at Narrogin Townsite (Works Depot)	\$40,000.00	\$40,000.00	\$35,330.23	\$0.00	\$35,330.23	\$4,669.77	Completed	Purchase order issued to Industrial Automotive. Expected installation by mid November 2024.	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
106	Card operated water standpipe system at Tarwonga Road	\$25,000.00	\$25,000.00	\$11,709.95	\$0.00	\$11,709.95	\$13,290.05	Completed	Purchase order issued to Industrial Automotive. Expected installation by mid November 2024.	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
108	Building Surveyor Vehicle	\$35,000.00	\$35,000.00	\$44,610.45	\$0.00	\$44,610.45	-\$9,610.45	Completed	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	Complete	100%	30/08/24	30/05/25
111	Replacement Printer/Copiers (NDVC, Depot, Admin Office)	\$19,500.00	\$19,500.00	\$17,398.00	\$0.00	\$17,398.00	\$2,102.00	Low	Items on order.	Corporate & Community Services	On Track	75%	30/08/24	30/05/25
112	ICT Upgrades as per Minor Asset Replacement	\$25,000.00	\$25,000.00	\$1,845.45	\$0.00	\$1,845.45	\$23,154.55	Low	Yet to commence	Corporate & Community Services	On Track	0%	30/08/24	30/05/25
115	Trade - 002NGN Building Surveyor Vehicle	-\$15,000.00	-\$15,000.00	-\$22,727.27	NA	-\$22,727.27	\$7,727.27	Completed	Disposed of to Ngn Autos as trade in for \$25k. Offered to 3 other local dealers	Development & Regulatory Services	Complete	100%	30/08/24	30/05/25
116	Trade - 2014 John Deere 670G Grader	-\$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
117	Trade - 2022 Torro 7210 Mower	-\$10,000.00	-\$10,000.00	-\$16,500.00	NA	-\$16,500.00	\$6,500.00	Completed	To be purchased by Narrogin Golf Club when the new mower arrives and at the trade in price offered by the supplier. 15/1/25 Old Toro mower paid for in full and delivered to Narrogin Gold Club	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
118	Trade - 2017 Mitsubishi Fuso 8T Truck	-\$35,000.00	-\$35,000.00	\$0.00	NA	\$0.00	-\$35,000.00	Completed	Going to public auction January 2025 22/1/25 the truck sold at public auction for \$61,250 minus GST & auction fees, this equates to aprox \$22,000 surplus subject to receipt being closed and checked	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
119	Trade - 2013 Side Tipping Trailer	-\$20,000.00	-\$20,000.00	\$0.00	NA	\$0.00	-\$20,000.00	Low	To be auctioned when new trailers arrive Jan 2025	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
120	Trade - 2013 Side Tipping Trailer	-\$20,000.00	-\$20,000.00	\$0.00	NA	\$0.00	-\$20,000.00	Low	To be auctioned when new trailers arrive Jan 2025	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
121	Trade - 2022 Toyota Hilux (MO)	-\$40,000.00	-\$40,000.00	-\$43,636.36	NA	-\$43,636.36	\$3,636.36	Completed	Traded	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
122	Trade - 2022 Toyota Hilux (CF)	-\$35,000.00	-\$35,000.00	-\$35,454.55		-\$35,454.55	\$454.55	Completed	Traded	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
123	Trade - 2022 Toyota Hilux (Works Foreman)	-\$35,000.00	-\$35,000.00	-\$36,818.18	NA	-\$36,818.18	\$1,818.18	Completed	Traded	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
124	Trade - 2021 Isuzu Dmax (Works)	-\$15,000.00	-\$15,000.00	\$0.00	NA	\$0.00	-\$15,000.00	Low	To be disposed of when new is purchase March 2025	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
125	Trade - Replacement of Homecare Fuso Rosa Bus	-\$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
128	NDVC Monopoly Board Game Project	\$20,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$90,000.00	Low	06/01/2025 - need to review available resources for this project - EMCCS to discuss with Manager Community Services & CEDC	Corporate & Community Services	Off Track	10%	01/07/24	30/04/25
129	MAF Bush Fire Prevention Funding	\$106,000.00	\$106,000.00	\$95,831.82	\$24,670.50	\$120,502.32	-\$14,502.32	Low	10/9/2024 - Project being extended to November 2024. 80% of the works completed. Seeking variation to Bannister Road Reserve for fencing. 24/9/24 - Funding Body has rejected the requested variation to the fencing and surveying works. CEO request the surveying works to proceed and request a budget amendment in January to fencing - \$40k.	Development & Regulatory Services	Off Track	80%	01/07/24	31/10/24
131														
132														
133														
134														
135														
136														
137														
138														

10.3.4 BUDGET REVIEW 2024/25

File Reference	12.4.3
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	14 February 2025
Author	Ian Graham - Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	
1. Spreadsheet - Shire of Narrogin Budget Review for the Year Ending 30 June 2025	

Summary

Council is requested to consider the proposed budget amendments, as detailed in the attached spreadsheet, and adopt the Shire's 2024/25 Budget Review.

Background

The budget review is based on the Shire's January 2025 year to date actual financial balances and was completed on 14 February 2025. The Executive Manager Corporate and Community Services and Manager Corporate Services engaged the Executive and Managers to determine any significant budget variances. The outcome of these consultations has contributed to variations identified in the attached spreadsheet.

It is noted that Council has previously considered and adopted other amendments to the 2024/25 budget during the 2024/25 financial year including the amended Opening Surplus for the 2024/25 year.

Consultation

The Chief Executive Officer, Executive Managers and Departmental Managers have reviewed budget allocations under their responsibility. This review included an analysis of the year to date levels of expenditure and income in comparison to the original budget allocations and that which is forecast to 30 June 2025.

Statutory Environment

Regulation 33A of the Local Government (Financial Management) Regulations 1996 - Review of budget, requires:

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

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

(a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and

(b) consider the local government's financial position as at the date of the review; and

- (c) review the outcomes for the end of that financial year that are forecast in the budget; and
- (d) include the following —
- (i) the annual budget adopted by the local government;
 - (ii) an update of each of the estimates included in the annual budget;
 - (iii) the actual amounts of expenditure, revenue and income as at the date of the review;
 - (iv) adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end-of-year amount for the item.
- (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
- (4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Policy Implications

There are no known policy implications.

Financial Implications

The 2024/25 Budget materiality variance was adopted at Council's Special Meeting held on 14 August 2024 (Council Resolution 140824.01). A variance of a percentage exceeding 10% and a value greater than \$15,000 for the 2024/25 financial year must be reported. This Policy was applied in this Budget Review. The 2024/25 amended budget closing surplus/(deficit) is \$0, unchanged from the 2024/25 adopted original budget closing surplus/(deficit) of \$0.

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)
Objective	4.1 An efficient and effective organisation
Strategy:	4.1.1 Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2 Continue to enhance communication and transparency

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to conduct a budget review would be in breach of legislation and would increase the risk of a negative impact on the Shire's end of year Financial position. As the budget review is a legislative requirement, non-compliance may result in a qualified audit.	Rare (1)	Moderate (3)	Low (1-4)	Compliance Requirements	Adopt the budget with amendments as proposed.

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 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

The Budget has been reviewed to continue to deliver on strategies adopted by the Council and maintains a high level of service across all programs. Budget adjustments made throughout 2024/25 in accordance with previous Council resolutions, have been included in the review and the attachment to this report outlines other proposed budget variations.

The budget review, after allowing for all these adjustments, shows an estimated forecast closing surplus/(deficit) position at 30 June 2025 of \$0.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 190225.10

Moved: Cr Pomykala

Seconded: Cr Wiese

That Council adopt the Budget Review, including endorsement of proposed amendments to the 2024/25 Municipal Budget, as detailed in Attachment 1.

**CARRIED 6/0
BY ABSOLUTE MAJORITY**

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

Against: Nil

2024-25 BUDGET REVIEW

				CAPITAL (CAP) or OPERATING (OP)	ADOPTED CURRENT BUDGET		AMENDED BUDGET		INC. or DEC. TO SURPLUS/ (DEFICIT)
G/L or JOB NO.	SCHEDULE	GL ACCOUNT NAME	COMMENTS		REVENUE		REVENUE		
					\$	EXPENSE	\$	EXPENSE	
3030301	3	INVEST - Interest Earned - Municipal Funds	Increase in interest income	OP	\$200,000		\$300,000		\$100,000
0501650	5	FIRE - Infrastructure Other	Boundary fencing Bannister Reserve	CAP		\$0		\$40,000	-\$40,000
PE087	5	Speed Signs	Budget saving	CAP		\$50,000		\$30,000	\$20,000
2070300	7	HEALTH - Salaries & Wages	Budget saving	OP		\$223,287		\$188,287	\$35,000
4080550	8	CHSP - Furniture & Equipment	"Support at Home" IT system upgrade	CAP		\$0		\$10,000	-\$10,000
3080405	8	CHSP - Grant Income	Grant for "Support at Home" IT system upgrade	OP	\$0		\$10,000		\$10,000
2080763	8	CHCP - General Expenses	New budget for CATS (not CHSP)	OP		\$0		\$2,500	-\$2,500
2080590	8	CHSP - Refund of Unspent Grant Funding	Refund to be paid (invoice received from DHAC)	OP		\$0		\$267,801	-\$267,801
5080552	8	CHSP - Transfer from Reserve	Refund to be paid (invoice received from DHAC)	CAP	\$210,989		\$478,790		\$267,801
			13 Hough Street - Security cameras, additional						
2090103	9	STF HOUSE - Staff Housing	downpipes, flyscreen repairs	OP		\$2,000		\$10,000	-\$8,000
4110560	11	LIB - Library Building (Capital Exp.)	Library sewer realignment (project amended)	CAP		\$388,052		\$147,245	\$240,807
5110560	11	LIB - Library - Capital Grant	Library sewer realignment (project amended)	CAP	\$388,052		\$147,245		-\$240,807
			Elec Heat Pump \$105k, Generator \$46.9k, BMS						
4110255	11	NRLC - LRCIP Phase 3 Projects	\$90k, Elec Board Upgrade \$10k	CAP		\$0		\$252,755	-\$252,755
3110228	11	NRLC - Capital Grant LRCIP Phase 3	LRCIP Phase 3 Grant	OP	\$0		\$252,755		\$252,755
3110200	11	NRLC - Swimming Pool entry fees	Reduction in budgeted pool entry fees	OP	\$124,066		\$74,066		-\$50,000
2110802	11	OTHERCUL - Christmas Lights	Budget saving	OP		\$20,617		\$7,617	\$13,000
W090	11	Outdoor Gym Maintenance	No Original Budget	OP		\$0		\$2,000	-\$2,000
W153	11	30 Gray St Garden Maintenance	No Original Budget	OP		\$0		\$2,000	-\$2,000
2120200	12	ROADM - Road Maintenance	Additional Plant Operating Costs	OP		\$1,121,192		\$1,171,192	-\$50,000
BM210	12	ROADM - Buidling Depot Maintenance	Budget saving	OP		\$46,372		\$32,872	\$13,500
IF161	12	Footpaths - Falcon St (LRCIP funded)	Budget amendment	CAP		\$18,116		\$48,116	-\$30,000
IF165	12	Footpaths - Dalglish St (LRCIP funded)	Budget amendment	CAP		\$49,484		\$19,484	\$30,000
2130319	13	BUILD - Contract Building Control Services	Contract Building Surveyor	OP		\$0		\$15,000	-\$15,000
2130300	13	BUILD - Salaries & Wages	Contract Building Surveyor	OP		\$233,665		\$198,665	\$35,000
3130301	13	BUILD - Commission - BSL & CTF (GST INCL)	Transfer to correct GL (close GL 3130301)	OP	\$500		\$0		-\$500
3130306	13	BUILD - Commission - BSL & CTF (GST EXC)	Transfer to correct GL (close GL 3130301)	OP	\$1,000		\$1,500		\$500
2130214	13	TOUR - Dryandra Visitors Centre Merch.	Budget saving	OP		\$20,000		\$2,500	\$17,500
2140518	14	ADMIN - Printing & Stationery	Additional Printing & Stationery costs	OP		\$15,500		\$20,000	-\$4,500
2140598	14	ADMIN - Admin Staff Housing Costs Allocated	Original Budget error	OP		-\$1,503		\$30,000	-\$31,503
2140599	14	ADMIN- Admin Overheads Recovered	Original Budget error	OP	\$2,147,943		\$2,179,446		\$31,503
2140528	14	ADMIN- Consultants	Additional use of consultants	OP		\$30,000		\$120,000	-\$90,000
2140528	14	ADMIN - Information Systems	Budget savings	OP		\$230,000		\$200,000	\$30,000
2140301	14	POC - Parts & Repairs	Additional Plant Operating Costs	OP		\$148,963		\$198,963	-\$50,000
2140394	14	POC - LESS POC'sAllocated to Works	Additional Plant Operating Costs	OP	\$952,839		\$1,002,839		\$50,000
					\$4,025,389	\$2,595,745	\$4,446,641	\$3,016,997	\$0
							\$421,252	-\$421,252	\$0

The Chief Executive Officer noted that Cr McNab had declared an impartiality interest in item 10.3.5 as a Representative for Town Teams.

10.3.5 NARROGIN RAILWAY PRECINCT PATHWAY PROJECT APPROVAL

File Reference	15.1.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	10 February 2025
Author	Vicky Eckersley – Community Development Officer
Authorising Officer	Paula Raworth – Manager Community Services
Attachments 1. Grant Agreement 2. Grant application 3. Project Plan Timeline	

Summary

This report recommends that Council accept the successful \$50,000 grant funding for the Narrogin Railway Precinct Pathway Project from Streets Alive. Additionally, it is recommended that Council allocate \$25,000 in the 2025/26 Budget to supplement the \$25,000 already allocated in the current financial year (GL 41020175). This project will enhance the construction of a 200m asphalt footpath connecting the Narrogin and Dryandra Visitor Centre (NDVC) to the Railway Line Pedestrian Crossing, incorporating public art, landscaping, picnic areas, and interpretive panels to showcase the area's cultural and historical significance.

Background

The Community Development Team was tasked with exploring ways to enhance the visitor experience along the budgeted pathway, ensuring alignment with the broader vision for the Narrogin Rail Trail. The Railway Precinct Pathway Project is designed to provide a seamless, accessible connection between the Narrogin and Districts Visitor Centre (NDVC) and the Railway Line Pedestrian Crossing, supporting local mobility and tourism objectives.

The planned 200-metre-long, 1.8-metre-wide black asphalt pathway will offer a safe and inclusive route for pedestrians, wheelchair users, cyclists, and e-scooter riders. Beyond its functional purpose, the design will incorporate key features to enhance the user experience and celebrate the precinct's historical significance. A prominent Pm 706 steamer metal artwork, stretching up to 20 metres in length, will pay tribute to Narrogin's railway heritage. Interpretive panels along the pathway will highlight significant cultural and historical sites, while landscaping and seating areas near the NDVC will create a welcoming space for rest and social interaction.

This project aligns with the Narrogin Heritage Railway Precinct Masterplan, which was developed through extensive community consultation to preserve and enhance the area's historical and cultural value. The Masterplan draws on several key documents, including the Narrogin Townscape Study Review, the Narrogin Railway Station and Goods Shed Conservation Management Plan, the Narrogin

Railway Station and Goods Shed Adaptive Reuse Strategy, and the Shire of Narrogin Public Art Strategy and Masterplan.

The total budget for the Railway Precinct Pathway project is \$100,000, with the Shire potentially contributing \$50,000. The budget is allocated as follows: \$25,000 for constructing the pathway (already budgeted for in the 2024/25 Budget), \$14,000 for interpretive panels and pedestals, \$40,000 for the Pm 706 replica metal artwork, \$9,000 for picnic settings and bins, and \$12,000 for landscaping.

The grant agreement does not stipulate a matching requirement for the Shire's contribution to the project; however, there are several requirements that must be considered throughout the project's completion. The budget above has already been updated to reflect the following requirements outlined by the grantor.

1. Hold a community engagement workshop for feedback on the artwork design and concept plan for the project and use this feedback to finalise a formal Action and Design Plan for the project and any artwork. Summarise community engagement insights gained at the workshops into a report to be submitted with the acquittal report.
2. Installation of 200 metre L, 1.8m W, black, asphalt footpath to directly link the NDVC to the Railway line Pedestrian crossing.
3. Installation of 2 interpretive footpath signs.
4. Installation of outdoor furniture and trees, and other landscaping.
5. Engage a local artist to design and install a Pm 706 replica artwork (up to 20m long) near the road to act as a traffic calming measure.
6. Promote and hold a project launch, to include education on ways to increase road safety and traffic calming.
7. Grantee must seek approval of relevant landowners (Shire and MRWA), Local Governments, and MRWA (where applicable) prior to the installation of any traffic calming features.
8. Summarise all the insights gained from the evaluation elements including the recorded local behaviours, attitudes, aspirations, and values before, during and after the street project has been implemented into a report, and include any evaluative data gathered on changed attitudes toward road safety which shall be submitted with the acquittal.
9. Include all required design, concept, and action plans, community engagement insight reports and evaluation reports compiled over the course of the project as attachments to the acquittal report.

Completion of this project will significantly enhance the Narrogin Heritage Railway Precinct, supporting further development in the area. The real Pm 706 steamer locomotive has returned home to Narrogin and will be displayed at the Goods Shed, which will also be restored to house heritage and vintage railway equipment.

The project is scheduled for completion by May 2026 and further acquittal by June 2026.

This pathway will significantly enhance accessibility and connectivity within the Narrogin Heritage Railway Precinct, celebrating the region's railway heritage while creating a vibrant and safe space for residents and visitors alike. Additionally, the project will contribute to traffic calming along the Great Southern Highway by activating the space along Pioneer Drive. By encouraging community use and creating a more engaging environment, the presence of pedestrians, landscaping, picnic tables, and artwork will naturally encourage reduced vehicle speeds, improving overall safety and liveability in the area.

Consultation

Internal consultation has occurred, and site visits conducted, with the following staff members:

- Chief Executive Officer;
- Executive Manager Technical and Rural Services;
- Manager Operations Technical & Rural Services;
- Manager Community Services; and
- Community & Economic Development Coordinator.

External Consultation has occurred with the following agencies:

- Main Roads; and
- Narrogin Towns Team.

As part of the Grant Agreement further Community Consultation will be required in the form of one (1) community engagement workshop for feedback on the metal artwork design and concept plan for the project.

Statutory Environment

The following general legislative provisions relate:

- Local Government Act 1995, Section 3.1 – General Function of Local Government and section 6.8 (Budgets); and
- Road Traffic Act 1974.

Policy Implications

Council Policy 1.14 Community Engagement Policy relates and has been complied with.

Sustainability & Climate Change Implications

Environmental - This project may reduce the carbon emissions utilised by visitors currently driving between NDVC and CBD.

Economic - This project is aligned with the outcomes stated in the grant application and is expected to bring some economic benefits to the region. The enhanced connectivity between the Narrogin & Dryandra Visitor Centre and the CBD will attract more visitors, raising the profile of the Centre and the surrounding area. This increased attention will likely lead to higher visitor numbers, potentially boosting tourism revenue, and supporting local enterprises.

Social - The trail will enhance recreational opportunities, foster community connectivity, and promote healthier lifestyles.

Financial Implications

The expenditure for the footpath construction is included in the current budget, referenced by GL 4120175, Job IF059, with a committed expenditure of \$25,000 as of 10/02/2025.

The proposed total budget for the Narrogin Railway Precinct Pathway project is \$100,000 (plus GST), which includes the following:

Item	Description	Cost (ex GST)	Supplier
Pathway	Black asphalt 200m long 1.8m wide	\$25,000	Shire of Narrogin

4 interpretive pedestals and panels	Display rail-related historical information	\$14,000	Proposed: Kulbardi Hill Consults
Street Furniture	Accessible Picnic settings and a bin	\$9,000	Shire of Narrogin
Metal artwork	A 20m train replica (Pm 706 steamer and carriage) with bench seating	\$40,000	Proposed: Paul Elliott
Landscaping		\$12,000	Shire of Narrogin
Total Cost		\$100,000	

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Strategy:	1.1.2 Promote Narrogin and the Region
Outcome:	1.2 Increased Tourism
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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Delay caused by the local artist	Possible (3)	Moderate (3)	Medium (5-9)	Purchasing and Supply	Control through agreed timeline
Construction delays due to extreme weather	Unlikely (2)	Minor (2)	Low (1-4)	Errors, omissions and Delays	Accept Risk

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 nine (9) and four (4) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The Narrogin Railway Precinct Pathway, linking the NDVC to the CBD will activate the space alongside Pioneer Drive and allow visitors and locals to access Narrogin without the need for a vehicle. It will naturally calm traffic along the Great Southern Highway bypass and provide a space for the community to enjoy.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 190225.11

Moved: Cr Bartron

Seconded: Cr Pomykala

That with respect to the proposed Narrogin Railway Precinct Pathway along Pioneer Drive, Narrogin, Council resolve to:

- 1) Accept the Streets Alive Grant and its associated Agreement Terms;
- 2) Authorise the Chief Executive Officer to sign the grant agreement;
- 3) Proceed with the 2024/25 budgeted construction of the pathway as stage 1; and
- 4) Include in the proposed Council Municipal Budget for the 2025/26 Financial Year the remaining expenditure of \$75,000 (plus GST) and 50% grant income of \$50,000 (plus GST, if applicable).

CARRIED 6/0

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

Against: Nil



Streets Alive Grant Agreement - Schedule

Grantee Details	
Grantee Organisation Name:	Narrogin Shire of
Grantee Representative	Vicky Eckersley
Legal entity type:	LG
Trading or business name:	Shire of Narrogin
ABN:	46564581944
Email:	cdo3@narrogin.wa.gov.au
Mobile:	0428029009
Grantee registered address:	89 Earl Street, Narrogin, Western Australia, 6312
Project Details	
Project Name:	Narrogin Railway Precinct Pathway
Project Summary:	This project will enhance local infrastructure and promote road safety through community engagement and targeted interventions. Activities include holding a community workshop to finalize the project's design and artwork plan, installing a 200-meter footpath linking the NDVC to the Railway Line pedestrian crossing, adding interpretive signs, outdoor furniture, trees, and landscaping, and commissioning a local artist to create a PM706 replica artwork for traffic calming. A project launch will promote road safety. The project's impact will be evaluated, with insights on local behaviours and attitudes toward road safety.
Project Deliverables	
Project Deliverables:	1. Hold a community engagement workshop for feedback on the artwork design and concept plan for the project, and use this feedback to finalise a formal Action and Design Plan for the project and any artwork. Summarise community engagement insights gained at the workshops into a report to be submitted with the acquittal report. 2. Installation of 200 metre L, 1.8m W, black, asphalt footpath to directly link the NDVC to the Railway line Pedestrian crossing 2. Installation of 2 interpretive footpath signs 3. Installation of outdoor furniture and trees, and other landscaping 4. Engage a local artist to design and install a PM706 replica artwork (up to 20m long) near the road to act as a traffic calming measure. 5. Promote and hold a project launch, to include education on ways to increase road safety and traffic calming. 6. Grantee must seek approval of local landowners, Local Governments, and MRWA (where applicable) prior to the installation of any traffic calming features. 7. Summarise all the insights gained from the evaluation elements including the recorded local behaviours, attitudes, aspirations and values before, during and after the street project has been implemented into a report, and include any evaluative data gathered on changes attitudes toward road safety which shall be submitted with the acquittal. 8. Include all required design, concept, and action plans, community engagement insight reports and evaluation reports compiled over the course of the project as attachments to the

	acquittal report.
Project Location:	Narrogin Railway Precinct
Project Start Date:	03/02/2025
Project Completion Date:	24/04/2026
Financial information	
Total Grant Amount:	\$50,000.00
Payment Schedule:	Not Applicable
Grant Acquittal Report Date:	05/06/2026

Streets Alive Grant Agreement

Vision:

The Streets Alive program aims to create vibrant, safe, and connected communities where empowered citizens are engaged in the planning and transformation of their local streets, making them inclusive places where people of all ages and abilities feel safe and welcome to walk, ride, wheel, play or drive around their neighbourhood.

Program Objectives:

- A. **Build local capability and capacity:** Empower local communities to conceptualise, plan and deliver street improvement and road safety initiatives in their neighbourhoods.
- B. **Change attitudes and behaviours through citizen-led actions:** Foster positive changes in attitudes and behaviours regarding safe speeds and increase awareness of streets as inclusive spaces for all people to walk, wheel, ride, play or drive.
- C. **Enhance the street environment:** Improve the safety of local streets in WA neighbourhoods by making them more vibrant and people-friendly.
- D. **Trial a collaborative model:** Implement and evaluate a new collaborative model for planning and delivering street improvements and road safety initiatives between local governments, community groups and residents.

Guiding Principles:

- 1. **Positive Influence:** act as role models within the communities, fostering beneficial relationships and a can-do spirit.
- 2. **Proactive Engagement:** take initiative in delivering actions and projects that improve our local areas.
- 3. **Apolitical and Independent:** work should transcend political affiliations, focusing solely on community benefits and collaborative engagement with local governments.
- 4. **Inclusivity:** embrace diversity, welcoming all community members to participate and contribute.
- 5. **Resilience and Sustainability:** create vibrant, sustainable places that support the needs of current and future generations, encompassing environmental, social, and economic dimensions.
- 6. **Integrity and Respect:** all operations are grounded in integrity, honesty, and mutual respect, ensuring that all interactions uphold these values.

By signing this funding agreement, all parties acknowledge and commit to the program objectives and principles outlined above, fostering a shared commitment to community enhancement and collaboration.

1. PARTIES

1.1 This Grant Agreement ("**Agreement**") is entered into between Town Team Movement Limited (ACN 623 191 882), 245 Vincent Street, Leederville WA 6000 ("**Town Team Movement**" or "**TTM**") and Narrogin Shire of ("**Grantee**") on the date of execution.

1.2 The Parties agree to the terms outlined below.

2. USE OF FUNDS

2.1 TTM agrees to provide the Grantee with the Grant Funds ("**Grant Funds**") as per the agreed Payment Schedule. Payment will be made within 14 Business Days from receipt of the grant funds invoice.

Invoices should be made out to:

Town Team Movement LTD
245 Vincent Street, Leederville 6007
ABN: 80 623 191 882

2.2 The Grantee must use the funds exclusively for the project for which they have been granted, in accordance with the grant agreement and application, and must exercise good faith, diligence, and best practice standards in their use. The funds provided under this Grant Agreement must not be used for any purpose other than those explicitly outlined in the grant schedule ("Grant Schedule"). Any deviation from the agreed purposes must be submitted in writing as a Grant Variance Request ("Grant Variance Request") and be approved by TTM in advance. Any misuse of funds will be considered a breach of this Agreement and may result in the repayment of the Grant Funds in full by the Grantee and possible legal action.

2.3 Furthermore, the Grantee is required to maintain accurate and comprehensive records of the expenditure of the Grant Funds. These records must be made available to TTM upon request, for the purpose of auditing and ensuring compliance with the terms of this Agreement. The Grantee agrees to submit periodic reports, as specified by TTM, detailing the use of the funds and the progress of the project.

2.4 TTM has no obligation to pay any amount exceeding the Grant Funds.

3. RECOGNITION

3.1 The Grantee agrees to recognise the Streets Alive program and funding partners in the following way:

- (i) Recognise Streets Alive as a supporting partner by displaying the Streets Alive logo or written name on all relevant promotional assets, including but not limited to digital and printed invitations; program materials; event banners and signage; website and social media posts related to the project and event.

- (ii) Where possible, Town Team Movement, Main Roads Western Australia, and WALGA to be tagged in social media posts relating to the project.
- (iii) Provide verbal acknowledgement of Streets Alive support during all official speeches or presentations and at events associated with this agreement.
- (iv) Invite relevant stakeholders, including Town Team Movement and the Minister for Road Safety, to community events or launches related to the project.
- (v) Provide opportunities for Town Team Movement and the Minister for Road Safety to participate in media releases, photo opportunities, or case study features, where appropriate.

4. REPORTING AND ACQUITTAL

4.1 The Grantee shall, within six (6) weeks following the completion of the project, submit to TTM a comprehensive acquittal report using the TTM provided Acquittal Form. This report must include detailed accounts of how the funds were utilised and a thorough assessment of the project's contribution towards achieving the objectives of the Streets Alive initiative. The acquittal report should be prepared in accordance with the guidelines provided by TTM.

4.2 Failure to submit the acquittal report within the specified timeframe may result in TTM taking appropriate measures, which could include, but are not limited to, the recovery of granted funds, withholding of future funding, or other legal actions as deemed necessary under the laws of Western Australia.

4.3 If unused Grant Funds remain at the conclusion of the project and the total amount does not exceed \$500, the Grantee may redirect these funds towards the ongoing maintenance or further delivery of the initiatives resulting from the project. Such redirection must align with the objectives of the Grant Agreement and be documented in the acquittal report.

4.4 Unused Grant Funds may be returned using the following account information:

Town Team Movement
245 Vincent St, Leederville 6007
ABN: 80 623 191 882
BSB: 633 000
Account: 214 661 837

4.5 The Grantee agrees to complete the Pre-Project Capability and Capacity Building Reflection prior to submitting the signed agreement and to complete the Post-Project Capability and Capacity Building Reflection as part of the acquittal process.

5. RECORD KEEPING

5.1 The Grantee shall maintain accurate and comprehensive records of all expenditures incurred under the terms of this Grant Agreement. These records shall include, but not be limited to, invoices, receipts, bank statements, and any other documents relevant to the financial transactions associated with the project funded by this Grant Agreement.

5.2 The records referred to in clause 5.1 above must be retained for a period of no less than seven (7) years following the completion of the project or the termination of this Grant Agreement, whichever occurs later. The Grantee is required to make these records available to TTM upon request, for purposes of audit, examination, excerpts, and transcriptions.

5.3 In addition to the above, the Grantee must submit an acquittal report as defined in this Agreement. This report shall detail the utilization of funds and assess the project's contribution towards the objectives of the Streets Alive initiative. The acquittal report must be provided to TTM in accordance with the timelines and format as requested by TTM.

6. INSURANCE

6.1 The Grantee shall, at its own expense:

- (i) effect and maintain, throughout the Term, adequate insurance with a reputable and solvent insurer that carries on an insurance business in Australia and is authorised in Australia to operate as an insurance company;
- (ii) punctually pay all premiums and amounts necessary for effecting and maintaining that insurance;
- (iii) not vary, let lapse, or cancel that insurance; and
- (iv) advise TTM within five (5) Business Days if the insurer providing that insurance changes,

and, for the avoidance of doubt, in this clause 6, 'adequate insurance' means insurance cover for the potential liabilities arising from or in connection with this Agreement, may include:

- public liability insurance;
- workers' compensation insurance;
- voluntary workers personal accident insurance ; and
- property insurance covering loss of or damage to any property that the Grantee uses in for the purposes of the grant for its full replacement value.

6.2 If and when requested by TTM, the Grantee must provide either or both of the following:

- (i) a written statement of the applicable insurance cover held by the Grantee; and
- (ii) a copy of any policy of insurance, a Certificate of Currency, and receipts for premiums in connection with any policy of insurance.

6.3 If adequate insurance is not effected and maintained by the Grantee or the Grantee is otherwise unable to meet its obligations under this clause (the situation):

- (i) the Grantee must advise TTM within five (5) business days of becoming aware of the situation;
- (ii) TTM may withhold the payment of Grant Funds until it is satisfied the situation can be resolved;
- (iii) the Grantee must take all necessary and practicable steps to resolve the situation without the involvement of TTM or Main Roads Western Australia; and
- (iv) a failure to resolve the situation may result in the termination of this Agreement.

7. CONFLICT OF INTEREST

7.1 In the event of any actual or potential conflict of interest that was not disclosed by the Grantee during the application process for the Grant Agreement, the Grantee shall disclose such conflict to TTM as soon as practicable after becoming aware of it. This disclosure shall include all relevant details necessary for TTM to fully understand the nature and extent of the conflict.

7.2 Upon receipt of a disclosure of conflict of interest, TTM reserves the right to take any action it deems appropriate, including but not limited to, requiring the Grantee to take specific measures to mitigate the conflict, or, in severe cases, terminating the Grant Agreement in accordance with its terms.

7.3 The Grantee agrees to abide by the Vision and Guidelines outlined at the beginning of this agreement and therefore to provide full cooperation in any investigation conducted by TTM regarding any disclosed or suspected conflict of interest. This includes providing access to any relevant records or information as defined in this Grant Agreement.

7.4 If the Grantee breaches this clause, then the Grantee agrees that it will repay the Grant Funds in full to TTM.

8. MAINTENANCE

8.1 The Grantee is responsible for ensuring the ongoing maintenance and upkeep of any works, improvements, or initiatives resulting from the project funded under this Grant Agreement. This responsibility may be delegated to a third party, such as a Local Government Authority or another organization, provided the delegation is formalized through written agreement with the third party.

9. INDEMNITY

9.1 The Grantee shall indemnify and hold harmless TTM, its officers, employees, agents, and successors from and against any and all liabilities, damages, losses, costs, expenses (including legal fees), claims, and demands arising directly or indirectly out of or in connection with the

activities conducted under the scope of this Grant Agreement, including but not limited to any breach of this Agreement by the Grantee or any other obligations that arises due to this Agreement, any tortious, willful, criminal or other wrongful or unlawful act or omission of the Grantee or its employees, contractors, officers or agents, or breach of any law.

9.2 This indemnity shall survive the termination or expiration of this Grant Agreement and shall include, without limitation, any costs and expenses incurred in defending any such claim, demand, action, or proceeding.

9.3 If the Grant Funds are not sufficient to meet any of the outcome and activities outlined in the application, then the Grantee is solely responsible for funding any shortfall to meet the outcome and activities.

9.4 TTM's liability under all circumstances is limited to the amount of the Grant Funds.

10. MISCELLANEOUS

10.1 This Agreement shall be governed by and construed in accordance with the laws of Western Australia.

10.2 Any disputes arising out of or in connection with this Agreement shall be submitted to the exclusive jurisdiction of the courts of Western Australia.

10.3 Any notice required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been sufficiently given if delivered by hand, sent by registered mail, or by email to the address or email address specified in this Agreement, or such other address or email address as may be subsequently notified by one Party to the other.

10.4 This Agreement constitutes the entire agreement between the Parties and supersedes all prior agreements, understandings, negotiations, and discussions, whether oral or written.

10.5 The failure of either Party to enforce at any time any of the provisions of this Agreement shall not be construed to be a waiver of such provision or the right thereafter to enforce each and every provision.

10.6 No waiver of any breach of this Agreement shall be considered as a waiver of any subsequent breach of the same or any other provision.

10.7 If any provision of this Agreement is held by any court or other competent authority to be void or unenforceable in whole or in part, the other provisions of this Agreement and the remainder of the affected provisions shall continue to be valid.

10.8 The rights and obligations of the Parties under this Agreement shall not be assignable by either Party without the prior written consent of the other Party, except that TTM may assign its rights and obligations under this Agreement to any of its affiliates or to any successor in interest of its business.

EXECUTION

GRANTEE

Executed by Narrogin Shire of
in accordance with section 127 of the Corporations Act 2001 (Cth):

.....
Signature

.....
Date

.....
Full Name (BLOCK LETTERS)

.....
Position

TOWN TEAM MOVEMENT

Executed by TOWN TEAM MOVEMENT LTD
in accordance with section 127 of the Corporations Act 2001 (Cth):

.....
Signature

.....
Date

.....
Full Name (BLOCK LETTERS)

.....
Position

Glossary of Terms

This Glossary of Terms is provided to ensure clarity and mutual understanding of the terms used throughout this Grant Agreement. The following definitions shall apply:

Acquittal Report: A comprehensive report submitted by the Grantee detailing the utilisation of funds and the assessment of the project's contribution towards the objectives of the Streets Alive initiative. An Acquittal Report form will be provided by TTM.

Records: Accurate and comprehensive documentation of all expenditures incurred under the terms of this Grant Agreement, including invoices, receipts, bank statements, and any other documents relevant to the financial transactions associated with the project funded by this Grant Agreement.

Conflict of Interest: Any situation where the Grantee's personal interest, or interests of their immediate family, business partners, or associates, could improperly influence the performance of their obligations under this Grant Agreement.

Payment Schedule: The Payment Schedule provided by TTM to the Grantee which may include periodic payments.

Grant Funds: The amount referred to in the Grant Schedule.

Grant Schedule: The section of the agreement that outlines the Grantee details, project details, project deliverables and financial information including the total funding amount and payment schedule.

Grant Variance Request: Refers to a request to make any changes to the Grant Agreement deliverables, timeline, or budget.

MRWA: Main Roads Western Australia

Term: The period of time from the execution of the Agreement until the Acquittal Report is accepted.

SHIRE OF NARROGIN RAILWAY PRECINCT PATHWAY

Streets Alive Project Rationale

Q1 What problem does this project seek to address, and what motivated your organisation to deliver it?

Narrogin is the regional centre for the Southern Wheatbelt. Its history is strongly linked to the railway line that connected Albany to Beverley in the late 1880s. Narrogin remained a major rail centre until the late 1970s. Narrogin Railway Station is a heritage listed building which underwent significant restoration and financial investment between 2021-2023. Until then the area and building were abandoned and unused. It now houses the Narrogin and Dryandra Visitors Centre (NDVC). The NDVC also features heritage train related displays, an artist-in-residence space and a workshop for Noongar artists. It is also home to renowned N-scale model railway depicting Narrogin in the 1960s. The station has become a key tourist destination with approximately 4,000 visitors per year. The station is a thriving community hub and a central point of pride for the local community, reflecting the rich history of the railway era. The NDVC is staffed 7 days per week by dedicated community members in a voluntary capacity. This is a testament to the community pride, engagement and connection to the town's history. The railway station is often referred to as the "heart of the town" It is run by the community, for the community. This project will be an extension of this concept.

The NDVC is located on Pioneer Drive. The Great Southern Highway by-pass is called Pioneer Drive, completed in 2017. It comprises of 4km of road linking Narrogin town site to the Great Southern Highway at its North and South points. It runs parallel with the railway line. There is one universally accessible pedestrian crossing over the railway line. There is currently no way for pedestrians to walk from CBD to the Visitors Centre. Furthermore, Pioneer Drive is a busy road and particularly utilised by trucks and heavy vehicles. Speed management remains a real concern on this road. The verge between Pioneer Drive and the Railway line is currently not utilised.

Pioneer Drive and indeed, the railway line divides the town in half (East and West). CBD and two primary schools are on the West division and the High School and 3rd primary school are on the East side. Therefore, the pedestrian crossing is well utilised and an excellent spot for speed education as vehicles pass.

This project will link the NDVC to the CBD via the pedestrian crossing. It will create a safe pathway for the community to utilise alongside Pioneer Drive. The space will be activated with landscaping, a picnic bench and BBQ. A large metal artwork will be installed in the form of a steam train replica.

Part of the broader project is in relation to the heritage listed Goods Shed. The Goods Shed is part of the railway precinct and will also be restored to house heritage and vintage railway equipment. The current financial year budget has allocated \$285,000 to the Good Shed upgrade. The original steamer locomotive PM706 is being returned to the Shire of Narrogin in November 2024 and following repairs will be displayed at the Goods Shed. This is a significant milestone as PM706 is a treasured piece of Narrogin History and its return is much anticipated in our community. The Public Art Strategy of Narrogin identified the railway buildings including the Goods Shed present exciting opportunities for space activation through public art. Further development here is planned.

In order to ensure this pathway project will be truly place making, the Shire of Narrogin has ensured they meet the following criteria:

- Things to do and see – the NDVC will be the main focal point. The metal artwork which is over 20m long and a replica of PM706 will also be a major attraction.
- Accessible – the NDVC car park has accessible parking and a ramp to access the building. The pathway will also be accessible and in line with the SoN Disability Access and Inclusion Plan
- Places to sit and relax – the installation of the picnic bench and rest area with a bin for litter
- Green – landscaping is a key aspect of this project. The recommendations as detailed in the 2016 Narrogin Townscape Study Review by H&H Architects and Malone Design will be planted. This detailed document recommends continuing the existing species Eucalyptus Naculata and spotted gum for tall shade structure.
- Appropriate shade and sun – the natural shade will be utilised and considered
- People who care for and look after the space – ultimate responsibility will be the Shire of Narrogin and this space will fall under the works team. However, Narrogin Towns Team are heavily involved.

The SoN is aiming to build a community beyond agriculture and instead, building a legacy that preserves the history and culture of this town. The railway history in Narrogin is a distinct and celebrated chapter that fosters pride and connects them to other wheatbelt communities. This will become a space to engage and preserve the local history. The value to the community was clearly demonstrated with Narrogin's formation of a "Friends of the Railway Committee in 1994. Although this group has now ceased, many members are still in the community and passionate about the Railway Station and precinct upgrades. Narrogin railway station has made lifelong contributions to the community's sense of place with generations of reminiscences that evoke the memories and nostalgia of past events, arrivals, departures and working on the railway.

Q2 Describe the long-term vision for this local street

The vision is to enhance traffic safety and street vibrancy by improving the public space along Pioneer Drive. The currently unused space will see a 200 metre long, 1.8m wide, black, asphalt footpath installed directly linking the NDVC to the Railway line Pedestrian crossing that leads directly to CBD. There will be an opportunity for walkability that currently does not exist, The pathway will allow for active transport- walking, cycling, e-scooter, running and this will vastly improve pedestrian safety. A rest area and picnic bench will be installed as a place to linger, gather and socialise. The furniture will provide an opportunity for visitors to interact with one another and their environment. The picnic table will be underneath a large existing tree which will provide natural shade. Tree planting and shrubbery will also be planted that road users will see as they drive past and pedestrians can enjoy. This will improve the aesthetics of the area and will provide environmental benefits as they reduce CO2 emissions. The vision is to improve road safety, by activating this unused space, road users will see signs of life, and take ownership of this area. It is envisaged this will naturally calm the traffic as drivers show caution and slow speeds. Four (4) interpretive signs will be placed along the footpath. This will assist with creating a cohesive message and brand for the public space which will in turn increase public understanding of the history and culture in this area. They will aid the community's understanding of the project goals and explain the purpose of the new space. Lastly, a local metalwork specialist will create a PM706 replica artwork (up to 20m long) will be installed as an opportunity for photographs and to unite the railway heritage to this space activation. The metalwork will be seen from the road.

The final step of stage one will be to activate the space by engaging the community to host events or programs. It is hoped that a fun and festive atmosphere will be created in an opening event that will attract a broad range of audience. The opening event will include a free community sausage sizzle and Welcome to Country. The Shire of Narrogin will supply a selection of Giant Games and local musicians will be invited to perform. In conjunction with the Narrogin Towns Team community excitement about and ownership of this new public space will be generated by a series of events in the first three (3) months. Local yoga, martial arts, aerobics and art instructors will be invited to run a series of classes in the space. The local dog training club will be invited to include this space in their scent training and loose lead walking classes. The local Family Day Care will be invited to bring their children to explore the new space and an Easter Egg Hunt will be hosted by the Shire of Narrogin.

The second stage of this project, once stage one is completed is to install a children's playground, additional seating and lighting. This will be subject to future successful grant funding. These additional elements will act as further traffic calming measures. With the underlying theme of Rail Heritage throughout the town, the materials and designs for benches and lighting on this footpath. In the future timber batten benches would be ideal as there may be in full sun and will not get as hot as the metal equivalent. The playground equipment would be in natural style. Further metal artwork has been earmarked for the second stage to include native animals to the near by Dryandra woodland including numbats. A third stage would include a public toilet.

A relevant project also underway is the Narrogin-Williams Rail Trail which is currently in Feasibility Study stage and has utilised considerable community engagement via in person workshops. Construction is due to begin 2025/6 and is a collaboration with adjacent Shire of Williams. The rail trail will begin at the Narrogin Railway Station. This is a major project while will activate the railway precinct area.

The vision for the outcomes of this project are:

- an activated space for the community to gather,
- to increase road safety for pedestrians by providing a safe walkway
- to add vibrancy to the roadside
- increase community connection
- promote road safety for drivers and calm traffic
- improve walkability
- promote safe active travel
- to make the visitors centre more welcoming
- increase community connection
- connect the visitors centre to the CBD
- reduced car dependency
- permanent speed reduction along Pioneer Drive

Q3 Please outline how you will deliver your project through the research, design, implementation and evaluation phases and how you the approach meets funding objectives. Please ensure you identify the stakeholders you will collaborate with, describing how the community will or has been involved:

a) Research Phase

This project has been extensively planned over many years. There was significant community engagement during the development of the Narrogin Heritage Railway Precinct Masterplan. The Masterplan was created in 2021 by the Office of Regional Architecture (ORA). A series of workshops and in-person conversations with community and stakeholders was recorded. More recent community engagement via the NDVC was sought. Community engagement is at the heart of this project. During the development of the Strategic Community Plan (2017-2027). Multiple community workshops and separate Stakeholder workshops with over 45 organisations invited, and an Indigenous workshop attended by 20 participants. Roads, verges and footpaths were deemed to be of high importance and low satisfaction to the community. Therefore, it is a key area that the SoN are addressing to improve. One of the key objectives is to promote social interaction by building on the strong community spirit and pride.

b) Design Phase

Jesse Brampton at Kulbardi Hill Consulting has completed several projects within the Shire of Narrogin including the design and installation of interpretive signage. In order to maintain consistency with the signage, it is planned to utilise their services for this project. There are currently four (4) panels within the railway precinct including on the train platform to inform of the historic railway activity are in situ.

The train metal artwork (design and fabrication) will be completed by Paul Elliott, trading as Rekindled Metal, local metal work artist . He is responsible for the design and fabrication of the train metal artwork. Paul will also collect stories from local residents and integrate them into the artworks design, creating a meaningful connection to the community's heritage. Paul completed a major project for the Shire of Narrogin in 2021 where he designed and manufactured metal artwork seating benches around the Railway Dam. Other quotes were obtained, but Paul is the chosen contractor because his work is top quality, he is local and he understands the complexities of this project. He has suggested entwining the local stories and history in to this metal artwork.



Photo 1 – Paul Elliott's previous work at Narrogin's Railway Dam

The design phase of this project has been strengthened by a number of consultants as detailed in question 4.

The footpath will be designed and installed by the Executive Manager Technical Services at the SoN in collaboration with his in-house works team.

c) Implementation Phase

The current user experience of driving along Pioneer Drive is dull. Drivers become disengaged. The verge side is unattended. The community perception of this area is that it is uncared for and disused. This project will change public perception that the SoN green spaces are uncared for. Narrogin Towns Teams will assist in the implementation phase, particularly in the landscaping and has offered to assist in the planting. This will become a community event in itself. This project will be a collaboration between the SoN and the community, for the community. The many volunteers at the NDVC will also be actively involved. The new pathway will be a cause for celebration. The attached project timelines indicate the timeline of the implementation phase,

Local Business involvement will be a paramount aspect of this project. The Narrogin Chamber of Commerce are extremely supportive and improving the streetscape is a priority for all parties. Local businesses will be surveyed at the start of the project, at completion and at 6 and 12 months post project to determine increase in foot traffic and trade,

d) Evaluation Phase

As Narrogin acts as a “big brother” to many smaller Local Governments, it is planned that they will share their learning on this project. Adjacent local Governments will be invited and given an opportunity to understand the planning and grant funding process, sharing this information is a fundamental part of this process.

Community consultation will continue through the evaluation phase, both in person with a workshop planned to understand the community’s feedback about the activation of this space and to assist with the future development planning process. An online survey will also be published. SoN will record local behaviours, attitudes, aspirations and values before, during and after the street implementation has been implemented. The results will be available at time of grant acquittal.

Q4 Does your project align with other relevant frameworks or strategies

There are a number of Local Government strategies and frameworks that this project aligns with:

- Office of Regional Architecture (2021) Narrogin Heritage Railway Precinct Masterplan attached to this application
- H&H Architects (2016) Narrogin Townscape Study Review
Made several recommendations to improve the walkability in Narrogin CBD, ensuring paths are linked to key areas, ensuring pathways are accessible. Specific mention to the Heritage listed railway station and improving visitor experience. A key recommendation of this study is to re-open the pedestrian link between the Railway Station and Egerton Street, which this project would accommodate.
- Heritage Intelligence WA (2023) Narrogin Railway Interpretation Project – Final Report
Detailed report outlining the future opportunities for the activation of the railway station and the Goods Shed. The report recognises the social and value to the community and its connection with this history.

- Heritage Intelligence WA (2020) The Narrogin Railway Station and Goods Shed Conservation Management Plan This report provides guidance for the future conservation and development of the Railway Precinct. It also provides an indepth community consultation and recommendations for adaptive reuse.
- Heritage Intelligence WA (2021) The Narrogin Railway Station and Goods Shed Adaptive Reuse Strategy. Attached to this application, significant community consultation was undertaken as described on page 11 of the strategy.
The community engagement demonstrated significant and often poignant memories and associations with the railway station, and almost without exception responses were positive and enthusiastic regarding future opportunities. This 54 page report has a number of photos before the railway station upgrades showing the dilapidated state.
- Shire of Narrogin Public Art Strategy and Masterplan (2019) details the public art themes and narratives for the Shire. The railway history is a key theme explored.
- Shire of Narrogin Strategic Community Plan (2017-2027) outlines the community engagement and the areas the community has identified as a priority.
- Shire of Narrogin Corporate Plan (2024-2028) outlines the budget for the Good Shed redevelopment and the relocation of PM706
- Shire of Narrogin Walk Trails Masterplan
- Shire of Narrogin (2024) Disability and Inclusion Plan
- Narrogin Tourism Strategy

This project aligns to Aust Roads Guide to Road Design Part 6A: Paths for Walking and Cycling (2021) with the 2023 Main Roads WA Supplement to Austroads Guide to Road Design - Part 6A - Paths for Walking and Cycling.

SHIRE OF NARROGIN RAILWAY PRECINCT PATHWAY

Project Timeline

Task	Date
Pathway construction commence	3 Feb 2025
Community engagement and associated metal work design commence	3 Feb 2025
Installation of the picnic table, bin and public BBQ	30 Sept 2025
Fabrication of the metal artwork	30 June 2025
Delivery and Installation of the metal artwork	30 March 2026
Landscaping	30 March 2026
Project Complete	24 April 2026
Opening Ceremony	2 May 2026
Grant acquittal	29 May 2026

10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

10.4.1 AMENDMENTS TO THE TERMS OF REFERENCE OF THE AUDIT AND RISK COMMITTEE

File Reference	13.3.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	22 January 2025
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Council Committees and Reference Groups – Establishment & Terms of Reference 2. Advertisement for Expressions of Interest for Independent Members ARIC	

Summary

This report recommends amendments to the Council's adopted Terms of Reference (ToR) and name for the Audit and Risk Committee. The amendments are required to comply with changes to the Local Government Act 1995, particularly Sections 7.1A, 7.1B, and Clause 69 of Schedule 9.3, Division 7, as well as the Local Government Amendment Regulations 2024. These amendments mandate the establishment of an Audit, Risk and Improvement Committee (ARIC). The new requirements include appointing independent Presiding and Deputy Presiding Members through an open advertising process. Compliance must be achieved by 30 June 2025.

Background

The Local Government Act 1995 and the Local Government Amendment Regulations 2024 have introduced changes to enhance governance, transparency, and accountability in local government operations. Key changes include the mandatory establishment of an ARIC and the requirement for independent leadership of the committee. These changes align with sector-wide improvements and aim to strengthen oversight of risk management, internal controls, financial reporting, and organisational improvement.

Currently, the Council's Audit and Risk Committee operates under adopted ToR that do not reflect the legislative changes. For compliance, these ToR must be updated to:

1. Establish an ARIC with broadened functions; and
2. Include provisions for appointing an independent Presiding Member and Deputy Presiding Member.

An advertisement has been prepared (Attachment 2) seeking expressions of interest for independent committee members, aiming to attract suitably qualified individuals to provide valuable expertise and perspectives to support the Shire's governance and strategic financial oversight.

Consultation

Consultation has been undertaken with:

- The Shire President; and
- Relevant internal stakeholders, including the Executive Leadership Team.

Statutory Environment

The legislative framework relevant to this report includes:

- Local Government Act 1995:
 - o Sections 5.8, 7.1A and 7.1B, and Clause 69 of Schedule 9.3, Division 7, which mandate ARIC establishment and independent leadership.
- Local Government Amendment Regulations 2024:
 - o Provides specific guidance and requirements for ARIC operations.

Key provisions include:

- Section 7.1A: “A local government is to establish an Audit, Risk and Improvement Committee to assist in carrying out its functions under this Act, with a focus on monitoring risk, financial management, and continuous improvement.”
- Section 7.1B: “The Presiding Member and Deputy Presiding Member of the Audit, Risk and Improvement Committee must be independent individuals who are not councillors or employees of the local government.”

These provisions form the basis for the required amendments to the Council's ToR.

Policy Implications

Amendments to the ToR will align the Council's policies with statutory requirements and best practices. Further, the Council's policies on recruitment and appointment will guide the advertising and selection of independent committee members.

Sustainability & Climate Change Implications

Environmental – Enhanced oversight may lead to better environmental compliance and resource management.

Economic – Improved risk management and governance practices will enhance financial sustainability.

Social – Transparent and inclusive governance will strengthen community trust.

Financial Implications

Costs associated with:

- Advertising for independent members: Estimated \$1,000
- Remuneration for independent Presiding and Deputy Presiding Members: To be determined, with provision in the 2025/2026 Budget, will amount to approximately \$2,000 per annum.

The fees for independent members is determined by the Salaries and Allowances Tribunal (WA) pursuant to, [Local Government Chief Executive Officers and Elected Members Determination No 1 of 2024](#).

Currently the meeting fee is set at a minimum of \$0 and a maximum of \$224 per meeting. It is proposed that the Council agree on the sum of \$224 per meeting for both the Presiding Member and Deputy Presiding Member. Currently the Council's Audit and Risk Committee meets approximately three (3) times per year with an average duration of one (1) hour per meeting and is normally convened at

approximately 4:00pm during weekdays. There is, of course, required pre-reading and preparation for these meetings also expected.

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)
Failure to comply with legislative requirements by 30 June 2025 poses legal and reputational risks. Amending the ToR mitigates these risks and ensures alignment with best practices.	Unlikely (2)	Major (4)	Medium (5-9)	Compliance Requirements	Control through regular reviews of legislative requirements to ensure ongoing compliance.

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of eight (8) has been determined for 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 amendments to the ToR are necessary to meet legislative requirements and support the Shire's commitment to good governance. Adopting an advertising process for independent leadership, will enhance transparency and attract qualified candidates.

It is proposed that the positions be advertised in accordance with the principals of Attachment 2, commencing late February 2025 and concluding late March 2025, on the Shire's website, Facebook, Public Noticeboards, and in the Narrogin Observer (Narrogin Narrative).

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 190225.12

Moved: Cr Pomykala

Seconded: Cr Broad

That with respect to amendments to the Local Government Act 1995, specifically sections 7.1A & 7.1B, relating to the requirement for Local Governments to have 'Audit, Risk and Improvement Committees', Council:

- 1) Note the change of title of the Council's 'Audit and Risk Committee' to the 'Audit, Risk and Improvement Committee (ARIC)';
- 2) Approve the changes to the Terms of Reference and membership of the ARIC in accordance with Attachment 1;
- 3) Authorise the Chief Executive Officer to advertise for an independent Presiding Member and independent Deputy Presiding Member, for the Council's ARIC, as detailed in Attachment 2, with the meeting fee for either position being \$224 per meeting, with referral of all nominees to Council for consideration; and
- 4) Request the Chief Executive Officer to ensure that the implementation of these amendments is completed by 30 June 2025 to comply with the Local Government Act 1995 and Local Government Amendment Regulations 2024.

**CARRIED 6/0
BY ABSOLUTE MAJORITY**

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

Against: Nil



COUNCIL COMMITTEES and REFERENCE GROUPS

Establishment & Terms of Reference

~~Re-established~~Amended ~~23 May 2024~~19 February 2025

History Summary

Item	Date	Action	Description
1	25 October 2016	Adopted	Resolution of Council 1016.166
2	20 December 2016	Amendment	Resolution of Council 1216.197 Terms of Reference for Australia Day & Honours Committee Changes incorporated: – - changes to title of the Awards throughout; - an additional category, to be consistent with the State Awards; and - reference to place of residence being removed as a criterion for nomination.
3	22 March 2017	New	Resolution of Council 0317.027 Adoption of Terms of Reference for establishment of Roads Reference Group.
4	27 September 2017	Amendment	Resolution of Council 0917.108 Amendment to Narrogin Airport Committee Membership
5	25 October 2017	Amendment	Resolution of Council 1017.123 Community Chest Reference Group and road Reference Group – no voting rights to Shire staff. Appointment of various delegates and Committee members and revocation of all previous appointments including those appointed pursuant to resolution 0917.108
6	26 September 2018	Amendment	Resolution of Council 0918.087 The Senior Officer responsible is changed from the Manager Leisure and Culture, to the Executive Manager Development and Regulatory Services.
7	28 November 2018	Amendment	Resolution of Council 1118.116 Narrogin Airport Committee – inclusion of Narrogin Gliding Club, Narrogin Flying Club, St John Ambulance to Committee Membership.
8	19 December 2018	Amendment	Resolution of Council 1218.128 Responsible Officer changed to Executive Manager DRS, Schedule 1.4 changes to advertising and nomination periods, Increase committee membership from 5 to 8, Increase quorum from 3 to 4, Increase community members from 0 to 3.
9	23 October 2019	Re-established	Resolution of Council 1019.012 Review and re-establishment of Committees in accordance with Local Government Act 1995 section 5.8 and re-appointment of members s.5.10 and 5.11, Bush Fires Act 1954, section 67 and Emergency Management Act 2005, section 38.
10	28 November 2019	Amendment	Resolution of Council 1119.017 Australia Day & Honours Committee clause 11e changed from: <i>Unsuccessful nominees may be re-nominated in future</i>

Item	Date	Action	Description
			<i>years; to read as: Unsuccessful nominees may be either recommended and / or re-considered in future years.</i>
11	25 March 2020	Amendment	Resolution of Council 0320.010 Townscape Advisory Committee – Role and Scope point 4 changed from “quarterly” meetings to “every six weeks”.
12	23 June 2020	Amendment	Resolution 0220.010 Community Chest Reference Group to include assessment of Landcare applications for recommendation to Council.
13	23 June 2020	Amendment	Resolution of Council 0420.010 (Part 7) Expand membership of LEMC to include a representative of the Dept. of Education.
14	30 September 2020	Amendment	Resolution of Council 0720.003 Townscape Advisory Committee – new role and scope, point 5, the Committee is to make recommendations to Council to applications for grants made by businesses pursuant to the Colour Palette and Sign Guide (CBD) Policy.
15	11 March 2021	New Committee of Council	Resolution of Council 0221.016 New Code of Conduct for Council Members, Committee Members and Employees – New Conduct Complaints Committee.
16	11 March 2021	Edited Appendix 1	Resolution of Council 0221.016 Replaced reference to the former Code of Conduct with the new Code of Conduct.
17	27 October 2021	Re-established	Resolution of Council 1021.010 Review and re-establishment of Committees in accordance with Local Government Act 1995 section 5.8 and re-appointment of members s5.10 and 5.11, Bush Fires Act 1954, section 67 and Emergency Management Act 2005, section 38.
18	25 March 2022	Amended	Appendix 3 – Other Shire established groups – Occupational Health and Safety Committee amended to Work Health and Safety Committee
19	27 October 2023	Re-established	Resolution of Council 251023.09 Review and re-establishment of Committees in accordance with Local Government Act 1995 section 5.8 and re-appointment of members s5.10 and 5.11, Bush Fires Act 1954, section 67 and Emergency Management Act 2005, section 38.
20	23 May 2024	Amended	1.3 Joint Local Emergency Management Committee (Shire of Cuballing and Shire of Narrogin)
21	19 February 2025	Re-established	Resolutions of Council XX & XX Amend to reflect the requirements of section 5.12 of the Local Government Act 1995, as amended by the Local Government Amendment Act 2024. Appoints and endorses members as the Council-appointed Presiding Members for their respective committees.

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TOR Schedule 1.1 – Risk Management

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1.3 Local Emergency Management Committee

1.4 Australia Day and Honours Advisory Committee
TOR Schedule 1.4 – Honours and Awards Processes and Criteria

1.5 Townscape Advisory Committee

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~~1.7 — Code of Conduct Complaints Committee~~

~~Section 2 — Reference Groups~~

~~2.1 — Community Assisted Transport Service (CATS) Stakeholder Reference Group~~

~~2.2 — Community Chest Grants Reference Group~~

~~2.3 — Roads Reference Group~~

~~Appendices~~

~~Appendix 1 — Standard conditions for establishment of Council Committees~~

~~Appendix 2 — Criteria for community members of Council Committees and Groups~~

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Section 1 - Committees of Council

1.1 Audit, Risk and Improvement ~~Advisory~~ Committee

Statutory context	—Local Government Act 1995 – • <u>Part 5, Division 2</u> • Part 7 — Audit Local Government (Audit) Regulations 1996 Appendix 1 – Standard conditions for establishment of Council Committees	
Council context	Appendix 1 – Standard conditions for establishment of Council Committees	
History	Established	25 October 2016
	Reviewed	23 October 2019
	Reviewed	27 October 2021
	Reviewed	25 October 2023
	<u>Amended</u>	<u>19 February 2025</u>

Establishment

Objectives To exercise responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

To assist Council in discharging its legislative responsibilities of controlling the local government's affairs and ~~determining the local government's policies~~ pertaining to its finances and overseeing at a strategic level the allocation of the local government's finances and resources.

To ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

To facilitate –

- the enhancement and objectivity of internal and external financial reporting;
- effective management of financial and other risks and the protection of assets;
- compliance with laws and regulations as well as best practice in auditing;
- the coordination of the internal audit function with the external audit;
- the effective communication between the auditor, the CEO and the Council.

Membership

Composition resolved by Council		
Nomination of	No.	
<u>Presiding Member (Not an Elected Member or Employee)</u>	<u>1</u>	<u>Vacant - From 1 July 2025</u>
<u>Deputy Presiding Member (Not an Elected Member or Employee)</u>	<u>1</u>	<u>Vacant - From 1 July 2025</u>
Elected members, including ex-officio	<u>7</u>	<u>Shire President the Presiding Member until 1 July 2025</u>

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Employees, including ex-officio	0	
Other persons – Community at large	0	
- Specified organisations	0	
Total Membership	<u>7,</u> <u>however</u> <u>9 from 1</u> <u>July</u> <u>2025</u>	
Quorum	<u>4,</u> <u>however</u> <u>5 from 1</u> <u>July</u> <u>2025</u>	<u>No additional criteria</u>

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Required staff attendance (non-voting) –

Primary	Secondary
Chief Executive Officer	
Executive Manager Corporate & Community Services	Manager Corporate Services

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Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

Senior Officer responsible	Executive Manager Corporate & Community Services
Initial contact person	Executive Manager Corporate & Community Services

Role and Scope of Committee

1. Audit –
 - a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.

- ~~b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.~~
 - ~~e) Develop and recommend to Council –
 - ~~— a list of those matters to be audited; and~~
 - ~~— the scope of the audit to be undertaken.~~~~
 - ~~d) Recommend to Council the person or persons to be appointed as auditor.~~
 - ~~e) Develop and recommend to Council a written agreement for the appointment of the auditor, which is to include –
 - ~~— the objectives of the audit;~~
 - ~~— the scope of the audit;~~
 - ~~— a plan of the audit;~~
 - ~~— details of the remuneration and expenses to be paid to the auditor; and~~
 - ~~— method/s to be used by the local government to communicate with, and supply information to, the auditor.~~~~
 - ~~f)b) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions.~~
 - ~~g)c) Liaise with the CEO to ensure that the local government does everything in its power to –
 - ~~- assist the auditor to conduct the audit and carry out his or her their other duties under the Local Government Act 1995; and~~
 - ~~- ensure that audits are conducted successfully and expeditiously.~~~~
 - ~~h)d) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
 - ~~- determine if any matters raised require action to be taken by the local government; and~~
 - ~~- ensure that appropriate action is taken in respect of those matters.~~~~
 - ~~i)e) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.~~
 - ~~j)f) Review the scope of the audit plan and program and its effectiveness.~~
 - ~~k)g) Review the local government's draft annual financial report, focusing on:
 - ~~- accounting policies and practices;~~
 - ~~- changes to accounting policies and practices;~~
 - ~~- the process used in making significant accounting estimates;~~
 - ~~- significant adjustments to the financial report (if any) arising from the audit process;~~
 - ~~- compliance with accounting standards and other reporting requirements;~~
 - ~~- significant variances from prior years.~~~~
 - ~~l)h) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.~~
 - ~~m)i) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference.~~
 - ~~n)j) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.~~
 - ~~o)k) Review the Statutory Compliance Return and make a recommendation on its adoption to Council.~~
2. Risk Management –
- a) Oversight in the areas of risk management, internal control and legislative compliance in accordance with the Local Government (Audit) Regulations 1996 r.17.
 - b) Consider, approve and review the annual Internal Audit Plan
 - c) Advise Council on performance against the adopted Internal Audit Plan.
3. CEO support and advice –
- a) Provide the CEO with interim advice of a complex or confidential nature on request by the CEO.

– End of TOR

Notes

Frequency – minimum two per annum, to consider the Compliance Annual Return, Audit Report, Annual Financial Report and Annual Report ~~more~~ as required.

TOR Schedule 1.1 – Risk Management

**AUDIT, RISK AND IMPROVEMENT ADVISORY COMMITTEE INTERNAL RISK MANAGEMENT
REVIEW TEMPLATE REPORT**

Report prepared by Executive Manager Corporate & Community Service

Rating key: A: Acceptable I: Improvement required. U: Unacceptable, requires attention.

1. RISK MANAGEMENT			
a) The following considerations were based on the Department of Local Government & Communities Operational Guideline, No.09 dated September 2013:			
Considerations	Rating	Observation	Strategies
(1) Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered.		•	Action required: •
(2) Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time.		•	Action required: •
(3) Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas: (a) potential non-compliance with legislation, regulations and standards and local government's policies; (b) important accounting judgements or estimates that prove to be wrong; (c) litigation and claims (d) misconduct, fraud and theft (e) significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, work health and safety, and how they are managed by the local government.		•	Action required: •
(4) Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported.		•	Action required: •
(5) Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance.		•	Action required: •
(6) Reviewing the effectiveness of the local government's internal control system with management and the internal and external auditors.		•	Action required: •

(7) Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk.		•	Action required: •
(8) Assessing the local government's procurement framework with a focus on the probity and transparency of policies, procedures & processes and whether these are being applied.		•	Action required: •
(9) Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment.		•	Action required: •
(10) Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.		•	Action required: • }

2. INTERNAL CONTROL

- a) Internal Control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency.
- b) Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.
- c) Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

(1) Management Practices: (a) Separation of roles and functions, processing and authorisation: (i) integrity and ethics; (ii) documented policies & procedures, delegated authority, levels of responsibilities and authorities; (iii) audit practices; (b) Management operating style. (c) Human Resource management and practices: (i) volunteer management (ii) trained and qualified employees; and (iii) equity and diversity leadership. (d) HR Systems Control: (i) Induction Programs (ii) Recruitment (iii) Training (iv) Performance Management		•	Action required: •
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(2) Information Management: (a) Data Management: Comparison of internal data with other or external sources of information, for example: (i) Geographical Information Systems (GIS); and (ii) Public Works Engineering Data (e.g.: As constructed data). (b) Control of approval of correspondence (documents, letters); and (c) Systems control: Security access, approval, version control.		•	Action required: •
(3) Physical and Information Security: information system access and security, for example: (a) limitations on direct physical access to assets and records; (b) control of computer applications and information system standards; (c) limitations on access to make changes in data files and systems; and (d) testing the arithmetical accuracy and content of records.		•	Action required: •
(4) Financial Management: integrity of financial systems, processes, controls, auditing, for example: (a) approval of financial transactions (records); (b) regular maintenance and review of financial control accounts and trial balances; (c) comparison and analysis of financial results with budgeted amounts; (d) report, review and approval of financial payments and reconciliations; and (e) comparison of the result of physical cash and inventory counts with accounting records.		•	Action required: •

3. LEGISLATIVE COMPLIANCE

Local governments are required by legislation to complete a statutory compliance return (Compliance Audit Return or CAR) annually and have the return adopted by Council. The return is a checklist of a local government's compliance with the requirements of the Act and its Regulations, concentrating on areas of compliance considered "high risk"

Legislative Compliance: (a) Statutory reporting timeframes are met; (b) Council and Executive Policy Positions are relevant and can be complied with; (c) Delegations are legislatively compliant, understood and complied with.		•	Action required: •
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– End of Schedule

1.2 Airport Advisory Committee

Statutory context [Local Government Act 1995 –](#)
 • [Part 5, Division 2](#)
[Appendix 1 – Standard conditions for establishment of Council Committees](#)

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History

Established	25 October 2016
Amendment	27 September 2017
Amendment	25 October 2017
Updated	28 November 2018
Reviewed	23 October 2019
Reviewed	27 October 2021
Reviewed	25 October 2023
<u>Amended</u>	<u>19 February 2025</u>

Establishment

Objectives To advise Council on –

- airport development
- airport services
- airport infrastructure
- user and lessee management

Membership

Composition resolved by Council		
Nomination of	No.	
Presiding Member (Elected Member)	<u>1</u>	President L Ballard
Deputy Presiding Member (Elected Member)	<u>1</u>	Determined by the Committee as required Vacant
Elected members, including ex-officio	<u>3</u> 1	
Employees, including ex-officio	0	
Other persons – Community at large	0	
- Specified organisations		
Narrogin Gliding Club	1	
Narrogin Flying Club	1	
St John Ambulance	1	
	6	
Quorum	4	

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Technical & Rural Services	
Manager Operations	

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Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Committee's Administrative Support

Senior Officer responsible	Executive Manager Technical & Rural Services
Initial contact person	Executive Support Officer Technical & Rural Services

Role and Scope of Committee

1. To investigate, plan and report on options and proposals for airport development and expansion.
2. To review existing services (user access, navigation, emergency response etc.) and ensure highest practicable standard is maintained.
3. To monitor the physical infrastructure (runway, buildings, fencing, equipment etc.).
4. To provide a further avenue of communication and consultation between Council, users and lessees of land, or buildings, and advise Council on the management of facilities.

– End of TOR

Notes

Nil

1.3 Joint Local Emergency Management Committee (Shire of Cuballing and Shire of Narrogin)

Statutory context	Emergency Management Act 2005	
	Emergency Management Regulations 2006	
	State Emergency Management Directions	
	Appendix 1 – Standard conditions for establishment of Council Committees	
Council context	Appendix 1 – Standard conditions for establishment of Council Committees	
History	Established	25 October 2016
	Reviewed	23 October 2019
	Amended	23 June 2020
	Reviewed	27 October 2021
	Reviewed	25 October 2023
	Reviewed	22 May 2024
	Amended	19 February 2025

Establishment

Objectives To prepare and continuously monitor and review the Joint Local Emergency Management arrangements for the Shire of Cuballing and the Shire of Narrogin

Membership

Maximum membership of not more than 19, principally being the primary responders to any emergency. Others welcome to attend as Observers and to participate with the consent of the presiding person.

Composition resolved by each Council		
Nomination of	No.	
Presiding Member & Deputy (Shire of Narrogin & Shire of Cuballing Elected Member)(rotating each meeting if available) Shire of Narrogin Council members, including ex-officio	12	President L Ballard or Cr President Cr E Dowling Committee Chairperson to be Elected Member
Deputy Presiding Member (Shire of Narrogin & Shire of Cuballing Elected Member)(rotating each meeting if available) Deputy Presiding Member (Shire of Cuballing Elected Member) Shire of Cuballing Council members	12	President L Ballard or President Cr E Dowling Elected Member to be Deputy Chairperson
Shire of Narrogin Elected Member, including ex-officio	1	
Shire of Cuballing Elected Members	1	
Other persons – Community at large	0	
- WA Police, OIC Narrogin	1	ex-officio – LEM Coordinator
- DFES, Narrogin Regional Officer	1	
- Narrogin Regional Hospital	1	
- Narrogin Volunteer Bush Fire Brigades	1	Chief BFCO or DCBFCO

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- Cuballing Volunteer Bush Fire Brigades	1	Chief BFCO or DCBFCO
- Narrogin VFRS Unit	1	
- Narrogin SES Unit	1	
- Water Corporation	1	
- Western Power, Narrogin	1	
- Dept of Communities	1	
- Dept of Primary Industry & Regional Development	1	
- Dept of Biodiversity, Conservation & Attractions - Parks & Wildlife Services	1	
- Narrogin St John Ambulance Sub-centre	1	
- Dept of Education	1	
Total Membership	18	
Quorum	8	No additional criteria

Observers to be invited (non-voting) –

Organisation	Position
- Narrogin District Education Office	
- Main Roads WA, Narrogin	
- Great Southern SEMC Executive	
- Karinya Cottage Homes	
- Narrogin Home Care	
- Housing Authority	
- Salvation Army, Narrogin	
- Disability Services Commission	

Required staff attendance (non-voting) –

Primary	Secondary
Shire of Cuballing Chief Executive Officer	Or Nominee
Executive Manager Development & Regulatory Services	Executive Manager Technical & Rural Services
Senior Ranger	
Executive Support Officer	Executive Support Officer, Development & Regulatory Services

Meetings Appendix 1 – Standard conditions for establishment of Council Committees
Other than Presiding Member,

Presiding Member The EM Act s.38 specifies that the Chair is determined by the local government.

Administrative Support

Senior Officer responsible	Executive Manager Development & Regulatory Services
Initial contact person	Executive Support Officer, Devt & Reg Serv

Role and Scope of Committee

1. In accordance with Emergency Management Act s.38(2) the specified area of responsibility is the whole of the Shire of Narrogin.
2. To identify emergency risks or hazards in the community and arrange to establish, maintain and test the Local Emergency Management Arrangements established to mitigate the risks or hazards.
3. To encourage and maintain communication and joint exercises between all stakeholders.
4. To prepare and instil prevention, preparedness, response and recovery plans for a variety of identified risks or hazards preventing or minimising the effects of emergency events.
5. To increase the number and relative awareness of programmes through community awareness campaigns designed to make the community more resilient.
6. To undertake the Community Emergency Risk Management process.
7. To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed in the Emergency Management Regulations 2006.
8. To prepare and submit each financial year an annual report of its activities in accordance with the requirements of the State Emergency Management Committee.
9. To prepare an annual business plan in accordance with the requirements of the State Emergency Management Committee.
10. The Local Emergency Management Committee does not have the authority or power to commit the Shire of Narrogin or the Shire of Cuballing to expenditure without the relevant Shires endorsement.

– End of TOR

Notes

The Committee does not have any operational authority for emergency events.

1.4 Australia Day and Honours Advisory Committee

Statutory context [Local Government Act 1995 –
• Part 5, Division 2](#)

[Appendix 1 – Standard conditions for establishment of Council Committees](#)

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History	Established	25 October 2016
	Amended	20 December 2016
	Amended	19 December 2018
	Reviewed	23 October 2019
	Reviewed	27 October 2021
	Reviewed	25 October 2023
	<u>Amended</u>	<u>19 February 2025</u>

Establishment

- Objectives** To provide an avenue of communication/consultation between Council and the community for –
- Australia Day WA Citizen of the Year Awards; in each category determined by it;
 - Shire of Narrogin Australia Day Awards; consistent with the Australia Day WA Citizen of the Year Awards eligibility criteria and such other local award deemed appropriate by the Shire;
 - Shire of Narrogin Australia Day functions and events; and
 - other Commonwealth, State or local awards or honours.

Membership

Composition resolved by Council		
Nomination of	No.	
<u>Presiding Member (Elected Member)</u> Elected members, including ex-officio	<u>1</u> 3	<u>President L Ballard</u> Committee Chairperson to be Elected Member
<u>Deputy Presiding Member (Elected Member)</u>	<u>1</u>	<u>Determined by the Committee as required</u> Vacant
<u>Elected Members, including ex-officio</u> Employees, including ex-officio	<u>1</u> 0	
<u>Employees, including ex-officio</u>	<u>0</u>	
Other persons – Community at large	3	
- Lions, Narrogin	1	
- Rotary, Narrogin	1	
- Narrogin Chamber of Commerce	1	
Total Membership	9	
Quorum	5	No additional criteria

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Corporate and Community Services	

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Meetings	Appendix 1 – Standard conditions for establishment of Council Committees
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Administrative Support

Senior Officer responsible	Executive Manager Corporate and Community Services
Initial contact person	Community & Economic Development Coordinator

Role and Scope of Committee

1. To promote the Australia Day, Australia Day WA Citizen of the Year Awards and Shire of Narrogin Australia Day Awards and make recommendations to Council based on nominations received from the community.
2. To recommend to Council nomination of community members for recognition in –
 - Australian Honours,
 - National or State Australia Day Awards,
 - Other recognition or honours considered appropriate.
3. To consider community requests for Council support of nominations for Commonwealth or State awards or honours.
4. To promote the Shire's Australia Day event within the wider community with due consideration and respect for the needs and views of all members of the community.
5. To give consideration to; and make decisions regarding the venue, program/format, menu and layout of tables/seating and decorations.

– End of TOR

Notes

TOR Schedule 1.4 – Honours and Awards Processes and Criteria

1. The Australia Day WA Citizen of the Year Awards foster, recognise and celebrate significant contributions to community life and active citizenship in Shire of Narrogin in the following categories –
 - a) Citizen of the Year
 - b) Citizen of the Year (Youth)
 - c) Citizen of the Year (Senior)
 - d) Active Citizenship (Group or Event)
2. The Committee is to coordinate and consider –
 - a) community nominations for the Australia Day WA Citizen of the Year Awards;
 - b) Shire of Narrogin Awards consistent with the Australia Day Citizen of the Year Awards, and in exceptional circumstances, other recognition as appropriate; and
 - c) in exceptional circumstances, any other Commonwealth, State or local award or honours.
3. The Shire will invite Australia Day WA Citizen of the Year Awards nominations from community groups and private citizens.
4. Australia Day WA Citizen of the Year Awards nominations will open on 1 September and close on 31 October.
5. Australia Day WA Citizen of the Year Awards nominations will be advertised –
 - a) in the Narrogin Observer in mid-August and again in mid-September, and
 - b) on the Shire's website and Facebook page
6. Late nominations for Awards will not be accepted.
7. Award recipients will be considered by the Australia Day and Honours Committee.
8. The Committee is to make its recommendations to the Council Meeting held in November whose decision will be final.
9. Nomination forms are to have a nominator as well as another person to support the nomination;
10. The award recipients will be judged to have shown active citizenship and –
 - a) Made significant contribution to the local community.
 - b) Demonstrated leadership on a community issue resulting in the enhancement of community life.
 - c) Made a significant initiative which has brought about positive change and added value to community life.
 - d) Demonstrated inspiring qualities as a role model for the community.
11. Eligibility Criteria –
 - a) A person who does not reside within the Shire of Narrogin is eligible to receive an award
 - b) Awards may be granted posthumously in recognition of recent achievements.
 - c) Groups of people will not normally be eligible except when meeting the criteria for a community group.
 - d) A person cannot receive the same award twice but can be considered for another award.
 - e) Unsuccessful nominees may be either recommended and / or re-considered in future years.
 - f) Self-nominations are not eligible.
 - g) Sitting members and employees of Commonwealth, State and Local Government are not eligible for nomination relating to their service as an elected member or employee but may be considered for nomination in their private capacity.
12. Awards will be presented at the Australia Day Community Event on 26 January annually.
13. Awards and Honours other than Australia Day WA Citizen of the Year Awards may be considered by the Committee at any time throughout the year, following the general principles and procedures above, for presentation at an appropriate function.

– End of Schedule

1.5 Townscape Advisory Committee

Statutory context [Local Government Act 1995 – Part 5, Division 2](#)

[Appendix 1 – Standard conditions for establishment of Council Committees](#)

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History	Established	25 October 2016
	Amended	26 September 2018
	Reviewed	23 October 2019
	Amended	24 March 2020
	Amended	28 July 2020
	Reviewed	27 October 2021
	Reviewed	25 October 2023
	<u>Amended</u>	<u>19 February 2025</u>

Establishment

- Objectives** To recommend to Council proposals to improve the physical infrastructure of the Narrogin and Highbury townsites, and throughout the district with a specific focus on:
- aesthetic presentation of the area,
 - access and facilities for elderly and people with disabilities,
 - designing out crime or anti-social behaviours.

Membership

Composition resolved by Council		
Nomination of	No.	
<u>Presiding Member (Elected Member)</u> <u>Elected members, including ex-officio</u>	<u>2</u> <u>1</u>	<u>Committee Chairperson to be Elected Member</u> <u>Cr R McNab</u>
<u>Deputy Presiding Member (Elected Member)</u>	<u>1</u>	<u>Cr C Bartron</u>
Employees, including ex-officio	0	
Other persons – Community o at large	4	Specific interest to be sought – o Indigenous representative (1) o Expertise in disability or aged sectors (1)
- Highbury District Community Council	1	
- Narrogin Chamber of Commerce	1	
- Arts Narrogin	1	
Total Membership	9	
Quorum	5	Quorum reduced to 4 if one or more vacancies exist in Committee membership, for the period of any vacancy only.

Required staff attendance (non-voting) –

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Primary	Secondary
Executive Manager Technical & Rural Services	

Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

Senior Officer responsible	Executive Manager Technical & Rural Services
Initial contact person	Executive Support Officer, Development & Regulatory Services

Role and Scope of Committee

1. To make recommendations to Council for Budget purposes in relation to –
 - The adopted Townscape Plans for Highbury and Narrogin Townsites; and
 - Disability and aged access to, and movement in, public facilities and places;
2. To advise Council on proposals referred to the Committee by the Administration concerning the impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks including, but not limited to –
 - a) The quality of architectural design including its relationship to the adjoining development;
 - b) The relationship with and impact on the broader public realm and streetscape;
3. To ensure that issues that are referred to the Committee by the Administration are given due consideration with respect to in planning, design, implementation and maintenance of the built and natural environment.
4. To meet every two months or more if required to deal with matters referred to it by the Administration.
5. To make recommendations to Council with respect to any applications for grants made by businesses pursuant to the Colour Palette and Sign Guide (CBD) Policy.

– End of TOR

Notes

Local Government Act 1995 s.5.15 – Council may reduce quorum if there would not otherwise be a quorum –

- Regardless of number vacancies, quorum cannot be reduced to less than 4 without specific Council approval.

1.6 Bush Fire Advisory Committee

Statutory context Appendix 1 – Standard conditions for establishment of Council Committees Bush Fires Act 1954-
• Section 67

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History

Established	23 October 2019
Amended	23 October 2019
Reviewed	23 October 2019
Reviewed	27 October 2021
Reviewed	25 October 2023
Amended	19 February 2025

Establishment

Objectives To advise the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

Membership

Composition resolved by Council		
Nomination of	No.	
<u>Presiding Member (Elected Member)</u> <u>Elected members, including ex-officio</u>	<u>14</u>	<u>President L Ballard</u> <u>Committee Chairperson to be Elected Member</u>
<u>Deputy Presiding Member (Elected Member)</u>	<u>0</u>	<u>Determined by the Committee as required</u>
<u>Elected members, including ex-officio</u>	<u>0</u>	
Employees, including ex-officio	0	
o <u>Non Employee</u> Bush Fire Control Officers	<u>24</u> <u>157</u>	
Total Membership	<u>22</u><u>168</u>	
Quorum	<u>12</u><u>9</u>	

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Development & Regulatory Services	
<u>Shire FCOs (2 x Rangers)</u>	

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Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

Senior Officer responsible	Executive Manager Development & Regulatory Services
Initial contact person	Senior Ranger

Role and Scope of Committee

1. To advise the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

– End of TOR

Notes

BFAC

Intended to hold two meetings annually –

- first – in March/April, to review the past fire season, consider Shire budget and ESL grant application, and
- second – in about September, to consider the coming season, any matters or preparations needed, recommendations regarding fire control officers, administrative arrangements etc

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1.7 Code of Conduct Complaints ~~Panels~~ Authorisations & Panel

Statutory context Local Government Act 1995 –
• Part 5, Division 9

Local Government (Model Code of Conduct) Regulations 2021; Clause 11 (3),
authorise the following persons to receive Division 3 complaints and withdrawals
of same, relating to Council Members, Committee Members and Candidates (that
become Council Members)

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Appendix 1 – Standard conditions for establishment of Council Committees

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History	Established	24 February 2021
	Reviewed	27 October 2021
	Reviewed	25 October 2023
	<u>Amended</u>	<u>19 February 2025</u>

Establishment

Objectives Complaints regarding alleged breaches of the Model Code in Division 3 are managed
by the local council as the decision-making body of the local governments. The
division also provides a process for responding to alleged breaches. The emphasis is
on education and development, rather than punitive sanctions, with the aim of
establishing or restoring positive working relationships and avoiding further breaches.
Failure to comply with this Division may give rise to a complaint regarding the conduct
of a council member, committee member or candidate, which may lead to the council
making a formal finding of a breach and requiring remedial action by the individual.

Membership

<u>Panel</u> Composition resolved by Council		
<u>Nomination of Authorised Persons</u>	No.	
The Shire President with respect to complaints made by anyone, excluding the Shire President;	1	
The Deputy Shire President with respect to complaints made by the Shire President, excluding those made about the Deputy Shire President;	1	
The Deputy Shire President with respect to complaints about the Shire President excluding those made by the Deputy Shire President; and	1	
A panel comprising all of the Council Members , excluding the Shire President and Deputy Shire President, with respect to complaints about the Deputy Shire President made by the Shire President. Quorum: 3	5	Decisions to be made by a majority decision of the membership (<u>i.e.</u> 3)

Required staff attendance (non-voting) –

Primary	Secondary
Nil	

Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

Senior Officer responsible	Chief Executive Officer
Initial contact person	Chief Executive Officer

Section 2 - Reference Groups

Reference Groups are not Committees of Council and exist as a forum to –

- advise staff,
- facilitate exchange of ideas and
- discuss the matters assigned.

Establishment of each Reference Group is similar to Council Committees for the sake of consistency but are not subject to the legislative constraints of a Committee. Where possible and appropriate, the Standard Conditions for Committees should be followed.

A Reference Group has no decision making authority whatsoever. Action may only be initiated within the scope of responsibility given to an officer of Council, or by a staff member following Council decision.

2.1 Community Assisted Transport Service (CATS) Stakeholder Reference Group

Statutory context [Appendix 1 – Standard conditions for establishment of Council Committees Local Government Act 1995 –](#)
• [Section 5.41 Role of CEO](#)

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History

Established	25 October 2016
Reviewed	23 October 2019
Reviewed	27 October 2021
Reviewed	25 October 2023
<u>Amended</u>	<u>19 February 2025</u>

Establishment

Objectives A working group to provide advice regarding the management and coordination of the Community Assisted Transport Service.

Meeting frequency Generally once per annum

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members, including ex-officio	1	Committee Chairperson to be Elected Member
Employees –	0	
Other persons – Community at large	0	
- Narrogin Lions Club (foundation member)	1	
- Narrogin Revheads (foundation member)	1	
- Shire of Wagin	1	
- Shire of Cuballing	1	
- Narrogin & District Senior Citizens	1	
- Volunteer driver representative	1	
Total Participation	7	

Required staff attendance (non-voting) –

Primary	Secondary
Exec. Manager Corporate & Community Services	Manager Finance <u>Corporate Services</u>
Manager Community Services	Homecare Services Coordinator

Administrative Support

Senior Officer responsible	Manager Community Services
Initial contact person	Manager Community Services

Role and Scope

1. To provide feedback and advice on the strategic direction to Council and relating to –
 - a) how to operate the CATS program in a more sustainable manner.
 - b) how to better promote the CATS program.
 - c) fee structure.
 - d) how to attract additional funding opportunities.
 - e) how to support, attract and retain volunteers e.g. drivers/carers.
 - f) raising of issues regarding the service to clients by the stakeholders.
 - g) the type of motor vehicle to be used.
 - h) how to expand the CATS program.
 - i) recommend an alternative management/ownership of the CATS program, if required.
2. To provide a further avenue of communication between Council and the community groups which operate or contribute to the Service.

– End of TOR

Notes

The CATS Stakeholder Reference Group membership was originally formed from the ongoing financial contributors and service providers to the CATS program. Membership was dependent on –

- continuing financial contributions of over \$1,000 per annum, and/or
- the provision of services to facilitate the service.

At Council meeting 25 October 2016, it was clarified that as foundation members, Narrogin Revheads and Narrogin Lions should remain permanent members of the Reference Group, without obligation to meet the contribution criteria.

2.2 Community Chest Grants Reference Group

Statutory context [Appendix 1 – Standard conditions for establishment of Council Committees Local Government Act 1995 –](#)
• [Section 5.41 Role of CEO](#)

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History

Established	25 October 2016
Amended	25 October 2017
Reviewed	23 October 2019
Amended	23 June 2020
Reviewed	27 October 2021
Reviewed	25 October 2023
<u>Amended</u>	<u>19 February 2025</u>

Establishment

Objectives A working group to review applications for Council assistance, prior to Officer's report to Council on suggested allocations from Budget.

Meeting frequency Generally twice per annum to assist the Administration develop recommendations to the Council for the two rounds.

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members, including ex-officio	3	Committee Chairperson to be Elected Member
Employees, including ex-officio	0	
Other persons – Community at large	0	
- Specific organisations	0	
Total Participation	3	

Required staff attendance (non-voting) –

Primary	Secondary
Chief Executive Officer	Executive Manager Corporate & Community Services

Administrative Support

Senior Officer responsible	Chief Executive Officer
Initial contact person	Executive Support Officer, Development & Regulatory Services

Role and Scope of Committee

1. To –
 - a) review applications from community groups for assistance from the annual Budget allocation made by Council;
 - b) review and assess applications for Landcare projects from the Landcare Reserve Fund;
 - c) to provide guidance to the Chief Executive Officer on the Grant & Acquittal Guidelines to be utilised by the Administration in marketing, promoting and conditions related to the grants; and

- d) make recommendations to Council with respect to parts a) and b) through the Senior Officer responsible.

– End of TOR

2.3 Roads Reference Group

Statutory context [Local Government Act 1995 –
• Section 5.41 Role of CEO](#)

[Appendix 1 – Standard conditions for establishment of Council Committees and Reference Groups](#)

Corporate context Appendix 1 – Standard conditions for establishment of Council Committees and Reference Group

History	Established	22 March 2017
	Amended	25 October 2017
	Reviewed	23 October 2019
	Reviewed	27 October 2021
	Reviewed	25 October 2023
	<u>Amended</u>	<u>19 February 2025</u>

Establishment

Objectives A working group to enhance communication between elected members and Technical & Rural Services staff –for

- information exchange
- discussion of technical issues.

Meeting frequency Semi – Annually to Quarterly –

- August – review roadworks program and recommended timetable
- February – progress review, consider priorities for Budget consideration
- May – progress review, confirm Budget priorities for consideration

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members	3	Committee Chairperson to be Elected Member
Employees, including ex-officio	0	
Other persons – Community at large	0	
- Specific organisations	0	
Total Participation	3	

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Technical & Rural Services	
Manager Operations	
Executive Support Officer	

Administrative Support

Senior Officer responsible	Executive Manager Technical & Rural Services
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Initial contact person	Executive Support Officer
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Role and Scope

1. To –
 - a) review progression of the road works program;
 - b) ensure issues of concern to resident and users of the Shire's road network are discussed;
 - c) provide feedback regarding roadworks priorities for annual budget consideration;
 - d) consider priorities for roadworks consistent with Roads Asset Management Plan; and
 - e) make recommendations to Council through the Senior Officer responsible.
 - f) Consider requirements of Work Crew to implement road programs (plant).

– End of TOR

2.4 Narrogin & Dryandra Visitor Centre Reference Group (N&DVC)

Statutory context [Local Government Act 1995 –
• Section 5.41 Role of CEO](#)

[Appendix 1 – Standard conditions for establishment of Council Committees and Reference Groups](#)

Corporate context Appendix 1 – Standard conditions for establishment of Council Committees and Reference Group

[Memorandum of Understanding with Shire of Cuballing](#)

History Established 25 October 2023
[Amended 19 February 2025](#)

Establishment

Objectives: A working group to provide advice regarding the management and coordination of the Narrogin & Dryandra Visitor Centre

Meeting frequency Generally twice per annum

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members	1	Committee Chairperson to be Elected Member
Employees, including ex-officio	1	
Shire of Cuballing	1	
Narrogin & Dryandra Visitor Centre Volunteers Representative	1	
Total Participation	4	

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Corporate & Community Services	
Community Development Officer	Community & Economic Development Coordinator

Administrative Support

Senior Officer responsible	Executive Manager Corporate & Community Services
Initial contact person	Community Development Officer

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Role and Scope

1. To provide feedback and advice on the strategic direction to the CEO in relation to –
 - a) how to operate the N&DVC in a sustainable manner.
 - b) how to better promote the N&DVC.
 - c) Merchandise options and management.
 - d) how to attract additional tourism opportunities.
 - e) how to support, retain and attract volunteers.
 - f) additional opportunities for area promotion
 - g) building management of the Railway Station Precinct.
2. To provide a further avenue of communication between the Administration and Council and the community groups which operate or contribute to the Service.

– End of TOR

Appendices

Appendix 1 – Standard conditions for establishment of Council Committees

Unless otherwise specified in the establishment of a Committee or Reference Group, the following standard conditions apply to all.

Matters will only be listed if varying from these Standard Conditions

Statutory context	The majority of Committees are established under the Local Government Act 1995 – - s.5.8 to s.5.18 – Committees and their meetings. - s.5.19 to s.5.25 – Matters affecting Council and Committee meetings. - s.5.59 to s.5.90 – Financial interests, declarations, gifts etc. Also refer to Local Government (Administration) Regulations 1996 – - r.4 to r.14B – Committees and committee meetings. Shire of Narrogin Meeting Procedures Local Law 2016, unless otherwise provided for by the Act or Regulations. Some committees, but not all, have statutory functions. If so, general references to legislative requirements are given.
Council context	From time to time, Council may adopt specific policies that affect the Committee or provide direction. Compliance with the Shire of Narrogin Code of Conduct for Council Members, Committee Members and Candidates is mandatory, as required by the Act and Regulations.
History	First established Last amended Reviewed 25 October 2023
Establishment	
Objectives	Brief outline of Council's objectives for the Committee.
Authority	Unless provided for by the Act or Regulations, the Committee has an advisory role only, and has no delegated authority to implement actions or activity unless authorised by Council.
Financial Interests	The Act requires all members of the Committee comply with the interest provisions of the Act – - financial – both direct and indirect interests which impact the member; - proximity – development adjoining or affecting the member; - declarations – written declaration to be made to CEO or presiding members; - gifts – to be notified to CEO within 10 days of receipt or promise of gift.
Working Parties	The Act does not permit the establishment of a sub-Committee, however, the Committee may request that a member or several members consider a particular matter.

Code of Conduct The Act requires compliance with the Code of Conduct for Council Members, Committee Members and Candidates adopted by the Shire of Narrogin.

Membership

Composition The Act requires that a Committee have a membership of at least 3 people.

A vacancy does not reduce the number of positions on the Committee, unless Council resolves by absolute majority. The number of members must be stipulated by Council, and cannot be varied by the Committee. Should there be less members than the number resolved by Council, the position is considered vacant, however, the quorum required is not affected.

The Committee is to comprise of –

- Council members, including ex-officio as permitted by the Act.
- Employees, as resolved by Council, including ex-officio as permitted by the Act. The role of member includes the obligation to vote and is separate from the administrative support function of the Committee.
- Other persons, i.e. community members, either named or by position within an external organisation.

If notified to Council when Committee is established, the President and CEO may exercise separate rights to be a member or nominate another elected member or employee to be a member of the Committee.

The TOR for a Committee does not over-ride a Council resolution.

Members	Council members As stipulated in the resolution establishing the Committee by absolute majority, or subsequent decision, and including any ex-officio member. Employees As stipulated in the resolution establishing the Committee by absolute majority, or subsequent decision, and including any ex-officio member. Other persons From the community or specific organisation, as stipulated in the resolution establishing the Committee by absolute majority, or subsequent decision.
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Only appointed members of a Committee may vote. Generally, staff will not be voting members of a Committee, but have an advisory and support role only. However, there may be exceptions and these will be noted in the individual Committee's Terms of Reference.

Nomination of a member may be –

- by name, in which case the person holds membership until removed, whether a resident, employee or not; or
- by position, in which case the person holding the specific position.

Where a member is appointed by position, a person acting in that position automatically has membership. If the person chooses to delegate the membership to another person within their organisation, this must be notified to the CEO. The person delegated does not automatically become the deputy member.

Deputy members The Act defines “deputy member” as a person appointed by Council authorised to act for a Committee member in that person’s unavailability.

Only the person initially present at the meeting may participate, i.e. “tag teaming” by leaving a meeting, allowing the other to participate and vote, is not permitted.

Where a deputy member is appointed by position, a person acting in that position automatically has membership. Where the person chooses to delegate the membership to another person within their organisation, this must be notified to the CEO.

Vacancies The Act requires that members and deputy members be approved by absolute majority of Council.

The Committee is not permitted to co-opt members but may invite a person or organisation to make a presentation or deputation.

Tenure The Act stipulates membership of the Committee is until –

- the person no longer holds the office by virtue of which they were appointed,
- the person resigns by notice in writing to the presiding member or the CEO,
- the person’s term of appointment expires or is removed by Council, or otherwise become vacant,
- the committee is disbanded or term for which it was established expires.

Generally, Council will only appoint an elected member or community member to the same committee for a maximum of 3 consecutive terms (i.e. 6 years).

Consistent with the provisions of the Act s.2.25(4) applying to Council members, Council may remove a Committee member who has been absent for 3 consecutive meetings.

Payments Meeting fees are not paid. In some instances, reimbursement for actual expenses incurred in attending a Committee meeting may be permitted. Refer to CEO.

Meetings

Frequency May be specified by Council, but generally as required and determined by the Committee.

Presiding Member The Act requires that the presiding member be selected by the Committee.

Procedures In accordance with Shire of Narrogin Meeting Procedures Local Law.

Deputations In accordance with Shire of Narrogin Meeting Procedures Local Law.

Quorum The Act stipulates 50% of the designated membership of the Committee whether the position is vacant or not, must be present.

Where the membership is an odd number, the quorum is 50% and rounded up, e.g. quorum for a membership of 9 is 5.

In some circumstances, Council is permitted by absolute majority to give prior approval for a specific meeting to reduce the quorum required.

Voting	All recommendations are to be by simple majority of Committee members present, The Presiding Members should announce the result of the vote, e.g. 3/1, or 4/0 etc.. The Act requires that all Committee members present at the meeting – • must vote, and • must vote in such a way that their vote is not secret, i.e. either on the voices or by show of hands. Therefore the following are not permitted – • proxy voting – submission of a written vote by another person); • abstaining from voting – those present are required by the Act to vote; • secret ballot or drawing of lots or similar. In the case of equality of voting, the presiding member is to exercise a casting vote. Observers do not have a right to speak, but may address the meeting at discretion of the presiding member, and are not permitted to vote.
Agendas	To be available 3 days prior to meeting, to Committee members and the public.
Minutes	To be available 5 days after the meeting to Committee members and the public. The Act requires that the minutes of Committee meetings are submitted to Council for noting and to the following Committee meeting for confirmation.
Recommendations	All decisions of the committee are recommendations to Council, and are not to be actioned until authorised by Council, unless the senior officer has existing authority, responsibility or discretion to do so.

Administrative Support

Senior Officer	Has responsibility for the Committee, overseeing its general operation in accordance with these standard conditions or specific variation as authorised by Council, and ensuring the Committee's minutes are presented to Council. The role does not confer any right to vote.
Contact	Provides administrative support for the Committee at the direction of the senior office. The role does not confer any right to vote.

Role and Scope of Committee

Detailed terms of reference will be given of what is expected of the Committee.

– End of Standard Conditions for TOR

Notes

General notes for guidance, not forming part of the establishment or terms of reference of the Committee.

TOR Schedule 0.1 – Title

~~Any Schedule will provide detailed instructions or guidance on how the role and responsibilities of the Committee are to be implemented.~~

– End of Schedule

Appendix 2 – Criteria for community members of Council Committees and Groups

A number of Committees have members from specific community organisations or from the community at large.

For these Committees, Council will seek to appoint community members so that the Committee meetings will consist of members and deputy members having –

- a) demonstrated expertise and knowledge in the particular area of Committee responsibility;
- b) relevant skills and experience to provide independent advice;
- c) current participation with an organisation having similar objectives would be well regarded,
- d) diverse backgrounds and experience, while remaining relevant to the Committee's functions.

Preference will be given to residents who have a detailed knowledge of the district, enabling Committee members to make a positive contribution towards the community.

Non-residents may be appointed by Council, if suitable candidates cannot be established from the community or if it is determined there is specific need or advisability.

Community members of specific organisations will be invited for –

- a) Local Emergency Management Committee
- b) Australia Day and Honours Advisory Committee
- c) Townscape Advisory Committee
- d) Community Assisted Transport Service Stakeholder Reference Group
- e) The Narrogin & Dryandra Visitors Centre Reference Group.

In addition, community members at large will be sought for –

- a) Australia Day and Honours Advisory Committee
- b) Townscape Advisory Committee.

Appendix 3 – Other Shire established groups

Although the following are groups established by the Shire, they do not report to Council but exist to support the function of

Work Health and Safety Committee

Responsible to – CEO

Established under the Work Health and Safety Act, the Committee is workplace based, with workplace representatives, is responsible to the employer (i.e. CEO), and has statutory obligations.



Expressions of Interest – Independent Members to sit on Audit, Risk and Improvement Committee

The Shire of Narrogin invites expressions of interest for experienced professionals to join its Audit, Risk and Improvement Committee as Independent Members, in the positions of Presiding Member and Deputy Presiding Member. This committee supports the Shire in fulfilling its responsibilities for oversight in areas such as financial audit, risk management, and continuous improvement, in compliance with the Local Government Act 1995 and associated regulations.

About the Successful Candidate

The Independent Members will preside over the committee meetings (approximately 2/3 per annum) and will be required to have experience and knowledge in the following areas:

- Financial reporting;
- Audit and assurance;
- Principles of good organisational governance; and
- Risk management and internal control principles.

Additional desirable skills and experience include:

- Strong leadership qualities to guide effective committee discussions;
- Analytical skills to assess complex information;
- Knowledge of the local government sector;
- Familiarity with meeting procedures and Local Law Standing Orders; and
- Awareness of emerging risks such as climate adaptation and cyber security.

To be classed as an Independent Member, applicants must meet these criteria:

- a) Must not be employed by the Shire of Narrogin;
- b) Must not be an Elected Member of the Shire of Narrogin or any other local government authority; and
- c) Must not be related to any person in categories a) or b).

What We Offer

The role includes remuneration aligned with determinations by the Salaries and Allowances Tribunal for Band 3 local governments. The Council has set the fee at **\$??** per meeting. Reimbursement of expenses for training, travel, and meals is also available as applicable.

How to Apply

Applications should include a statement of interest and a brief outline (no more than three pages) demonstrating experience in the Key Areas listed above. Applications should be marked 'Private & Confidential - Independent Members for Audit, Risk and Improvement Committee' in the subject heading and be addressed to enquiries@narrogin.wa.gov.au.

Application Deadline:

Submissions close at **4:30 PM AWST, Friday, 28 March 2025.**

Should you require further information or clarification on the above, contact Lily Webb, Executive Support Coordinator, via email esc@narrogin.wa.gov.au or telephone 9890 0900.

10.4.2 APPOINTMENT AND ENDORSEMENT OF PRESIDING MEMBERS FOR COUNCIL COMMITTEES

File Reference	13.3.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	251023.09
Date	22 January 2025
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Council Committees and Reference Groups – Establishment & Terms of Reference	

Summary

This report recommends that Council amends the attachment titled "Council Committees and Reference Groups – Establishment & Terms of Reference" (ToR) to align with the Local Government Act 1995 as amended by the Local Government Amendment Act 2024. It further recommends the appointment and endorsement of all Committee Presiding Members as Council-appointed Presiding Members.

Background

On 25 October 2023, the Council re-established its various committees via Resolution No. 251023.09. Under the previous legislative framework, committees were empowered to elect their Presiding Members from amongst themselves. However, the Local Government Amendment Act 2024 introduced changes to section 5.12 of the Local Government Act 1995, requiring that the Council must appoint the Presiding Member and may appoint the Deputy Presiding Member of each committee and to do so by an absolute majority.

The amendment includes transitional provisions:

- Local governments must appoint Presiding Members for all existing committees by 1 July 2025.
- Existing Presiding Members and Deputy Presiding Members may continue in their roles until these appointments are made or until 30 June 2025 for Deputy Presiding Members.

Consultation

Internal consultations were conducted between the Chief Executive Officer and senior staff to determine the most effective approach for compliance with the amended Act. Elected Members were informed of the proposed changes prior to Christmas 2024.

Statutory Environment

- Local Government Act 1995:
 - o Section 5.12(1): Requires the Council to appoint a member of a committee as the Presiding Member by absolute majority.
 - o Section 5.12(2): Allows the Council to appoint a Deputy Presiding Member by absolute majority.
- Transitional provisions:
 - o Clause 67(2): Requires appointments under new section 5.12(1) by 1 July 2025.
 - o Clause 68(2): Allows existing Deputy Presiding Members to remain in office until 30 June 2025 or until new appointments are made.

Policy Implications

Amendments to the "Council Committees and Reference Groups – Establishment & Terms of Reference" document will align Council's practices with the amended legislation.

Sustainability & Climate Change Implications

Environmental - No significant environmental implications are identified.

Economic - No significant economic implications are identified.

Social - The appointment process enhances transparency and strengthens governance practices, promoting community trust.

Financial Implications

No significant financial implications are associated with the proposed amendments and appointments.

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)
Failure to comply with the amended Local Government Act 1995 may result in non-compliance risks, including reputational damage and potential legal consequences. Implementing these recommendations mitigates these risks.	Unlikely (2)	Major (4)	Medium (5-9)	Compliance Requirements	Control through regular monitoring of compliance deadlines and internal audits.

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) 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 recent amendments to the Local Government Act 1995 necessitate a shift in Council's approach to appointing Presiding Members for its committees. By adopting the recommendations, Council ensures compliance with the amended Act while maintaining the integrity of its governance processes. The proposed amendments to the TOR reflect these legislative changes and provide clarity for future committee operations.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION

That with respect to amendments to the Local Government Act 1995 relating to the appointment of Presiding Members Council:

- 1) Amend the attachment titled "Council Committees and Reference Groups – Establishment & Terms of Reference" to reflect minor administrative amendments and the requirements of section 5.12 of the Local Government Act 1995, as amended by the Local Government Amendment Act 2024; and
- 2) Appoint and endorse the following members as the Council-appointed Presiding Members for their respective committees:
 - Audit, Risk and Improvement Committee: President L Ballard (Until 1 July 2025);
 - Airport Advisory Committee: President L Ballard;
 - Australia Day and Honours Advisory Committee: President L Ballard; and
 - Townscape Advisory Committee: Cr R McNab.

AMENDED OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 190225.13

Moved: Cr Broad

Seconded: Cr Pomykala

That with respect to amendments to the Local Government Act 1995 relating to the appointment of Presiding Members Council:

- 1) Amend the attachment titled "Council Committees and Reference Groups – Establishment & Terms of Reference" to reflect minor administrative amendments and the requirements of section 5.12 of the Local Government Act 1995, as amended by the Local Government Amendment Act 2024 and in that attachment add the words as follows 'or about the Shire President, made by the Deputy Shire President' to the fourth box of item 1.7; and
- 2) Appoint and endorse the following members as the Council-appointed Presiding Members for their respective committees:
 - Audit, Risk and Improvement Committee: President L Ballard (Until 1 July 2025);
 - Airport Advisory Committee: President L Ballard;
 - Australia Day and Honours Advisory Committee: President L Ballard; and
 - Townscape Advisory Committee: Cr R McNab.

**CARRIED 6/0
BY ABSOLUTE MAJORITY**

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



COUNCIL COMMITTEES and REFERENCE GROUPS

Establishment & Terms of Reference

~~Re-established~~Amended ~~23 May 2024~~19 February 2025

History Summary

Item	Date	Action	Description
1	25 October 2016	Adopted	Resolution of Council 1016.166
2	20 December 2016	Amendment	Resolution of Council 1216.197 Terms of Reference for Australia Day & Honours Committee Changes incorporated: – - changes to title of the Awards throughout; - an additional category, to be consistent with the State Awards; and - reference to place of residence being removed as a criterion for nomination.
3	22 March 2017	New	Resolution of Council 0317.027 Adoption of Terms of Reference for establishment of Roads Reference Group.
4	27 September 2017	Amendment	Resolution of Council 0917.108 Amendment to Narrogin Airport Committee Membership
5	25 October 2017	Amendment	Resolution of Council 1017.123 Community Chest Reference Group and road Reference Group – no voting rights to Shire staff. Appointment of various delegates and Committee members and revocation of all previous appointments including those appointed pursuant to resolution 0917.108
6	26 September 2018	Amendment	Resolution of Council 0918.087 The Senior Officer responsible is changed from the Manager Leisure and Culture, to the Executive Manager Development and Regulatory Services.
7	28 November 2018	Amendment	Resolution of Council 1118.116 Narrogin Airport Committee – inclusion of Narrogin Gliding Club, Narrogin Flying Club, St John Ambulance to Committee Membership.
8	19 December 2018	Amendment	Resolution of Council 1218.128 Responsible Officer changed to Executive Manager DRS, Schedule 1.4 changes to advertising and nomination periods, Increase committee membership from 5 to 8, Increase quorum from 3 to 4, Increase community members from 0 to 3.
9	23 October 2019	Re-established	Resolution of Council 1019.012 Review and re-establishment of Committees in accordance with Local Government Act 1995 section 5.8 and re-appointment of members s.5.10 and 5.11, Bush Fires Act 1954, section 67 and Emergency Management Act 2005, section 38.
10	28 November 2019	Amendment	Resolution of Council 1119.017 Australia Day & Honours Committee clause 11e changed from: <i>Unsuccessful nominees may be re-nominated in future</i>

Item	Date	Action	Description
			years; to read as: Unsuccessful nominees may be either recommended and / or re-considered in future years.
11	25 March 2020	Amendment	Resolution of Council 0320.010 Townscape Advisory Committee – Role and Scope point 4 changed from “quarterly” meetings to “every six weeks”.
12	23 June 2020	Amendment	Resolution 0220.010 Community Chest Reference Group to include assessment of Landcare applications for recommendation to Council.
13	23 June 2020	Amendment	Resolution of Council 0420.010 (Part 7) Expand membership of LEMC to include a representative of the Dept. of Education.
14	30 September 2020	Amendment	Resolution of Council 0720.003 Townscape Advisory Committee – new role and scope, point 5, the Committee is to make recommendations to Council to applications for grants made by businesses pursuant to the Colour Palette and Sign Guide (CBD) Policy.
15	11 March 2021	New Committee of Council	Resolution of Council 0221.016 New Code of Conduct for Council Members, Committee Members and Employees – New Conduct Complaints Committee.
16	11 March 2021	Edited Appendix 1	Resolution of Council 0221.016 Replaced reference to the former Code of Conduct with the new Code of Conduct.
17	27 October 2021	Re-established	Resolution of Council 1021.010 Review and re-establishment of Committees in accordance with Local Government Act 1995 section 5.8 and re-appointment of members s5.10 and 5.11, Bush Fires Act 1954, section 67 and Emergency Management Act 2005, section 38.
18	25 March 2022	Amended	Appendix 3 – Other Shire established groups – Occupational Health and Safety Committee amended to Work Health and Safety Committee
19	27 October 2023	Re-established	Resolution of Council 251023.09 Review and re-establishment of Committees in accordance with Local Government Act 1995 section 5.8 and re-appointment of members s5.10 and 5.11, Bush Fires Act 1954, section 67 and Emergency Management Act 2005, section 38.
20	23 May 2024	Amended	1.3 Joint Local Emergency Management Committee (Shire of Cuballing and Shire of Narrogin)
21	19 February 2025	Re-established	Resolutions of Council XX & XX Amend to reflect the requirements of section 5.12 of the Local Government Act 1995, as amended by the Local Government Amendment Act 2024. Appoints and endorses members as the Council-appointed Presiding Members for their respective committees.

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1.4 Australia Day and Honours Advisory Committee
TOR Schedule 1.4 – Honours and Awards Processes and Criteria

1.5 Townscape Advisory Committee

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1.7 Code of Conduct Complaints Panels

Section 2 - Reference Groups

2.1 Community Assisted Transport Service (CATS) Stakeholder Reference Group

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Appendices

Appendix 1 – Standard conditions for establishment of Council Committees

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Appendix 3 – Other Shire established groups

History Summary

Section 1 - Committees of Council

1.1 Audit Advisory Committee
TOR Schedule 1.1 – Risk Management

1.2 Airport Advisory Committee

1.3 Local Emergency Management Committee

1.4 Australia Day and Honours Advisory Committee
TOR Schedule 1.4 – Honours and Awards Processes and Criteria

1.5 Townscape Advisory Committee

1.6 Bush Fire Advisory Committee

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~~1.7 — Code of Conduct Complaints Committee~~

~~Section 2 — Reference Groups~~

~~2.1 — Community Assisted Transport Service (CATS) Stakeholder Reference Group~~

~~2.2 — Community Chest Grants Reference Group~~

~~2.3 — Roads Reference Group~~

~~Appendices~~

~~Appendix 1 — Standard conditions for establishment of Council Committees~~

~~Appendix 2 — Criteria for community members of Council Committees and Groups~~

~~Appendix 3 — Other Shire established groups~~

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Section 1 - Committees of Council

1.1 Audit, Risk and Improvement ~~Advisory~~ Committee

Statutory context	—Local Government Act 1995 – • <u>Part 5, Division 2</u> • Part 7 — Audit Local Government (Audit) Regulations 1996 Appendix 1 – Standard conditions for establishment of Council Committees	
Council context	Appendix 1 – Standard conditions for establishment of Council Committees	
History	Established	25 October 2016
	Reviewed	23 October 2019
	Reviewed	27 October 2021
	Reviewed	25 October 2023
	<u>Amended</u>	<u>19 February 2025</u>

Establishment

Objectives To exercise responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

To assist Council in discharging its legislative responsibilities of controlling the local government's affairs and ~~determining the local government's policies~~ pertaining to its finances and overseeing at a strategic level the allocation of the local government's finances and resources.

To ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

To facilitate –

- the enhancement and objectivity of internal and external financial reporting;
- effective management of financial and other risks and the protection of assets;
- compliance with laws and regulations as well as best practice in auditing;
- the coordination of the internal audit function with the external audit;
- the effective communication between the auditor, the CEO and the Council.

Membership

Composition resolved by Council		
Nomination of	No.	
<u>Presiding Member (Not an Elected Member or Employee)</u>	<u>1</u>	<u>Vacant - From 1 July 2025</u>
<u>Deputy Presiding Member (Not an Elected Member or Employee)</u>	<u>1</u>	<u>Vacant - From 1 July 2025</u>
Elected members, including ex-officio	<u>7</u>	<u>Shire President the Presiding Member until 1 July 2025</u>

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Employees, including ex-officio	0	
Other persons – Community at large	0	
- Specified organisations	0	
Total Membership	<u>7,</u> <u>however</u> <u>9 from 1</u> <u>July</u> <u>2025</u>	
Quorum	<u>4,</u> <u>however</u> <u>5 from 1</u> <u>July</u> <u>2025</u>	<u>No additional criteria</u>

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Required staff attendance (non-voting) –

Primary	Secondary
Chief Executive Officer	
Executive Manager Corporate & Community Services	Manager Corporate Services

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Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

Senior Officer responsible	Executive Manager Corporate & Community Services
Initial contact person	Executive Manager Corporate & Community Services

Role and Scope of Committee

1. Audit –
 - a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.

- ~~b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.~~
 - ~~e) Develop and recommend to Council —
 - a list of those matters to be audited; and
 - the scope of the audit to be undertaken.~~
 - ~~d) Recommend to Council the person or persons to be appointed as auditor.~~
 - ~~e) Develop and recommend to Council a written agreement for the appointment of the auditor, which is to include —
 - the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid to the auditor; and
 - method/s to be used by the local government to communicate with, and supply information to, the auditor.~~
 - ~~f) b) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions.~~
 - ~~g) c) Liaise with the CEO to ensure that the local government does everything in its power to –
 - assist the auditor to conduct the audit and carry out ~~his or her~~ their other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously.~~
 - ~~h) d) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters.~~
 - ~~i) e) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.~~
 - ~~j) f) Review the scope of the audit plan and program and its effectiveness.~~
 - ~~k) g) Review the local government's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements;
 - significant variances from prior years.~~
 - ~~l) h) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.~~
 - ~~m) i) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference.~~
 - ~~n) j) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.~~
 - ~~o) k) Review the Statutory Compliance Return and make a recommendation on its adoption to Council.~~
2. Risk Management –
- a) Oversight in the areas of risk management, internal control and legislative compliance in accordance with the Local Government (Audit) Regulations 1996 r.17.
 - b) Consider, approve and review the annual Internal Audit Plan
 - c) Advise Council on performance against the adopted Internal Audit Plan.
3. CEO support and advice –
- a) Provide the CEO with interim advice of a complex or confidential nature on request by the CEO.

– End of TOR

Notes

Frequency – minimum two per annum, to consider the Compliance Annual Return, Audit Report, Annual Financial Report and Annual Report ~~more~~ as required.

TOR Schedule 1.1 – Risk Management

**AUDIT, RISK AND IMPROVEMENT ADVISORY COMMITTEE INTERNAL RISK MANAGEMENT
REVIEW TEMPLATE REPORT**

Report prepared by Executive Manager Corporate & Community Service

Rating key: A: Acceptable I: Improvement required. U: Unacceptable, requires attention.

1. RISK MANAGEMENT			
a) The following considerations were based on the Department of Local Government & Communities Operational Guideline, No.09 dated September 2013:			
Considerations	Rating	Observation	Strategies
(1) Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered.		•	Action required: •
(2) Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time.		•	Action required: •
(3) Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas: (a) potential non-compliance with legislation, regulations and standards and local government's policies; (b) important accounting judgements or estimates that prove to be wrong; (c) litigation and claims (d) misconduct, fraud and theft (e) significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, work health and safety, and how they are managed by the local government.		•	Action required: •
(4) Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported.		•	Action required: •
(5) Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance.		•	Action required: •
(6) Reviewing the effectiveness of the local government's internal control system with management and the internal and external auditors.		•	Action required: •

(7) Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk.		•	Action required: •
(8) Assessing the local government's procurement framework with a focus on the probity and transparency of policies, procedures & processes and whether these are being applied.		•	Action required: •
(9) Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment.		•	Action required: •
(10) Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.		•	Action required: • }

2. INTERNAL CONTROL

- a) Internal Control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency.
- b) Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.
- c) Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

(1) Management Practices:		•	Action required: •
(a) Separation of roles and functions, processing and authorisation: (i) integrity and ethics; (ii) documented policies & procedures, delegated authority, levels of responsibilities and authorities; (iii) audit practices;			
(b) Management operating style.			
(c) Human Resource management and practices: (i) volunteer management (ii) trained and qualified employees; and (iii) equity and diversity leadership.			
(d) HR Systems Control: (i) Induction Programs (ii) Recruitment (iii) Training (iv) Performance Management			

(2) Information Management: (a) Data Management: Comparison of internal data with other or external sources of information, for example: (i) Geographical Information Systems (GIS); and (ii) Public Works Engineering Data (e.g.: As constructed data). (b) Control of approval of correspondence (documents, letters); and (c) Systems control: Security access, approval, version control.		•	Action required: •
(3) Physical and Information Security: information system access and security, for example: (a) limitations on direct physical access to assets and records; (b) control of computer applications and information system standards; (c) limitations on access to make changes in data files and systems; and (d) testing the arithmetical accuracy and content of records.		•	Action required: •
(4) Financial Management: integrity of financial systems, processes, controls, auditing, for example: (a) approval of financial transactions (records); (b) regular maintenance and review of financial control accounts and trial balances; (c) comparison and analysis of financial results with budgeted amounts; (d) report, review and approval of financial payments and reconciliations; and (e) comparison of the result of physical cash and inventory counts with accounting records.		•	Action required: •

3. LEGISLATIVE COMPLIANCE

Local governments are required by legislation to complete a statutory compliance return (Compliance Audit Return or CAR) annually and have the return adopted by Council. The return is a checklist of a local government's compliance with the requirements of the Act and its Regulations, concentrating on areas of compliance considered "high risk"

Legislative Compliance: (a) Statutory reporting timeframes are met; (b) Council and Executive Policy Positions are relevant and can be complied with; (c) Delegations are legislatively compliant, understood and complied with.		•	Action required: •
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– End of Schedule

1.2 Airport Advisory Committee

Statutory context [Local Government Act 1995 –](#)
 • [Part 5, Division 2](#)
[Appendix 1 – Standard conditions for establishment of Council Committees](#)

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History

Established	25 October 2016
Amendment	27 September 2017
Amendment	25 October 2017
Updated	28 November 2018
Reviewed	23 October 2019
Reviewed	27 October 2021
Reviewed	25 October 2023
<u>Amended</u>	<u>19 February 2025</u>

Establishment

Objectives To advise Council on –

- airport development
- airport services
- airport infrastructure
- user and lessee management

Membership

Composition resolved by Council		
Nomination of	No.	
Presiding Member (Elected Member)	<u>1</u>	President L Ballard
Deputy Presiding Member (Elected Member)	<u>1</u>	Determined by the Committee as required Vacant
Elected members, including ex-officio	<u>3</u> 1	
Employees, including ex-officio	0	
Other persons – Community at large	0	
- Specified organisations		
Narrogin Gliding Club	1	
Narrogin Flying Club	1	
St John Ambulance	1	
	6	
Quorum	4	

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Technical & Rural Services	
Manager Operations	

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Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Committee's Administrative Support

Senior Officer responsible	Executive Manager Technical & Rural Services
Initial contact person	Executive Support Officer Technical & Rural Services

Role and Scope of Committee

1. To investigate, plan and report on options and proposals for airport development and expansion.
2. To review existing services (user access, navigation, emergency response etc.) and ensure highest practicable standard is maintained.
3. To monitor the physical infrastructure (runway, buildings, fencing, equipment etc.).
4. To provide a further avenue of communication and consultation between Council, users and lessees of land, or buildings, and advise Council on the management of facilities.

– End of TOR

Notes

Nil

1.3 Joint Local Emergency Management Committee (Shire of Cuballing and Shire of Narrogin)

Statutory context	Emergency Management Act 2005	
	Emergency Management Regulations 2006	
	State Emergency Management Directions	
	Appendix 1 – Standard conditions for establishment of Council Committees	
Council context	Appendix 1 – Standard conditions for establishment of Council Committees	
History	Established	25 October 2016
	Reviewed	23 October 2019
	Amended	23 June 2020
	Reviewed	27 October 2021
	Reviewed	25 October 2023
	Reviewed	22 May 2024
	Amended	19 February 2025

Establishment

Objectives To prepare and continuously monitor and review the Joint Local Emergency Management arrangements for the Shire of Cuballing and the Shire of Narrogin

Membership

Maximum membership of not more than 19, principally being the primary responders to any emergency. Others welcome to attend as Observers and to participate with the consent of the presiding person.

Composition resolved by each Council		
Nomination of	No.	
Presiding Member & Deputy (Shire of Narrogin & Shire of Cuballing Elected Member)(rotating each meeting if available) Shire of Narrogin Council members, including ex-officio	12	President L Ballard or Cr President Cr E Dowling Committee Chairperson to be Elected Member
Deputy Presiding Member (Shire of Narrogin & Shire of Cuballing Elected Member)(rotating each meeting if available) Deputy Presiding Member (Shire of Cuballing Elected Member) Shire of Cuballing Council members	12	President L Ballard or President Cr E Dowling Elected Member to be Deputy Chairperson
Shire of Narrogin Elected Member, including ex-officio	1	
Shire of Cuballing Elected Members	1	
Other persons – Community at large	0	
- WA Police, OIC Narrogin	1	ex-officio – LEM Coordinator
- DFES, Narrogin Regional Officer	1	
- Narrogin Regional Hospital	1	
- Narrogin Volunteer Bush Fire Brigades	1	Chief BFCO or DCBFCO

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- Cuballing Volunteer Bush Fire Brigades	1	Chief BFCO or DCBFCO
- Narrogin VFRS Unit	1	
- Narrogin SES Unit	1	
- Water Corporation	1	
- Western Power, Narrogin	1	
- Dept of Communities	1	
- Dept of Primary Industry & Regional Development	1	
- Dept of Biodiversity, Conservation & Attractions - Parks & Wildlife Services	1	
- Narrogin St John Ambulance Sub-centre	1	
- Dept of Education	1	
Total Membership	18	
Quorum	8	No additional criteria

Observers to be invited (non-voting) –

Organisation	Position
- Narrogin District Education Office	
- Main Roads WA, Narrogin	
- Great Southern SEMC Executive	
- Karinya Cottage Homes	
- Narrogin Home Care	
- Housing Authority	
- Salvation Army, Narrogin	
- Disability Services Commission	

Required staff attendance (non-voting) –

Primary	Secondary
Shire of Cuballing Chief Executive Officer	Or Nominee
Executive Manager Development & Regulatory Services	Executive Manager Technical & Rural Services
Senior Ranger	
Executive Support Officer	Executive Support Officer, Development & Regulatory Services

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Meetings

Appendix 1 – Standard conditions for establishment of Council Committees
Other than Presiding Member,

Presiding Member

The EM Act s.38 specifies that the Chair is determined by the local government.

Administrative Support

Senior Officer responsible	Executive Manager Development & Regulatory Services
Initial contact person	Executive Support Officer, Devt & Reg Serv

Role and Scope of Committee

1. In accordance with Emergency Management Act s.38(2) the specified area of responsibility is the whole of the Shire of Narrogin.
2. To identify emergency risks or hazards in the community and arrange to establish, maintain and test the Local Emergency Management Arrangements established to mitigate the risks or hazards.
3. To encourage and maintain communication and joint exercises between all stakeholders.
4. To prepare and instil prevention, preparedness, response and recovery plans for a variety of identified risks or hazards preventing or minimising the effects of emergency events.
5. To increase the number and relative awareness of programmes through community awareness campaigns designed to make the community more resilient.
6. To undertake the Community Emergency Risk Management process.
7. To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed in the Emergency Management Regulations 2006.
8. To prepare and submit each financial year an annual report of its activities in accordance with the requirements of the State Emergency Management Committee.
9. To prepare an annual business plan in accordance with the requirements of the State Emergency Management Committee.
10. The Local Emergency Management Committee does not have the authority or power to commit the Shire of Narrogin or the Shire of Cuballing to expenditure without the relevant Shires endorsement.

– End of TOR

Notes

The Committee does not have any operational authority for emergency events.

1.4 Australia Day and Honours Advisory Committee

Statutory context [Local Government Act 1995 –
• Part 5, Division 2](#)

[Appendix 1 – Standard conditions for establishment of Council Committees](#)

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History	Established	25 October 2016
	Amended	20 December 2016
	Amended	19 December 2018
	Reviewed	23 October 2019
	Reviewed	27 October 2021
	Reviewed	25 October 2023
	<u>Amended</u>	<u>19 February 2025</u>

Establishment

- Objectives** To provide an avenue of communication/consultation between Council and the community for –
- Australia Day WA Citizen of the Year Awards; in each category determined by it;
 - Shire of Narrogin Australia Day Awards; consistent with the Australia Day WA Citizen of the Year Awards eligibility criteria and such other local award deemed appropriate by the Shire;
 - Shire of Narrogin Australia Day functions and events; and
 - other Commonwealth, State or local awards or honours.

Membership

Composition resolved by Council		
Nomination of	No.	
<u>Presiding Member (Elected Member)</u> Elected members, including ex-officio	<u>1</u> 3	<u>President L Ballard</u> Committee Chairperson to be Elected Member
<u>Deputy Presiding Member (Elected Member)</u>	<u>1</u>	<u>Determined by the Committee as required</u> Vacant
<u>Elected Members, including ex-officio</u> Employees, including ex-officio	<u>1</u> 0	
<u>Employees, including ex-officio</u>	<u>0</u>	
Other persons – Community at large	3	
- Lions, Narrogin	1	
- Rotary, Narrogin	1	
- Narrogin Chamber of Commerce	1	
Total Membership	9	
Quorum	5	No additional criteria

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Corporate and Community Services	

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Meetings	Appendix 1 – Standard conditions for establishment of Council Committees
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Administrative Support

Senior Officer responsible	Executive Manager Corporate and Community Services
Initial contact person	Community & Economic Development Coordinator

Role and Scope of Committee

1. To promote the Australia Day, Australia Day WA Citizen of the Year Awards and Shire of Narrogin Australia Day Awards and make recommendations to Council based on nominations received from the community.
2. To recommend to Council nomination of community members for recognition in –
 - Australian Honours,
 - National or State Australia Day Awards,
 - Other recognition or honours considered appropriate.
3. To consider community requests for Council support of nominations for Commonwealth or State awards or honours.
4. To promote the Shire's Australia Day event within the wider community with due consideration and respect for the needs and views of all members of the community.
5. To give consideration to; and make decisions regarding the venue, program/format, menu and layout of tables/seating and decorations.

– End of TOR

Notes

TOR Schedule 1.4 – Honours and Awards Processes and Criteria

1. The Australia Day WA Citizen of the Year Awards foster, recognise and celebrate significant contributions to community life and active citizenship in Shire of Narrogin in the following categories –
 - a) Citizen of the Year
 - b) Citizen of the Year (Youth)
 - c) Citizen of the Year (Senior)
 - d) Active Citizenship (Group or Event)
2. The Committee is to coordinate and consider –
 - a) community nominations for the Australia Day WA Citizen of the Year Awards;
 - b) Shire of Narrogin Awards consistent with the Australia Day Citizen of the Year Awards, and in exceptional circumstances, other recognition as appropriate; and
 - c) in exceptional circumstances, any other Commonwealth, State or local award or honours.
3. The Shire will invite Australia Day WA Citizen of the Year Awards nominations from community groups and private citizens.
4. Australia Day WA Citizen of the Year Awards nominations will open on 1 September and close on 31 October.
5. Australia Day WA Citizen of the Year Awards nominations will be advertised –
 - a) in the Narrogin Observer in mid-August and again in mid-September, and
 - b) on the Shire's website and Facebook page
6. Late nominations for Awards will not be accepted.
7. Award recipients will be considered by the Australia Day and Honours Committee.
8. The Committee is to make its recommendations to the Council Meeting held in November whose decision will be final.
9. Nomination forms are to have a nominator as well as another person to support the nomination;
10. The award recipients will be judged to have shown active citizenship and –
 - a) Made significant contribution to the local community.
 - b) Demonstrated leadership on a community issue resulting in the enhancement of community life.
 - c) Made a significant initiative which has brought about positive change and added value to community life.
 - d) Demonstrated inspiring qualities as a role model for the community.
11. Eligibility Criteria –
 - a) A person who does not reside within the Shire of Narrogin is eligible to receive an award
 - b) Awards may be granted posthumously in recognition of recent achievements.
 - c) Groups of people will not normally be eligible except when meeting the criteria for a community group.
 - d) A person cannot receive the same award twice but can be considered for another award.
 - e) Unsuccessful nominees may be either recommended and / or re-considered in future years.
 - f) Self-nominations are not eligible.
 - g) Sitting members and employees of Commonwealth, State and Local Government are not eligible for nomination relating to their service as an elected member or employee but may be considered for nomination in their private capacity.
12. Awards will be presented at the Australia Day Community Event on 26 January annually.
13. Awards and Honours other than Australia Day WA Citizen of the Year Awards may be considered by the Committee at any time throughout the year, following the general principles and procedures above, for presentation at an appropriate function.

– End of Schedule

1.5 Townscape Advisory Committee

Statutory context [Local Government Act 1995 – Part 5, Division 2](#)

[Appendix 1 – Standard conditions for establishment of Council Committees](#)

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History	Established	25 October 2016
	Amended	26 September 2018
	Reviewed	23 October 2019
	Amended	24 March 2020
	Amended	28 July 2020
	Reviewed	27 October 2021
	Reviewed	25 October 2023
	<u>Amended</u>	<u>19 February 2025</u>

Establishment

- Objectives**
- To recommend to Council proposals to improve the physical infrastructure of the Narrogin and Highbury townsites, and throughout the district with a specific focus on:
- aesthetic presentation of the area,
 - access and facilities for elderly and people with disabilities,
 - designing out crime or anti-social behaviours.

Membership

Composition resolved by Council		
Nomination of	No.	
<u>Presiding Member (Elected Member)</u> <u>Elected members, including ex-officio</u>	<u>2</u> <u>1</u>	<u>Committee Chairperson to be Elected Member</u> <u>Cr R McNab</u>
<u>Deputy Presiding Member (Elected Member)</u>	<u>1</u>	<u>Cr C Bartron</u>
Employees, including ex-officio	0	
Other persons – Community o at large	4	Specific interest to be sought – o Indigenous representative (1) o Expertise in disability or aged sectors (1)
- Highbury District Community Council	1	
- Narrogin Chamber of Commerce	1	
- Arts Narrogin	1	
Total Membership	9	
Quorum	5	Quorum reduced to 4 if one or more vacancies exist in Committee membership, for the period of any vacancy only.

Required staff attendance (non-voting) –

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Primary	Secondary
Executive Manager Technical & Rural Services	

Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

Senior Officer responsible	Executive Manager Technical & Rural Services
Initial contact person	Executive Support Officer, Development & Regulatory Services

Role and Scope of Committee

1. To make recommendations to Council for Budget purposes in relation to –
 - The adopted Townscape Plans for Highbury and Narrogin Townsites; and
 - Disability and aged access to, and movement in, public facilities and places;
2. To advise Council on proposals referred to the Committee by the Administration concerning the impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks including, but not limited to –
 - a) The quality of architectural design including its relationship to the adjoining development;
 - b) The relationship with and impact on the broader public realm and streetscape;
3. To ensure that issues that are referred to the Committee by the Administration are given due consideration with respect to in planning, design, implementation and maintenance of the built and natural environment.
4. To meet every two months or more if required to deal with matters referred to it by the Administration.
5. To make recommendations to Council with respect to any applications for grants made by businesses pursuant to the Colour Palette and Sign Guide (CBD) Policy.

– End of TOR

Notes

Local Government Act 1995 s.5.15 – Council may reduce quorum if there would not otherwise be a quorum –

- Regardless of number vacancies, quorum cannot be reduced to less than 4 without specific Council approval.

1.6 Bush Fire Advisory Committee

Statutory context Appendix 1 – Standard conditions for establishment of Council Committees Bush Fires Act 1954-
• Section 67

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History

Established	23 October 2019
Amended	23 October 2019
Reviewed	23 October 2019
Reviewed	27 October 2021
Reviewed	25 October 2023
Amended	19 February 2025

Establishment

Objectives To advise the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

Membership

Composition resolved by Council		
Nomination of	No.	
<u>Presiding Member (Elected Member)</u> <u>Elected members, including ex-officio</u>	<u>14</u>	<u>President L Ballard</u> <u>Committee Chairperson to be Elected Member</u>
<u>Deputy Presiding Member (Elected Member)</u>	<u>0</u>	<u>Determined by the Committee as required</u>
<u>Elected members, including ex-officio</u>	<u>0</u>	
Employees, including ex-officio	0	
o <u>Non Employee</u> Bush Fire Control Officers	<u>24</u> <u>157</u>	
Total Membership	<u>22</u><u>168</u>	
Quorum	<u>12</u><u>9</u>	

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Development & Regulatory Services	
<u>Shire FCOs (2 x Rangers)</u>	

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Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

Senior Officer responsible	Executive Manager Development & Regulatory Services
Initial contact person	Senior Ranger

Role and Scope of Committee

1. To advise the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

– End of TOR

Notes

BFAC

Intended to hold two meetings annually –

- first – in March/April, to review the past fire season, consider Shire budget and ESL grant application, and
- second – in about September, to consider the coming season, any matters or preparations needed, recommendations regarding fire control officers, administrative arrangements etc

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1.7 Code of Conduct Complaints ~~Panels~~ Authorisations & Panel

Statutory context Local Government Act 1995 –
• Part 5, Division 9

Local Government (Model Code of Conduct) Regulations 2021; Clause 11 (3),
authorise the following persons to receive Division 3 complaints and withdrawals
of same, relating to Council Members, Committee Members and Candidates (that
become Council Members)

Appendix 1 – Standard conditions for establishment of Council Committees

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History	Established	24 February 2021
	Reviewed	27 October 2021
	Reviewed	25 October 2023
	<u>Amended</u>	<u>19 February 2025</u>

Establishment

Objectives Complaints regarding alleged breaches of the Model Code in Division 3 are managed by the local council as the decision-making body of the local governments. The division also provides a process for responding to alleged breaches. The emphasis is on education and development, rather than punitive sanctions, with the aim of establishing or restoring positive working relationships and avoiding further breaches. Failure to comply with this Division may give rise to a complaint regarding the conduct of a council member, committee member or candidate, which may lead to the council making a formal finding of a breach and requiring remedial action by the individual.

Membership

<u>Panel Composition resolved by Council</u>		
<u>Nomination of Authorised Persons</u>	No.	
The Shire President with respect to complaints made by anyone, excluding the Shire President;	1	
The Deputy Shire President with respect to complaints made by the Shire President, excluding those made about the Deputy Shire President;	1	
The Deputy Shire President with respect to complaints about the Shire President excluding those made by the Deputy Shire President; and	1	
A panel comprising all of the Council Members , excluding the Shire President and Deputy Shire President, with respect to complaints about the Deputy Shire President made by the Shire President. Quorum: 3	5	Decisions to be made by a majority decision of the membership (<u>i.e.</u> 3)

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Required staff attendance (non-voting) –

Primary	Secondary
Nil	

Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

Senior Officer responsible	Chief Executive Officer
Initial contact person	Chief Executive Officer

Section 2 - Reference Groups

Reference Groups are not Committees of Council and exist as a forum to –

- advise staff,
- facilitate exchange of ideas and
- discuss the matters assigned.

Establishment of each Reference Group is similar to Council Committees for the sake of consistency but are not subject to the legislative constraints of a Committee. Where possible and appropriate, the Standard Conditions for Committees should be followed.

A Reference Group has no decision making authority whatsoever. Action may only be initiated within the scope of responsibility given to an officer of Council, or by a staff member following Council decision.

2.1 Community Assisted Transport Service (CATS) Stakeholder Reference Group

Statutory context [Appendix 1 – Standard conditions for establishment of Council Committees Local Government Act 1995 –](#)
• [Section 5.41 Role of CEO](#)

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History

Established	25 October 2016
Reviewed	23 October 2019
Reviewed	27 October 2021
Reviewed	25 October 2023
<u>Amended</u>	<u>19 February 2025</u>

Establishment

Objectives A working group to provide advice regarding the management and coordination of the Community Assisted Transport Service.

Meeting frequency Generally once per annum

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members, including ex-officio	1	Committee Chairperson to be Elected Member
Employees –	0	
Other persons – Community at large	0	
- Narrogin Lions Club (foundation member)	1	
- Narrogin Revheads (foundation member)	1	
- Shire of Wagin	1	
- Shire of Cuballing	1	
- Narrogin & District Senior Citizens	1	
- Volunteer driver representative	1	
Total Participation	7	

Required staff attendance (non-voting) –

Primary	Secondary
Exec. Manager Corporate & Community Services	Manager Finance <u>Corporate Services</u>
Manager Community Services	Homecare Services Coordinator

Administrative Support

Senior Officer responsible	Manager Community Services
Initial contact person	Manager Community Services

Role and Scope

1. To provide feedback and advice on the strategic direction to Council and relating to –
 - a) how to operate the CATS program in a more sustainable manner.
 - b) how to better promote the CATS program.
 - c) fee structure.
 - d) how to attract additional funding opportunities.
 - e) how to support, attract and retain volunteers e.g. drivers/carers.
 - f) raising of issues regarding the service to clients by the stakeholders.
 - g) the type of motor vehicle to be used.
 - h) how to expand the CATS program.
 - i) recommend an alternative management/ownership of the CATS program, if required.
2. To provide a further avenue of communication between Council and the community groups which operate or contribute to the Service.

– End of TOR

Notes

The CATS Stakeholder Reference Group membership was originally formed from the ongoing financial contributors and service providers to the CATS program. Membership was dependent on –

- continuing financial contributions of over \$1,000 per annum, and/or
- the provision of services to facilitate the service.

At Council meeting 25 October 2016, it was clarified that as foundation members, Narrogin Revheads and Narrogin Lions should remain permanent members of the Reference Group, without obligation to meet the contribution criteria.

2.2 Community Chest Grants Reference Group

Statutory context [Appendix 1 – Standard conditions for establishment of Council Committees Local Government Act 1995 –](#)
• [Section 5.41 Role of CEO](#)

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History

Established	25 October 2016
Amended	25 October 2017
Reviewed	23 October 2019
Amended	23 June 2020
Reviewed	27 October 2021
Reviewed	25 October 2023
<u>Amended</u>	<u>19 February 2025</u>

Establishment

Objectives A working group to review applications for Council assistance, prior to Officer's report to Council on suggested allocations from Budget.

Meeting frequency Generally twice per annum to assist the Administration develop recommendations to the Council for the two rounds.

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members, including ex-officio	3	Committee Chairperson to be Elected Member
Employees, including ex-officio	0	
Other persons – Community at large	0	
- Specific organisations	0	
Total Participation	3	

Required staff attendance (non-voting) –

Primary	Secondary
Chief Executive Officer	Executive Manager Corporate & Community Services

Administrative Support

Senior Officer responsible	Chief Executive Officer
Initial contact person	Executive Support Officer, Development & Regulatory Services

Role and Scope of Committee

1. To –
 - a) review applications from community groups for assistance from the annual Budget allocation made by Council;
 - b) review and assess applications for Landcare projects from the Landcare Reserve Fund;
 - c) to provide guidance to the Chief Executive Officer on the Grant & Acquittal Guidelines to be utilised by the Administration in marketing, promoting and conditions related to the grants; and

- d) make recommendations to Council with respect to parts a) and b) through the Senior Officer responsible.

– End of TOR

2.3 Roads Reference Group

Statutory context [Local Government Act 1995 –
• Section 5.41 Role of CEO](#)

[Appendix 1 – Standard conditions for establishment of Council Committees and Reference Groups](#)

Corporate context Appendix 1 – Standard conditions for establishment of Council Committees and Reference Group

History	Established	22 March 2017
	Amended	25 October 2017
	Reviewed	23 October 2019
	Reviewed	27 October 2021
	Reviewed	25 October 2023
	<u>Amended</u>	<u>19 February 2025</u>

Establishment

Objectives A working group to enhance communication between elected members and Technical & Rural Services staff –for

- information exchange
- discussion of technical issues.

Meeting frequency Semi – Annually to Quarterly –

- August – review roadworks program and recommended timetable
- February – progress review, consider priorities for Budget consideration
- May – progress review, confirm Budget priorities for consideration

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members	3	Committee Chairperson to be Elected Member
Employees, including ex-officio	0	
Other persons – Community at large	0	
- Specific organisations	0	
Total Participation	3	

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Technical & Rural Services	
Manager Operations	
Executive Support Officer	

Administrative Support

Senior Officer responsible	Executive Manager Technical & Rural Services
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Initial contact person	Executive Support Officer
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Role and Scope

1. To –
 - a) review progression of the road works program;
 - b) ensure issues of concern to resident and users of the Shire's road network are discussed;
 - c) provide feedback regarding roadworks priorities for annual budget consideration;
 - d) consider priorities for roadworks consistent with Roads Asset Management Plan; and
 - e) make recommendations to Council through the Senior Officer responsible.
 - f) Consider requirements of Work Crew to implement road programs (plant).

– End of TOR

2.4 Narrogin & Dryandra Visitor Centre Reference Group (N&DVC)

Statutory context [Local Government Act 1995 –
• Section 5.41 Role of CEO](#)

[Appendix 1 – Standard conditions for establishment of Council Committees and Reference Groups](#)

Corporate context Appendix 1 – Standard conditions for establishment of Council Committees and Reference Group

[Memorandum of Understanding with Shire of Cuballing](#)

History Established 25 October 2023
Amended 19 February 2025

Establishment

Objectives: A working group to provide advice regarding the management and coordination of the Narrogin & Dryandra Visitor Centre

Meeting frequency Generally twice per annum

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members	1	Committee Chairperson to be Elected Member
Employees, including ex-officio	1	
Shire of Cuballing	1	
Narrogin & Dryandra Visitor Centre Volunteers Representative	1	
Total Participation	4	

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Corporate & Community Services	
Community Development Officer	Community & Economic Development Coordinator

Administrative Support

Senior Officer responsible	Executive Manager Corporate & Community Services
Initial contact person	Community Development Officer

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Role and Scope

1. To provide feedback and advice on the strategic direction to the CEO in relation to –
 - a) how to operate the N&DVC in a sustainable manner.
 - b) how to better promote the N&DVC.
 - c) Merchandise options and management.
 - d) how to attract additional tourism opportunities.
 - e) how to support, retain and attract volunteers.
 - f) additional opportunities for area promotion
 - g) building management of the Railway Station Precinct.
2. To provide a further avenue of communication between the Administration and Council and the community groups which operate or contribute to the Service.

– End of TOR

Appendices

Appendix 1 – Standard conditions for establishment of Council Committees

Unless otherwise specified in the establishment of a Committee or Reference Group, the following standard conditions apply to all.

Matters will only be listed if varying from these Standard Conditions

Statutory context	The majority of Committees are established under the Local Government Act 1995 – - s.5.8 to s.5.18 – Committees and their meetings. - s.5.19 to s.5.25 – Matters affecting Council and Committee meetings. - s.5.59 to s.5.90 – Financial interests, declarations, gifts etc. Also refer to Local Government (Administration) Regulations 1996 – - r.4 to r.14B – Committees and committee meetings. Shire of Narrogin Meeting Procedures Local Law 2016, unless otherwise provided for by the Act or Regulations. Some committees, but not all, have statutory functions. If so, general references to legislative requirements are given.
Council context	From time to time, Council may adopt specific policies that affect the Committee or provide direction. Compliance with the Shire of Narrogin Code of Conduct for Council Members, Committee Members and Candidates is mandatory, as required by the Act and Regulations.
History	First established Last amended Reviewed 25 October 2023
Establishment	
Objectives	Brief outline of Council's objectives for the Committee.
Authority	Unless provided for by the Act or Regulations, the Committee has an advisory role only, and has no delegated authority to implement actions or activity unless authorised by Council.
Financial Interests	The Act requires all members of the Committee comply with the interest provisions of the Act – - financial – both direct and indirect interests which impact the member; - proximity – development adjoining or affecting the member; - declarations – written declaration to be made to CEO or presiding members; - gifts – to be notified to CEO within 10 days of receipt or promise of gift.
Working Parties	The Act does not permit the establishment of a sub-Committee, however, the Committee may request that a member or several members consider a particular matter.

Code of Conduct The Act requires compliance with the Code of Conduct for Council Members, Committee Members and Candidates adopted by the Shire of Narrogin.

Membership

Composition The Act requires that a Committee have a membership of at least 3 people.

A vacancy does not reduce the number of positions on the Committee, unless Council resolves by absolute majority. The number of members must be stipulated by Council, and cannot be varied by the Committee. Should there be less members than the number resolved by Council, the position is considered vacant, however, the quorum required is not affected.

The Committee is to comprise of –

- Council members, including ex-officio as permitted by the Act.
- Employees, as resolved by Council, including ex-officio as permitted by the Act. The role of member includes the obligation to vote and is separate from the administrative support function of the Committee.
- Other persons, i.e. community members, either named or by position within an external organisation.

If notified to Council when Committee is established, the President and CEO may exercise separate rights to be a member or nominate another elected member or employee to be a member of the Committee.

The TOR for a Committee does not over-ride a Council resolution.

Members	Council members As stipulated in the resolution establishing the Committee by absolute majority, or subsequent decision, and including any ex-officio member. Employees As stipulated in the resolution establishing the Committee by absolute majority, or subsequent decision, and including any ex-officio member. Other persons From the community or specific organisation, as stipulated in the resolution establishing the Committee by absolute majority, or subsequent decision.
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Only appointed members of a Committee may vote. Generally, staff will not be voting members of a Committee, but have an advisory and support role only. However, there may be exceptions and these will be noted in the individual Committee's Terms of Reference.

Nomination of a member may be –

- by name, in which case the person holds membership until removed, whether a resident, employee or not; or
- by position, in which case the person holding the specific position.

Where a member is appointed by position, a person acting in that position automatically has membership. If the person chooses to delegate the membership to another person within their organisation, this must be notified to the CEO. The person delegated does not automatically become the deputy member.

Deputy members The Act defines “deputy member” as a person appointed by Council authorised to act for a Committee member in that person’s unavailability.

Only the person initially present at the meeting may participate, i.e. “tag teaming” by leaving a meeting, allowing the other to participate and vote, is not permitted.

Where a deputy member is appointed by position, a person acting in that position automatically has membership. Where the person chooses to delegate the membership to another person within their organisation, this must be notified to the CEO.

Vacancies The Act requires that members and deputy members be approved by absolute majority of Council.

The Committee is not permitted to co-opt members but may invite a person or organisation to make a presentation or deputation.

Tenure The Act stipulates membership of the Committee is until –

- the person no longer holds the office by virtue of which they were appointed,
- the person resigns by notice in writing to the presiding member or the CEO,
- the person’s term of appointment expires or is removed by Council, or otherwise become vacant,
- the committee is disbanded or term for which it was established expires.

Generally, Council will only appoint an elected member or community member to the same committee for a maximum of 3 consecutive terms (i.e. 6 years).

Consistent with the provisions of the Act s.2.25(4) applying to Council members, Council may remove a Committee member who has been absent for 3 consecutive meetings.

Payments Meeting fees are not paid. In some instances, reimbursement for actual expenses incurred in attending a Committee meeting may be permitted. Refer to CEO.

Meetings

Frequency May be specified by Council, but generally as required and determined by the Committee.

Presiding Member The Act requires that the presiding member be selected by the Committee.

Procedures In accordance with Shire of Narrogin Meeting Procedures Local Law.

Deputations In accordance with Shire of Narrogin Meeting Procedures Local Law.

Quorum The Act stipulates 50% of the designated membership of the Committee whether the position is vacant or not, must be present.

Where the membership is an odd number, the quorum is 50% and rounded up, e.g. quorum for a membership of 9 is 5.

In some circumstances, Council is permitted by absolute majority to give prior approval for a specific meeting to reduce the quorum required.

Voting	All recommendations are to be by simple majority of Committee members present, The Presiding Members should announce the result of the vote, e.g. 3/1, or 4/0 etc.. The Act requires that all Committee members present at the meeting – • must vote, and • must vote in such a way that their vote is not secret, i.e. either on the voices or by show of hands. Therefore the following are not permitted – • proxy voting – submission of a written vote by another person); • abstaining from voting – those present are required by the Act to vote; • secret ballot or drawing of lots or similar. In the case of equality of voting, the presiding member is to exercise a casting vote. Observers do not have a right to speak, but may address the meeting at discretion of the presiding member, and are not permitted to vote.
Agendas	To be available 3 days prior to meeting, to Committee members and the public.
Minutes	To be available 5 days after the meeting to Committee members and the public. The Act requires that the minutes of Committee meetings are submitted to Council for noting and to the following Committee meeting for confirmation.
Recommendations	All decisions of the committee are recommendations to Council, and are not to be actioned until authorised by Council, unless the senior officer has existing authority, responsibility or discretion to do so.

Administrative Support

Senior Officer	Has responsibility for the Committee, overseeing its general operation in accordance with these standard conditions or specific variation as authorised by Council, and ensuring the Committee's minutes are presented to Council. The role does not confer any right to vote.
Contact	Provides administrative support for the Committee at the direction of the senior office. The role does not confer any right to vote.

Role and Scope of Committee

Detailed terms of reference will be given of what is expected of the Committee.

– End of Standard Conditions for TOR

Notes

General notes for guidance, not forming part of the establishment or terms of reference of the Committee.

TOR Schedule 0.1 – Title

~~Any Schedule will provide detailed instructions or guidance on how the role and responsibilities of the Committee are to be implemented.~~

– End of Schedule

Appendix 2 – Criteria for community members of Council Committees and Groups

A number of Committees have members from specific community organisations or from the community at large.

For these Committees, Council will seek to appoint community members so that the Committee meetings will consist of members and deputy members having –

- a) demonstrated expertise and knowledge in the particular area of Committee responsibility;
- b) relevant skills and experience to provide independent advice;
- c) current participation with an organisation having similar objectives would be well regarded,
- d) diverse backgrounds and experience, while remaining relevant to the Committee's functions.

Preference will be given to residents who have a detailed knowledge of the district, enabling Committee members to make a positive contribution towards the community.

Non-residents may be appointed by Council, if suitable candidates cannot be established from the community or if it is determined there is specific need or advisability.

Community members of specific organisations will be invited for –

- a) Local Emergency Management Committee
- b) Australia Day and Honours Advisory Committee
- c) Townscape Advisory Committee
- d) Community Assisted Transport Service Stakeholder Reference Group
- e) The Narrogin & Dryandra Visitors Centre Reference Group.

In addition, community members at large will be sought for –

- a) Australia Day and Honours Advisory Committee
- b) Townscape Advisory Committee.

Appendix 3 – Other Shire established groups

Although the following are groups established by the Shire, they do not report to Council but exist to support the function of

Work Health and Safety Committee

Responsible to – CEO

Established under the Work Health and Safety Act, the Committee is workplace based, with workplace representatives, is responsible to the employer (i.e. CEO), and has statutory obligations.

10.4.3 CONDUCT OF 2025 LOCAL GOVERNMENT ELECTION

File Reference	13.4.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Western Australian Electoral Commission
Previous Item Numbers	Nil
Date	14 January 2025
Author	Lily Webb – Executive Support Coordinator
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Western Australian Electoral Commission (WAEC) Cost Estimate Letter for 2025 Local Government Elections	

Summary

The purpose of this report is to seek the approval of Council to conduct the 2025 Local Government Election, under the Local Government Act 1995, section 4.11, as a postal election for three (3) Councillors and one (1) Shire President for the District of Narrogin (in entirety – no wards). The Western Australian Electoral Commission (WAEC) has provided a cost estimate of \$30,557 (ex GST) to conduct this election on 18 October 2025. Council is also requested to declare the Electoral Commissioner responsible for the election and approve the postal election method.

Background

The WAEC has offered to conduct the 2025 Local Government Election scheduled for 18 October 2025. The Shire of Narrogin has historically engaged the WAEC for this purpose to ensure professional and impartial conduct of elections.

The cost estimate assumes:

- Postal method of election;
- Three (3) Councillor vacancies and one (1) President vacancy;
- 3,500 electors with a 40% response rate;
- Appointment of a local Returning Officer (by the WAEC); and
- Election count conducted at the Shire offices using CountWA.

This process aligns with previous practices, such as the 2023 election, which was successfully conducted by the WAEC.

Consultation

The WAEC has written to the Shire of Narrogin offering to undertake the 2025 Election.

Further community engagement will be undertaken closer to the election date to inform residents.

No additional consultation on the matter is deemed necessary.

Statutory Environment

The provisions of the Local Government Act 1995, sections 4.20 and 4.61 relate and must be resolved at least 80 days prior to an Election.

In the absence of the Council making a determination as to the Returning Officer (RO), the Chief Executive Officer is the RO, pursuant to section 4.20(1).

Local Government (Elections) Regulations 1997 specifies cost recovery requirements for elections conducted by the WAEC.

Policy Implications

There are no relevant or proposed Council Policies that relation to the request.

The Council's practice, since the merger in 2016, has been to appoint the WAEC and to conduct the Election as a Postal Election.

Sustainability & Climate Change Implications

Environmental - There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Economic - There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social - Conducting a postal election ensures accessibility and transparency, fostering community engagement in democratic processes.

Financial Implications

If Council chooses to have the 2025 Election facilitated by the WAEC, the cost quoted is \$30,557 (ex GST). This is an increase of \$557 from the 2023 estimate due to an increase in the price of postage, and salary adjustments for Returning Officers.

The actual cost of the 2023 election \$24,491.98 (ex GST). In addition, the Shire of Narrogin must also meet the associated cost of additional non-statutory advertising and provision of at least one staff member to work at the polling place on Election Day.

Should Council not proceed with the WAEC quotation, the staff time allocated to the process and advertising costs could be similar to the quotation provided and other projects would potentially be delayed.

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:	4.1.2	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 resolve to appoint the WAEC to conduct the 2025 Election(s) will necessitate the Chief Executive Officer undertaking the task, with the potential for perception of conflict of interest and prioritisation of other strategic tasks.	Unlikely (2)	Moderate (3)	Medium (5-9)	Engagement Practices	Transfer risk by engaging the WAEC.

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

It is recommended that Council appoint WAEC to facilitate the Ordinary 2025 Election process, on behalf of Council by way of a postal election.

To facilitate the process, a formal request to the WAEC is required for the commitment to be confirmed prior to the election cycle commencing.

A quote has been provided from the WAEC for three (4) Elected Members, being three (3) Councillors and the Shire President for the whole of the District.

The four (4) Elected Members positions up for vacancy are those currently occupied by:

- Shire President Leigh Ballard;
- Councillor Murray Fisher;
- Councillor Clive Bartron; and
- Councillor Roxanne McNab.

A copy of the quote for \$30,557 (ex GST) to conduct the election, as postal ballots, with an on-site count at the Shire Administration office, is attached. The quote includes all statutory advertising.

It should be noted that should Council choose to return the 2025 Election to “in-person” and conducted by staff, the implication for this decision is that staff time committed during the election process will be large, and other projects will be delayed. It is also to Council’s benefit to have the experience of the WAEC facilitating the process and to allow Council and staff to maintain the required separation to the process.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 190225.14

Moved: Cr Broad

Seconded: Cr Wiese

That, with respect to the conduct of the 2025 Shire of Narrogin Ordinary Local Government Election, Council:

- 1) Accept the quotation provided by the Western Australian Electoral Commission of \$30,557 (ex GST) to conduct the election for three (3) Councillors and the Shire President, and ensure this amount is provided for in the 2025/26 Budget;
- 2) Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the Election together with any other elections or polls which may be required; and
- 3) Decide, in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the election will be as a postal election.

**CARRIED 6/0
BY ABSOLUTE MAJORITY**

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

Against: Nil



Mr Dale Stewart
Chief Executive Officer
Shire of Narrogin
43 Federal Street
NARROGIN WA 6312

Dear Mr Stewart,

Cost Estimate Letter: 2025 Local Government Ordinary Election

As you are aware, the next local government ordinary election will be held on 18 October 2025. This letter is your Cost Estimate for the Western Australian Electoral Commission to conduct your election, should you proceed with making a declaration under the *Local Government Act 1995* for us to do so.

Cost Estimate

The Commission has estimated the cost to conduct your Council's election in 2025 as a postal election at approximately \$30,557 (ex GST).

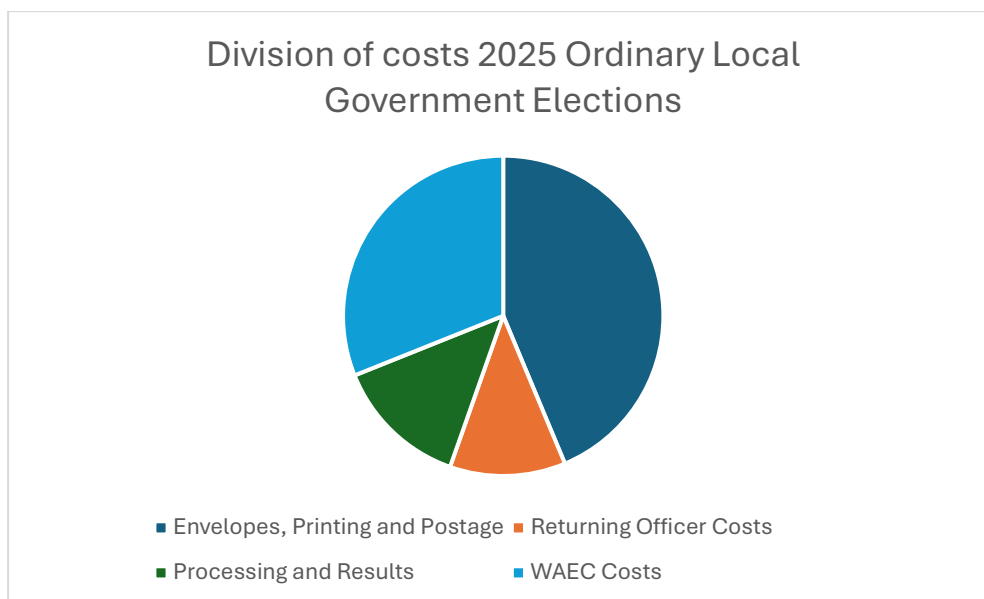
This cost has been based on the following assumptions:

- The method of election will be postal;
- 3 Councillor(s) and 1 President vacancies;
- 3500 electors;
- response rate of approximately 40%
- appointment of a local Returning Officer; and
- count to be conducted at your office using CountWA.

If any of these assumptions are not correct, please contact us and we can provide a new cost estimate.

Cost Methodology

To provide your estimate, the Commission has estimated the costs of all aspects of the election, from supply of materials to staffing costs. For the 2025 Local Government elections, we have applied the following apportionment across the State:



For individual local Governments the exact apportionment of costs may differ slightly from the above, as the cost categories are determined by applying the following variables:

- Envelopes, Printing and Postage, and WAEC Costs are determined by the number of electors in your Local Government;
- Processing and Results is determined by the expected response rate for your election; and
- Returning Officer Costs are determined by the complexity of the election for the Returning Officer; we classify Local Governments into bands depending on a number of factors including number of Wards, number of vacancies and the number of candidates, and then we pay our Returning Officers a rate which reflects this band.

Estimated Cost of 2025 Local Government Elections

The Commission estimates that the total cost of conducting the Local Government Elections across Western Australia in 2025 will increase by \$1.3 million, compared to 2023. The key drivers for this cost increase are as follows:

- a 45% cost increase from Australia Post, comprising of a 25% increase which came into effect in March 2024, and an additional 20% proposed increase currently being considered by the Australian Competition and Consumer Commission, which if approved will take effect in July 2025; and
- a 9% increase in the salaries paid to Returning Officers as required by the Public Sector CSA Agreement 2024.

Variations to the final costs for your Council

In accordance with the *Local Government (Elections) Regulations 1997*, the Commission conducts elections on the basis of full accrual cost recovery. This means that should the actual costs incurred to conduct the election be less or greater than what we have estimated, the final cost may differ from the cost estimate you have been provided.

Whilst we aim to keep additional costs at a minimum wherever possible, the following are examples of where cost increases may arise:

- If a Returning Officer is selected that is not local to your area;
- If you elect for Australia Post Priority Service for the lodgement of your election package;
- If casual staff are required for the issuing of Replacement Election Packages;
- If casual staff are required to assist the Returning Officer on election day or night; or
- Unanticipated cost increases from our suppliers.

We will endeavour to keep you informed of any unanticipated cost increases as they are incurred during the election.

Service Commitment

The Commission is committed to conducting elections impartially, effectively, efficiently and professionally. Following each election event, we review our performance and identify ways to improve our service delivery.

The Commission acknowledges that during the 2023 Local Government Ordinary Elections, the results for many Local Governments were delayed. Since this time we have improved our Count Processes, and as demonstrated through extraordinary elections conducted in 2024, we are now able to finalise our results more quickly whilst still retaining accuracy and integrity.

If you have any suggestions for improvements we can make to deliver your election, your feedback is welcome at all times.

Next Steps

Should you wish to accept this cost estimate and proceed with the Electoral Commission undertaking this election, there are specific steps that must be taken under the *Local Government Act 1995*. These steps are summarised in the attached flow chart (Attachment A).

As outlined in the flow chart, if you accept this Cost Estimate then please advise of us this in writing, so that we can issue a Written Agreement letter. Both the Cost Estimate letter, and the Written Agreement letter then need to be taken to Council for a decision.

If you have any queries, please contact lgelections@waec.wa.gov.au .

Yours sincerely,



Robert Kennedy
ELECTORAL COMMISSIONER

12 December 2024

10.4.4 ANNUAL COMPLIANCE AUDIT RETURN 2024

File Reference	14.1.1
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	15 January 2025
Author	Lily Webb – Executive Support Coordinator
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Compliance Audit Return 2024	

Summary

The completed annual Compliance Audit Return for calendar year 2024 is presented to the Council for consideration.

Background

It is a requirement of all Local Governments to complete the annual Compliance Audit Return as part of its regulatory obligations to the Department of Local Government, Sport and Cultural Industries.

Consultation

Consultation has been undertaken with:

- The Council's Audit and Risk Committee;
- Chief Executive Officer;
- Executive Manager Corporate & Community Services;
- Manager Corporate Services; and
- Business Development and Innovation Officer.

Statutory Environment

The following statutory provisions apply:

- Local Government (Audit) Regulations – Regulation 14 – Compliance audit return to be reviewed by Audit Committee and report made to Council.
- Local Government (Audit) Regulations – Regulation 15 – once considered by Council, the return is to be signed by President and CEO and lodged with the Department by 31 March.

Policy Implications

There are no known policy implications on this matter.

Sustainability & Climate Change Implications

Environmental – There are no known significant environmental implications associated with the adoption of the Compliance Audit Return.

Economic - There are no known significant economic implications associated with the adoption of the Compliance Audit Return.

Social - There are no known significant social implications associated with the adoption of the Compliance Audit Return.

Financial Implications

There are no known relevant financial implications.

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)
Failure to present the Compliance Audit Return would result in the non-compliance with the Local Government (Audit) Regulations – Regulation 14, 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 Compliance Audit Return for the 2024 calendar year has been completed and is submitted for review. Of the ninety-four (94) questions posed by the Department, there was one (1) instance of non-compliance. This relates to an officer with delegated authority to issue building permits, who fell under the requirements of section 5.74(b) of the Local Government Act 1995 (designated employee).

Under the Act, the officer was required to submit a Primary Return within three (3) months of commencing employment. However, the Administration later discovered that this had neither been requested nor submitted within the required timeframe. The oversight was subsequently rectified, with the officer providing both a Primary Return and an Annual Return. It is also noted that the officer has since left the organisation and had not exercised the delegation during their tenure.

While this constitutes a reportable non-compliance, no penalties apply to the organisation as a result.

As per the Local Government (Audit) Regulations, this item will be presented to the Audit Advisory Committee Meeting, scheduled for 19 February 2025. The Return has been recommended to Council by Officers.

Voting Requirements

Simple Majority

Subject to the receipt of the Audit and Risk Committee's recommendation from its meeting of 19 February 2025, the following Officer's recommendation is provided.

OFFICERS' RECOMMENDATION & AUDIT AND RISK COMMITTEE'S RECOMMENDATION AND COUNCIL RESOLUTION 190225.15

Moved: Cr Pomykala

Seconded: Cr Bartron

That with respect to the Department of Local Government, Sport and Cultural Industries' Compliance Audit Return for Calendar Year 2024, the Council adopt the return, noting one (1) matter of non-compliance, amongst the ninety-four (94) questions asked by the Department and request the Chief Executive Officer to lodge the return no later than 31 March 2025.

CARRIED 6/0

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

Against: Nil



COMPLIANCE AUDIT RETURN 2024

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	No	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	No	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	N/A	
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	Yes	220524.10
2	s5.16 (2)	Were all delegations to committees in writing?	Yes	220524.10
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the <i>Local Government Act 1995</i> ?	Yes	220524.10
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	Delegations Register
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	Yes	Yes
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the <i>Local Government Act 1995</i> ?	Yes	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	220524.10
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Delegations Register



9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Delegations Register
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	220524.10
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	Delegations Register
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	220524.10
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 19?	Yes	

Disclosure of Interest

No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the <i>Local Government Act 1995</i> , did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	OCM 270324 10.1.2, 240424 10.2.1, 240724 10.2.1, 271124 10.3.5 SCM 140824 6.1
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the <i>Local Government (Administration) Regulations 1996</i> regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	270324 10.1.2 Yes 'left the room' 240424 10.2.1 Yes 'left the room' 240724 10.2.1 Yes 'left the Chambers' 271124 10.3.5 Yes 'left the Chambers' 140824 6.1 Yes 'left the Chambers'
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the <i>Local Government Act 1995</i> recorded in the minutes of the meeting at which the disclosures were made?	Yes	Yes
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	No	Delayed submission for the former Building Surveyor. Employment commenced 25/07/2022 and his Primary Return was submitted 01/08/24. The former employee had one (1) delegation, 10.1 Control of building matters.



5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	Files in BIDO Office
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	Files in BIDO Office
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> ?	Yes	Financial Interests Register.pdf
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the <i>Local Government Act 1995</i> , in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	Financial Interests Register.pdf
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> , did the CEO remove from the register all returns relating to that person?	Yes	Files in BIDO Office
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the <i>Local Government Act 1995</i> been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	Files in BIDO Office
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the <i>Local Government Act 1995</i> , in the form prescribed in the <i>Local Government (Administration) Regulations 1996</i> , regulation 28A?	Yes	gift-register
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	gift-register
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the <i>Local Government Act 1995</i> , did the CEO remove from the register all records relating to those people?	Yes	Files in BIDO Office
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) <i>Local Government Act 1995</i> been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did	Yes	Financial Interests Register.pdf



		that person disclose the nature and extent of that interest when giving the advice or report?		
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the <i>Local Government Act 1995</i> relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the <i>Local Government Act 1995</i> , recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?	Yes	Adopted 24 February 2024, by Absolute Majority, Resolution 0221.016, and then reviewed 7 June 2021 and 26 April 2023.
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the <i>Local Government Act 1995</i> ?	No	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	2021 code-of-conduct-for-council-members-committee-members-and-candidates
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employee of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes Yes	2023 employee-and-volunteer-code-of-conduct



Disposal of Property				
No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the <i>Local Government Act 1995</i> (unless section 3.58(5) applies)?	Yes	MCYS & MO
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the <i>Local Government Act 1995</i> , did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	Yes	MO

Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the <i>Local Government (Elections) Regulations 1997</i> ?	Yes	register-of-electoral-gifts
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the <i>Local Government (Elections) Regulations 1997</i> ?	N/A	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the <i>Local Government (Elections) Regulations 1997</i> ?	Yes	register-of-electoral-gifts



Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the <i>Local Government Act 1995</i> ?	Yes	OCM 251023 11.4.3 minutes-25-10-2023-(confirmed)
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the <i>Local Government Act 1995</i> , did it do so by absolute majority?	Yes	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the <i>Local Government Act 1995</i> required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the <i>Local Government Act 1995</i> , did the CEO publish a copy of the report on the local government's official website?	Yes	narrogin.wa.gov.au/documents/1702/audit-advisory-committee-minutes-11-12-2024-(unconfirmed)
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	



Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of <i>Local Government (Administration) Regulations 1996</i> 19DA(2) & (3)?	Yes	

Local Government Employees				
No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 18A?	Yes	The Executive Manager Corporate & Community Services
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the <i>Local Government Act 1995</i> ?	N/A	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes	The Executive Manager Corporate & Community Services
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	



Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	The Executive Manager Corporate & Community Services
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the <i>Local Government Act 1995</i> ?	Yes	Nil Complaints
3	s5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	Yes	The number of complaints recorded in the register of complaints, how the recorded complaints were dealt with, and any other details that the regulations may require.
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	complaints-register

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the <i>Local Government (Financial Management) Regulations 1996</i> regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	Yes	22 February 2023 – 230222.012
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with <i>Local Government (Audit) Regulations 1996</i> regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	Yes	22 February 2023 – 230222.012
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the <i>Local Government Act 1995</i> , were the disclosures made within 10 days after receipt	Yes	



		of the gift? Did the disclosure include the information required by section 5.87C of the Act?		
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	Council Policy 1.15 Elected Member and Chief Executive Officer Attendance at Events Policy - Reviewed 26 April 2023
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the <i>Local Government Act 1995</i> ?	Yes	www.narrogin.wa.gov.au
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Council Policy 1.17 Continuing Professional Development – Reviewed 26 April 2023
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2024?	Yes	*Apparent Error found in DLG document. 2022/2023 in question, rather than 2023/2024. The answer for both is yes.
8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	No	The Auditors received the CEO signed Annual Financial Statements on Monday 21st October 2024, submitted with Ministerial approval of the delay.
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	Council Resolution 260723.07, 26th July 2023

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the <i>Local Government (Functions and General) Regulations 1996</i> , regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	Council Policy 3.1 - Purchasing
2	s3.57 F&G Reg 11	Subject to <i>Local Government (Functions and General) Regulations 1996</i> , regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract	Yes	Request for Tender (RFT) 24/25-01 Supply of two Side Tipping Trailers Advertised from 19 July 2024, finalised 28 August 2024 Resolution: 280824.07



		was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?		
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the <i>Local Government Functions and General) Regulations 1996</i> , required tenders to be publicly invited, did the local government invite tenders via State-wide public notice in accordance with Regulation 14(3) and (4)?	Yes	RFT 24.25-01 Advertised on the Shire's official website in the West Australian News Paper, local public noticeboards, and the Shire's social media.
4	F&G Reg 12	Did the local government comply with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	N/A	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 15 and 16?	Yes (Reg 15) Yes (Reg 16)	15(1) Yes - Advertised for more than 14 days 15(1) Yes - In at least 3 of the ways prescribed in LG (Admin) Regulations 1996, Reg 3A(2): (a) publication in a newspaper circulating generally in the State; (f) exhibition on a notice board at the local government offices and library; and (g) posting on a social media account administered by the local government.
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	Resolution 280224.07, Attachment 1. Evaluation Matrox (Commercial in Confidence – Under Separate Cover), 28 th August 2024.



10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulations 21 and 22?	N/A	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24?	N/A	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with <i>Local Government (Functions & General) Regulations 1996</i> regulations 24AD(4) and 24AE?	N/A	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24AG?	N/A	



Department of
**Local Government, Sport
and Cultural Industries**

19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24E and 24F?	Yes	

Chief Executive Officer

Date

Mayor/President

Date

10.4.5 PROPOSED LEASE RENEWAL – PORTION OF RESERVE 17386 (MACKIE PARK)

File Reference	A340056
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Narrogin Community Support Association Inc.
Previous Item Numbers	Nil
Date	22 January 2025
Author	Danielle van Rooyen - Business Development and Innovation Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Current lease Narrogin Community Support Association 2. Exercise of lease renewal – Narrogin Community Support Association Inc.	

Summary

This report recommends that Council resolves to approve the exercise of the optional five-year extension within the current lease for a portion of Reserve 17386 (Mackie Park) 75 Federal Street, Narrogin to the Narrogin Community Support Association Inc, with the existing lease term set to be determined on or before 28 February 2025. Narrogin Community Support Association Inc has consistently met all lessee obligations and continues to provide essential financial counselling services to the community. The exercise of this lease extension will ensure the ongoing operation of these vital services, supporting individuals and families in financial distress and promoting financial resilience within the community.

Background

The current lease for Narrogin Community Support Association Inc began under the Town of Narrogin on 1 August 2008. On 25 February 2020, the Council approved a renewal of the lease, effective from 1 March 2020, for an additional 10-year term with an option for a further 5 + 5 years, expiring on 28 February 2030. The lease was originally held by Narrogin Youth Support, which later transitioned to the Narrogin Community Support Association, shifting its focus from youth support to financial counselling services. The association is primarily funded through Commonwealth grants, with additional support from philanthropic donations.

Consultation

Consultation regarding the lease renewal included:

- The Chief Executive Officer; and
- Chairperson Narrogin Community Support Association Inc – Mr Murray Fisher.

Statutory Environment

The lease renewal process complies with the provisions of:

- The Local Government Act 1995, Section.3.58, addresses the disposition of property;
- The Local Government Act 1995, s.9.49A, addresses the executing of documents;

- The Local Government (Function and General) Regulations 1993, Regulation 30, provides for exemptions from the disposition requirements for not for profit community groups (no need to advertise); and
- The Delegations Register – 3.4 Disposing of land – leases, rentals etc provides for delegation to the Chief Executive Officer to exercise disposition (leasing) for periods up to 2 years maximum duration.

Policy Implications

The following Council Policy relates; 1.11 Common Seal.

Sustainability & Climate Change Implications

Environmental - There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Economic - Renewing the lease allows Narrogin Community Support Association Inc to continue providing free financial counselling services, which contribute to economic resilience by supporting individuals and families in financial distress. These services indirectly benefit local businesses and reduce economic inequality.

Social - The Narrogin Community Support Association Inc work significantly contributes to social cohesion by addressing financial hardship and promoting financial literacy. The renewal of the lease ensures the continuation of these essential services, fostering a healthier, more equitable community.

Financial Implications

There are no new major financial implications in using the lease extension option for a further 5 years. The lease, and its renewal option, both provide for an annual rental of \$1,000. This amount is based on the Shire's attempt to recover outgoings, which are predominantly not metered. For example, the building is also used as a parenting room and for ablutions serving the adjoining park and town, so water and electricity are shared between users. Currently, there is no sub-meter to account for respective Shire and lessee usage. Additionally, the lessee has dedicated access to a refuse bin, which incurs an annual fee of \$280.00 (the adopted refuse bin fee for a commercial premise).

Indicative costs for the premises are as follows:

- Power: \$650 per annum (noting that it also services the ablutions and lights for Mackie Park);
- Water: \$100 per annum for the offices and ablutions;
- Insurance: \$982.62 per annum, based on a valuation of \$590,000 for the replacement cost of the offices and ablutions; and
- Refuse charges: \$280 per annum.

The total indicative cost for the premises is estimated at \$2,000 per annum. If the Shire were seeking a market return, the market rent for the property would be approximately \$5,200 per annum (or more), plus outgoings. It should be noted that given it is an extension of lease, and not a new lease, there is little ability to alter the current lease without agreement of both parties.

It is important to note that the organisation has occupied the premises for the past 15 years on an "exempt from rates" basis. It is expected that this exemption will continue, as the organisation may be eligible for rate exemption, should they apply. Additionally, based on annual building maintenance inspections, the Chief Executive Officer considers the structure of the facility to be sound.

Strategic Implications

The only potential strategic issue is the long term usage of the building on the reserve. The reserve is managed by the Shire on behalf of the Crown (the State Government) as a reserve for the purposes of 'park and community'. As mentioned earlier, the building is structurally sound and if properly maintained, there is no reason that it couldn't last for another 30-40 serviceable years. If for any reasons the Council needs to vacate the premises or modify it in such way or form that renders it unsuitable for the current lessee, the Shire does have a clause, numbered 31, 'Right to terminate upon notice' for any reason, by giving 6 months' notice. This is exercisable by either party.

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2	Build a healthier and safer community
Strategy:	2.2.1	Support the provision of community security services and facilities
Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2	Engage and support community groups and volunteers
Objective:	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Strategy:	3.1.1	Conserve, enhance, promote and rehabilitate the natural environment
Outcome:	3.3	Efficient use of resources
Strategy:	3.3.1	Increase resource usage efficiency

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to renew the lease could result in the disruption of financial counselling services, negatively impacting community members reliant on these essential services. The renewal poses minimal risk to Council, given Narrogin Community Support Association Inc strong compliance history.	Unlikely (2)	Minor (2)	Low (1-4)	Business & Community Disruption	Endorse a renewal of lease.

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

In conclusion, the renewal of the lease for Narrogin Community Support Association Inc is a positive step towards ensuring the continuation of essential financial counselling services for the community. The organisation has demonstrated a strong track record of meeting its lease obligations and remains committed to supporting individuals and families in financial distress. The terms of the lease renewal are fair and aligned with the Shire's strategic objectives, with minimal financial, environmental, and social risks. Furthermore, the Shire retains the flexibility to terminate the lease at any time, as per Clause 31, which provides a 'Right to terminate upon notice' with a six-month notice period, exercisable by either party. Given Narrogin Community Support Association Inc important role in promoting financial resilience and social cohesion, it is recommended that the Council approve the lease extension to facilitate the ongoing provision of these vital services.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 190225.16

Moved: Cr McNab

Seconded: Cr Bartron

That with respect to the Proposed Lease Renewal – Portion of Reserve 17386 (Mackie Park) 75 Federal Street, Narrogin Community Support Association Inc., Council:

- 1) Approve the exercise of the option to renew the lease for Proposed Lease Renewal – Portion of Reserve 17386 (Mackie Park) with Narrogin Community Support Associations Inc for a further five-year term commencing on 1 March 2025 in accordance Attachment 2; and
- 2) Authorise the Shire President and Chief Executive Officer to sign and affix the common seal to the exercise of the renewal option documents.

CARRIED 6/0

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

Against: Nil

Standard Community Lease Precedent

Lease Portion of Mackie Park Offices (Portion of Reserve 17386)

Shire of Narrogin

Narrogin Community Support Association Inc.



McLEODS

Barristers & Solicitors

Stirling Law Chambers | 220-222 Stirling Highway | CLAREMONT WA 6010

Tel: (08) 9383 3133 | Fax: (08) 9383 4935

Email: mcleods@mcleods.com.au

Ref: NG:NARR:41868

Disclaimer

This document has been prepared as a template for the Shire of Narrogin (**Shire**).

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If something arises which is not addressed in the template then we advise the Shire to contact us to seek advice.

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Details

Parties

Shire of Narrogin

of PO Box 1145, Narrogin, Western Australia
(Lessor)

Narrogin Community Support Association Inc.

of PO Box 28
NARROGIN WA 6312

(Lessee)

Background

- A The Lessor has the care, control and management of the Land pursuant to a management order.
- B Subject to the prior written approval of the Minister for Lands, the Lessor has agreed to lease and the Lessee has agreed to take a lease of the Premises upon the terms and conditions contained in this Deed.

Agreed terms

1. Definitions

In this Lease, unless otherwise required by the context or subject matter:

Amounts Payable means the Rent and any other money payable by the Lessee under this Lease;

Authorised Person means:

- (a) an agent, employee, licensee or invitee of the Lessor; and
- (b) any person visiting the Premises with the express or implied consent of any person mentioned in paragraph (a);

CEO means the Chief Executive Officer for the time being of the Lessor or any person appointed by the Chief Executive Officer to perform any of her or his functions under this Lease;

Commencement Date means the date of commencement of the Term specified in **Item 4** of the Schedule;

Contaminated Sites Act means the *Contaminated Sites Act 2003 (WA)*;

CPI means the Consumer Price Index (All Groups) Perth number published from time to time by the Australian Bureau of Statistics;

DER means the Department of Water and Environmental Regulation of Western Australia;

Environmental Contamination has the same meaning as the word “contaminated” in the Contaminated Sites Act;

EPA means the Environment Protection Agency of Western Australia;

Encumbrance means a mortgage, charge, lien, pledge, easement, restrictive covenant, writ, warrant or caveat and the claim stated in the caveat;

Further Term means each further term specified in **Item 3** of the Schedule;

Good Repair means good and substantial tenantable repair and in clean, good working order and condition;

Interest Rate means the rate at the time the payment falls due being 2% greater than the Lessor’s general overdraft rate on borrowings from its bankers on amounts not exceeding \$100,000.00;

Land means the land described at **Item 1** of the Schedule;

Lease means this deed as supplemented, amended or varied from time to time;

Lessee’s Agents includes:

- (a) the sublessees, employees, agents, contractors, invitees and licensees of the Lessee; and
- (b) any person on the Leased Premises by the authority of a person specified in paragraph (a);

Lessee’s Covenants means the covenants, agreements and obligations set out or implied in this Lease or imposed by law to be performed and observed by any person other than the Lessor;

Lessor’s Covenants means the covenants, agreements and obligations set out or implied in this Lease, or imposed by law to be observed and performed by the Lessor;

Management Order means the Management Order made under section 46 of the *Land Administration Act 1997*, under which the Land was vested in the Lessor to be held for the purpose of Recreation;

Notice means each notice, demand, consent or authority given or made to any person under this Lease;

Party means the Lessor or the Lessee according to the context;

Premises means the premises described at **Item 1** of the Schedule;

Rent means the rent specified in **Item 5** of the Schedule;

Schedule means the Schedule to this Lease;

Term means the term of years specified in **Item 2** of the Schedule and any Further Term; and

Termination means expiry by effluxion of time or sooner determination of the Term or any period of holding over.

2. Interpretation

In this Lease, unless expressed to the contrary:

- (a) words importing:
 - (i) the singular includes the plural and vice versa; and
 - (ii) a gender or genders include each other gender;
- (b) if a word or phrase is assigned a particular meaning, other grammatical forms of that word or phrase have a corresponding meaning;
- (c) a reference to:
 - (i) a natural person includes a body corporate or local government;
 - (ii) a body corporate or local government includes a natural person;
 - (iii) a professional body includes a successor to or substitute for that body;
 - (iv) a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;
 - (v) a statute, includes an ordinance, code, regulation, award, town planning scheme, regulation, local law, by-law, requisition, order or other statutory instruments made under any of them and a reference to any of them, whether or not by name, includes any amendments to, re-enactments of or replacements of any of them from time to time in force;
 - (vi) a right includes a benefit, remedy, discretion, authority or power;
 - (vii) an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
 - (viii) this Lease or provisions of this Lease or any other deed, agreement, instrument or contract includes a reference to:
 - (A) both express and implied provisions; and
 - (B) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;
 - (ix) writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;

- (x) any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them; and
- (xi) a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure is a reference to, respectively, a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure of this Lease;
- (d) the covenants and obligations on the part of the Lessee not to do or omit to do any act or thing include:
 - (i) covenants not to permit that act or thing to be done or omitted to be done by a Lessee's Agent; and
 - (ii) a covenant to take all reasonable steps to ensure that that act or thing is not done or omitted to be done;
- (e) the meaning of general words or phrases is not limited by specific examples introduced by 'including', 'for example' or similar expressions; and
- (f) if a Party comprises two or more persons, the covenants and agreements on their part bind them and must be observed and performed by them jointly and each of them severally, and may be enforced against any one or more of them.

3. Minister for Lands Consent

This Lease is subject to and conditional on the prior approval of the Minister for Lands under the *Land Administration Act 1997*.

4. Grant of lease

The Lessor, subject to clause 3 of this Lease, leases to the Lessee the Premises for the Term subject to:

- (a) all Encumbrances;
- (b) the payment of the Amounts Payable; and
- (c) the performance and observance of the Lessee's Covenants.

5. Quiet enjoyment

Except as provided in the Lease, for so long as the Lessor is the management body of the Premises under a management order, and subject to the performance and observance of the Lessee's Covenants the Lessee may quietly hold and enjoy the Premises during the Term without any interruption or disturbance from the Lessor or persons lawfully claiming through or under the Lessor.

6. Rent and other payments

The Lessee covenants with the Lessor:

Rent

To pay to the Lessor the Rent in the manner set out at **Item 5** of the Schedule on and from the Commencement Date clear of any deductions.

Outgoings

- (1) To pay to the Lessor or to such person as the Lessor may from time to time direct punctually all the following outgoings or charges, assessed or incurred in respect of the Premises:
 - (a) local government rates, specified area rates, taxes, service and other charges and including charges for rubbish and garbage removal;
 - (b) water, drainage and sewerage rates, charges for disposal of stormwater, meter rent and excess water charges;
 - (c) telephone, electricity, gas and other power and light charges including but not limited to meter rents and the cost of installation of any meter, wiring, internet connections or telephone connection;
 - (d) land tax and metropolitan regional improvement tax on a single ownership basis;
 - (e) premiums, excess and other costs arising from the insurance obtained by the Lessor pursuant to **clause 8.2**. For the avoidance of doubt, the parties agree:
 - (i) that if such premium or cost does not include a separate assessment or identification of the Premises or the Land, the Lessee must pay a proportionate part of such premium or cost determined by the Lessor acting reasonably; and
 - (ii) such insurance will include insurance for the full replacement value of buildings; and
 - (f) any other consumption charge or cost, statutory impost or other obligation incurred or payable by reason of the Lessee's use and occupation of the Premises.
- (2) If the Premises are not separately charged or assessed the Lessee will pay to the Lessor a proportionate part of any charges or assessments referred to in **clause 6(1)** being the proportion that the Premises bears to the total area of the land or premises included in the charge or assessment.

Interest

Without affecting the rights, power and remedies of the Lessor under this Lease, to pay to the Lessor interest on demand on any Amounts Payable which are unpaid for 35 days computed from the due date for payment until payment is made and any interest payable under this paragraph will be charged at the Interest Rate.

Costs

- (3) To pay to the Lessor on demand:
 - (a) all duty, fines and penalties payable under the *Duties Act* 2008 and other statutory duties or taxes payable on or in connection with this Lease;
 - (b) all registration fees in connection with this Lease; and

- (c) all legal costs of and incidental to the instructions for the preparation, execution and stamping of this Lease and all copies.
- (4) To pay to the Lessor all costs, legal fees, disbursements and payments incurred by or for which the Lessor is liable in connection with or incidental to:
 - (a) the Amounts Payable or obtaining or attempting to obtain payment of the Amounts Payable under this Lease;
 - (b) any breach of covenant by the Lessee or the Lessee's Agents;
 - (c) the preparation and service of a notice under Section 81 of the *Property Law Act 1969* requiring the Lessee to remedy a breach even though forfeiture for the breach may be avoided in a manner other than by relief granted by a Court;
 - (d) any work done at the Lessee's request; and
 - (e) any action or proceedings arising out of or incidental to any matters referred to in this **clause 6** or any matter arising out of this Lease.

Accrual of amounts payable

Amounts Payable accrue on a daily basis.

7. Rent Review

Not applicable.

8. Insurance

Insurance required

The Lessee must effect and maintain with insurers approved by the Lessor (noting the Lessor's and the Lessee's respective rights and interest in the Premises) for the time being:

- (a) adequate public liability insurance for a sum not less than the sum set out at **Item 8** of the Schedule in respect of any one claim or such greater amount as the Lessor may from time to time reasonably require;
- (b) insurance against all risks as the Lessor may require, of all plate glass windows, doors and display show cases forming part of or within the Premises for a sum which is not less than its full insurable value;
- (c) insurance to cover the Lessee's fixtures, fittings, equipment and stock against loss or damage by fire, fusion, smoke, lightning, flood, storm, tempest, earthquake, sprinkler leakage, water damage and other usual risks against which a Lessee can and does ordinarily insure in their full replacement value, and loss from theft or burglary;
- (d) employers' indemnity insurance including workers' compensation insurance in respect of all employees of the Lessee employed in, about or on the Premises; and
- (e) any other policy of insurance which the Lessor may reasonably require or specify from time to time.

Building Insurance to be effected by Lessor

The Lessor shall effect and keep effected insurance to the full insurable value on a replacement or reinstatement value basis of the Premises against damage arising from fire, tempest, storm, earthquake, explosion, aircraft, or other aerial device including items dropped from any device, riot, commotion, flood, lightning, act of God, fusion, smoke, rainwater, leakage, impact by vehicle, machinery breakdown and malicious acts or omissions and other standard insurable risks and the Lessee will reimburse the Lessor for any premiums, excess or other costs arising therefrom.

Details and receipts

In respect of the insurances required by **clause 8** the Lessee must:

- (f) upon renewal of any insurance policy immediately forward to the Lessor copies of Certificates of Currency and details of the insurances as held by the Lessee;
- (g) promptly pay all premiums and produce to the Lessor each policy or certificate of currency and each receipt for premiums or certificate of currency issued by the insurers; and
- (h) notify the Lessor immediately:
 - (i) when an event occurs which gives rise or might give rise to a claim under or which could prejudice a policy of insurance; or
 - (ii) when a policy of insurance is cancelled.

Lessee May be Required to Pay Excess on Insurances

The Lessee AGREES with the Lessor that it shall be responsible to pay any excess payable in connection with the insurances referred to in **clause 8**.

Not to invalidate

The Lessee must not do or omit to do any act or thing or bring or keep anything on the Premises which might:

- (i) render any insurance effected under **clause 8** on the Premises, or any adjoining premises, void or voidable; or
- (j) cause the rate of a premium to be increased for the Premises or any adjoining premises (except insofar as an approved development may lead to an increased premium).

Report

Each Party must report to the other promptly in writing and in an emergency verbally:

- (k) any damage to the Premises of which they are or might be aware; and
- (l) any circumstances of which they are aware and which are likely to be a danger or cause any damage or danger to the Premises or to any person in or on the Premises.

Settlement of claim

The Lessor may, but the Lessee may not without prior written consent of the Lessor, settle or compromise any claims under any policy of insurance required by **clause 8**.

Lessor as attorney

Deleted

9. Indemnity

Lessee responsibilities

- (1) The Lessee is subject to the same responsibilities relating to persons and property to which the Lessee would be subject if during the Term the Lessee were the owner and occupier of the freehold of the Premises.
- (2) The Lessee is responsible and liable for all acts or omissions of the Lessee's Agents on the Premises and for any breach by them of any covenants or terms in this Lease required to be performed or complied with by the Lessee.

Indemnity

- (3) The Lessee indemnifies, and shall keep indemnified, the Lessor and the Minister for Lands from and against all actions, claims, costs, proceedings, suits and demands whatsoever which may at any time be incurred or suffered by the Lessor or the Minister for Lands, or brought, maintained or made against the Lessor, in respect of:
 - (a) any loss whatsoever (including loss of use);
 - (b) injury or damage of, or to, any kind of property or thing; and
 - (c) the death of, or injury suffered by, any person,caused by, contributed to, or arising out of, or in connection with, whether directly or indirectly:
 - (i) the use or occupation of the Premises by the Lessee or the Lessee's Agents;
 - (ii) any work carried out by or on behalf of the Lessee on the Premises;
 - (iii) the Lessee's activities, operations or business on, or other use of any kind of, the Premises;
 - (iv) the presence of any Contamination, Pollution or Environmental Harm in on or under the Premises or adjoining land caused or contributed to by the act, neglect or omission of the Lessee or the Lessee's Agents;
 - (v) any default by the Lessee in the due and punctual performance, observance and compliance with any of the Lessee's covenants or obligations under this Lease;
or
 - (vi) an act or omission of the Lessee.

Obligations Continuing

The obligations of the Lessee under this clause:

- (d) are unaffected by the obligation of the Lessee to take out insurance, and the obligations of the Lessee to indemnify are paramount, however if insurance money is received by the Lessor for any of the obligations set out in this clause then the Lessee's obligations under **clause 9** will be reduced by the extent of such payment.
- (e) continue after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

No indemnity for Lessor's negligence

The parties agree that nothing in this clause shall require the Lessee to indemnify the Lessor, its officers, servants, or agents against any loss, damage, expense, action or claim arising out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

Release

- (4) The Lessee:
 - (a) agrees to occupy and use the Premises at the risk of the Lessee; and
 - (b) releases to the full extent permitted by law, the Lessor and the Minister for Lands from:
 - (i) any liability which may arise in respect of any accident or damage to property, the death of any person, injury to any person, or illness suffered by any person, occurring on the Premises or arising from the Lessee's use or occupation of the Premises by;
 - (ii) loss of or damage to the Premises or personal property of the Lessee; and
 - (iii) all claims, actions, loss, damage, liability, costs and expenses arising from or connected with (directly or indirectly) the presence of any Contamination, Pollution or Environmental Harm in, on or under the Premises or surrounding area

except to the extent that such loss or damage arises out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.
- (5) The release by the Lessee continues after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

10. Limit of Lessor's liability

No liability for loss on Premises

The Lessor will not be liable for loss, damage or injury to any person or property in or about the Premises however occurring unless caused by the lessor.

Limit on liability for breach of Lessor's covenants

- (1) The Lessor is only liable for breaches of the Lessor's Covenants set out in this Lease which occur while the Lessor is registered as the proprietor in fee simple in the Premises.
- (2) The Lessor will not be liable for any failure to perform and observe any of the Lessor's Covenants due to any cause beyond the Lessor's control.

11. Maintenance, repair and cleaning

Generally

- (1) The Lessee AGREES during the Term and for so long as the Lessee remains in possession or occupation of the Premises to maintain, replace, repair, clean and keep the Premises (which for the avoidance of doubt includes the Lessor's Fixtures and Fittings) and Appurtenances in Good Repair having regard to the age of the Premises at the Commencement Date PROVIDED THAT this subclause shall not impose on the Lessee any obligation:
 - (a) to carry out repairs or replacement that are necessary as a result of fair and reasonable wear and tear, EXCEPT when such repair or replacement is necessary because of any act or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or the Lessor's insurances are invalidated by any act, neglect or default by the Lessee (or its servants, agents, contractors or invitees); and
 - (b) in respect of any structural maintenance, replacement or repair EXCEPT when such maintenance, repair or replacement is necessary because of any act or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or by the Lessee's particular use or occupancy of the Premises.
- (2) In discharging the obligations imposed on the Lessee under this subclause, the Lessee shall where maintaining, replacing, repairing or cleaning:
 - (a) any electrical fittings and fixtures;
 - (b) any plumbing;
 - (c) any air-conditioning fittings and fixtures;
 - (d) any gas fittings and fixtures,in or on the Premises use only licensed trades persons, or such trades persons as may be approved by the Lessor and notified to the Lessee, which approval shall not be unreasonably withheld.
- (3) The Lessee must take such reasonable action as is necessary to:
 - (a) prevent, if it has occurred as a result of the Lessee's use of the Premises; and

- (b) rectify or otherwise ameliorate,

the effects of erosion, drift or movement of sand, soil, dust or water on or from the Premises.

Cleaning

The Lessee must at all times keep the Premises clean, tidy, unobstructed and free from rubbish.

Repair

Unless such damage is the Lessor's responsibility pursuant to the terms of the Lease, the Lessee must promptly repair at its own expense to the satisfaction of the Lessor, any damage to the Premises, regardless of how the damage is caused and replace any of the Lessor's fixtures and fittings which are or which become damaged.

Responsibility for Securing the Premises

The Lessee must ensure the Premises, including Lessor's and Lessee's fixtures and fittings, are appropriately secured at all times.

Maintain surroundings

- (4) The Lessee must regularly inspect and maintain in good condition any part of the Premises which surrounds any buildings, including but not limited to any flora, gardens, lawns, shrubs, hedges and trees.
- (5) The Lessee agrees that any major pruning of trees must be undertaken by a qualified tree surgeon.
- (6) If any flora, trees or lawn dies the Lessee must replace the flora, trees or lawn at its own expense.
- (7) The Lessee must plant and care for such trees on the Premises as the Lessor may from time to time reasonably require.
- (8) The Lessee may not remove any trees, shrubs or hedges without first consulting with and obtaining the approval of the Lessor, except where necessary for urgent safety reasons.

Lessor's Fixtures and Fittings

The Lessee covenants and agrees that the Lessor's Fixtures and Fittings will remain the property of the Lessor and must not be removed from the Premises at any time.

Pest control

With the exception of termite control, the Lessee must keep the Premises free of any pests and vermin and the cost of extermination will be borne by the Lessee.

12. Use

Restrictions on use

(1) Generally

The Lessee must not and must not suffer or permit a person to:

- (a) use the Premises or any part of it for any purpose other than the Permitted Purpose; or
- (b) use the Premises for any purpose which is not permitted under any local or town planning scheme, local laws, acts, statutes or any law relating to health.

(2) No offensive or illegal acts

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any harmful, offensive or illegal act, matter or thing.

(3) No nuisance

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any thing which causes a nuisance, damage or disturbance to the Lessor or to owners or occupiers of adjoining properties.

(4) No dangerous substances

The Lessee must not and must not suffer or permit a person to store any dangerous compound or substance on or in the Premises, otherwise than in accordance with the following provisions:

- (a) any such storage must comply with all relevant statutory provisions;
- (b) all applications for the approval or renewal of any licence necessary for such storage must be first referred to the Lessor;
- (c) the Lessor may within its absolute discretion refuse to allow the storage of any particular dangerous compound or substance on the Premises; and
- (d) upon the request of the Lessor, the Lessee will provide a list of all dangerous compounds or substances stored on the Premises.

(5) No harm or stress

The Lessee must not and must not suffer or permit a person to do any act or thing which might result in excessive stress or harm to any part of the Premises.

(6) No signs

The Lessee must not and must not suffer or permit a person to display from or affix any signs, notices or advertisements on the Premises without the prior written consent of the Lessor.

(7) No smoking

The Lessee must not suffer or permit a person to smoke inside any building or other enclosed area on the Premises.

(8) Consumption of alcohol

Deleted.

(9) Sale of Alcohol

The Lessee will not sell or supply liquor from the Premises or allow liquor to be sold or supplied from the Premises without the prior written consent of the Lessor and then only in accordance with the provisions of the *Liquor Control Act 1988*, *Health (Food Hygiene) Regulations 1993*,

Liquor Licensing Regulations 1989 and any other relevant written laws that may be in force from time to time.

(10) Removal of rubbish

The Lessee must keep the Premises free from dirt and rubbish and to store and keep all trade waste and garbage in proper receptacles.

(11) No pollution

The Lessee must do all things necessary to prevent pollution or contamination of the Premises by garbage, refuse, waste matter, oil and other pollutants.

No warranty

The Lessor gives no warranty:

- (a) as to the use to which the Premises may be put; or
- (b) that the Lessor will issue any consents, approvals, authorities, permits or licences required by the Lessee under any statute for its use of the Premises.

Lessee to Observe Copyright

In the event that the Lessee or any person sub-leasing, hiring, or in temporary occupation of the Premises provides, contracts for, or arranges for the performance, exhibition or display of any music or work of art the copyright of which is not vested in the Lessee or that person, the Lessee shall ensure that all obligations in regard to payment of copyright or licensing fees with the owner or licensor of the copyright are met before any such performance, exhibition or display is held.

Premises Subject to Restriction

The Lessee accepts the Premises for the Term subject to any existing prohibition or restriction on the use of the Premises.

Indemnity for Costs

The Lessee indemnifies the Lessor against any claims or demands for all costs, on a solicitor client basis, reasonably incurred by the Lessor by reason of any claim in relation to any matters set out in this **clause 12**.

13. Alcohol

Consumption of alcohol

The Lessee COVENANTS AND AGREES:

- (a) not to use or allow the Premises to be used for the consumption or sale of alcohol without first obtaining the written consent of the Lessor, and the Lessor shall determine any such application in its absolute discretion; and
- (b) that it shall not make an application for a licence or permit under the Liquor Control Act 1988 for the Premises, or apply for an amendment to a licence or permit it has been granted, without first obtaining the written consent of the Lessor.

Liquor licence

The Lessee COVENANTS AND AGREES that if a licence or permit is granted under the Liquor Control Act 1988 for the Premises it must:

- (c) comply with any requirements attaching to the licence or permit at its cost and where any alteration is required to the Premises **clause 15** shall apply;
- (d) comply with the requirements of the Harm Minimisation Policy (as amended from time to time) of the Department of Racing, Gaming & Liquor, which will require, without limitation the following:
 - (i) the development and implementation of a House Management Policy and Code of Conduct (as defined by the Harm Minimisation Policy) for the Premises, and such policies must be displayed in a prominent position on the Premises at all times; and
 - (ii) the development and implementation of a Management Plan (as defined by the Harm Minimisation Policy) for the Premises.
- (e) provide a copy of the licence or permit (as well as a copy of any document referred to in the licence or permit, including without limitation a copy of the House Management Policy, Code of Conduct and Management Plan (as defined by the Harm Minimisation Policy)) to the Lessor as soon as practicable after the date of grant; and
- (f) indemnify and keep indemnified the Lessor from and against any breach of the Liquor Control Act 1988, Health (Food Hygiene) Regulations 1993, Liquor Control Regulations 1989 or the licence or permit or any conditions imposed thereupon for which it may be liable as the owner of the Premises.

14. Minimise nuisance to neighbours

- (1) Deleted

15. Alterations

Restriction

- (1) The Lessee must not without prior written consent:
 - (a)
 - (i) from the Lessor;
 - (ii) from any other person from whom consent is required under this Lease;
 - (iii) required under statute in force from time to time, including but not limited to the planning approval of the Lessee under a town planning scheme of the Lessee;
 - (b) make or allow to be made any alteration, addition or improvements to or demolish any part of the Premises; or
 - (c) subject to the performance of the Lessee's obligations in **clause 11**, remove any flora or fauna, alter or cut down any flora, or sell, remove or otherwise dispose of any flora, sand, gravel, timber or other materials from the Premises.

Consent

- (2) If the Lessor and any other person whose consent is required under this Lease or at law consents to any matter referred to in **clause 15** the Lessor may:
- (a) consent subject to conditions; and
 - (i) require that work be carried out in accordance with plans and specifications approved by the Lessor or any other person giving consent; and
 - (ii) require that any alteration be carried out to the satisfaction of the Lessor under the supervision of an engineer or other consultant; and
 - (b) if the Lessor consents to any matter referred to in **clause 15**:
 - (i) the Lessor gives no warranty that the Lessor will issue any consents, approvals, authorities, permits or policies under any statute for such matters; and
 - (ii) the Lessee must apply for and obtain all such consent approvals, authorities, permits or policies as are required at law before undertaking any alterations, additions, improvements or demolitions.

Cost of Works

All works undertaken under this **clause 15** will be carried out at the Lessee's expense.

Conditions

If any of the consents given by the Lessor or other persons whose consent is required under this Lease or at law require other works to be done by the Lessee as a condition of giving consent, then the Lessee must at the option of the Lessor either:

- (c) carry out those other works at the Lessee's expense; or
 - (d) permit the Lessor to carry out those other works at the Lessee's expense,
- in accordance with the Lessor's requirements.

16. Lessor's right of entry

Entry on Reasonable Notice

The Lessee must permit entry by the Lessor or any Authorised Person onto the Premises without notice in the case of an emergency, and otherwise upon reasonable notice:

- (a)
 - (i) at all reasonable times;
 - (ii) with or without workmen and others; and
 - (iii) with or without plant, equipment, machinery and materials;
- (b) for each of the following purposes:
 - (i) to inspect the state of repair of the Premises and to ensure compliance with the terms of this Lease;

- (ii) to carry out any survey or works which the Lessor considers necessary, however the Lessor will not be liable to the Lessee for any compensation for such survey or works provided they are carried out in a manner which causes as little inconvenience as is reasonably possible to the Lessee;
- (iii) to comply with the Lessor's Covenants or to comply with any notice or order of any authority in respect of the Premises for which the Lessor is liable; and
- (iv) to do all matters or things to rectify any breach by the Lessee of any term of this Lease but the Lessor is under no obligation to rectify any breach and any rectification under this **clause 16(b)(iv)** is without prejudice to the Lessor's other rights, remedies or powers under this Lease.

Costs of Rectifying Breach

All costs and expenses incurred by the Lessor as a result of any breach referred to at **clause 16(b)(iv)** together with any interest payable on such sums will be a debt due to the Lessor and payable to the Lessor by the Lessee on demand.

17. Statutory obligations and notices

Comply with Statutes

The Lessee must:

- (a) comply promptly with all statutes and local laws from time to time in force relating to the Premises;
- (b) apply for, obtain and maintain in force all consents, approvals, authorities, licences and permits required under any statute for the use of the Premises specified at **clause 12**;
- (c) ensure that all obligations in regard to payment for copyright or licensing fees are paid to the appropriate person for all performances, exhibitions or displays held on the Premises; and
- (d) comply promptly with all orders, notices, requisitions or directions of any competent authority relating to the Premises or to the business the Lessee carries on at the Premises.

Indemnity if Lessee Fails to Comply

The Lessee indemnifies the Lessor and the Minister for Lands against:

- (e) failing to perform, discharge or execute any of the items referred to in **clause 17**; and
- (f) any claims, demands, costs or other payments of or incidental to any of the items referred to in **clause 17**.

18. Report to Lessor

The Lessee must immediately report to the Lessor:

- (a) any act of vandalism or any incident which occurs on or near the Premises which involves or is likely to involve a breach of the peace or become the subject of a report or complaint to the police and of which the Lessee is aware or should be aware;

- (b) any occurrence or circumstances in or near the Premises of which it becomes aware, which might reasonably be expected to cause, in or on the Premises, pollution of the environment; and
- (c) all notices, orders and summonses received by the Lessee and which affect the Premises and immediately deliver them to the Lessor.

19. Default

Events of Default

A default occurs if:

- (a) the Lessee is in breach of any of the Lessee's Covenants for 28 days after a Notice has been given to the Lessee to rectify the breach or to pay compensation in money;
- (b) the association is wound up whether voluntarily or otherwise;
- (c) the Lessee passes a special resolution under the *Associations Incorporation Act 1997* altering its rules of association in a way that makes its objects or purposes inconsistent with the use permitted by this Lease;
- (d) a mortgagee takes possession of the property of the Lessee under this Lease;
- (e) any execution or similar process is made against the Premises on the Lessee's property;
- (f) the Premises are vacated, or otherwise not used, in the Lessor's reasonable opinion, for the Permitted Purpose for six month period; or
- (g) a person other than the Lessee or a permitted sublessee or assignee is in occupation or possession of the Premises or in receipt of a rent and profits.

Forfeiture

On the occurrence of any of the events of default specified in **clause 19** the Lessor may:

- (h) without notice or demand at any time enter the Premises and on re-entry the Term will immediately determine;
- (i) by notice to the Lessee determine this Lease and from the date of giving such notice this Lease will be absolutely determined; and
- (j) by notice to the Lessee elect to convert the unexpired portion of the Term into a tenancy from month to month when this Lease will be determined as from the giving of the notice and until the tenancy is determined the Lessee will hold the Premises from the Lessor as a tenant from month to month under **clause 20**,

but without affecting the right of action or other remedy which the Lessor has in respect of any other breach by the Lessee of the Lessee's Covenants or releasing the Lessee from liability in respect of the Lessee's Covenants.

Lessor may remedy breach

If the Lessee:

- (k) fails or neglects to pay the Amounts Payable by the Lessee under this Lease; or
- (l) does or fails to do anything which constitutes a breach of the Lessee's Covenants,

then, after the Lessor has given to the Lessee notice of the breach and the Lessee has failed to rectify the breach within a reasonable time, the Lessor may without affecting any right, remedy or power arising from that default pay the money due or do or cease the doing of the breach as if it were the Lessee and the Lessee must pay to the Lessor on demand the Lessor's cost and expenses of remedying each breach or default.

Acceptance of Amount Payable By Lessor

Demand for or acceptance of the Amounts Payable by the Lessor after an event of default has occurred will not affect the exercise by the Lessor of the rights and powers conferred on the Lessor by the terms of the Lease or at law and will not operate as an election by the Lessor to exercise or not to exercise any right or power.

Essential Terms

Each of the Lessee's Covenants in **clauses 6** (Rent and Other Payments), **7** (Insurance), **9** (Indemnity), **11** (Maintenance, Repair and Cleaning), **12** (Use), **26** (Assignment, Subletting and Charging) and **33** (Goods and Services Tax), is an essential term of this Lease but this **clause 19** does not mean or imply that there are no other essential terms in this Lease.

Breach of Essential Terms

If the Lessee breaches an essential term of this Lease then, in addition to any other remedy or entitlement of the Lessor:

- (m) the Lessee must compensate the Lessor for the loss or damage suffered by reason of the breach of that essential term;
- (n) the Lessor will be entitled to recover damages against the Lessee in respect of the breach of an essential term; and
- (o) the Lessee covenants with the Lessor that if the Term is determined:
 - (i) for breach of an essential term or the acceptance by the Lessor of a repudiation of this Lease by the Lessee; or
 - (ii) following the failure by the Lessee to comply with any notice given to the Lessee to remedy any default,

the Lessee must pay to the Lessor on demand the total of the Amounts Payable under this Lease which would have been payable by the Lessee for the unexpired balance of the Term as if the Term had expired by effluxion of time together with the losses incurred or reasonably expected to be incurred by the Lessor as a result of the early determination including but not limited to the costs of re-letting or attempting to re-let the Premises;

- (p) the Lessee agrees that the covenant set out in this **clause 19(o)** will survive termination or any deemed surrender at law of the estate granted by this Lease;
- (q) the Lessee may deduct from the amounts referred to at **clause 19(o)** the Rent and other money which the Lessor reasonably expects to obtain by re-letting the Premises

between the date of Termination and the date on which the Term would have expired by effluxion of time; and

- (r) the Lessor must take reasonable steps to mitigate its losses and endeavour to re-let the Premises at a reasonable rent and on reasonable terms but the Lessor is not required to offer or accept rent or terms which are the same or similar to the rent or terms contained or implied in this Lease.

20. Damage or destruction of Premises

Abatement of Rent

If the Premises are at any time during the Term, without neglect or default of the Lessee, destroyed or damaged by fire or other risk covered by insurance so as to render the same unfit for the occupation and use of the Lessee, then the Rent or a proportionate part thereof (according to the nature and extent of the damage) shall abate until the Premises have been rebuilt or made fit for the occupation and use of the Lessee, and in case of any dispute arising under this provision the same will be referred to arbitration under the provisions of the *Commercial Arbitration Act 1985* and the full Rent must be paid without any deduction or abatement until the date of the arbitrator's award whereupon the Lessor will refund to the Lessee any Rent which according to the award appears to have been overpaid.

Total Damage or Destruction

If the premises are at any time during the Term destroyed or damaged to an extent as to be wholly unfit for the occupation and use of the Lessee either party may by notice in writing to the other of them given within sixty (60) days after the event elect to cancel and terminate this lease. The term will terminate upon such notice being given and the Lessee must vacate the premises and surrender the same to the Lessor, but such termination will be without prejudice however to the liability of the Lessee under this Lease up to the date of termination.

21. Option to renew

If the Lessee at least one month, but not earlier than 12 months, prior to the date for commencement of the Further Term gives the Lessor a Notice to grant the Further Term and:

- (a) all consents and approvals required by the terms of this Lease or at law have been obtained; and
- (b) there is no subsisting default by the Lessee at the date of service of the Notice in:
 - (i) the payment of Amounts Payable; or
 - (ii) the performance or observance of the Lessee's Covenants,

the Lessor shall **consider**, at the lessors absolute discretion, granting to the Lessee a lease for the Further Term at the Rent and on terms and conditions similar to this Lease other than this **clause 21** in respect of any Further Term previously taken or the subject of the present exercise and on such other terms and conditions as the Lessor may consider appropriate.

22. Holding over

If the Lessee remains in possession of the Premises after the expiry of the Term with the consent of the Lessor, the Lessee will be a monthly tenant of the Lessor at a rent equivalent to one twelfth of the Rent for the period immediately preceding expiry of the Term and otherwise on

the same terms and conditions of this Lease provided that all consents required under this Lease or at law have been obtained to the Lessee being in possession of the Premises as a monthly tenant.

23. Restore premises

Prior to Termination, the Lessee at the Lessee's expense must restore the Premises to a condition consistent with the observance and performance by the Lessee of the Lessee's Covenants under this Lease fair wear and tear excepted.

24. Yield up the premises

Peacefully surrender

On Termination the Lessee must:

- (a) peacefully surrender and yield up to the Lessor the Premises in a condition consistent with the observance and performance of the Lessee's Covenants under this Lease;
- (b) surrender to the Lessor all keys and security access devices and combination for locks providing an access to or within the Premises held by the Lessee whether or not provided by the Lessor.

25. Removal of property from Premises

Remove property prior to termination

Prior to Termination, unless otherwise mutually agreed between the parties, the Lessee must remove from the Premises all property of the Lessee which is not a fixture other than air-conditioning plant and fire equipment, security alarms and security systems and other fixtures and fittings which in the opinion of the Lessor form an integral part of the Premises and promptly make good, to the satisfaction of the Lessor, any damage caused by the removal.

Lessor can remove property on re-entry

On re-entry the Lessor will have the right to remove from the Premises any property of the Lessee and the Lessee indemnifies the Lessor against all damage caused by the removal of and the cost of storing that property.

26. Casual Hire of Premises

Casual Hire

- (1) The Lessee may hire out the Premises or any part thereof on a casual basis only PROVIDED:
 - (a) such use is consistent at all times with the Permitted Purpose;
 - (b) the Lessee ensures any hirer complies strictly with the relevant terms of this Lease; and
 - (c) the Lessee obtains the prior written consent for any hire arrangements, which consent may be withheld by the Lessor in its absolute discretion.

- (2) For the purposes of this Lease, “casual hire” means any hire of the Premises by the Lessee to a third party for a period of no more than 48 hours in any calendar month and does not include any formal transfer, assignment or sublease of the Premises.

Lessee remains responsible for Premises at all times

The Lessee ACKNOWLEDGES that at all times, including when the Premises are hired to a third party, it remains responsible for the Premises, including without limitation any damage that may be caused or occurs during any hire period.

27. Assignment, Subletting and Charging

No assignment or sub-letting without consent

The Lessee must not assign the leasehold estate in the Premises nor Sub-let, part with possession, or dispose of the Premises or any part of the Premises without the prior written consent of the Minister for Lands, the Lessor and any other persons whose consent is required under the terms of this Lease or at law.

Lessor's Consent to Assignment and Sub-letting

Provided all parties whose consent is required, under this Lease or at law, to an assignment or Sub-letting, give their consent and any assignment or sublease is for a purpose consistent with the use of the Premises permitted by this Lease then the Lessor may not unreasonably withhold its consent to the assignment or Sub-letting of the leasehold estate created by this Lease if:

- (a) the proposed assignee or sublessee is a respectable and responsible person of good financial standing capable of continuing the permitted use for non-profit making community purposes;
- (b) all Amounts Payable due and payable have been paid and there is no existing unremedied breach, whether notified to the Lessee or not, of any of the Lessee's Covenants;
- (c) the Lessee procures the execution by:
 - (i) the proposed assignee of a deed of assignment; or
 - (ii) the proposed sublessee of a deed of sublease,to which the Lessor is a party and which deed is prepared and completed by the Lessor's solicitors; and
- (d) the assignment contains a covenant by the assignee or sublessee with the Lessor to pay all Amounts Payable and to perform and observe all the Lessee's Covenants.

Where sublessee is a community group

If the proposed sublessee is a community group, whether or not a body corporate or unincorporated, the Lessor may not require a deed of sublease under **clause 27(c)**.

Consents of Assignee Supplementary

The covenants and agreements on the part of any assignee will be supplementary to the Lessee's Covenants and will not release the assigning lessee from the Lessee's Covenants.

Property Law Act 1969

Sections 80 and 82 of the *Property Law Act 1969* are excluded.

Costs for assignment and sub-letting

If the Lessee wishes to assign or sub-let the leasehold estate created by this Lease the Lessee must pay all reasonable professional and other costs, charges and expenses, incurred by the Lessor or other person whose consent is required under this Lease, of and incidental to:

- (e) the enquiries made by or on behalf of the Lessor as to the respectability, responsibility and financial standing of each proposed assignee or sublessee;
 - (f) any consents required under this Lease or at law; and
 - (g) all other matters relating to the proposed assignment or sub-letting,
- whether or not the assignment or Sub-letting proceeds.

No mortgage or charge

The Lessee must not mortgage nor charge the Premises.

28. Disputes

Referral of Dispute: Phase 1

Except as otherwise provided any dispute arising out of this Lease is to be referred in the first instance in writing to the Lessor's Representative as nominated in writing by the Lessor from time to time (**the Lessor's Representative**) who shall convene a meeting within 10 days of receipt of such notice from the Lessee or such other period of time as is agreed to by the parties between the Lessor's Representative and an officer of the Lessee for the purpose of resolving the dispute (**the Original Meeting**).

Referral of Dispute: Phase 2

In the event the dispute is not resolved in accordance with **clause 28** of this Lease then the dispute shall be referred in writing to the CEO of the Lessor who shall convene a meeting within 10 days of the Original Meeting or such other date as is agreed to by the parties between the CEO and the President of the Lessee for the purpose of resolving the dispute.

Appointment of Arbitrator: Phase 3

In the event the dispute is not resolved in accordance with **clause 28** of this Lease then the dispute shall be determined by a single arbitrator under the provisions of the *Commercial Arbitration Act 1985* (as amended from time to time) and the Lessor and the Lessee may each be represented by a legal practitioner.

Payment of Amounts Payable to Date of Award

The Lessee must pay the Amounts Payable without deduction to the date of the award of the Arbitrator or the date of an agreement between the Parties whichever event is the earlier, and if any money paid by the Lessee is not required to be paid within the terms of the award of the Arbitrator or by agreement between the Lessor and the Lessee then the Lessor will refund to the Lessee the monies paid

29. Prior notice of proposal to change rules

The Lessee agrees that it will not change its rules of association under the Associations Incorporations Act 1987 without notifying the Lessor of its intention to make such a change prior to consideration of the required special resolution.

30. Provision of information

The Lessee agrees to provide to the Lessor:

- (a) a copy of the Lessee's audited annual statement of accounts for each year;
- (b) advice of any changes in its office holders during the Term; and
- (c) any information reasonably required by the Lessor.

31. Right to terminate upon notice

- (a) Notwithstanding any other provision of this Lease, the Parties AGREE that either party may terminate this Lease for any reason upon six months written notice to the other party.
- (b) If this Lease is terminated in accordance with this clause, **clause 24** will apply.

32. Caveat

No absolute caveat

The Lessee nor any person on behalf of the Lessee will, without the prior written consent of the Lessor and the Minister for Lands, lodge any absolute caveat at Landgate against the Certificate of Title for the Land, to protect the interests of the Lessee under this Lease.

CEO & Lessor as attorney

Deleted

Ratification

The Lessee undertakes to ratify all the acts performed by or caused to be performed by the Lessor, its agent or attorney under this clause.

Indemnity

The Lessee indemnifies the Lessor against:

- (a) any loss arising directly from any act done under this clause. and
- (b) all costs and expenses incurred in connection with the performance of any act by the attorney on behalf of the Lessee under this clause.

33. Goods and services tax

Definitions

- (1) The following definitions apply for the purpose of this clause:
- (a) **Act** means the Commonwealth's *A New Tax System (Goods and Services Tax) Act 1999* and associated Acts and subsidiary legislation;
 - (b) **Consideration** means the Amounts Payable or any other money payable to the Lessor under this Lease, but does not include the amount of the GST which may apply to the Amounts Payable or other money payable under the Act;
 - (c) **GST** means a tax under the Act levied on a Supply including but not limited to the Amounts Payable or other money payable to the Lessor for goods or services or property or any other thing under this Lease; and
 - (d) **Supply** means a good or service or any other thing supplied by the Lessor under this Lease and includes but is not limited to a grant of a right to possession of the Premises.

Lessee to pay GST

- (2) The Consideration will be increased by the amount of the GST, if any, which the Lessor is required under the Act to pay on any Supply made under this Lease.
- (3) The Lessee must pay any increase referred to at **clause 33(2)** whether it is the Lessee or any other person who takes the benefit of any Supply.
- (4) The Lessee must pay the amount of the GST to the Lessor at the same time and in the same manner as the Lessee is required to pay the Consideration under this Lease.

Consideration in Kind

If consideration in kind is accepted by the Lessor for any Supply made under this Lease, the GST amount payable to the Lessor under **clause 33(3)** in respect of the consideration in kind will be calculated by using the prevailing market value of the consideration in kind as determined by the Lessor.

- (5) No Contribution from Lessor

If the Lessee is required under this Lease to make any payment of money or give other consideration to a third party for outgoings, goods, services and benefits of any kind, the Lessee is not entitled to any contribution from the Lessor for any GST payable by it to any person.

- (6) Statement of GST paid is Conclusive

A written statement given to the Lessee by the Lessor of the amount of the GST that the Lessor pays or is liable to pay or account for is conclusive as between the Parties except in the case of an obvious error.

- (7) Tax Invoices

For each payment by the Lessee under this clause the Lessor agrees to promptly deliver to the Lessee, as required under the Act, tax invoices and adjustment notes in a form which complies

with the Act, so as to enable the Lessee to claim input tax credits or decreasing adjustments for Supplies.

(8) Reciprocity

If the Lessee furnishes any Supplies to the Lessor under this Lease, then the requirements set out in this clause with respect to the Lessee will apply to the Lessor with the necessary changes.

34. No Fetter

Notwithstanding any other provision of this Lease, the Parties acknowledge that the Lessor is a local government established by the *Local Government Act 1995*, and in that capacity, the Lessor may be obliged to determine applications for consents, approvals, authorities, licences and permits having regard to any Written Law governing such applications including matters required to be taken into consideration and formal processes to be undertaken, and the Lessor shall not be taken to be in default under this Lease by performing its statutory obligations or exercising its statutory discretions, nor shall any provision of this Lease fetter the Lessor in performing its statutory obligations or exercising any discretion.

35. Additional Terms Covenants and Conditions

Each of the terms, covenants and conditions (if any) specified in **Item 10** of the Schedule are part of this Lease and are binding on the Lessor and the Lessee as if incorporated into the body of this Lease.

36. Commercial Tenancy Act

If at any time and for so long as the *Commercial Tenancy (Retail Shops) Agreements Act 1985* applies to this Lease and a provision of that Act conflicts with a provision of this Lease, then each conflicting provision of this Lease is deemed to be amended to the extent necessary to comply with that Act.

37. Acts by agents

All acts and things which the Lessor is required to do under this Lease may be done by the Lessor, the CEO, an officer or the agent, solicitor, contractor or employee of the Lessor.

38. Governing law

This Lease is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

39. Statutory powers

The powers conferred on the Lessor by or under any statutes for the time being in force are, except to the extent that they are inconsistent with the terms and provisions expressed in this Lease, in addition to the powers conferred on the Lessor in this Lease.

40. Notice

Form of delivery

A Notice to a Party must be in writing and may be given or made:

- (a) by delivery to the Party personally; or
- (b) by addressing it to the Party and leaving it at or posting it by registered post to the address of the Party appearing in this Lease or any other address nominated by a Party by Notice to the other.

Service of notice

A Notice to a Party is deemed to be given or made:

- (c) if by personal delivery, when delivered;
- (d) if by leaving the Notice at an address specified in **clause 40(b)**, at the time of leaving the Notice, provided the Notice is left during normal business hours; and
- (e) if by post to an address specified in **clause 40(b)**, on the second business day following the date of posting of the Notice.

Signing of notice

A Notice to a Party may be signed:

- (f) if given by an individual, by the person giving the Notice;
- (g) if given by a corporation, by a director, secretary or manager of that corporation;
- (h) if given by a local government, by the CEO;
- (i) if given by an association incorporated under the *Associations Incorporation Act 1987*, by any person authorised to do so by the board or committee of management of the association; or
- (j) by a solicitor or other agent of the individual, corporation, local government or association giving the Notice.

41. Severance

If any part of this Lease is or becomes void or unenforceable, that part is or will be severed from this Lease to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.

42. Variation

This Lease may be varied only by deed executed by the parties subject to such consents as are required by this Lease or at law.

43. Moratorium

The provisions of a statute which would but for this clause extend or postpone the date of payment of money, reduce the rate of interest or abrogate, nullify, postpone or otherwise affect the terms of this Lease do not, to the fullest extent permitted by law, apply to limit the terms of this Lease.

44. Further assurance

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Lease.

45. Payment of money

Any Amounts Payable to the Lessor under this Lease must be paid to the Lessor at the address of the Lessor referred to in the Lease or as otherwise directed by the Lessor by Notice from time to time.

46. Waiver

No general waiver

Failure to exercise or delay in exercising any right, power or privilege in this Lease by a Party does not operate as a waiver of that right, power or privilege.

Partial exercise of right power or privilege

A single or partial exercise of any right, power or privilege does not preclude any other or further exercise of that right, power or privilege or the exercise of any other right, power or privilege.

Schedule

Item 1 Land and Premises

Land

Portion of Reserve 17386 and comprising offices as depicted in yellow on Annexure 1.

Premises

That part of the Land depicted on the plan in YELLOW annexed hereto as **Annexure 1**, including all buildings, structures, alterations, additions and improvements on that part of the Land, or erected on that part of the Land during the Term.

Item 2 Term

Commencing on 1 March 2020 and expiring on 28 February 2025.

Item 3 Further Term

5 years commencing on 1 March 2025 and expiring on 28 February 2030.

Item 4 Commencement Date

1 March 2020.

Item 5 Rent

\$1,000 plus GST payable annually in advance.

Item 6 Rent Review

Not applicable

Item 7 Permitted purpose

Financial Counselling and relief support & care uses reasonably ancillary thereto.

Item 8 Public liability insurance

Ten million dollars (\$10,000,000.00).

Item 9 Repainting Dates

Not applicable

Item 10 Additional terms and covenants

- 1) Notwithstanding Clause 6.2 and 8 of the lease, and due to the fact that;
 - a. There is no sub-meter; and
 - b. Only part of the buildings are used by the lessee; and
 - c. Taking into account the charitable use aspect of the activities of the Association; and
 - d. The annual rent payable reflects a conservative estimate of the proportionate cost of building insurance, refuse charges, and power and water utilities used by the lessee;

the lessor agrees to paying all outgoings including but not limited to all rates and refuse charges, emergency service levies and utilities on the property.

- 2) The lessors Building Surveyor or appointed agents or shall, at least on an annual basis (in conjunction with the lessee) inspect all leased buildings and land to ascertain their state of maintenance pursuant to the lease to determine the priority future and long term maintenance to be undertaken by either party.
- 3) The rent at Item 5 is based on the principle of a fair recovery of utilities and service charges on the property and not the indicative market rent for the property of \$5,200 per annum plus outgoings. This effectively operates as a subsidy that the Shire of Narrogin would like to acknowledge as its contribution to the Association's charitable activities and endeavours.

Signing page

EXECUTED 4 March 2020

THE COMMON SEAL of THE SHIRE OF NARROGIN was hereunto affixed in the presence of:



President

Handwritten signature of Leigh Ballard.

Leigh Ballard

LEIGH BALLARD

Chief Executive Officer

Handwritten signature of Dale Stewart.

Dale Stewart

Handwritten signature of Dale Stewart.

Signed by the Narrogin Community Support Association pursuant to the constitution of the Lessee in the presence of each of the undersigned each of whom hereby declares by the execution of this document that he or she holds the office in the Lessee indicated under his or her name-

Office Holder Sign

Handwritten signature of Gerald Saunders.

Office Holder Sign

Handwritten signature of Catherine Froome.

Name:

GERALD SAUNDERS

Name:

CATHERINE FROOME

Address:

Box 23 Narrogin

Address:

PO Box 130 Narrogin

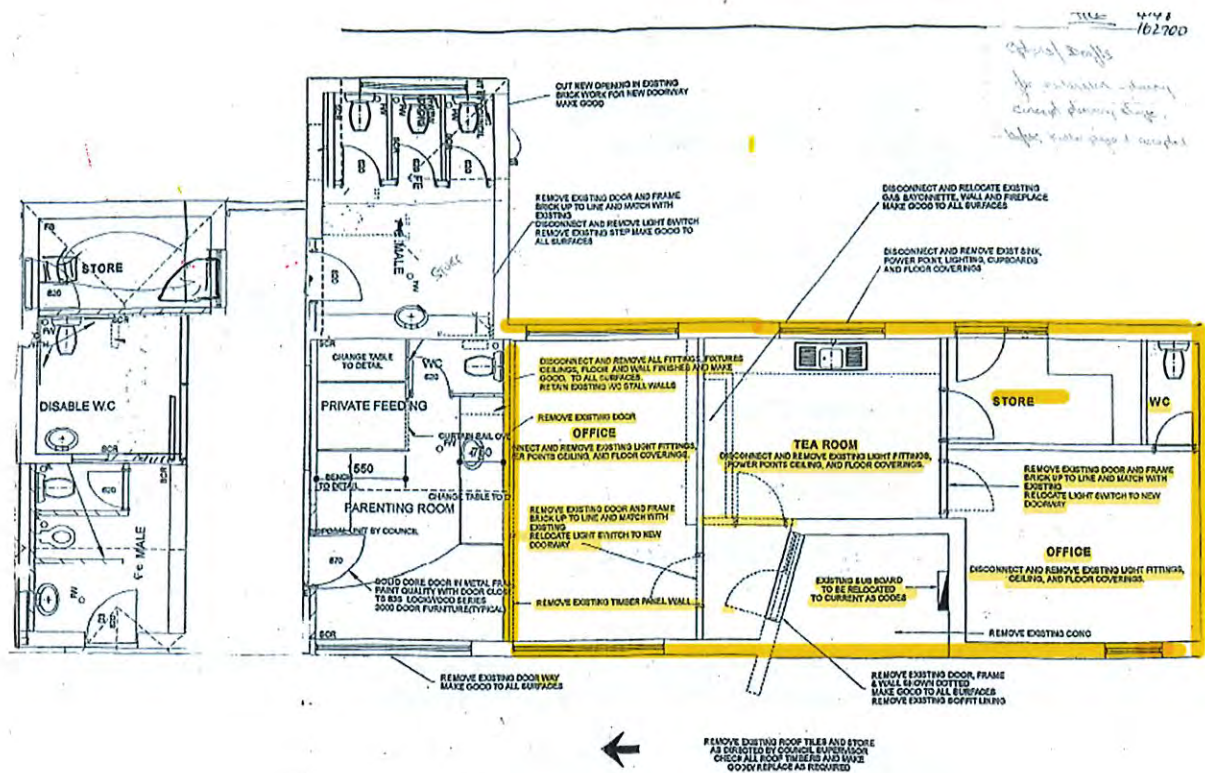
Office Held:

Chairperson

Office Held:

TREASURER

Annexure 1 – Sketch of Premises (Yellow)



Annexure 2 – Minister for Lands' Consent



Department of Planning,
Lands and Heritage

Land Use Management

Our ref: File 02064-1919 Case 2000609, IDA10866282
Enquiries: Kevin Harrison, ph 97910860
Fax: 6552 4417

3 March 2020

Chief Executive Officer
Shire of Narrogin
PO Box 1145
Narrogin WA 6312

Email only ea@narrogin.wa.gov.au

Dear Carolyn

Section 18 Ministers Consent for proposed Lease over portion of Reserve 17386, Community Support Offices Federal Street Narrogin.

Thank you for your recent correspondence regarding permission to Lease portion of Reserve 17386 which is set aside for the purpose of Park and Community Purposes managed by the Shire of Narrogin with power to lease for any term not exceeding 21 years subject to the consent of the Minister for Lands.

In accordance with section 18 of the *Land Administration Act 1997* (LAA) approval from the Minister for Lands is granted to the proposed Lease provided to the Department of Planning, Lands and Heritage (DPLH) by email dated 27 February 2020 on the condition that the final document executed by the parties is on the same terms as that provided to DPLH with that email. If the final document executed by the parties is not on the approved terms, then it may be void under section 18 LAA.

Please note that this approval is for the purposes of section 18 LAA only and does not constitute an endorsement as to the terms and effect of the document. DPLH cannot provide any advice in respect of the Lease and recommends that each party obtain their own independent advice as to their rights and obligations under the Lease.

This approval is subject to the registration requirements of the *Transfer of Land Act 1893*. You will need to provide a copy of this letter to Landgate if the documents are to be lodged for registration at Landgate.

Should you have any enquiries please don't hesitate to contact me on any of the above details.

Yours sincerely

Kevin Harrison
Senior Land Officer
Case Delivery

Gordon Stephenson House, 140 William Street Perth Western Australia 6000 Locked Bag 2506, Perth Western Australia 6001
Telephone (08) 6552 4400 Facsimile (08) 6552 4417 Freecall: 1800 735 784 (Country only)
Email: info@lands.wa.gov.au Website: www.lands.wa.gov.au
ABN: 68 565 723 484

EXERCISE OF LEASE RENEWAL**PORTION OF RESERVE 17386 (MACKIE PARK) WITH NARROGIN COMMUNITY SUPPORT ASSOCIATION INC.**

Pursuant to Item 3 of the Schedule of the lease agreement between the Shire of Narrogin and Narrogin Community Support Association Inc, the Shire of Narrogin and Narrogin Community Support Association Inc. hereby effect the renewal of the lease as the continuing entities as Lessor and Lessee respectively for a further 5 year term commencing 1 March 2025.

Signing Clause

EXECUTED

2025

THE COMMON SEAL of THE SHIRE OF NARROGIN

Was hereunto affixed in the presence of:

President – Leigh Ballard

Chief Executive Officer – Dale Stewart

Signed by Narrogin Community Support Association Inc. pursuant to the constitution of the Lessee in the presence of each of the undersigned of whom hereby declares by the execution of this document that they hold the office in the Lessee indicated under their name:

Office Holder Signature

Office Holder Signature

Name

Name

Office Held

Office Held

10.4.6 ADOPTION OF COUNCIL POLICY 2.7 INFORMATION HANDLING AND BREACH POLICY

File Reference	13.5.4, 16.1.1, & 16.3.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	20 December 2024
Author	Lily Webb – Executive Support Coordinator
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Draft Council Policy 2.7 – Information Handling and Breach Policy	

Summary

This report presents the proposed Council Policy 2.7 – Information Handling and Breach Policy for Council's consideration and adoption. The Policy outlines the Shire of Narrogin's commitment to safeguarding sensitive information, ensuring compliance with legislative obligations, and providing framework for effective breach management.

Background

The increasing reliance on digital platforms and evolving legislative requirements, such as the Freedom of Information Act 1992 (WA) and the Privacy Act 1988 (Cth), underscore the critical need for robust information governance policies. Currently, Council lacks a specific policy addressing the management of sensitive information and response to data breaches. The proposed Council Policy 2.7 – Information Handling and Breach Policy provides a comprehensive framework to protect information integrity and ensure timely, effective breach management.

The Privacy and Responsible Information Sharing Act 2024, assented to on 6 December 2024, establishes a modern framework for protecting personal information handled by public entities. It promotes the responsible sharing of information while upholding strict privacy standards. Additionally, the Act introduces the Office of the Chief Data Officer and includes amendments to the Freedom of Information Act 1992 to enhance transparency and accountability.

In response to these legislative advancements, it is essential for the Shire of Narrogin to adopt an Information Handling and Breach Policy. This will ensure compliance with the Act's provisions, safeguard personal information, and reinforce public confidence in the Shire's commitment to data security and responsible governance.

Consultation

Internal consultation was conducted with the Executive Management Team and relevant officers, ensuring the proposed Policy aligns with the Shire's operational requirements and legislative responsibilities.

No external consultation was required at this stage.

Statutory Environment

The proposed Policy is guided by the following legislation:

- Privacy and Responsible Information Sharing Act 2024 (WA);
- Freedom of Information Act 1992 (WA);
- Privacy Act 1988 (Cth);
- Local Government Act 1995 (WA); and
- State Records Act 2000 (WA).

Policy Implications

Adoption of this Policy will supplement existing policies in the Shire's Council Policy Manual, specifically complementing Policy 2.5 Information & Communications Technology Usage, and ensuring alignment with the Privacy and Responsible Information Sharing Act 2024.

Sustainability & Climate Change Implications

Environmental – There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Economic – There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social – Strengthened information governance improves community trust and organisational transparency.

Financial Implications

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

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
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)
Non-compliance with the Privacy and Responsible Information Sharing Act 2024 could result in significant legal and reputational consequences. Adopting this Policy mitigates these risks by establishing clear guidelines for information handling and breach management.	Unlikely (2)	Major (4)	Medium (5-9)	Compliance Requirements	Manage by implementing and maintaining Council Policy 2.7 – Information Handling and Breach Policy, supported by regular staff training, internal audits, and ensuring prompt breach response mitigation.

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) 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 Information Handling and Breach Policy provides clear guidelines for managing sensitive information and responding effectively to data breaches. It demonstrates the Council and Shire's commitment to protecting privacy and ensuring compliance with legislative obligations.

The Policy aligns with the Shire's Strategic Community Plan and strengthens organisational resilience.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the proposed Council Policy 2.7 – Information Handling and Breach Policy, Council:

- 1) Adopt the Information Handling and Breach Policy, as presented in Attachment 1, and incorporates it into the Shire of Narrogin's Council Policy Manual as Policy 2.7, ensuring compliance with the Privacy and Responsible Information Sharing Act 2024;
- 2) Authorise the Chief Executive Officer to implement necessary administrative procedures to support the Policy's operation; and
- 3) Publish the Policy on the Shire's website for community information.

COUNCIL RESOLUTION 190225.17

Moved: Cr Wiese

Seconded: Cr Pomykala

That with respect to the proposed Council Policy 2.7 – Information Handling and Breach Policy, Council:

- 1) Adopt the Information Handling and Breach Policy, as presented in Attachment 1, with the omission of dot points 3 and 6 under 'Disclosures of Information to Third Parties,' and incorporate it into the Shire of Narrogin's Council Policy Manual as Policy 2.7, ensuring compliance with the Privacy and Responsible Information Sharing Act 2024;
- 2) Authorise the Chief Executive Officer to implement necessary administrative procedures to support the Policy's operation; and
- 3) Publish the Policy on the Shire's website for community information.

CARRIED 6/0

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

Against: Nil

2.7 Information Handling and Breach Policy

Statutory context	Freedom of Information Act 1992 (WA) Privacy Act 1988 (Cth) Local Government Act 1995 (WA) Aged Care Act 2025, Aged Care Quality Standards State Records Act 1997
Corporate context	Code of Conduct for Council Members, Committee Members and Candidates Employee & Volunteer Code of Conduct Record Keeping Plan Instruction 2.23 – Shire of Narrogin’s Efficient and Effective use of ChatGPT
History	Draft 20 December 2024

Policy Statement

The Shire of Narrogin is committed to safeguarding all information it collects, stores, and manages, compliant with the obligations and requirements of legislation regarding Privacy and Responsible Information Sharing (PRIS). This Policy establishes a framework to ensure the confidentiality, integrity, and accessibility of information while providing clear processes to handle data breaches effectively.

Scope

This policy applies to Elected Members, all employees, contractors, volunteers, and agents of the Shire of Narrogin involved in collecting, handling, or managing information.

Key Principles

The Collection of Personal Information:

The Shire of Narrogin collects personal information from customers and stakeholders to perform its functions and activities. Sensitive personal information is only collected under the following circumstances:

- It is necessary for the Shire’s functions and activities;
- The individual consents to the collection;
- It is required or authorised by law;
- It is necessary to establish, exercise, or defend a legal or equitable claim;
- It is required for government-funded welfare or educational research or statistical purposes; or
- It is necessary to prevent or reduce;
 - o serious threats to an individual’s life, health, safety, or welfare;
 - o serious threats to public health, safety, or welfare; or
 - o threats to an individual’s life, health, safety, or welfare caused by family violence.

Access and Correction of Personal Information

The Shire of Narrogin ensures personal information is accurate and accessible.

- Informal Updates: Updates to personal information are generally handled informally without requiring a formal process
- Informal Access: Personal information, such as correspondence or applications related to an individual, is typically provided informally on request, if sufficient identification can be provided.
- Freedom of Information Act: Individuals can access and correct their information under the *Freedom of Information Act 1992 (WA)*.
- PRIS Legislation: Access and correction requests may also be made under Information Privacy Principle 6 (IPP6) in the PRIS legislation.

Disclosure of Information to Third Parties

The Shire of Narrogin may disclose personal information to third parties in the following cases:

- Information Sharing Agreements: Under an approved agreement or request with another public entity;
- When the customer or stakeholder consents to the disclosure;
- For public interest research or analysis;
- When required or authorised by law;
- For law enforcement functions;
- To complete or improve the function for which the information was provided;
- To prevent or reduce serious threats to individuals or public health, safety, or welfare;
- When necessary for child protection or family violence functions;
- When the information relates to family violence and involves the perpetrator or alleged perpetrator.

The Protection of Information

The Shire of Narrogin is committed to safeguarding personal information against misuse, loss, modification, and unauthorised access or disclosure. The Shire will:

- Securely Dispose: Permanently de-identify or destroy personal information that is no longer required, unless law mandates its retention.
- Implement Robust Security: Use multiple layers of security, including:
 - o Encryption.
 - o Multifactor authentication.
 - o Security awareness training.
 - o Email, and network security.
 - o Third-party risk assessments.
 - o Adherence to Australian Signals Directorate Essential 8 Maturity Level 1 guidelines.

These measures reflect the Shire of Narrogin's commitment to protecting personal information, ensuring compliance with privacy laws, and maintaining the trust of its community.

Handling Privacy Complaints and Information Breaches

The Shire of Narrogin's designated Information Officer is the Executive Manager Corporate & Community Services (EMCCS), who can be contacted for complaints related to acts or practices of the Shire that may constitute an interference with the privacy of an individual.

The EMCCS will coordinate responses and record management of these complaints. Complaints can be directed to: emccs@narrogin.wa.gov.au. The EMCCS will aim to provide a formal response to the complainant as soon as reasonably practicable upon receiving all required information. If any delays are unavoidable, the complainant will be informed accordingly.

The Chief Executive Officer (CEO) is ultimately responsible for ensuring compliance with privacy-related obligations, overseeing the EMCCS's efforts to address privacy complaints effectively and ensuring the Shire meets its statutory responsibilities under relevant legislation. This structure reinforces the Shire's commitment to protecting privacy and responding transparently to any concerns raised.

Notifiable Information Breach

An interference with the privacy of individuals may constitute a notifiable information breach, which includes:

- Unauthorised access to information
- Unauthorised disclosure of information
- Loss of information.

If an alleged interference with privacy occurs, individuals have the right to escalate their concerns by lodging a complaint with the Information Commissioner of Western Australia. The information Commissioner and their staff are tasked with assisting individuals in formulating and submitting privacy complains when required.

Breach Management

1. **Identification:** Employees must report any suspected or actual breach to their manager or the EMCCS as the designated Information Officer.
2. **Containment:** Immediate actions will be taken to limit the impact of a breach, such as securing affected systems and data.
3. **Assessment:** The EMCCS will assess the scope and potential impact of the breach, including any risks to individuals or the organisation.
4. **Notification:** Where required, affected individuals, the Office of the Information Commissioner, and other relevant bodies will be notified promptly and transparently.
5. **Review:** Following a breach, the Shire will conduct a review to identify and address root causes and improve processes to prevent recurrence.

Roles and Responsibilities

- Chief Executive Officer: Ensures organisational compliance with this Policy.
- Executive Manager Corporate & Community Services, as the designated Information Officer: Coordinates breach responses, maintains records, and provides advice on compliance matters.
- Executive Managers: Oversee adherence to the Policy within their teams.
- Employees and Contractors: Abide by the Policy and report breaches.

Policy Monitoring and Review

This Policy will be reviewed every two years or as required by legislative changes.

Definitions

Handle	Refers to collecting, holding, managing, using, or disclosing information.
Information Breach	The unauthorised access, disclosure, or loss of information.
Interference with Privacy	Includes the following: a) Acts or practices by the Shire that contravene the proposed <i>Privacy and Responsible Information Sharing Act 2024 (WA)</i> (PRIS Act), in relation to personal or de-identified information linked to an individual. b) Failures by the Shire to comply with obligations under the PRIS Act regarding suspected or confirmed notifiable information breaches involving personal information. c) Non-compliance in handling personal information during a function or activity.
Notifiable Information Breach	Occurs in any of the following scenarios: a) Unauthorised Access or Disclosure: • Unauthorised access to, or disclosure of, personal information held by an IPP entity; and • A reasonable person concludes that such access or disclosure is likely to cause serious harm to any individual to whom the information relates. b) Loss of Personal Information: • Personal information held by an IPP entity is lost under circumstances where unauthorised access or disclosure is likely to occur; and

	• If access or disclosure does occur, a reasonable person concludes it would likely result in serious harm to any individual to whom the information relates. c) Breach Determination: • Unauthorised access, disclosure, or loss of personal information held by an IPP entity; and • The access, disclosure, or loss occurs under circumstances outlined in a notifiable information breach determination.
Personal Information	Any information or opinion, true or not, and recorded or not, that relates to an individual (living or deceased) whose identity is apparent or can reasonably be ascertained. This includes: Name, date of birth, or address; a) Unique identifier, online identifier, or pseudonym; b) Contact information; c) Information related to an individual's location; d) Technical or behavioural information about an individual's activities, preferences, or identity; e) Inferred information, including behavioural or preference predictions or profiles generated from aggregated data; and f) Information linked to physical, physiological, genetic, mental, behavioural, economic, cultural, or social characteristics of an individual.
Sensitive Personal Information	A specific category of personal information that relates to: a) Racial or ethnic origin; b) Gender identity, particularly when it differs from assigned sex at birth; c) Sexual orientation or practices; d) Political opinions; e) Membership in political associations; f) Religious beliefs or affiliations; g) Philosophical beliefs; h) Membership in professional or trade associations; i) Membership in a trade union; j) Criminal records; k) Health information; l) Genetic or genomic information; m) Biometric information.

Procedures

Data Breach Reporting and Response Procedure (to be developed as required)
Records Management Procedure

Forms and Templates

Data Breach Incident Report form (to be developed as required)

– End of Policy

Notes

Nil

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 190225.18

Moved: Cr McNab

Seconded: Cr Pomykala

That, with respect to the discussion on the report relating to the Chief Executive Officer's Annual Appraisal, the meeting be closed to the public, pursuant to Section 5.23(2)(a) of the Local Government Act 1995.

CARRIED 6/0

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

Against: Nil

All visitors and all staff left the Council Chambers at 8:46 pm.

The Shire President noted that the Chief Executive Officer had declared a financial and impartiality interest in item 10.4.7 and left the Council Chambers at 8:46pm.

10.4.7 CHIEF EXECUTIVE OFFICER'S ANNUAL APPRAISAL

File Reference	Personal File
Disclosure of Interest	The Author has a Financial & Impartiality Interest that requires disclosure being the person's contract of employment and remuneration.
Applicant	Dale Stewart and Leigh Ballard, Shire President
Previous Item Numbers	Item 10.4.5 28 June 2023 Resolution 280623.11 & 280623.12
Date	14 January 2025
Author	Dale Stewart - Chief Executive Officer
Authorising Officer	Dale Stewart - Chief Executive Officer
Attachments	1. CONFIDENTIAL Chief Executive Officer's Contract of Employment (provided under separate cover) 2. CONFIDENTIAL attachment Memo to CEO (provided under separate cover)

Summary

The Chief Executive Officer seeks agreement from the Council as to the officer's annual appraisal coordinated by the Shire President in December 2024 and conducted with all Elected Members.

Background

The Chief Executive Officer commenced employment with the Shire of Narrogin on 31 May 2018, on a five-year fixed term performance-based Employment Contract, with an annual requirement for appraisal by the Council. This contract was extended by the Council to now conclude on 31 May 2028.

Consultation

The Chief Executive Officer has consulted with the Shire President and Deputy Shire President.

The Shire President consulted with and sought feedback from the Elected Members.

The outcome is a new set of agreed Key Performance Indicators for the coming 12 months, together with a review of the annual remuneration package of the Chief Executive Officer as required by the contract. The appraisal was concluded on Thursday 12 December 2024.

Statutory Environment

The Chief Executive Officer's Contract of Employment (Attachment 1), contract law, employment law and relevant taxation law relates. Section 5.38 of the Local Government Act 1995 requires the local government to review the performance of the CEO at least once per annum.

Sections 5.39A and B of that Act specify regulations in relation to reviewing performance of a Chief Executive Officer.

Local Government (Administration) Regulations 1996, regulation 18FA also relates.

Policy Implications

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

The Council's 24 February 2021 adopted '*Standards for CEO Recruitment, Performance and Termination*' pursuant to Schedule 2 — Model standards for CEO recruitment, performance and termination [Local Government Act 1995 S5.39A & Local Government (Administration) Regulations 1996 R18FA] also relates as follows:

"16. Performance review process to be agreed between local government and Chief Executive Officer

(1) The local government and the CEO must agree on — (a) the process by which the CEO's performance will be reviewed; and (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner. (2) The local government must — (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of — (a) the results of the review; and (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues".

Sustainability & Climate Change Implications

Environmental - There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.

Economic - There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.

Social - The endorsement of the CEO's performance appraisal supports strong leadership and effective governance, which contribute to the Shire's ability to deliver services and programs that positively impact the social well-being of the community.

Financial Implications

The provisions of the Chief Executive Officer's Remuneration Package are contained within the Council's Budget and any variations to the Remuneration Package, pursuant to the outcomes of appraisal, must not exceed the value (inclusive of superannuation, salary, vehicle etc), laid out by the State Government's Salaries and Allowances Tribunal for local government Chief Executive Officer's on salary band 3 (Narrogin).

Details of the Tribunal's latest determination, of 5 April 2024, is available here: [Local Government Chief Executive Officers and Elected Members Determination No 1 of 2024](#)

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
Outcome:	4.2	An employer of choice
Strategy:	4.2.1	Provide a positive, desirable workplace

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Rejecting the President's recommendation to adopt a CEO's performance review poses governance, operational, legal, and strategic risks. Key concerns include strained relationships, perceptions of bias, non-compliance with regulations, CEO morale impacts, decision-	Unlikely (2)	Major (4)	Medium (5-9)	Employment Practices	To mitigate risks, ensure transparent communication, compliance with policies, independent mediation, and engagement while maintaining focus on strategic priorities. Proactive conflict

making delays, potential litigation, reputational damage, and leadership instability.					resolution can preserve trust and Council effectiveness.
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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) 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

Clause 3.3 of the officer's Employment Contract requires the Council and the Chief Executive Officer to agree who the Reviewer of the officer is to be. The Chief Executive Officer agreed with the Council as a whole being the Reviewer and utilising an internal process for this year's review.

Clauses 3 and 6 deal with the annual review and variations to the Officer's Remuneration Package.

For the Council's consideration and review.

Voting Requirements

Whilst the Local Government Act 1995 does not specify that the Chief Executive Officer's review is to be by an absolute majority, the Model Standards, to which the Council has adopted, does specify that such reviews must be adopted by Absolute Majority (clause 18). Appointment and renewals of contracts of Chief Executive Officer's must also be made by an absolute majority decision.

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 190225.19

Moved: Cr Wiese

Seconded: Cr Broad

That with respect to the Chief Executive Officer's annual appraisal provided to Elected Members under confidential cover, the Council, pursuant to section 5.38, 5.39A and 5.39B of the Local Government Act 1995, and clauses 3 and 6 of the officer's employment contract, Council:

- 1) Note that the appraisal of Mr. Dale Stewart, Chief Executive Officer, has been completed;
- 2) Endorse the findings and thank Mr. Dale Stewart for his efforts;
- 3) Approve an increase to the salary component of the Chief Executive Officer's Total Remuneration Package, in accordance with Attachment 2; and
- 4) Approve the Chief Executive Officer's Performance Criteria for the next period, as per Attachment 2.

**CARRIED 6/0
BY ABSOLUTE MAJORITY**

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

Against: Nil

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 190225.20

Moved: Cr Wiese

Seconded: Cr Bartron

That the meeting be re-opened to the public.

CARRIED 6/0

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

Against: Nil

Visitors and staff returned to the Council Chambers at 9:05pm

10. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11.1 CHANGE OF DATE FOR ORDINARY COUNCIL MEETING SCHEDULED FOR 25 JUNE 2025

Rationale:

The National General Assembly of Australian Local Governments, commencing on 24 June 2025 in Canberra, presents a significant opportunity for the Shire of Narrogin to advance its advocacy efforts on important community projects. The attendance of both the Shire President and the CEO is crucial to leverage discussions with Federal Ministers regarding funding and support for the Housing and Recreation Precinct Projects.

The proposed rescheduling ensures that the governance responsibilities of the Shire are upheld while allowing for effective representation at the national level.

Implications:

- Governance: No major impacts anticipated as the proposed new date is within an appropriate timeframe;
- Financial: The estimated costs for attendance, flights, accommodation, and registration fees for the Shire President and the Chief Executive Officer are contained within the 2024/25 Budget;
- Community Engagement: Notice of the rescheduled meeting will be published in accordance with statutory requirements; and
- Strategic Benefits: Improved opportunities for Federal-level advocacy, potentially leading to tangible outcomes for the Shire of Narrogin.

Recommendation:

That Council support this motion to reschedule the Ordinary Council Meeting to 18 June 2025, ensuring the Shire maximizes opportunities to advocate for critical community projects at the Meeting of Australian Local Governments.

ELECTED MEMBER'S NOTICE OF MOTION AND COUNCIL RESOLUTION 190225.21

Moved: President Ballard

Seconded: Cr McNab

That with respect to the Council Meeting Date in June 2025, Council resolve to:

- 1) Change the date of the scheduled Ordinary Council Meeting from Wednesday, 25 June 2025, to Wednesday, 18 June 2025, at 7:00 pm.
- 2) Note that this change is to accommodate the Shire President and CEO's attendance at the National General Assembly of Australian Local Governments in Canberra commencing 24 June 2025.
- 3) Recognise the importance of this Assembly in enabling the Shire President and CEO to meet with Federal Ministers and advocate for key strategic projects, specifically the Housing and Recreation Precinct Projects for Narrogin.

CARRIED 6/0

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

Against: Nil

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

Nil

13. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 9:05 pm and, pursuant to resolution 231024.07, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on Wednesday 26 March 2025, at this same venue.



Shire of
Narrogin
Love the life

89 Earl Street, Narrogin
Correspondence to:
PO Box 1145, Narrogin WA 6312
T (08) 9890 0900
E enquiries@narrogin.wa.gov.au
W www.narrogin.wa.gov.au