



Shire of
Narrogin

MINUTES

ORDINARY COUNCIL MEETING

26 March 2025

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

Signed: 

Date 28 March 2025

These minutes were confirmed at the Ordinary Council Meeting held on 23 April 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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In accordance with Regulation 141 of the Local Government (Administration) Regulations 1996, the Shire of Narrogin records all Council Meetings. Recordings are publicly available within 14 days and retained for at least 5 years. Copies may be provided to the Departmental CEO upon request.

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ORDINARY COUNCIL MEETING

26 MARCH 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 M Fisher
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
Ms T Walker – Acting Executive Manager Corporate & Community Services
Mrs W Russell – Executive Support Officer

Leave of Absence

Cr C Bartron – Resolution 190225.01

Apologies

Mr I Graham – Executive Manager Corporate & Community Services

Absent

Nil

Visitors

Nil

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

Name	Item No	Interest	Nature
Cr J Pomykala	10.3.3	Member of Arts Narrogin	Impartiality
Cr J Pomykala	10.3.3	President of Narrogin Repertory Club	Impartiality
Mr L Ballard	10.3.3	Member of Central BFB	Impartiality

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

The next meeting is scheduled for 23 April 2025.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION 260325.01

Moved: Cr Wiese

Seconded: Cr Broad

That the minutes of the Ordinary Council Meeting held on 19 February 2025 be confirmed as an accurate record of the proceedings.

CARRIED 6/0

For: President Ballard, Cr Broad, Cr Wiese, Cr Fisher, 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 DRAFT POLICY – TREE FARMS AND CARBON FARMING

File Reference	18.6.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	17 March 2025
Author	Kiralee Harris – Planning Assistant
Authorising Officer	Azhar Awang – Executive Manager of Development Regulatory Services
Attachments	
1. Draft Local Planning Policy – Tree Farms and Carbon Farming	

Summary

Council is requested to review and resolve to proceed with public advertising of the Draft Local Planning Policy – Tree Farms and Carbon Farming (Attachment 1). This step is required to ensure stakeholder consultation before final adoption. If endorsed by the Council, the policy will be advertised for 21 days, with external agency referrals and public submissions invited. Following this, a further report will be presented to Council to consider all submissions received and determine whether to adopt the policy, with or without modifications.

Background

Tree farming and carbon farming are emerging land uses that offer economic and environmental benefits, including carbon sequestration, biodiversity conservation, and alternative revenue streams for landowners. However, these activities may also have implications for agricultural land use, rural character, and infrastructure. The Draft Local Planning Policy (LPP) aims to establish clear guidelines for assessing such proposals and balancing the benefits with potential impacts.

Within the Shire of Narrogin, tree farming is a permitted use in the 'Rural' zone under the Shire of Narrogin Local Planning Scheme No. 3 (LPS3). LPS3 defines a Tree Farm as:

"Land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the Carbon Rights Act 2003, section 5."

As tree farms are a permitted use in the 'Rural' zone, applications do not require discretionary approval if they comply with the Scheme provisions. However, LPS3 does not outline specific criteria regarding site selection, fire risk management, infrastructure impacts, or environmental safeguards. This has led to inconsistent decision-making when assessing tree farm applications, particularly regarding conditions for bushfire protection and road maintenance contributions.

Carbon farming, which involves tree planting for the purpose of carbon sequestration, is not listed as a separate land use in Table 1 – Zoning Table of LPS3. Without a specific definition, carbon farming proposals do not have a prescribed permissibility and may require discretionary approval depending on their scale and purpose. This absence of recognition within the Scheme creates uncertainty in the assessment process, particularly when considering long-term land-use impacts and compliance with State and local planning policies.

The introduction of this Local Planning Policy aims to address these gaps by providing a clear framework for assessing tree farms and carbon farming proposals. While LPS3 allows tree farms, it does not specify requirements for key planning considerations such as:

- Bushfire risk management, including firebreaks, emergency access, and compliance with State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP 3.7).
- Environmental safeguards, ensuring developments near wetlands or groundwater areas undergo appropriate hydrological and ecological assessments.
- Infrastructure contributions, particularly road maintenance costs arising from large-scale tree harvesting operations.

The policy does not override the provisions of LPS3 but provides additional guidance for landowners, applicants, and decision-makers to ensure transparency and consistency in the assessment process. It introduces clear criteria for application requirements, including the need for bushfire management plans, traffic impact assessments, and environmental impact statements where necessary.

Council is recommended to consider endorsing the draft policy for public consultation to obtain stakeholder input before final adoption. Following the consultation period, a report will be presented to Council to consider submissions and determine whether to adopt the policy, with or without modifications.

Consultation

Clause 3 and 4 under Part 2, Schedule 2 of the Deemed Provisions contained in the Planning and Development (Local Planning Schemes) Regulations 2015, set out the power for local government to make a local planning policy and the procedure for making a local planning policy, including a requirement to advertise a Draft Local Planning Policy for a period not less than 21 days.

“4. Procedure for making local planning policy

(1) If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —

(a) publish in accordance with clause 87 the proposed policy and a notice giving details of —

(i) the subject and nature of the proposed policy; and

(ii) the objectives of the proposed policy; and

(iii) how the proposed policy is made available to the public in accordance with clause 87; and

(iv) the manner and form in which submissions may be made; and

(v) the period for making submissions and the last day of that period;

(b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;

(c) give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.

(2) The period for making submissions specified in a notice under subclause (1)(a)(v) must not be less than the period of 21 days after the day on which the notice is first published under subclause (1)(a).

(3) After the expiry of the period within which submissions may be made, the local government must —

(a) review the proposed policy in the light of any submissions made; and

(b) resolve to —

(i) proceed with the policy without modification; or

(ii) proceed with the policy with modification; or (iii) not to proceed with the policy.”

Under Clause 87(2) of the Deemed Provisions, a local government must publish a notice of the proposed policy in the following manner:

- Publishing a notice of the proposed policy on the Shire’s website;
- Providing written notification to relevant stakeholders and government agencies that may be affected by the policy; and
- Advertising the policy for a minimum period of 21 days, or a longer period as determined by the Shire.

Following the close of the public consultation period, all submissions will be considered by the Administration, and a final report will be presented to Council for consideration for adoption, with or without modifications.

Statutory Environment

The following Acts and Regulations relate:

- Planning and Development Act 2005;
- Planning and Development (Local Planning Schemes) Regulations 2015 (Deemed Provisions, Clause 3, Clause 64, Clause 67);
- Shire of Narrogin Local Planning Scheme No. 3 (LPS3);
 - Clause 4.38 – Vegetation Protection;
 - Clause 4.40 – Drainage and Water Resource Protection;
 - Clause 3.1.2 – Rural Zone Objectives;
- State Planning Policy 2.5: Rural Planning;
- State Planning Policy 3.7: Planning in Bushfire Prone Areas;
- State Planning Policy 2.9: Water Resources; and
- Carbon Rights Act 2003.

Policy Implications

If adopted, the Draft LPP will guide decision-making on development applications for tree farming and carbon farming. It will ensure that proposals align with strategic planning objectives while mitigating potential negative impacts on existing land uses and community values.

The provisions of the Planning Development Act 2005 and associated regulations and the Shire’s Local Planning Scheme No.3, in relation to engagement comply with the obligations inherent in Council Policy 1.14 Community Engagement Charter.

Sustainability & Climate Change Implications

Environmental -

- Supports carbon sequestration and climate change mitigation.
- Enhances biodiversity and land rehabilitation.
- May impact native vegetation and water resources if not managed properly.

Economic -

- Provides diversification opportunities for landowners.
- Can contribute to regional economic development through carbon credits and forestry industries.
- Potential land use conflicts with traditional agriculture.

Social -

- Potential changes to rural character and landscape aesthetics.
- Could affect local employment in traditional farming sectors.
- Possible increased fire risk requiring mitigation measures.

Financial Implications

The policy's implementation is not expected to have direct financial implications for the Shire. However, administrative costs associated with assessing applications and monitoring compliance may arise. These costs will be recovered through application fees.

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
The absence of a specific policy exposes the Shire to potential unregulated development of Tree Farms, leading to uncertainties, community	Possible (3)	Moderate (3)	Medium (5-9)	Compliance Requirements	Control through conditions of approval and compliance.

dissatisfaction, and inconsistent decision making. Adopting a clear policy mitigates these risks and ensures responsible development.					
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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 nine (9) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The proposed Draft Local Planning Policy – Tree Farms and Carbon Farming provides further clarity on the assessment and management of tree farming activities within the Shire. It ensures compliance with LPS3 and relevant State Planning Policies, while balancing environmental, infrastructure, and agricultural considerations.

The policy defines the approval process for tree farms, ensuring applications address bushfire risk, environmental impact, and traffic implications. It introduces conditions for fire management planning, road maintenance contributions, and environmental safeguards to ensure tree farms integrate sustainably with the local landscape and surrounding land uses. The policy also clarifies expectations for carbon farming, providing guidance on assessment pathways for proposals that do not currently have a defined land use classification under LPS3.

Public consultation will provide an opportunity for stakeholders to review and provide feedback on the proposed policy. Following the conclusion of the consultation period, all submissions will be assessed, and a report will be presented to a future Council Meeting for consideration of adoption, with or without modifications.

It is recommended that Council approve the Draft Local Planning Policy – Tree Farms and Carbon Farming for the purpose of public advertising.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 260325.02

Moved: Cr Pomykala

Seconded: Cr Wiese

That with respect to the proposed Draft Local Planning Policy - Tree Farming and Carbon Farming, the Council:

- 1) Resolve to approve the Draft Local Planning Policy on Tree Farms and Carbon Farming (Attachment 1) pursuant to Schedule 2, Part 2, Division 2, Clause 3(1) of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the purpose of conducting public advertising in accordance with clause 4 of those provisions;
- 2) Request the Chief Executive Officer to advertise the Draft Local Planning Policy – Tree Farms and Carbon Farming for a period of 21 days in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015; and
- 3) Note that following the conclusion of the advertising period, any submissions received during the public advertising period will be referred to a future Council Meeting for further consideration.

CARRIED 6/0

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

Against: Nil

D13 – Tree Farms and Carbon Farming

History Adopted dd mmmm yyyy (Resolution No. xxxxxx.xx)

Statutory Context Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015
Shire of Narrogin Local Planning Scheme No. 3 (LPS3)
State Planning Policy 2.5: Rural Planning
State Planning Policy 3.7: Planning in Bushfire Prone Areas
State Planning Policy 2.9: Water Resources
Carbon Rights Act 2003

Introduction

This is a Local Planning Policy prepared under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 and the Shire of Narrogin Local Planning Scheme No. 3. This policy may be cited as Local Planning Policy (LPP) – Tree Farms and Carbon Farming.

Policy Statement

The Shire of Narrogin recognises the role of Tree Farms and Carbon Farming in sustainable rural land use. This policy provides a framework for the appropriate location, assessment, and management of Tree Farms to ensure compatibility with existing rural land uses and compliance with LPS3, State Planning Policies, and other regulatory requirements.

This policy does not override the provisions of LPS3 but provides guidance to landowners and applicants on how Tree Farm proposals will be assessed within the Shire.

Purpose

The purpose of this policy is to provide clear guidance on the establishment of Tree Farms in the Shire of Narrogin, ensuring compatibility with surrounding rural and agricultural land uses.

The Shire will have due regard to this policy when determining applications but is not bound by it. Where there is an inconsistency between this policy and LPS3, the provisions of LPS3 shall prevail.

This policy aims to:

- Ensure that Tree Farms are established in appropriate locations without conflicting with existing rural or agricultural land uses;
- Ensure compliance with statutory bushfire risk management requirements, including SPP 3.7 and the Department of Fire and Emergency Services guidelines;
- Manage transport and road infrastructure impacts associated with Tree Farms, particularly those involving commercial harvesting;
- Ensure that Tree Farms do not adversely impact groundwater recharge areas or natural watercourses, in accordance with SPP 2.9;
- Encourage the integration of Tree Farms with agricultural activities, where appropriate;
- Protect and enhance native vegetation, wetlands and water courses and assist in the reduction of salinity, waterlogging and erosion; and
- Promote responsible management and ongoing compliance with approved tree farming activities.

Definitions

Tree Farm: As defined under LPS3, "Tree Farm" means land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the Carbon Rights Act 2003, section 5.

Carbon Right: As defined in Part 2, Section 5 of the Carbon Rights Act 2003:

- A carbon right is a right to the benefits associated with carbon sequestration through tree growth on the specified land.

Statement

Clause 4.38 of the Shire of Narrogin Local Planning Scheme No. 3 (LPS3) provides:

4.38 Vegetation Protection:

- (1) The local government may require the rehabilitation of degraded land, the fencing of remnant vegetation, and the revegetation of areas considered to be deficient in tree cover.

While tree farming involves planting trees for commercial production, it is distinct from vegetation protection objectives within the Scheme, which focus on conserving natural habitats rather than commercial cultivation.

Policy Provisions

1. Planning Approval for Tree Farms

- 1.1. Development approval shall be required for the establishment of a Tree Farm in accordance with LPS3. Applications for planning approval shall include:
 - (i) A site plan identifying the plantation area, access points, internal roads, and buffer areas.
 - (ii) A Bushfire Management Plan where required under SPP 3.7.
 - (iii) A Traffic Impact Statement where haulage activities may impact the local road network.
 - (iv) An Environmental Impact Assessment where a Tree Farm is proposed near watercourses, wetlands, or remnant vegetation.
 - (v) A Hydrological Assessment where irrigation is proposed.

2. Fire Management Requirements

- 2.1. Where a Tree Farm is located within a designated bushfire-prone area, the proponent shall prepare a Bushfire Management Plan in accordance with SPP 3.7 and DFES guidelines.
- 2.2. Firebreaks, access routes, and water points must be maintained to a standard specified by the Shire of Narrogin's Firebreak Notice.
- 2.3. The Shire may impose conditions requiring additional fire mitigation measures where necessary.

3. Traffic and Road Infrastructure

- 3.1. The Shire may require a Traffic Impact Assessment for applications where tree harvesting is proposed.
- 3.2. Proponents may be required to contribute to the maintenance or upgrade of local roads impacted by harvesting operations.
- 3.3. A road bond may be requested to cover potential damage resulting from heavy vehicle use.

4. Environmental and Water Management

- 4.1. Tree Farms shall be designed to minimise impacts on watercourses and groundwater recharge areas in accordance with SPP 2.9.
- 4.2. Non-planted buffers of no less than 50 metres must be maintained around permanent bodies of water bodies and be 30 metres around ephemeral streams.
- 4.3. Where a Tree Farm proposes irrigation, a Hydrological Assessment may be required.

5. Agricultural Land Retention

- 5.1. The Shire encourages the integration of Tree Farms with existing agricultural uses.
- 5.2. Where a Tree Farm proposal seeks to occupy more than 35% of a lot, a Farm Management Plan shall be required, demonstrating:

- (i) Environmental benefits, or
- (ii) Justification for the extent of tree planting.

– End of Policy

10.1.2 PROPOSED BUDGET AMENDMENT – SENIOR CITIZENS’ BUILDING

File Reference	A314700
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	5 March 2025
Author	Azhar Awang – Executive Manager Development and Regulatory Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	Nil

Summary

This report seeks Council’s approval to reallocate the funds originally allocated for air conditioner repairs to the roof repair budget for the Senior Citizens’ Building located at 1 Fathom Street, leased to the Narrogin and Districts Senior Citizen Centre Inc. The reallocation will increase the available budget for roof repairs from \$35,000 to \$50,000. This adjustment is necessary due to increased costs for the roof repair project and a request from that organisation’s committee to fund the air conditioning repairs independently.

Background

In the 2024/25 budget, Council approved the following allocations for the Senior Citizens’ Building:

- Roof repair (GL account 4080650 BC292) - \$35,000
- Air conditioner repair (GL account 4080650 BC293) - \$15,000

The Shire sought quotes for the roof repair and initially received a quote of \$44,706 from Programmed Industrial Maintenance. However, due to material, delivery, and labour cost increases, a revised quote was provided at \$69,400. Additionally, RKS Building & Construction submitted a quote for \$52,279.42, including GST.

Narrogin and Districts Senior Citizen Centre Inc. has since requested that the Shire reallocate the air conditioner repair funds to the roof repair budget, as the Committee will fund the air conditioning repairs independently.

A request was made during the budget review to reflect this amendment, but it was inadvertently omitted from the final budget adoption.

Consultation

Consultation was undertaken with the following:

- Chief Executive Officer;
- Executive Manager Corporate and Community Services;
- Building Maintenance Officer; and
- Narrogin and Districts Senior Citizen Centre Inc. Committee Representative.

Statutory Environment

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

- Local Government Act 1995, section 6.8 - This section stipulates that a local government must not incur expenditure from its municipal fund for an additional purpose unless the expenditure is authorised in advance by a resolution or is part of the annual budget
- Local Government (Financial Management) Regulations 1996, regulation 33A and regulation 34
Regulation 33A: This regulation requires local governments to conduct a review of their annual budget between 1 January and 31 March each year. The review assesses the year-to-date performance against the budget and may result in budget amendments.
Regulation 34: This regulation outlines the requirements for monthly financial reports, including the reporting of material variances between budgeted and actual figures, which may necessitate budget amendments.

Policy Implications

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

Sustainability & Climate Change Implications

Environmental - Repairing the roof will enhance the building's sustainability by improving insulation and reducing potential water damage.

Economic - Repairing the roof will enhance the building's sustainability by improving insulation and reducing potential water damage.

Social - Ensuring a safe and functional facility supports the well-being of senior citizens in the community.

Financial Implications

Given that the Committee has confirmed that they intend to replace or repair the air conditioner at their cost, this will as a result, be reflected as a donated asset to the Shire, freeing up the municipal funds (\$15,000) allocated for that activity, which can then be allocated to increasing the budget from \$35,000 to \$50,000 for the roof repairs. The Budget will still be in balance with the introduction of a new income account entitled 'Contributions & Donations' under the same sub-program to the value of \$15,000.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4	A well maintained built environment
Strategy:	3.4.1	Improve and maintain built environment

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
If the budget reallocation is not approved, the Shire may face increased maintenance costs and potential structural damage to the Senior Citizen Building due to a deteriorating roof. Delaying the repairs could also impact the usability of the facility for senior residents.	Possible (3)	Moderate (3)	Medium (5-9)	Asset Sustainability	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; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of nine (9) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The reallocation of funds is necessary to complete the roof repair project given the increased costs. The Senior Citizen' Committee's willingness to fund the air conditioning repair independently provides an opportunity to direct these funds towards the roof repair, ensuring the long-term integrity of the building.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 260325.03

Moved: Cr Fisher

Seconded: Cr Broad

That with respect to the proposed budget amendment to accommodate repairs to the Shire's Senior Citizens' Building at 1 Fathom Street, Narrogin, Council:

- 1) Amend the 2024/25 Budget as follows;
 - a) Increase the budget allocation for Operating Income GL Account 3080602 Contributions & Donations from Nil to \$15,000; and
 - b) Increase the budget allocation for Capital Expenditure GL Account 4080650, Job BC292 from \$35,000 to \$50,000.
- 2) Subject to being satisfied that with confirmation in writing that the Narrogin and Districts Senior Citizen Centre Inc. confirms that they will fund the air conditioner repairs, request the Chief Executive Officer to proceed with engaging a contractor for the roof repair within the revised budget allocation.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

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

Against: Nil

10.1.3 CONSIDERATION OF PIGEON CONTROL AND ERADICATION STRATEGY

File Reference	11.6.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	17 March 2025
Author	Peter Toboss – Manager of Environmental Health Services
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Pigeon Control and Eradication Strategy	

Summary

This report recommends that Council allocate \$10,000 in the 2025/26 budget to implement pigeon control measures in accordance with the proposed Shire of Narrogin Pigeon Control and Eradication Strategy. This funding will support an integrated program, including annual OvoControl fertility control, pigeon-proofing Shire-owned buildings, community education, and engagement with property owners to manage pigeon populations effectively.

Background

Pigeons have become a persistent pest within the Narrogin townsite, particularly in the CBD and key heritage buildings owned by private individuals and businesses, and also the Shire, such as the Town Hall complex, Goods Shed, Railway Station, and 39-45 Federal Street. Their presence results in property damage, health risks, and increased maintenance costs.

Council has the statutory authority to address this issue under the Health Local Law 2022, which allows for action against property owners who allow pigeons to nest on their premises. However, proactive measures such as fertility control, netting, and education are recommended as the primary approach, with enforcement as a last resort.

The proposed budget allocation of \$10,000 in 2025/26 will fund:

- Annual OvoControl fertility treatment and other control measures to gradually reduce the pigeon population.
- Netting and deterrents for key Shire buildings.
- Community education and engagement efforts, including online and printed materials.
- Initial financial support for property owners to undertake pigeon-proofing measures.

Consultation

Consultation was undertaken with the following:

- Shire's Environmental Health and Compliance Officers to determine the scope of the issue.
- Licensed pest control professionals regarding the effectiveness and cost of control measures.
- Local business and property owners to gauge interest in a cooperative control effort.

- WA Department of Health guidelines on humane and legal pest control practices.

Statutory Environment

The following Acts and Regulations relate:

- Local Government Act 1995 – Council’s authority to budget for pest control.
- Health (Miscellaneous Provisions) Act 1911 – Powers to address public health risks.
- Health Local Law 2022 – Sections 7.14 and 7.15 allow for notices requiring property owners to control pigeon populations on their premises.
- Biosecurity and Agriculture Management Act 2007 – Guidelines on managing declared pests.

Policy Implications

The proposed pigeon control strategy aligns with the Shire’s commitment to public health, environmental management, and heritage conservation. There are no direct conflicts with existing Council policies.

Sustainability & Climate Change Implications

Environmental – Reduces pigeon-related pollution, such as droppings in public spaces, and encourages humane, non-lethal control measures through fertility control and exclusion techniques.

Economic – Reduces maintenance costs for Shire-owned heritage buildings and supports businesses by minimizing property damage and cleaning expenses.

Social – Improves the amenity and cleanliness of the CBD and public areas, reduces health risks associated with pigeon-borne diseases, and enhances community engagement by involving landowners in cooperative control efforts.

Climate Change – No significant direct climate change impacts; however, improved building maintenance reduces resource consumption (e.g., cleaning chemicals, repainting).

Financial Implications

Implementation of the policy will require allocation of resources, which will be determined during the annual budgeting process.

A budget allocation of \$10,000 in 2025/26 is recommended, with ongoing funding of approximately \$5,000 per annum thereafter for maintenance and continued control measures.

Projected Expenditure Breakdown (2025/26):

Item	Cost Estimate
Annual Ovo Control fertility control	\$4,000
Pigeon-proofing for Shire buildings	\$3,000
Community education (pamphlets, website, Facebook promotions)	\$2,000
Initial subsidies for private property deterrents	\$1,000
Total	\$10,000

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4	A well maintained built environment
Strategy:	3.4.1	Improve and maintain built environment
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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Lack of cooperation from property owners.	Possible (3)	Minor (2)	Medium (5-9)	Engagement Practices	Increase education efforts before enforcing penalties
Public concern over humane treatment.	Possible (3)	Minor (2)	Medium (5-9)	Engagement Practices	Focus on fertility control and non-lethal measures
Budget constraints limit implementation.	Unlikely (2)	Minor (2)	Low (1-4)	Management of Facilities, Venues, Events and Services	Seek cost-sharing with businesses where possible
Pigeon population continues to grow if implementation of the strategy and/or its estimated funding is not supported.	Likely (4)	Moderate (3)	High (10-16)	Environment Management	Implement the strategy.

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of six (6), six (6), four (4) and twelve have 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

Implementing a structured pigeon control strategy is essential to reduce the negative impacts on public health, property, and amenity within the Shire of Narrogin. The recommended budget allocation of \$10,000 in 2025/26 will ensure effective management through proactive, humane control measures, preventing costly remedial actions in future years. Council's endorsement of this funding will enable a long-term reduction in pigeon numbers and associated issues.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 260325.04

Moved: Cr McNab

Seconded: Cr Pomykala

That with respect to Pigeon Control in the townsite of Narrogin, Council:

- 1) Endorse the principles contained within the Shire of Narrogin Pigeon Control and Eradication Strategy (Attachment 1), subject to the words 'no one will be excluded for lack of funds -' and 'fully' of that same sentence being deleted from the policy with that sentence starting with the word 'The';
- 2) Consider including in the 2025/26 Budget the sum of \$10,000 for the implementation of the strategy; and
- 3) Request the Chief Executive Officer to implement the strategy.

CARRIED 6/0

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

Against: Nil



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PIGEON CONTROL AND ERADICATION STRATEGY



CURRENT AS AT 19 MARCH 2025



History Summary

Item	Date	Action	Description
1	19 March 2025	Draft	Draft for Council review
2			
3			
4			
5			
6			

Preface

The Pigeon Control and Eradication Strategy has been developed to address the ongoing challenges posed by feral pigeons within the Shire of Narrogin. These birds have contributed to property damage, health risks, and the degradation of Narrogin's valued heritage assets. This strategy outlines a proactive, humane, and coordinated approach to effectively reduce the pigeon population and mitigate associated risks.

The strategy aligns with the Shire's commitment to maintaining a safe, clean, and welcoming environment for residents, businesses, and visitors. It includes a combination of population control techniques, public education initiatives, and incentives for building owners to support exclusion methods. Where necessary, enforcement measures may be introduced to ensure compliance and achieve desired outcomes.

This document serves as a practical guide for Shire officers, residents, and business owners, ensuring clear direction for addressing pigeon-related concerns. By implementing this strategy, the Shire of Narrogin aims to protect public health, preserve heritage buildings, and improve overall amenity within the community.

The strategy will be regularly reviewed and updated to ensure its ongoing effectiveness, and feedback from stakeholders will play a key role in refining the program. The Shire encourages residents, property owners, and businesses to support this initiative to help maintain Narrogin as a vibrant and attractive place to live and visit.

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INTRODUCTION

Pigeons have become a persistent pest in Narrogin's townsite, causing property damage, health concerns, and threatening the integrity of heritage buildings. The Shire of Narrogin, as both a major property owner and the local health authority, is committed to reducing and eventually eradicating feral pigeon populations in the Central Business District (CBD) and townsite. This strategy outlines a comprehensive approach that balances humane control measures with enforcement of the Shire's Health Local Law 2022. The primary objectives are to significantly reduce pigeon numbers (targeting a >50% reduction over three years through reproductive control ([Use of Fertility Control \(Nicarbazin\) in Barcelona: An Effective yet Respectful Method towards Animal Welfare for the Management of Conflictive Feral Pigeon Colonies - PMC](#)), protect public health and heritage structures, and engage landowners in long-term prevention efforts.

Key Objectives

- **Population Reduction:** Gradual decline in pigeon numbers each year through sustained control (aiming for measurable drops in flock size, e.g. ~50% over 3 years ([Use of Fertility Control \(Nicarbazin\) in Barcelona: An Effective yet Respectful Method towards Animal Welfare for the Management of Conflictive Feral Pigeon Colonies - PMC](#))).
- **Protect Buildings & Health:** Prevent damage to buildings (blocked gutters, corrosive droppings) and minimise disease risks and nuisances associated with pigeon infestations ([Feral pigeon control](#)) ([Feral pigeon control](#)).
- **Community Engagement:** Achieve broad participation from CBD property owners in pigeon-proofing and control efforts, through education and support, before resorting to any penalties.
- **Legal Compliance:** Utilise the Shire's authority under local laws (e.g. issuing notices to abate pigeon nuisances ([Health-Local-Law-2022-\(consolidated-4-November-2022\).pdf](#)) and prohibiting feeding that causes nuisances ([Health-Local-Law-2022-\(consolidated-4-November-2022\).pdf](#))) to ensure compliance while maintaining goodwill.

Section 1 - Budget Allocation

Year 1 (Initial Intensive Program – \$10,000 Shire-funded)

The Shire will allocate \$10k in the first year to kick-start the pigeon control program. These funds will cover the purchase and deployment of **OvoControl** bait (pigeon contraceptive) as the primary control measure, contracting licensed pest controllers, and initial installation of physical deterrents on high-priority structures. A portion of the budget will also develop educational materials (webpage, pamphlet printing) and possibly subsidise landowners who undertake approved control measures on their property (e.g. installing netting or spikes). Any urgent reactive measures (such as targeted trapping or shooting if needed early on) will be funded from this initial budget as well.

Ongoing Annual Budget (Years 2+ – \$5,000 Shire-funded per year)

In subsequent years, the Shire will commit \$5k annually to continue the program. This recurring budget will primarily fund the yearly replenishment and application of OvoControl and maintenance of installed deterrents. It will also support continued engagement activities (refresher education campaigns, minor subsidies for new participants) and any necessary follow-up control actions. By sustaining funding, the Shire ensures the pigeon population does not rebound, recognising that single-year culling without follow-up is ineffective long-term ([Microsoft Word - Pigeon Brochure 28 may.doc](#)).

Landowner Contributions

Private landowners will be encouraged to contribute to control costs on a **voluntary, ability-based** basis. In Year 1, the Shire will bear most costs to demonstrate success and lower the barrier for participation. From Year 2 onward, owners of properties with persistent pigeon issues may be asked to share costs **according to affordability or necessity**. For example, a large commercial building owner might fund their own roof netting or ongoing bait supply once they see the benefits, whereas a smaller shop owner could receive more Shire assistance. This co-contribution model will be communicated as a partnership: the Shire provides expertise and seed funding, and those most affected invest in protecting their premises. **No one will be excluded for lack of funds** – the Shire may fully subsidise critical treatments on key sites if the owner cannot pay, ensuring the overall program's effectiveness. Over time, as pigeon numbers drop and fewer interventions are needed, the financial burden on both Shire and landowners is expected to lessen.

Budget Review

The allocated funds and contributions will be reviewed annually. Measurable outcomes (pigeon counts, number of treated sites, etc.) will be evaluated against expenditures to ensure cost-effectiveness. If the pigeon population is not responding sufficiently, Council may consider adjusting the budget or approach (e.g., seeking grants or additional one-off funding for more intensive measures). Conversely, significant early success might allow reducing the annual budget or reallocating funds to other community pest initiatives.

Section 2 - Control Methods

A combination of control methods will be employed, with **annual OvoControl treatments as the cornerstone** and other methods used complementarily. An integrated approach is critical – research shows relying solely on lethal culling yields only short-term relief (pigeon numbers can rebound to prior levels within weeks) ([Microsoft Word - Pigeon Brochure 28 may.doc](#)). Instead, this strategy focuses on sustained reproductive control and habitat denial, supplemented by humane culling only when necessary. All methods will be carried out by or under the guidance of licensed pest control professionals, ensuring safe and effective implementation.

Primary Method: Annual OvoControl Program

The Shire will implement an **annual OvoControl** campaign as the primary population reduction method. OvoControl is a pigeon feed containing **nicarbazin**, which acts as a birth control agent by preventing eggs from hatching. It is a proven, humane approach to gradually reduce pigeon flock size ([Use of Fertility Control \(Nicarbazin\) in Barcelona: An Effective yet Respectful Method towards Animal Welfare for the Management of Conflictive Feral Pigeon Colonies - PMC](#)). Key aspects of the program:

- **Frequency & Timing:** OvoControl baiting will be conducted **once yearly** during the peak breeding season (e.g., spring), or as a continuous maintenance feeding over several months each year. A licensed pest management technician will deploy automatic feeders or daily hand baiting on rooftops where pigeons congregate, ensuring consistent dosage during the breeding cycle.
- **Target Areas:** In Year 1, focus will be on known pigeon roosting/breeding hotspots (e.g., the Town Hall complex roof, Goods Shed rafters, Railway Station eaves, and affected private buildings in the CBD). By saturating these colonies with contraceptive bait, we aim to significantly curtail reproduction in the first season.
- **Effectiveness:** The expected outcome is a **steady decline in pigeon numbers** over 1–3 years. (For example, a controlled study in Barcelona saw a 55% population reduction after 3 years of nicarbazin baiting ([Use of Fertility Control \(Nicarbazin\) in Barcelona: An Effective yet Respectful Method towards Animal Welfare for the Management of Conflictive Feral Pigeon Colonies - PMC](#)). In Narrogin, we will monitor flock sizes quarterly to gauge progress. Success will be measured by fewer new juvenile pigeons observed each year and shrinking flock counts at dusk roosting time.
- **Cost & Logistics:** A portion of the Year 1 budget covers purchasing the OvoControl bait and any necessary feeder equipment. The annual \$5k will ensure we can buy enough bait and hire the technician each year. Where feasible, cost-sharing with large building owners may be implemented (e.g., a grain mill or large store might agree to fund the bait used on their rooftop once they see the benefits).
- **Animal Welfare & Safety:** OvoControl is considered safe for other wildlife in urban settings (non-target birds like doves would only be minimally affected, and the active ingredient is practically non-toxic to mammals ([Safety of Nicarbazin in Raptors in Relation to Pigeon Eradication](#)). Nonetheless, the baiting will be done in a controlled manner (e.g., feeders on rooftops inaccessible to pets or non-target species). Signs may be posted during treatment periods to inform the public of the ongoing program and to not disturb feeding stations.

Supplementary Control Options

In addition to OvoControl, the following control methods will be utilised as needed, within budget limits and based on effectiveness in specific situations:

- Exclusion Netting and Proofing:** Physical bird-proofing is a one-time investment that yields long-term results by denying pigeons access to roosting and nesting sites. In Year 1, the Shire will prioritise installing **bird netting or mesh** on its own buildings that harbor pigeons (e.g., sealing the Town Hall roof voids, installing netting under the Goods Shed awning). Netting with a 50mm mesh (2-inch) will exclude pigeons from eaves, rafters, and loft spaces ([Pigeon controls for Balaklava Town Hall | Wakefield Regional Council](#)). Likewise, **bird spikes or wire coil** will be affixed to ledges, window sills, and signage where pigeons perch ([Microsoft Word - Pigeon Brochure 28 may.doc](#)). These deterrents prevent pigeons from landing without harming them. The Shire will **demonstrate these techniques on Shire properties** first, then guide private owners to do the same. By Year 2, we aim for all major pigeon-attracting structures in the CBD to be at least partially proofed (through voluntary owner action or Shire assistance). *Maintenance:* Each year, especially before breeding season, installed netting and spikes will be inspected (and repaired if needed) to remain effective ([Microsoft Word - Pigeon Brochure 28 may.doc](#)). The budget includes maintenance costs (which are minimal compared to initial installation). Proper installation by professionals is emphasised to avoid trapping birds inadvertently ([Microsoft Word - Pigeon Brochure 28 may.doc](#)).
- Trapping (Live-Capture):** Where pigeon congregations are particularly large or causing acute nuisance (for example, a closed-off attic space filled with birds), live trapping may be employed to quickly remove a portion of the population. The Shire can deploy humane pigeon traps (e.g. walk-in traps with one-way doors) on roofs or near feeding sites. **Frequency:** Trapping operations might be done in the initial phase (Year 1) to give an immediate reduction in numbers, then periodically as needed if certain areas see a resurgence. However, trapping alone is not a long-term fix – it will be combined with OvoControl and proofing, since new pigeons will replace those removed if food and habitat remain ([Microsoft Word - Pigeon Brochure 28 may.doc](#)). Any captured pigeons will be **humanely euthanised** by the licensed contractor (in line with animal welfare guidelines) off-site. The cost of trapping (labor, cage equipment) in Year 1 is covered by the initial budget; subsequent trapping will be limited to specific problem areas given the smaller \$5k budget (unless landowners contribute to an expanded trapping effort on their property).
- Repellents and Deterrents: Non-chemical repellents** – such as reflective devices, sound deterrents, or gel repellents – can complement the above methods on a case-by-case basis. For example, the Shire can loan or recommend ultrasonic bird repellents or hawk decoy kites to certain property owners if pigeons are stubbornly returning. **Sticky gel** repellents may be applied on favoured roosting beams to discourage pigeons from standing there (the gel makes the surface uncomfortable). These methods will be considered where netting or spikes are not feasible for aesthetic or access reasons (e.g., a heritage façade where netting is undesirable). The effectiveness of such deterrents is variable – they often work short-term until birds acclimate ([Feral pigeon control](#)) ([Feral pigeon control](#)) – so they are **secondary measures**. The strategy emphasises that without removing food sources and nesting access, repellents alone won't solve the issue. Thus, we will use them in combination and rotate techniques if needed (to prevent pigeons adapting). The cost impact is low (many devices are one-time purchases); a small portion of annual funds may be used to acquire deterrent devices for trial.
- Discreet Shooting:** In scenarios where a few individual pigeons evade other controls or where an immediate cull is required (for instance, a sensitive site like a grain storage facility cannot risk any pigeons), **licensed discrete shooting** will be employed as a last resort lethal method. The Shire will engage a **licensed pest control shooter** (with appropriate firearm permissions) to cull pigeons **humanely and out of public view** ([Feral pigeon control](#)). This could involve using an

air rifle or small-calibre rifle with suppressors, typically at night or dawn when pigeons are roosting, and people are not around. **Frequency & Use:** The need for shooting is expected to be **limited** – if the ovo-control and exclusion efforts are effective, there should rarely be large numbers to cull. However, the strategy keeps this tool available for special cases: e.g., after netting off a building, any pigeons trapped inside the netted area may need to be removed by shooting if they cannot be safely trapped. Any shooting operation will be **planned with police notification and safety measures**, typically done 1-2 times a year at most (and only if necessary). We will schedule such operations during low-activity periods (weekends or early hours) to ensure public safety and minimal disturbance. **Note:** While effective at removing specific pigeons, shooting is recognised as only a short-term fix and will *not* be used as the primary control. It is included to ensure no remaining birds undermine the overall eradication goal.

Effectiveness and Adaptation: By combining **reproductive control, habitat denial, and selective removal**, the strategy creates a synergistic effect. OvoControl gradually lowers birth rates, netting and proofing reduce survival and breeding opportunities, and occasional trapping/shooting removes the most problematic individuals. This integrated pest management approach is expected to yield a sustained downward trend in pigeon numbers ([Feral pigeon control](#)). The program will remain adaptive – if certain methods prove less effective in Narrogin’s context, resources will be shifted to more effective ones. For example, if trapping yields poor results but more netting is needed, budget in year 3 might prioritise additional net installations instead of trap purchases. Annual review meetings (coinciding with budget planning) will assess each method’s impact (using pigeon count data and feedback from building owners) and adjust the frequency or choice of methods accordingly.

Section 3 - Enforcement & Landowner Engagement

Achieving lasting pigeon control requires **cooperation from private landowners** in the townsite. The Shire will initially pursue a collaborative, supportive approach, escalating to enforcement only when necessary. This section details how we will engage stakeholders and ensure compliance under the Shire's legal powers as the local health authority.

- **Voluntary Participation Phase (Year 1 and 2):** The program will launch with a strong emphasis on **voluntary landowner participation**. The Shire will invite owners of identified pigeon roost sites (e.g., buildings where pigeons nest in the roof or ledges) to join the initiative willingly. This involves one-on-one outreach to key building owners (initial site visits by the Shire's Environmental Health Officer or Ranger to point out pigeon issues and discuss solutions), community information sessions for CBD businesses, and offering **incentives** such as free or subsidised OvoControl baiting on their property for the first year. The rationale—that a coordinated effort benefits everyone—will be stressed. By showing early success (for instance, if the Town Hall and a few shops see noticeable drops in pigeons), we anticipate more owners will voluntarily come on board in Year 2, creating a snowball effect.
- **Stakeholder Engagement Strategy:** A specific engagement plan will target *critical stakeholders* such as owners of large heritage buildings (e.g., Hordern Hotel or prominent Federal Street buildings), supermarkets or grain storage (which attract pigeons), and public institutions. The Shire will form a small **"Pigeon Action Group"** or roundtable including Shire representatives and a few major landowners/tenants. This group (meeting approximately twice per annum) will share updates, advise on problem spots, and champion the cause to peers. Additionally, the Shire will work closely with the **Narrogin CBD business association or Narrogin Chamber of Commerce** to get buy-in from multiple businesses through their network. The tone will be cooperative: the Shire's role is to help and coordinate, not to immediately punish. By the end of Year 2, the goal is to have **majority of CBD property owners implementing at least one control measure** (be it allowing Shire baiting on their roof, installing their own spikes, or keeping areas clean).
- **Use of Notices and Warnings:** From Year 2 onward, if certain property owners remain uncooperative *and* their properties continue to harbor significant pigeon breeding (thus undermining the town-wide effort), the Shire will begin issuing formal **"Control Notices."** Under clause 7.14 of the Health Local Law 2022, the Shire's authorised officers can issue a written notice to an owner/occupier **requiring them to take steps to prevent pigeons from nesting or perching** on their premises if it's causing a nuisance ([Health-Local-Law-2022-\(consolidated-4-November-2022\).pdf](#)). Such a notice will outline the observed problem (e.g., "pigeons nesting in your roof void causing foul droppings on sidewalk"), the required action (e.g., "install bird-proof mesh over eaves within 30 days" or "permit the Shire to undertake baiting on your roof"), and the timeframe for compliance. Initially, these notices will serve as strong warnings with an offer of Shire assistance to comply, rather than immediate punitive action. The **benefits of compliance** (less damage, potential cost savings, improved amenity) will be highlighted alongside the legal requirement, to encourage a cooperative rather than adversarial response.
- **Fines as Last Resort:** Only after repeated failure to engage or comply will the Shire consider **issuing infringements or fines**. The Health Local Law 2022 provides for penalties if a person fails to obey a notice or if they directly cause a public health nuisance (for example, continued **feeding of pigeons** which is explicitly prohibited when it causes a nuisance ([Health-Local-Law-2022-\(consolidated-4-November-2022\).pdf](#)). In practice, if a landowner ignores a control notice

and pigeons remain a nuisance, the Shire may issue a fine (per the Local Law's penalties) and/or carry out the required works at the owner's cost. This step will likely only be needed in intransigent cases by Year 3 or beyond. Our strategy goal is **zero fines issued** – meaning we succeeded through voluntary compliance and education – but the enforcement mechanism will be ready to ensure the overall program's success is not jeopardised by a few holdouts.

- **Shire Leading by Example:** As a major property owner, the Shire will ensure all Shire-managed buildings are models of compliance. The Town Hall complex, Railway Station, Goods Shed, and Shire-owned premises at 39-45 Federal Street will all undergo prompt pigeon-proofing and inclusion in the ovo-control program. By quickly addressing pigeons on its own properties in Year 1, the Shire not only reduces a significant portion of the problem (since these sites are known roosts) but also demonstrates to other owners what measures work. We will document and share the success on Shire properties (e.g., "Town Hall: pigeons reduced from ~50 to <5 after netting and OvoControl") to build confidence in the methods and show that the Shire is treating this as a community-wide partnership.
- **Reporting and Follow-Up:** The Shire will maintain a reporting system for pigeon issues. Community members or business owners can report properties where pigeons are nesting unchecked. These reports will trigger a site inspection and a friendly notice to the owner about available assistance or required action. Persistent reports about the same property will escalate to formal enforcement as described. Progress of each engaged property will be tracked (e.g., a simple register of which buildings have been treated, proofed, or remain problematic). By tracking this, the Shire can focus engagement efforts where they are most needed and show quantitatively that each year more sites are pigeon-free.

Section 4 - Education & Community Awareness

Broad community understanding of the pigeon problem and the solutions is essential. Many residents and business owners may not realise the extent of the damage or their role in either exacerbating or solving the issue. The Shire will roll out a multi-faceted education and awareness campaign to inform, encourage participation, and sustain public support for pigeon control efforts.

- **Dedicated Webpage:** The Shire's official website will host a comprehensive "**Pigeon Control Program**" page. This page (to go live in the first quarter of Year 1) will detail why pigeon control is needed – highlighting issues like health risks and building damage from pigeon droppings ([Feral pigeon control](#)) ([Feral pigeon control](#)) – and outline the Shire's strategy and what community members can do. It will include resources such as: the *do's and don'ts* (e.g. do secure your garbage, **don't feed the pigeons** as it's prohibited and counterproductive ([Health-Local-Law-2022-\(consolidated-4-November-2022\).pdf](#))), an FAQ section (covering common questions about OvoControl safety, etc.), and contact information for the Shire's Environmental Health team to report pigeon hotspots. The page will be kept updated with progress reports (e.g., "50 pigeons trapped and removed this month" or "OvoControl feeding in progress on X Street roof") to maintain transparency. Web analytics (views, downloads) will help gauge reach.
- **Educational Pamphlet/Brochure:** In tandem with the webpage, a **pamphlet** will be developed in digital and printed formats. This brochure, titled for example "Managing Pigeons in Narrogin – A Guide for Property Owners," will concisely explain the importance of pigeon control and each stakeholder's responsibilities. Contents will include: the problems pigeons cause, an overview of control methods (with an emphasis on humane methods like OvoControl and proofing), what the Shire is doing (our program outline), and what property owners should do (e.g., "ensure any disused lofts are closed off, fix broken eaves, consider installing spikes on ledges, clean up food scraps" etc.). It will also reference the legal angle – politely noting that under Shire local laws owners must prevent pigeon nuisance on their property – but will focus on positive encouragement and resources available. **Distribution:** Printed copies will be mailed or hand-delivered to all commercial property owners in the CBD and other known problem areas in Year 1. They will also be available at the Shire Office. The digital PDF will be downloadable from the Shire website and shared via email networks (e.g., Chamber of Commerce mailing list). We will refresh the pamphlet as needed (for example, if new methods are introduced or if we want to showcase success stories by Year 3).
- **Social Media and Facebook Promotions:** The Shire will leverage its Facebook page and other social media to reach the community in a more engaging, immediate way. A series of **Facebook posts** will be scheduled around key milestones: an initial announcement of the program ("Shire launches new pigeon control initiative – here's what you need to know"), educational snippets (e.g., a post showing a photo of pigeons roosting and explaining how droppings damage heritage stone), and calls to action ("See pigeons nesting under your roof? Contact us for advice!"). We will also share progress updates ("Thanks to community efforts, pigeon numbers around Federal Street are down this year") to reinforce that collective action is yielding results. Facebook **promotions** (paid boosts) may be used for important posts to ensure wide reach in the local community. Engagement metrics (likes, shares, comments) will be monitored to tailor messages – for instance, if a post about not feeding birds gains traction, we'll do follow-ups on that theme. The tone on social media will remain positive and community-oriented, celebrating cooperation and reminding people that pigeons, while part of urban wildlife, need management for the greater good.

- **Direct Notices to Landowners:** Where specific properties are identified as pigeon breeding sites (either by Shire inspection or public reports), the Shire will send **Control Notice letters** to those owners. Initially (Year 1), these letters will be framed as *educational notices* – essentially personalised letters that 1) inform the owner of the observed pigeon issue on their property, 2) outline what actions are required or recommended (e.g., “Please remove nesting material and seal openings in your roof”), and 3) explain the benefits of doing so and how the Shire can assist. Enclosed with the letter will be a copy of the pamphlet and an offer to meet on-site to discuss solutions. By providing this tailored education, we aim to prompt action without immediately invoking enforcement. If by Year 2–3 these polite notices are ignored, they will transition to the formal notices under the law as described in the Enforcement section. Every notice, whether friendly or formal, will educate the owner on how pigeon control will save them money in the long run (less clean-up, less property damage) and contribute to a healthier town environment.
- **Community Workshops or Info Sessions:** As part of raising awareness, the Shire will consider hosting a **workshop or open invite meeting** on pest bird management. This could involve a presentation by the Shire’s pest control contractor or an Environmental Health Officer, demonstrating the use of OvoControl, showing examples of netting installations, and answering questions from the public. Such an event can generate local media coverage as well, further spreading the message. Hands-on advice can be given to interested residents (even those outside the CBD who might have pigeon coops or hobby pigeons, ensuring they manage them responsibly). If in-person turnout is low, we will share a recording or key points via the website and social channels.
- **Ongoing Awareness and Reminders:** Education is not a one-off effort. The Shire will incorporate pigeon control reminders into its regular communications. For example, seasonal reminders in spring (breeding season) to “be vigilant and report any pigeon nests early” or a summer reminder about cleaning gutters (to remove pigeon debris that could be a fire hazard or breeding source for flies). Over time, the aim is to normalise the idea that controlling pigeons is part of property maintenance – just like controlling weeds or rats. By Year 3, we hope to see community-driven reporting (people promptly alerting neighbours or the Shire to pigeon issues) and self-help (owners taking initiative to proof their buildings) thanks to the increased awareness.

Section 5 - Licensed Controllers & Safe Disposal

All pigeon control actions under this strategy will be conducted with strict adherence to safety, legality, and humane practices. The Shire will only engage **appropriately licensed professionals** for any control method involving traps, chemicals, or firearms, and ensure that any handling or disposal of pigeons meets environmental and health regulations.

- **Use of Licensed Pest Control Operators:** The Shire will contract licensed pest management technicians for executing the OvoControl baiting, trapping programs, and any shooting operations. These contractors hold Department of Health pest control licenses (and firearms licenses where applicable), ensuring they are trained in safe handling of toxins (like nicarbazin bait or narcotising agents) and in the humane culling of birds. By using professionals, the Shire mitigates risks to the public – for example, a licensed operator knows how to place bait so only pigeons eat it, how to live-trap birds without causing undue stress, and how to safely discharge a firearm in an urban environment if needed ([Feral pigeon control](#)). All contractors will be required to provide proof of licensing and insurances (public liability, workers comp) before commencing work. Additionally, they will operate under permits or permissions as required (e.g. if any Department of Biodiversity or other approval is needed for bird culling or for using particular drugs like alpha-chloralose, the contractor will ensure those are in place ([Feral pigeon control](#))).
- **Compliance with Health Regulations:** As the local health authority, the Shire must ensure the program complies with relevant regulations, including its own Local Laws and state legislation. Section 7.14 and 7.15 of the Health Local Law 2022 (cited earlier) provide the Shire authority to mandate pigeon control on private properties ([Health-Local-Law-2022-\(consolidated-4-November-2022\).pdf](#)) ([Health-Local-Law-2022-\(consolidated-4-November-2022\).pdf](#)). All actions taken will align with these provisions. For instance, any **destruction of pigeons** will be done in a way that does not create further public health issues (no leaving of carcasses, no use of poisons that could harm people/pets). The Shire will also check for any requirements under the Biosecurity and Agriculture Management Act or Animal Welfare Act to ensure methods like poisoning or shooting are done legally and ethically. Licensed contractors are generally well-versed in these, but the Shire's contract will explicitly require compliance with all laws and best practices (e.g. **Code of Practice for Pigeon Keeping and Racing in WA** ([Health-Local-Law-2022-\(consolidated-4-November-2022\).pdf](#)) in case any overlap with domestic pigeon owners, ensuring no conflict).
- **Disposal of Carcasses:** Proper disposal of any pigeon remains is paramount for environmental health and to avoid secondary pests or odours. **Any pigeons that are killed (through trapping culls or shooting)** will be collected promptly by the pest controller. They will be disposed of in accordance with Shire health regulations – typically meaning double-bagged and taken to an **approved disposal site** (such as the licensed local landfill) ([Health-Local-Law-2022-\(consolidated-4-November-2022\).pdf](#)). The Shire's Health Local Law 2022 explicitly requires that animal carcasses be removed *without delay* and disposed of properly ([Health-Local-Law-2022-\(consolidated-4-November-2022\).pdf](#)), which will be followed to the letter. If a large number of pigeons are culled at once (for example, if a big trapping event occurred), the contractor may use cold storage (freezer) temporarily and arrange a bulk disposal or incineration if available. Records of how many birds are destroyed and confirmation of disposal method will be kept. *Note:* Should any poisoned bait ever be used (not currently planned except OvoControl which does not kill directly), we will ensure no carcasses are left that could poison scavengers – this is another reason for using contraceptive bait over lethal poison.

- **Protection of Non-Target Wildlife and Public:** Licensed professionals will help guarantee that control methods do not inadvertently harm other wildlife or the public. For example, if alpha-chloralose (a sedative agent) were ever considered to round up pigeons, only a licensed operator would apply it in bait, and they would closely monitor to retrieve any affected birds before they fly off ([Feral pigeon control](#)). Similarly, in the rare event of shooting, only frangible or low-power pellets would be used to avoid ricochet, and only when the area is secured. All these precautions and expert oversight mean the program is conducted safely. The Shire will also ensure that **appropriate PPE (Personal Protective Equipment)** is used by anyone cleaning pigeon droppings or nesting sites, as dried droppings can carry diseases and pose inhalation risks ([Feral pigeon control](#)). This might involve the Shire's own staff or contractors wearing respirators and gloves when doing clean-up on Shire properties. Guidance will be given to private owners on safe clean-up as part of education (and the Shire can provide disposable PPE kits if needed during inspections).
- **Record-Keeping and Monitoring by Licensed Operators:** Every control action by contractors will be logged. We will require the pest control contractor to provide a brief report after each major activity (e.g., "August 2023 – 5 rooftop feeders deployed with OvoControl at Sites A, B, C; approx. 100 pigeons observed feeding"; or "Oct 2023 – 20 pigeons trapped at Site X; carcasses disposed at Narrogin landfill receipt #123"). These records help the Shire track progress and also ensure accountability that all materials (like bait or carcasses) were handled correctly. It creates a paper trail showing compliance with environmental regulations (useful should any queries arise from the public or Department of Health).

By relying on licensed professionals and stringent disposal practices, the Shire upholds its duty of care to the community and environment throughout the pigeon control program. This instils public confidence that the eradication is being handled responsibly, lawfully, and humanely, thereby maintaining support for the initiative.

Section 6 - Implementation Timeline and Measurable Outcomes

To ensure this strategy is actionable, the following timeline outlines key steps and assigns timeframes. Progress will be measured against clear indicators to evaluate success and guide adjustments.

Year 1 – Initiation (High-Intensity Effort)

- **Q1:** Finalise budget allocation of \$10,000. Engage a licensed pest control contractor through a tender or quote process. Develop educational materials: launch the pigeon control webpage and distribute the pamphlet to all target landowners. Announce the program via local media and Facebook (initial promotion). **Measure:** Materials produced; # of landowners contacted (aim >20 in CBD).
- **Q2:** Install bird netting and spikes on **all Shire-owned problem buildings** (Town Hall, Goods Shed, Railway Station, Federal St properties) – complete by end of Q2. Begin **OvoControl feeding program** at key sites during spring (start mid-to-late Q2, continue daily/weekly for 3-4 months as needed). **Measures:** Netting installed at X sites (target 100% of identified Shire sites); OvoControl deployed at Y sites (target 5+ feeders covering major flocks).
- **Q3:** Conduct a **baseline pigeon population survey** at end of breeding season (count pigeons at dusk roost in CBD and note active nest sites) to quantify the starting point. Continue community outreach – hold a stakeholder meeting with CBD owners to share progress. Address any immediate issues with supplementary trapping or shooting if a particular site needs quick action (e.g., if one building's pigeons are not taking bait). **Measures:** Baseline count completed (e.g., X pigeons); at least 1 stakeholder meeting held; any emergency actions logged (# of pigeons removed).
- **Q4:** Review Year 1 results. Evaluate reduction (if any) in pigeon numbers and any feedback from landowners. Adjust strategy for Year 2 (e.g., identify which additional private sites need netting or greater focus). Issue **friendly reminder notices** to any landowners who did not participate and still have pigeons, urging them to join next year. **Measures:** Pigeon count comparison (pre- vs post-breeding season – expecting stabilisation or slight drop); # of properties now pigeon-proofed (target: at least 5 private properties plus all Shire ones).

Year 2 – Expansion and Enforcement Beginnings

- **Q1:** Allocate \$5,000 annual budget. Update educational content (share Year 1 successes via website/Facebook). Re-engage landowners: send out letters thanking cooperative participants and gently notifying uncooperative ones of impending enforcement if no action. Possibly host a second community info session. **Measure:** % of CBD properties participating voluntarily (target: increase from Year 1, e.g., from 50% to 70%).
- **Q2:** Repeat **OvoControl baiting program** in breeding season, expanding to any new sites where pigeons shifted. Continue maintenance of nets/spikes and install additional ones on remaining problem areas (the Shire may cost-share installation on a few private buildings that were major pigeon refuges if owners agree). Start **issuing official notices** (under Health Local Law) to owners who after multiple offers of help still have uncontrolled infestations – this will likely be a small number of cases. **Measures:** OvoControl coverage extended (target: all major flocks covered); perhaps 2–3 Notices issued if needed (with compliance timeframes tracked).
- **Q3:** Conduct another pigeon count at end of season. By now, juvenile recruitment should be noticeably lower thanks to two seasons of OvoControl. Evaluate population trend – aim for a **20–**

30% reduction from the Year 1 baseline. Follow up on notices issued: if compliance deadlines pass, consider applying fines or carrying out works (e.g., Shire arranges to net a building and bills the owner). Recognise cooperative landowners publicly (e.g., a thank-you on Facebook or a letter of appreciation) to reinforce positive behaviour. **Measures:** Pigeon count (target: 20% drop from baseline); # of enforcement actions resolved (e.g., out of 3 notices, 2 complied, 1 escalated).

- **Q4:** Review Year 2 outcomes and refine plans for Year 3. By now, the “hard core” of resistance should be reduced and most stakeholders engaged. Assess infrastructure – most needed netting/spikes should be in place; further OvoControl will yield diminishing but continued results. Plan any special mopping-up operations (maybe one more targeted cull if population is stubborn in one spot). **Measure:** Reduction in pigeon-related complaints received by Shire (target: e.g., 50% fewer complaints than before program started).

Year 3 and Beyond – Maintenance and Eradication Goal

- Continue annual OvoControl treatments with the \$5k budget each year for as long as pigeon activity persists. We anticipate that by Year 3 or 4, pigeon numbers will be low enough that they are no longer a prominent issue (possibly only small residual flocks, if not fully eradicated).
- **Metrics:** Target a **50+% reduction by end of Year 3** (as evidenced by counts ([Use of Fertility Control \(Nicarbazin\) in Barcelona: An Effective yet Respectful Method towards Animal Welfare for the Management of Conflictive Feral Pigeon Colonies - PMC](#)) and lack of new nests on buildings). Aim for **100% of major building owners participating** voluntarily by Year 3 – any outliers would be under enforcement.
- **Ongoing Actions:** Maintain all exclusion devices (nets, spikes) indefinitely – these are passive and will continue to deter new pigeons from recolonising. Keep educating new property owners or tenants (integrate pigeon control info into welcome packets for new businesses, etc.).
- **Measurable Outcomes Over Time:** Key performance indicators include:
 - *Pigeon population size* – measured via annual counts or observations (goal: near zero pigeons nesting in townsites by Year 5, if not sooner).
 - *Number of properties with active pigeon nests* – aim to reduce this to zero in townsites through proofing and maintenance.
 - *Reduction in clean-up costs* – track Shire’s expenditures on cleaning droppings or repairing pigeon damage on its buildings year to year (this should decrease as pigeons are controlled).
 - *Community feedback* – fewer complaints and positive feedback from business owners about improved conditions.
 - *Compliance rate* – by Year 3, expect that enforcement actions are rarely needed because community norms have shifted to proactive control; success if >90% of targeted owners have complied voluntarily.

Regular reports will be provided to the Council on the strategy’s progress (for example, an annual “Pigeon Control Report” summarising that year’s activities, money spent, and results). These will be used to determine if the strategy needs any major changes or if/when the program can be scaled down once objectives are met.

Section 7 - Conclusion

The Shire of Narrogin's Pigeon Control and Eradication Strategy is a coordinated, humane, and proactive plan designed to protect our town's health, aesthetics, and heritage buildings from the impacts of feral pigeons. By investing upfront in effective measures like OvoControl and netting, and by fostering a cooperative spirit with local landowners, the Shire aims to achieve lasting reduction in pigeon numbers without heavy-handed enforcement. This strategy also underscores the Shire's dual role – **leading by example** on its properties and **upholding public health laws** – to ensure a clean and safe environment for all. Through ongoing education, community engagement, and measured use of enforcement, Narrogin's pigeon problem will be brought under control in a way that is sustainable and supported by the community. The success of this program will serve as a model for managing pest issues collaboratively and will contribute to the conservation of Narrogin's valued buildings and the amenity of our town for years to come.

Section 8 - Sources

1. Healthy WA – *Feral pigeon control*: Problems caused by pigeons and effective control techniques ([Feral pigeon control](#)) ([Feral pigeon control](#)).
2. Shire of Narrogin Health Local Law 2022 – provisions on pigeon nuisances and enforcement ([Health-Local-Law-2022-\(consolidated-4-November-2022\).pdf](#)) ([Health-Local-Law-2022-\(consolidated-4-November-2022\).pdf](#)).
3. Research study (Barcelona City Council) – effectiveness of nicarbazin fertility control reducing urban pigeon populations by ~55% over 3 years ([Use of Fertility Control \(Nicarbazin\) in Barcelona: An Effective yet Respectful Method towards Animal Welfare for the Management of Conflictive Feral Pigeon Colonies - PMC](#)).
4. City of Vincent (WA) – *Feral Pigeon Control Guide*: notes on non-lethal vs lethal methods and importance of removing food sources ([Microsoft Word - Pigeon Brochure 28 may.doc](#)) ([Microsoft Word - Pigeon Brochure 28 may.doc](#)).
5. Wakefield Regional Council (SA) – example of integrated pigeon control with netting and controlled shooting at a town hall ([Pigeon controls for Balaklava Town Hall | Wakefield Regional Council](#)).
6. WA Health Department guidance – humane shooting by licensed operators and safety measures in pigeon control ([Feral pigeon control](#)).
7. Shire of Narrogin Health Local Law 2022 – requirement for proper disposal of dead animals (applicable to pigeon carcasses) ([Health-Local-Law-2022-\(consolidated-4-November-2022\).pdf](#)).

10.1.4 BUSH FIRE ADVISORY COMMITTEE MEETING OUTCOMES

File Reference	9.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Bush Fire Advisory Committee
Previous Item Numbers	Item 10.1.2, 24 April 2024 Res 240424.03
Date	17 March 2025
Author	Azhar Awang – Executive Manager Development and Regulatory Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Draft 2025/2026 Firebreak and Fuel Hazard Reduction Notice 2. Minutes of the Bush Fire Advisory Committee Meeting held on 14 March 2025	

Summary

This report is presented to Council to consider the following recommendations from the recent Bush Fire Advisory Committee (BFAC) meeting, held on 14 March 2025. The recommendations include:

- Appointment of the Fire Control Officers (FCOs) for the Shire of Narrogin and dual Officers for adjoining local governments; and
- Adoption of the Fire Control Order 2025/26.

Background

Under the Bush Fires Act 1954, a FCO holds significant authority during a fire emergency, allowing them to assume responsibility for the situation, overriding any volunteer on the ground, including the Brigade Captain. While Brigade Captains are elected by the Brigade and approved by Council under Council Policy '5.2 Bush Fire Brigades – Management', their authority is limited to the designated Brigade area.

Additionally, in specific circumstances, the authority of an FCO, including the Chief Bush Fire Control Officer (CBFCO), may be superseded by a Department of Fire and Emergency Services (DFES) Liaison Officer or a Department of Biodiversity, Conservation and Attractions (DBCA) Parks and Wildlife Service Officer.

As FCOs exercise statutory authority on behalf of the Shire, the Council and the Shire's CEO, as the employer, have an obligation to assess the suitability of candidates before their appointment. In accordance with the Bush Fire Brigades Local Law, FCOs must complete an FCO course and a refresher at least once every 10 years to maintain their appointment.

Furthermore, pursuant to Section 33 of the Bush Fires Act 1954, all owners or occupiers of land within the Shire of Narrogin must comply with the prescribed Fire Control Order. This entails clearing firebreaks and fuel-free areas before November 1 each year and maintaining them free of flammable materials until 1 May.

Consultation

Consultation was undertaken with the following:

- Chief Executive Officer;
- Senior Ranger; and
- Bush Fire Advisory Committee (BFAC).

Statutory Environment

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

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

Policy Implications

Council Policy 5.2 Bush Fire Brigades – Management relates.

Sustainability & Climate Change Implications

Environmental - The adoption of the Fire Control Order 2025/26 and the appointment of Fire Control Officers are expected to reduce the risk of environmental damage caused by uncontrolled bushfires. Enhanced fire prevention measures will help protect native vegetation, wildlife habitats, and water sources.

Economic - The implementation of the Fire Control Order may reduce economic losses associated with fire damage to agricultural assets, infrastructure, and private property. Improved fire management practices also help ensure business continuity in affected areas.

Social - The proposed measures will enhance community safety by ensuring that fire response capabilities are well-coordinated and effective. By adopting these recommendations, the Shire will support local volunteers, ensuring they have the appropriate training and resources to respond to emergencies safely and efficiently. This will foster stronger community resilience and safeguard residents.

Financial Implications

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

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective:	2. Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2 Build a healthier and safer community
Strategy:	2.2.1 Support the provision of community security services and facilities
Outcome:	2.3 Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2 Engage and support community groups and volunteers

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Without appointed Fire Officers, there may be delays in coordinating responses to fire emergencies within the Shire of Narrogin and surrounding areas. This delay could result in greater property damage, loss of life, and environmental destruction.	Almost Certain (5)	Extreme (5)	Extreme (20-25)	Compliance Requirements	Appoint the FCOs 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; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 25 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 BFAC meeting held on 14 March 2025, the Committee resolved to recommend that Council to rescind all previous appointments and to make the appointments as outlined in Attachment1:

CBFCO, Deputy Chief Bush Fire Control Officer's (DCBFCO), FCO's, Fire Weather Offices and the Weather Committee as per Attachment 2:

- Chief Bush Fire Control Officer (CBFCO);
- Deputy Chief Bush Fire Control Officers (DCBFCOs);
- Fire Control Officers (FCOs);
- Fire Weather Officers; and
- Weather Committee members.

Additionally, the BFAC recommended the appointment of the following Fire Control Officers as Dual FCOs for the respective Shires:

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

Each FCO is typically assigned to a specific Bush Fire Brigade (BFB), unless appointed by an adjoining Shire for areas adjacent to the shared boundary. Unless otherwise specified, FCOs hold authority across the entire district. This arrangement is proposed to continue without specific limitations.

FCOs must operate within any restrictions or conditions imposed by the Shire. They are not permitted to instruct Shire employees to undertake works or to hire plant or contractors. Additionally, nomination by an adjoining Shire does not automatically grant appointment; Council must formally resolve to approve the appointment.

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

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

The Shire previously adopted Council Policy 5.2, titled "Bush Fire Brigades – Management," and based on advice from DFES, has implemented the minimum recommended training for volunteer Bushfire fighters as outlined in clause 7 – Training.

Clause 7. Training

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

While it is crucial that the driver of a Shire fire truck is adequately trained, it is also significant to encourage, though not imperative, that the second or subsequent officers on the fire truck possess the required training.

The Committee also has recommended to adopt the attached 2025/26 Firebreak and Fuel Hazard Reduction Notice with the minor change as follows:

That the Revised 2025/26 Firebreak and Fuel Hazard Reduction Notice in section 2.1 – Harvesting (b) be deleted and replace with the following wording:

“an operational mobile engine powered firefighting unit or units with a minimum combined capacity of 1200 litres of available water, located in or immediately adjacent to the paddock being harvested and/or baled. The minimum capacity off any single firefighting unit shall be 800 litres of available water. The responsibility to supply and operate the firefighting unit is that of the landowner/occupier.”

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 260325.05

Moved: Cr Fisher

Seconded: Cr Broad

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

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

Shire of Cuballing – Guy Maley, Clayton Hardie, Keiran Quartermaine;
Shire of Wagin – Stuart Moyses, Nathan Walker;
Shire of West Arthur – Murray Saunders;
Shire of Wickopin – Troy Smith; and
Shire of Williams – Clayton Hardie, Murray Saunders, Russell Ashley.
- 5) Approve the 2025/26 Firebreak and Fuel Hazard Reduction Notice as presented in Attachment 1 including the deletion of section 2.1 – Harvesting (b) with the following wording;

“an operational mobile engine powered firefighting unit or units with a minimum combined capacity of 1200 litres of available water, with one of the units containing at least 800 litres, located in or immediately adjacent to the paddock being harvested and/or baled. The responsibility to supply and operate the firefighting unit is that of the landowner/occupier.”
- 6) Note the appointment of the Fire Weather Committee, as determined by the Chief Bush Fire Control Officer from time to time, pursuant to Council Policy;
- 7) Cause Notice of the Bush Fire Control Officer Appointments to be published in the Narrogin Observer, Shire's Website and Public Noticeboards; and
- 8) Cause Notice of any approval to part 3 to be published in the Narrogin Observer, Shire's Website, Public Noticeboards and Government Gazette.

CARRIED 6/0

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

Following a query from Cr Wiese regarding the clarity of Part 5) above, the Chief Executive Officer suggested a minor variation from what it formerly read, which was as follows;

“an operational mobile engine powered firefighting unit or units with a minimum combined capacity of 1200 litres of available water, located in or immediately adjacent to the paddock being harvested and/or baled. The minimum capacity off any single firefighting unit shall be 800 litres of available water. The responsibility to supply and operate the firefighting unit is that of the landowner/occupier.”

The Shire President also requested that the Council’s Bush Fire Advisory Committee, when confirming the minutes of the meeting held on 14 March 2025, consider the following on page 9: remove the words ‘family members,’ replace ‘lightning’ with ‘firefighting,’ and change ‘Areas (FCAs)’ to ‘Officers (FCOs).’

~~2024~~2025/~~2025~~2026 FIREBREAK AND FUEL HAZARD REDUCTION NOTICE

FOR ALL FIRES PHONE 000

ABOUT THIS NOTICE AND YOUR RESPONSIBILITIES

In accordance with Section 33 of the Bush Fires Act 1954, you are required to carry out fire prevention work on land owned or occupied by you as set out in this Notice by the dates specified. If the requirements of this Notice are not met by the due date, or are not completed to the satisfaction of an inspecting officer, an on the spot fine of \$250 will be issued. The maximum fine for failure to comply is \$5,000. The Shire can also enter upon the land and carry out required works at the owner/occupier's expense.

DATES YOU MUST REMEMBER		
RESTRICTED BURNING PERIOD	PROHIBITED BURNING PERIOD	RESTRICTED BURNING PERIOD
1 October to 31 October	1 November to 1 March	2 March to 1 May
UNRESTRICTED BURNING SEASON 2 May to 30 September		

This Notice outlines the Firebreak requirements and restrictions for different property types and activities.

PROPERTY TYPE	CATEGORY	YEARLY COMPLIANCE DATES
Land Zoned Rural, Rural Smallholding & Rural Residential	Category 1	1 November to 1 May
All Other Land, Including Residential, Rural Townsite, Service Commercial, and Industrial up to 4,000 m ²	Category 2	1 November to 1 May
All Other Land, Including Residential, Rural Townsite, Service Commercial, and Industrial over 4,000 m ²	Category 3	1 November to 1 May

1. SPECIAL REQUIREMENTS AND ALTERNATIVES

1.1 SPECIAL REQUIREMENTS

The requirements of this Notice are considered the minimum standard of fire protection required to protect not only the individual property but the community as a whole. The Shire can impose additional requirements to remove or abate hazards if considered necessary. Any property subject to a Bush Fire Management Plan, or conditions imposed as a result of development approval, must comply with the approved conditions in addition to the requirements of this Notice.

1.2 ALTERNATIVES

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

Enquiries relating to this Firebreak and Fuel Hazard Reduction Notice or fire prevention in general should be directed to the Shire Ranger Services on (08) 9890 0900 or 0448 873 207

2. WORK REQUIRED TO BE UNDERTAKEN

2.1 CATEGORY 1 – Land Zoned Rural, Rural Smallholding & Rural Residential

By 1 November until 1 May

Firebreaks

- (a) On Rural zoned land at least 2.5 metres wide shall be maintained inside and within 20 metres of the boundary of all land; and surrounding such other positions as is necessary to divide land in excess of 400 hectares into area not exceeding 400 hectares, each completely surrounded by a firebreak.
- (b) On Rural Smallholdings (4-40 hectares) and Rural Residential (1-4 hectares) land at least 4 metres wide and 4 metres vertical clearance firebreaks shall be maintained around the boundary of the property.
- (c) at least 6 metres wide shall completely encircle all buildings and haystacks.
- (d) fuel tanks, whether containing fuel or not, shall have the ground surface cleared to a distance of 6 metres from and encircling the tank/s of all flammable material.

Fire Fighting Equipment

Where the land is zoned Rural, a readily mobile operational fire fighting unit containing a minimum of 800 litres of water on standby and available for inspection is required during the period from 1 November to 1 May, inclusive.

Harvesting

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

- (a) one hand held water filled fire extinguisher with a minimum capacity of 7.5 litres is filled in a readily accessible position on the machine, and
- ~~(b) a readily mobile fire fighting unit of a minimum of 800 litre capacity powered by an engine driven pump (full of water and in good working order) is in attendance in or adjacent to the entrance of the paddock being harvested.~~
- (b) an operational mobile engine powered firefighting unit or units with a minimum combined capacity of 1200 litres of available water, located in or immediately adjacent to the paddock being harvested and/or baled. The minimum capacity off any single firefighting unit shall be 800 litres of available water. The responsibility to supply and operate the firefighting unit is that of the landowner/occupier."

Harvest bans and other bans - permitted activities

- (a) Water carting for stock and domestic purposes provided it is accompanied by a mobile fire fighting unit, or alternatively, the water carting vehicle acts as the mobile fire fighting unit and meets minimum specifications.
- (b) Checking of stock and water for stock, provided it is accompanied by a mobile fire fighting unit, or alternatively, the water carting vehicle acts as the mobile fire fighting unit and meets minimum specifications.
- (c) All necessary travel to and from and within piggeries, sheep or cattle feed lots, provided this is undertaken with a mobile fire fighting unit in attendance.
- (d) All necessary carting of livestock, provided that such a vehicle is accompanied by a mobile fire fighting unit.
- (e) Essential service provider checking for telecommunications, power or utility water services, provided they are accompanied by a mobile firefighting unit.
- (f) Activities which received specific exemptions from the Shire or the Chief Bush Fire Control Officer.

2.2 CATEGORY 2 – All Other Land, Including Residential, Rural Townsite, Service Commercial, and Industrial up to 4,000 m²

By 1 November until 1 May

All flammable material on the land shall be reduced to a height of less than 10 cm.

2.3 CATEGORY 3 – All Other Land, Including Residential, Rural Townsite, Service Commercial, and Industrial over 4,000 m²

- (a) firebreaks shall be maintained at least 2.5 metres wide immediately inside all external boundaries of the land and surrounding all buildings situated on the land; and
- (b) flammable material on the remainder of the land shall be reduced to a height of less than 10 cm.
- (c) A special control zone or other land not elsewhere specified in this Notice, shall comply with the higher level measures required by adjoining land unless varied under clause 2.2.

2.4 Properties with Fire Management Plans

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

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

3. REGULATED ACTIVITIES

3.1 BURNING OF GARDEN REFUSE AND RUBBISH

Prior to the burning of garden refuse and rubbish a 3 metre radius perimeter around the waste heap is to be cleared of all flammable material. Burning of garden refuse and rubbish is not permitted during the Prohibited Burning Period and during the Restricted Burning Periods it will require a burning permit from a Fire Control Officer.

3.2 SLASHING DURING THE RESTRICTED AND PROHIBITED BURNING PERIODS

This clause does not apply to the mowing of residential lawns. During the Restricted Burning Period, any person conducting slashing must have available a fire extinguisher of not less than 7.5 litre capacity either attached to the machine or within 200 metres of where the machine is operating. During the Prohibited Burning Period, any person conducting slashing must have available a fire fighting unit (full of water and in good working order) of not less than 400 litre capacity within 200 metres of where the machine is operating.

3.3 OPEN AIR FIRES

Are permitted during the Restricted Burning period,

- subject to compliance with the provisions relating to Restricted Burning periods and Shire of Narrogin Local Laws (eg requiring a permit).
- Are not permitted at all during the Prohibited Burning period (including garden refuse).
- Are not permitted on any day when the fire danger rating is "High" or above.

3.4 PUBLIC HOLIDAYS

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

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

4. DEFINITION OF TERMS

DEFINITIONS

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

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

Firebreak: means a strip of land from which all flammable material has been cleared to the specified width by ploughing, cultivating, scarifying, burning or otherwise clearing.

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

Flammable Material: includes bush (as defined in the Bush Fires Act), accumulated fuel such as leaf litter, twigs, bark, grass over 100mm in height, timber boxes, cartons, paper and any combustible material, capable of carrying a running fire but excludes living standing trees and shrubs, stubble, or growing bushes and plants in gardens, or lawns;

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

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

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

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

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

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

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

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

5. FIRE PERMITS AND UNDERTAKING FUEL HAZARD REDUCTION WORK

- 5.1 **PERMITS** to burn are required for the whole of the restricted periods and can only be obtained from the Fire Control Officers listed overleaf.
- 5.2 **CAREFULLY READ** and adhere to all of the conditions of the permit as any breach or negligence could make you liable for any damage to neighbouring properties and/or infringements/penalties.
- 5.3 **ANY SPECIAL CONDITIONS** imposed by the Fire Control Officer/s when issuing permits must be strictly adhered to. Rangers will check that permit conditions are being complied with during the Restricted Burning Period.
- 5.4 **INFRINGEMENTS/ON THE SPOT FINES** of \$250 and upwards apply to any breaches of the permit conditions/special conditions. Contact your FCO or local Rangers if in doubt.
- 5.5 **THE PERMIT HOLDER** shall give notice of their intention to burn to the following:
- (a) The Shire Office, no later than on the day when burning is to take place. Weekend burning must be notified by 4.00 pm of the preceding Friday.
 - (b) The owner or occupier of adjoining land.
 - (c) The nearest Department of Biodiversity, Conservation and Attractions, Parks and Wildlife Service office, if the land is situated within 3km of a State Forest (Notification should be given even when burning is in the open burning period).
- 5.6 **PERIOD OF NOTICE** to neighbours prior to burning cannot be more than 28 days or less than 4 days, although lesser notice may be determined by mutual agreement of all neighbours.
- 5.7 **INCINERATORS** used to burn rubbish must be properly constructed. An open drum with or without a lid is not an authorised incinerator.
- 5.8 **FIREFIGHTING EQUIPMENT** residents are strongly encouraged to have and maintain firefighting equipment for the protection of their own property.

6. HARVEST AND VEHICLE MOVEMENT BANS AND TOTAL FIRE BANS

6.1 **TOTAL FIRE BANS (TFB)** are declared by the Department of Fire and Emergency Services (DFES) following consultation with Local Governments due to extreme weather conditions or widespread fires stretching firefighting resources. During a TFB the lighting of any fires in the open air and any other activities that may start a fire are prohibited, including:

- (a) All open air fires for the purpose of cooking/camping, i.e. wood fuel barbeques, candles, pizza ovens;
- (b) Incinerators, welding, grinding, soldering, gas cutting, angle grinders and lawnmowers.

Penalty: Up to \$25,000 fine and/or a 12 month jail term. Exemptions may be granted by DFES and must be requested in writing.

6.2 **HARVEST AND VEHICLE MOVEMENT BANS** are imposed by Local Government under the Bush Fires Regulations 1954 Section 38A and Section 24C, when prevailing and/or anticipated weather conditions and/or when availability or response capacity of the local firefighting resources are reduced. A Harvest and Vehicle Movement Ban may be imposed for any length of time but is generally imposed for 'heat of the day' periods and may be extended or revoked as weather conditions change. During a Harvest and Vehicle Movement Ban, the use of engines, vehicles, plant and machinery is prohibited in order to mitigate the associated risk of causing or contributing to the spread of a bushfire.

6.3 **AUSTRALIAN FIRE DANGER RATING SYSTEM (AFDRS)**
The Fire Danger Rating for any day can be located at <https://www.emergency.wa.gov.au/#firedangerratings>

7. VOLUNTEERING IN A BUSHFIRE BRIGADE

7.1 **BRIGADE MEMBERSHIP** Information about becoming a volunteer can be found on the Shire of Narrogin website:

<https://www.narrogin.wa.gov.au/live/services/volunteering-in-the-shire/shire-of-narrogin-bush-fire-brigades.aspx>.

8. BUSH FIRE CONTROL OFFICERS

Chief Fire Control Officer	First Deputy Chief Fire Control Officer	Second Deputy Chief Fire Control Officer
Pip Porter 0429 859 041	Vern Gibson 0428 108 274	Stuart Moyses 0427 859 029
Narrogin townsite (Permits)	Highbury	Minigin
Guy Maley Senior Ranger 0448 873 207	Pip Porter 0429 859 041	Clayton Hardie 0408 845 278
Noel White Ranger 0455 324 862	Stuart Moyses 0427 859 029	Lewis Hardie 0409 845 267
	Murray Saunders 0427 811 100	Russell Ashley 0428 815 859
Central	Nomans Lake	Ockley
Vern Gibson 0428 108 274	Nathan Walker 0428 827 027	Troy Smith 0429 637 240
Jon Rick 0428 584 467	Daryl Kilpatrick 0400 429 516	Keiran Quartermaine 0429 889 838
Leigh Ballard 0428 832 095		Braden Lange 0428 717 242



MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING

14 MARCH 2025

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

Signed:

Date 19/03/2025

These minutes were confirmed at the Bush Fire Advisory Committee Meeting held

Signed:

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

Acknowledgement of Noongar People

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

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

DISCLAIMER

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

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

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

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

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

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BUSH FIRE ADVISORY COMMITTEE MEETING MINUTES

14 MARCH 2025

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 3:05 pm.

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

Elected Members Present

Mr Leigh Ballard – Shire President (Presiding Member)

CBFCO

Mr Pip Porter

DCBFCO

Mr Vern Gibson

Mr Stuart Moyses

FCO's

Mr Jon Rick

Mr Nathan Walker

Mr Daryl Kilpatrick

Mr Troy Smith

Mr Braden Lange

Mr John Eckersley

Staff

Mr Azhar Awang – Executive Manager Development and Regulatory Services

Mr Guy Maley – Senior Ranger

Mr Beau Smith – Relief Ranger

Ms Siobhán Gallagher – Executive Support Officer (Minutes)

Other

Mr Gavin Stevens – DFES

Snr Sgt Ryan Devine – Narrogin Police

Apologies

Mr Dale Stewart – Chief Executive Officer

Mr Noel White – Ranger

Mr Paul Leiper – DFES

Mr Keiran Quartermaine

Mr Murray Saunders

Mr Russell Ashley

Mr Lewis Hardie

Mr Clayton Hardie

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICER'S RECOMMENDATION AND COMMITTEE RESOLUTION

Moved: Mr Stuart Moyses

Seconded: Mr Guy Maley

That the minutes of the Bush Fire Advisory Committee Meeting held on 24 September 2024 be confirmed as an accurate record of proceedings.

CARRIED 10/0

For: Mr L Ballard, Mr P Porter, Mr V Gibson, Mr S Moyses, Mr D Kilpatrick, Mr N Walker, Mr B Lange, Mr T Smith, Mr J Rick, Mr J Eckersley.

Against: Nil

4. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

5. MATTERS WHICH REQUIRE DECISIONS

5.1 ANNUAL APPOINTMENT OF FIRE OFFICERS

Attachment 1– List of current appointees

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

Dual FCO's are required to be endorsed by Council annually prior to the fire season.

COMMITTEE RESOLUTION

Moved: Mr Nathan Walker

Seconded: Mr Troy Smith

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

Chief Bush Fire Control Officer	Pip Porter
First Deputy CBFCO	Vern Gibson
Second Deputy CBFCO	Stuart Moyses
Base Radio Operator	Stuart Moyses
Senior Ranger/Shire FCO	Guy Maley
Ranger/Shire FCO	Noel White
	Beau Smith

Bush Fire Brigade Fire Control Officer's:

Highbury	Captain	Pip Porter
	1st Lieutenant	Stuart Moyses
	2nd Lieutenant	Murray Saunders
Minigin	Captain	Clayton Hardie
	1st Lieutenant	Lewis Hardie
	2nd Lieutenant	Russell Ashley
Narrogin	Captain	Vern Gibson
	1st Lieutenant	Jon Rick
	2nd Lieutenant	Leigh Ballard
Nomans	Lake Captain	Nathan Walker
	1st Lieutenant	Daryl Kilpatrick
	2nd Lieutenant	

Ockley	Captain	Troy Smith
	1st Lieutenant	Keiran Quartermaine
	2nd Lieutenant	Braden Lange

Fire Weather Officers

Pip Porter
Vern Gibson
Stuart Moyses

Weather Committee

Boundain	Keiran Quartermaine	
Highbury East	Pip Porter	Stuart Moyses
Highbury South	Murray Saunders	
Minigin	Clayton Hardie	Lewis Hardie
Narrogin Central	Vern Gibson	Leigh Ballard
Nomans Lake	Nathan Walker	Daryl Kilpatrick
Ockley	Troy Smith	Braden Lange

Alternative Member

Dual Fire Control Officers

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

CARRIED 10/0

For: Mr L Ballard, Mr P Porter, Mr V Gibson, Mr S Moyses, Mr D Kilpatrick, Mr N Walker, Mr B Lange, Mr T Smith, Mr J Rick, Mr J Eckersley.

Against: Nil

6. MATTERS WHICH REQUIRE DISCUSSION

6.1 ANNUAL REVIEW OF THE SHIRE FIRE ORDER

Attachment 2 – 24/25 Fire Order The Shire of Narrogin Fire Order is to be reviewed annually.

COMMITTEE RESOLUTION

Moved: Pip Porter

Seconded: Stuart Moyses

That it be a recommendation to the Council that the revised 25/26 Fire Order be amended to include the following edit:

Section 2.1 subheading Harvesting point (b) be removed and replaced with:

“an operational mobile engine powered firefighting unit or units with a minimum combined capacity of 1200 litres of available water, located in or immediately adjacent to the paddock being harvested and/or baled. The minimum capacity off any single firefighting unit shall be 800 litres of available water. The responsibility to supply and operate the firefighting unit is that of the landowner/occupier.”

CARRIED 10/0

For: Mr L Ballard, Mr P Porter, Mr V Gibson, Mr S Moyses, Mr D Kilpatrick, Mr N Walker, Mr B Lange, Mr T Smith, Mr J Rick, Mr J Eckersley.

Against: Nil

6.2 BUSH FIRE MANAGEMENT PLAN (BMP) UPDATE

The Executive Manager of Development & Regulatory Services provided an update regarding the ongoing mitigation works under the Bush Fire Management Plan (BMP). The acquittal process is currently in progress, with the only remaining requirement being the submission of photographic evidence, which is expected to be completed by the set deadline of June 2025.

Additionally, the MAFGP Assurance Program Guidelines from DFES were discussed, including the upcoming scheduled meeting on 8 April.

Another point of discussion involved the potential use of drones for the spraying of long grass. There were concerns raised regarding the possible use of helicopters at the tip site, particularly with respect to the risk of overspray impacting surrounding areas. Further deliberation will be needed to address these concerns and determine the most effective and safe approach for the treatment of long grass.

6.3 UPDATE ON THE LOCAL GOVERNMENT GRANT SCHEME (LGGS)

The Executive Manager Development & Regulatory Services provided an update on the progress of the Local Government Grant Scheme (LGGS). Among the key topics discussed was the installation of a weather station and the purchase of a mobile stand for operational use.

Regarding volunteer dress standards, it was suggested that the LGGS funds be applied for the acquisition of Personal Protective Equipment (PPE). Gavin from DFES recommended submitting an application for these funds, noting that there had been an overspend before the current acquittal phase. Gavin expressed his willingness to support the application to ensure the necessary PPE is procured.

Further discussions touched on the planned expenditure of \$3,000 for technical equipment intended for use with the white trucks, and \$30,000 allocated for PPE. A reminder was given to submit all funding requests by the end of next week to ensure timely processing.

7. GENERAL BUSINESS

Pip Porter – CBFCO: Acknowledged and thanked everyone for their contributions. Pip also shared a personal note regarding a family member's involvement with a fire lightning incident. Reflecting on this, Pip mentioned that, in hindsight, more experienced personnel should have been assigned to the situation.

Senior Sergeant Ryan Devine – Narrogin Police: Ryan provided an update on the newly enabled Starlink Wi-Fi in police vehicles, which will enhance communication and support. Additionally, he mentioned that training for new officers is underway to improve their operational capability.

Gavin Stevens – DFES: Gavin gave an update on the contacts list, thanking everyone for their hard work this fire season. He emphasized the importance of maintaining the flow of information and reminded everyone to call in within the first 15 minutes of a response, using the 1800 number for confidential updates. (Details on the number were provided during the meeting.)

Stuart Moyses – DCBFCO: Stuart highlighted the introduction of a QR code for Narrogin, which links to an updated fire map to help locate water points. This map will be accessible statewide, with a paid version available for Fire Control Areas (FCAs). Stuart reminded all personnel to ensure they wear appropriate PPE at all times. He also mentioned that permits issued for fire operations must be sent to Guy for reporting purposes, with the caveat that permits can be revoked at any time.

A concern was raised regarding safety during fire operations, particularly with individuals riding in the back of utes. A photo of a hose being transported in such a manner was referenced, serving as a reminder to all volunteers that no one should be riding in the back of a ute during fire operations.

Guy Maley – Senior Ranger: Guy requested a review of the active and inactive members list to ensure accurate records. This list will be cross-checked with the DFES database for consistency.

Vern Gibson – DCBFCO: Vern discussed upcoming mitigation burns planned for the Highbury townsite, noting that a permit will be required from Guy for these burns. He also mentioned that community notification will be an essential part of the process. Vern concluded by acknowledging the wildflowers in the area and stressed the importance of protecting these during operations.

8. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 5:00pm.

10.2 TECHNICAL AND RURAL SERVICES

10.2.1 NOMINATION OF DIGNITARIES FOR 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	Ordinary Council Meeting 19 February 2025, Item 10.2.1, Resolution 190225.05 Relates.
Date	27 February 2025
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Townscape Advisory Committee Minutes 25 February 2025 (Confidential – under separate cover) 2. Amended Policy 11.6 – Shire of Narrogin Dignitaries – CBD Footpath Plaques	

Summary

At its meeting held 25 February 2025, the Townscape Advisory Committee (TAC) resolved to recommend seven (7) dignitaries to Council for recognition through individual footpath plaques within Narrogin's central business district (CBD) precinct. These nominations, listed in Attachment 1, align with the recently adopted Council Policy 11.6 – Shire of Narrogin Dignitaries – CBD Footpath Plaques. The policy provides a framework for honouring individuals who have made significant contributions to the community.

Background

At Council's February Ordinary Meeting held 19 February 2025, Council resolved to adopt a Shire of Narrogin Dignitaries Footpath Plaque Policy, as per Resolution 190225.05.

Within the policy, selection of honourees can be made by Community Members, the Councils Australia Day and Honours Advisory Committee or the Townscape Advisory Committee. Eligible nominees may include:

- Pioneers;
- Citizens of the Year;
- Freeman awardees;
- Indigenous leaders; and
- Other distinguished individuals or groups who have contributed positively to the Shire of Narrogin.

The TAC's recommendation complies with the Policy.

Consultation

The selection of the nominees was discussed at the TAC meeting held 25 February 2025 and has also been discussed between the Chief Executive Officer (CEO) and Executive Manager Technical & Rural Services (EMTRS).

This report represents consultation with Council from the TAC.

All nominees for dignitary plaques are deceased. No consultation has occurred with nominees living relatives at this time.

Statutory Environment

There are no known relevant statutory implications.

Policy Implications

The selection of nominees for Dignitary Footpath Plaques by the TAC complies with Council Policy 11.6 – Shire of Narrogin Dignitaries – CBD Footpath Plaques.

The Administration, in considering this report, has also considered as small iteration deemed desirable to the Policy that reflects that in some cultures it is considered offensive by the honouree and or their descendants to place a recognition plaque on a pedestrian thoroughfare (footpath) where upon the plaque is able to be walked upon, and therefore perceived as being disrespected.

Accordingly, amendments to the Council Policy are proposed to be endorsed in accordance with Attachment 2.

Sustainability & Climate Change Implications

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

Economic - Installing dignitary footpath plaques in the Narrogin CBD can enhance tourism appeal, attracting more visitors and increasing foot traffic to local businesses.

Social - The plaques will celebrate local history and achievements, fostering community pride and a stronger sense of identity among residents.

Financial Implications

Council Resolution 190225.05 states:

"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".

Therefore, \$10,000 will be included in the draft 2025/26 Budget for the purchase and installation of up to ten (10) plaques, for Council consideration.

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

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
Outcome:	2.4	Cultural and heritage diversity is recognised

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Council may reject the nominations of the Townscape Advisory Committee (TAC)	Unlikely (2)	Minor (2)	Low (1-4)	Engagement Practices	Manage by accepting the TAC's recommendation of plaque nominees

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 four (4) 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 recommendation put forward by the TAC aligns with the Shire's commitment to recognise and honour individuals who have made significant contributions to the community. The seven (7) dignitaries have each played a pivotal role in shaping the social, economic, and cultural fabric of Narrogin, and it is fitting that their achievements be commemorated in a manner that ensures their legacy is visible and enduring.

The proposed dignitary footpath plaques within the CBD precinct will provide an appropriate and prestigious means of recognising these esteemed individuals. This initiative not only celebrates their contributions but also enhances the townscape by adding elements of historical and cultural significance. Furthermore, the recommendation is consistent with the new Council Policy 11.6 – Shire

of Narrogin Dignitaries – CBD Footpath Plaques, ensuring a structured and formal approach to such recognitions.

Approving this recommendation will reinforce the Shire's commitment to honouring those who have demonstrated exceptional service to the community. It will also serve to inspire present and future generations to contribute to the growth and development of Narrogin. The installation of these plaques will create a lasting tribute, fostering civic pride and a greater appreciation of the town's heritage.

It is therefore recommended that Council resolve in favour of the recommendation to proceed with the recognition of the seven (7) dignitaries through individual footpath plaques within the CBD.

Council is recommended to consider waiving the requirement for descendant consultation on this occasion, as all proposed dignitaries have previously been recognised by either the former Town of Narrogin or the former Shire of Narrogin.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION & TOWNSCAPE ADVISORY COMMITTEE RECOMMENDATION

That with respect to the seven (7) dignitaries recommended for Footpath Plaques, by the Townscape Advisory Committee, the Council:

- 1) Consider in the 2025/26 Budget, the sum of \$10,000, to initiate the project;
- 2) Amend Council Policy 11.6 Shire of Narrogin Dignitaries – CBD Footpath Plaques to include reference to cultural sensitivities, in accordance with Attachment 2;
- 3) Subject to Part 1), request the Chief Executive Officer to purchase and install the plaques for the seven (7) dignitaries referenced in Attachment 1;
- 4) Waive the requirement of the Council's Policy in relation to consulting with descendants on this occasion given that all of the proposed dignitaries have previously been recognised by either the Town of Narrogin or the Former Shire of Narrogin and the Council is of the view that there would be no cultural sensitivities in relation to the placement of plaques on a footpath;
- 5) Subject to Part 1), install the plaques on Federal Street working back from Fortune Street to Park Street on the Western side (Town Hall); and
- 6) Request the Townscape Advisory Committee to consider recommending another three (3) dignitaries for plaques from recognised Citizen of the Year Awardees eligibility criteria pursuant to Council Policy 11.6, being mindful to adhere to a potential budget of \$10,000 in the 2025/26 Annual Budget.

COUNCIL RESOLUTION 260325.06

Moved: Cr Pomykala

Seconded: Cr McNab

That with respect to the seven (7) dignitaries recommended for Footpath Plaques, by the Townscape Advisory Committee, the Council:

- 1) Consider in the 2025/26 Budget, the sum of \$10,000, to initiate the project;
- 2) Amend Council Policy 11.6 Shire of Narrogin Dignitaries – CBD Footpath Plaques to include reference to cultural sensitivities, in accordance with Attachment 2;
- 3) Subject to Part 1), request the Chief Executive Officer to purchase and install the plaques for the seven (7) dignitaries referenced in Attachment 1;
- 4) Waive the requirement of the Council's Policy in relation to consulting with descendants on this occasion given that all of the proposed dignitaries have previously been recognised by either the Town of Narrogin or the Former Shire of Narrogin and the Council is of the view that there would be no cultural sensitivities in relation to the placement of plaques on a footpath;
- 5) Subject to Part 1), install the plaques on Federal Street working back from Fortune Street to Park Street on the Western side (Town Hall); and
- 6) Request the Townscape Advisory Committee to consider recommending another three (3) dignitaries for plaques from recognised eligibility criteria, pursuant to Council Policy 11.6, being mindful to adhere to a potential budget of \$10,000 in the 2025/26 Annual Budget.

CARRIED 6/0

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

Against: Nil

Several Elected Members expressed interest in ensuring that the Council's Townscape Advisory Committee adopt a balanced and considered approach when recommending nominees for recognition. In particular, the Elected Members were keen to ensure that the committee avoids the potential for 'recency bias,' that is, the tendency to favour more recent groups or individuals when determining those most worthy of acknowledgement.

11.6 Shire of Narrogin Dignitaries – CBD Footpath Plaques

Statutory context	Nil
Corporate context	Policy 1.21 – Freeman of the Shire Australia Day and Honours Advisory Committee (and Terms of Reference)
History	Adopted 19 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:
 - Pioneers
 - Citizens of the Year
 - Freeman awardees
 - Indigenous leaders
 - Other distinguished individuals or groups who have contributed positively to the Shire of Narrogin.

- Approval: The Council will review and resolve on recommended nominations, 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.
- Cultural Consideration: The Advisory Committee and the Council will acknowledge that in some cultures, it is considered offensive for a recognition plaque to be placed on a pedestrian thoroughfare where it may be walked upon. In recognition of this, and out of respect for cultural sensitivities,

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alternative plaque placement options may be considered for honourees or their descendants who express concern regarding traditional footpath placement. This ensures that recognition can be provided in a manner that aligns with cultural values and avoids causing unintended offence.

2. Plaque Design and Placement

- Design Specifications:
 - Material: Bronze
 - Dimensions: 200mm (width) x 100mm (length) x 3mm (height)
 - Inscription: Each plaque will display the name of the honouree, a brief description of their contribution, and the date of awarding.
 - Plaques will be modelled on the inaugural plaque located on Federal Street in front of the Town Hall for reference and for consistency.
 - There are approximately 120 potential locations for such plaques within the existing CBD area for reference (as at October 2024).
- Placement:
 - Primary installation sites will be within the decorative square pavers on footpaths in the Narrogin CBD.
 - 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.
 - 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 removed 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 LANDCARE PROJECT FUNDING APPLICATIONS 2025

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	Ordinary Council Meeting 19 February 2025, Item 10.2.1, Resolution 190225.05 Relates.
Date	11 March 2025
Author	Lily Webb – Executive Support Coordinator
Authorising Officer	Torre Evans – Executive Manager Technical & Rural Services
Attachments 1. Landcare Project Funding Application – AG & MF Borthwick 2. Landcare Project Funding Application – M & CB Boothey 3. Landcare Project Funding Application – AJ & JG & MM Armstrong 4. Landcare Project Funding Guidelines	

Summary

The Community Chest Grants Reference Group at its meeting held 10 March 2025 resolved to recommend to Council, three (3) compliant applications for Landcare Project Funding received from AG & MF Borthwick, M & CB Boothey and AJ & JG & MM Armstrong with the combined funding total of \$7,708 which is mostly contained within the current Budget.

Background

Applications for Shire Landcare Grant Funding are invited between 1 February to 28 February annually. At the close of the deadline, three (3) applications were received:

- AG & MF Borthwick have requested an amount of \$3,323 being 50% cost, for the purchase of 7550 units of Melaleuca atroviridis - broombush for Williams Lots 4898 & 4899 (located on Pethybridge Rd, Boundain). The total project is estimated to be \$10,745.
- M & CB Boothey have requested an amount of \$2,040 being the full cost to purchase plants, however the applicant has advised the Administration that their application will be resubmitted for the corrected amount of \$1,020 being 50% cost, for the purchase of 90 native plant species (Eucalyptus loxophelba ssp Loxophelba – York gum, Melaleuca raphiophylla – Swamp paperbark, Casuarina obesa – Swamp oak, Acacia saligna – Golden wreath wattle, Orange wattle, Acacia lasiocalyx – Silver wattle, Verticordia chrysantha, Dampiera, lavandulacea, Lechenaultia formosa - Eldorado, Hypocalymma angustifolium - Coconut Ice, Jacksonia furcellata – Grey stinkwood) for 368 Cooramining Road, Dumberning; and
- AJ & JG & MM Armstrong have requested an amount of \$3,365 being 50% cost, for the purchase of 7648 native plants (5056 units Eucalyptus loxophelba – York gum-oil mallee, 1296 units Altriplex nummularia - oldman saltbush, 1296 units Atriplex Amnicola – river or rivermore saltbush) for Lot 9856 DP 138246 & Lot 14844 DP 162705.

All applications have been deemed compliant and have been assessed using the Assessment and Eligibility Criteria below:

What will be funded

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

What will not be funded

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

Eligibility

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

Assessment criteria

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

Consultation

Consultation has occurred with:

- Community Chest Grants Reference Group;
- Chief Executive Officer;
- Executive Manager Technical & Rural Services;

- Executive Support Officer; and
- Applicants.

This report represents consultation with Council from the Community Chest Grants Reference Group.

Statutory Environment

The statutory environment surrounding the Shire of Narrogin's Landcare Grant, aimed at assisting rural residents in purchasing native plants for land regeneration affected by erosion, typically involves adherence to various local, state, and potentially federal regulations. This includes compliance with the Local Government Act 1995 or equivalent legislation governing the powers and responsibilities of local governments in administering grants and environmental initiatives.

Additionally, participants must consider relevant environmental protection laws, such as the Environmental Protection Act 1986, which may outline requirements for land use planning, environmental impact assessments, and natural resource management. Native vegetation laws, such as the Environmental Protection (Clearing of Native Vegetation) Regulations 2004, are also pertinent, providing guidelines for revegetation efforts and erosion control projects involving native flora. Compliance with water management regulations, conservation laws, and any specific grant conditions regarding reporting and accountability is essential to ensure alignment with statutory requirements and successful implementation of land regeneration initiatives supported by the Landcare Grant program.

Policy Implications

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

Sustainability & Climate Change Implications

Environmental - The Landcare projects will positively impact the environment by improving degraded land, reducing erosion, and enhancing biodiversity through native vegetation planting.

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

Social - The projects will promote community engagement in sustainable land management and contribute to improved landscape aesthetics, fostering community pride.

Financial Implications

There is currently a budget allocation of \$5,000 in the 2024/25 Annual Budget to cover annual successful Landcare Grant applications. The combined grant funding being applied for from the three (3) applicants is \$7,708, requiring an additional \$2,708 to be drawn from the Landcare Reserve (current balance \$92,969).

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Given that the applications have been assessed for compliance with the intent for the policy and the guidelines, the only risk appears to be whether the Council is inclined towards prioritising one applicant over another due to funding constraints.	Possible (3)	Minor (2)	Medium (5-9)	Engagement Practices	Due to there being an allocated Budget and the applications being compliant.

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 six (6) 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 2025 Landcare Grant Funding applications support three (3) rural applicants from Narrogin in purchasing native plants to rehabilitate degraded and eroded areas on their farms. This initiative presents a strong case for Council approval, as it aligns with long-term environmental sustainability, supports agricultural productivity, and enhances community resilience.

The history of land use in Narrogin plays a key role in the current challenges faced by local farmers. From the mid-to-late 1800s, the first settlers began clearing native vegetation to make way for pastoral land. After 175 years of farming, the land is now becoming increasingly prone to salinity. Many dams in the region that were once fresh have turned brackish, a sign of progressive soil and water degradation.

The applicants have indicated that signs of salt deprivation are evident along blocked-up creek lines and in patches of denudation. The goal of the projects is to replant native vegetation along creek lines and around salt-affected areas to reduce the mobilisation of salt through the soil. This approach will

help restore natural water flow, improve soil structure, and protect agricultural productivity for future generations.

Addressing land degradation and erosion is vital for maintaining soil health, improving water quality, and fostering biodiversity. By funding native vegetation restoration, the Council contributes to climate change mitigation and enhances the overall resilience of rural landscapes.

Supporting local landowners in these conservation efforts not only benefits individual farms but also reinforces the region's commitment to sustainable land management. Financial assistance for native plantings empowers landholders to take an active role in environmental stewardship, ensuring the preservation of valuable ecosystems.

Beyond environmental benefits, these investments offer economic and social advantages. Improved soil health can lead to greater agricultural yields, while increased vegetation cover provides essential ecosystem services such as pollination and pest control. Additionally, enhancing degraded areas with native plantings can contribute to the visual appeal of the landscape, potentially boosting tourism and recreational opportunities.

Approving these three applications for Landcare Grant Funding will demonstrate Council's continued support for rural sustainability initiatives. By facilitating native revegetation, the Council fosters both environmental conservation and the long-term well-being of Narrogin's agricultural community.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION & COMMUNITY CHEST GRANTS REFERENCE GROUP RECOMMENDATION AND COUNCIL RESOLUTION 260325.07

Moved: Cr Fisher

Seconded: Cr Pomykala

That with respect to the Landcare Project Fund Applications 2025, the Council:

- 1) Amend the 2024/25 Budget, as follows:
 - a) Increase Operating Expenditure GL 2100501 Landcare Community Projects by \$2,708 from \$5,000 to \$7,708; and
 - b) Increase Capital Revenue GL 5100601 Transfer from Landcare Reserve by \$2,708 from \$5,000 to \$7,708, noting that the Reserve has a current balance of \$92,969;
- 2) Approve AG & MF Borthwick for an amount of \$3,323 for the purchase of 7,750 units of native plant species for Williams Lots 4898 & 4899 (located on Pethybridge Rd, Boundain);
- 3) Approve M & CB Boothey for an amount of \$1,200 for the purchase of 90 units of native plant species for 368 Cooraminning Road, Dumberning;
- 4) Approve AJ & JG & MM Armstrong for an amount of \$3,365 for the purchase of 7,648 units of native plant species for Lot 9856 DP 138246 & Lot 14844 DP 162705;
- 5) Note all applications are subject to the following conditions:
 - a) Grants to be acquitted by 30 September 2025 and Administration to be provide with copies of paid invoices for the amount of the approved grant;
 - b) All applicants provide photographs and a brief report of the completed projects; and

- c) Upon satisfying conditions, a) and b), the Administration will reimburse to the applicant the amount approved; and
- 6) Note that with respect to the Shire's Landcare Grant Guidelines, the Chief Executive Officer has made the following recommended changes:
 - a) Under Eligibility, new dot points that read:
 - i) *"Successful applicants from the preceding financial year, are ineligible to apply."*
 - ii) *"Projects should ideally prioritise biodiversity outcomes by incorporating a diverse mix of locally native plant species. Proposals that involve monoculture plantings or plantings primarily intended for commercial harvesting, including timber farming or agroforestry, will not be eligible for funding."*
 - b) A new Assessment Criteria Clause that reads: *"Preference will be given to projects that enhance ecological resilience by planting a wide variety of native species suitable for the local environment. Projects that demonstrate clear biodiversity benefits and habitat creation will be prioritised over those with commercial objectives."*

CARRIED BY AN ABSOLUTE MAJORITY 6/0

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

Following a suggestion from Cr Broad, the Chief Executive Officer noted that the Administration would consider including a site inspection of the area that was revegetated as part of the subsequent acquittal process, to confirm the intended outcomes on the ground.

LANDCARE PROJECT FUND APPLICATION FORM (FTRS004)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

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

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

1. APPLICANT DETAILS

Name of Applicant

AG & MF BORTHWICK

Property Address

1733 YILLIMINING ROAD
BOUNDARY WA 6312

Phone

Mobile

Email

Do you have an ABN?

☒ Yes ☐ No

ABN

14 415 967 455

✓ matches applicant name

Are you registered for GST?

☒ Yes ☐ No

Shire of Narrogin
RECEIVED
28 FEB 2025

2. PREVIOUS LANDCARE PROJECT FUNDING.

Have you received Landcare Project funding previously?

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

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

2024 received \$1872, 2023 received \$1625.
This funding is a continuous tree planting project and will continue for many years.

3. PROJECT DETAILS

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

\$3625.50 \$3,323

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

Williams location 4898 - 4899	- confirm name ✓
38.8741 ha 38.8644 ha	- size of land area ✓
	- print map of area ✓

Are you the owner of the property?

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

If No, who is the owner?

--

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

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

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

As with previous applications this is an ongoing project to mitigate water logging and salt problems that we have inherited. As we have planted ~ 700,000 trees and shrubs over the last 48 years, the effect is quite dramatic, not only the visual effects but biodiversity as well.
--

How will your project benefit the land and environment?

· reduce run off and salt scalding
· allow other plant species to be introduced
· allow insects, birds and animals to thrive
· biodiversity – above 2 points
· enhance the visual effect.
· greatly reduce the water table

Estimated project start date.

March 2025

Estimated project completion date.

Sept/Oct 2025

4. PROJECT BUDGET

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

Example Budget

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

*Income and *Expenditure amounts must be equal

Detailed Project Budget

INCOME		EXPENDITURE (please attach copies of receipts for cash expenditure)	
Amount of approved Landcare Project Funds	\$ 3323	Materials: Purchase of Australian Native vegetation (ie trees and shrubs)	\$ 6645
Applicant's cash contribution	\$ 7422	Applicants in-kind expenditure (please list items)	
Applicants in-kind contribution (please list items)	\$	Tractor planter earthworks fencing	\$ 4100
Other income	\$	Other expenditure	\$
Total *Income	\$ 10745	Total *Expenditure	\$ 10745

**Total Income and Expenditure should be equal*

Declaration by applicant

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

Print Name

ANDREW BORTHWICK

Signature

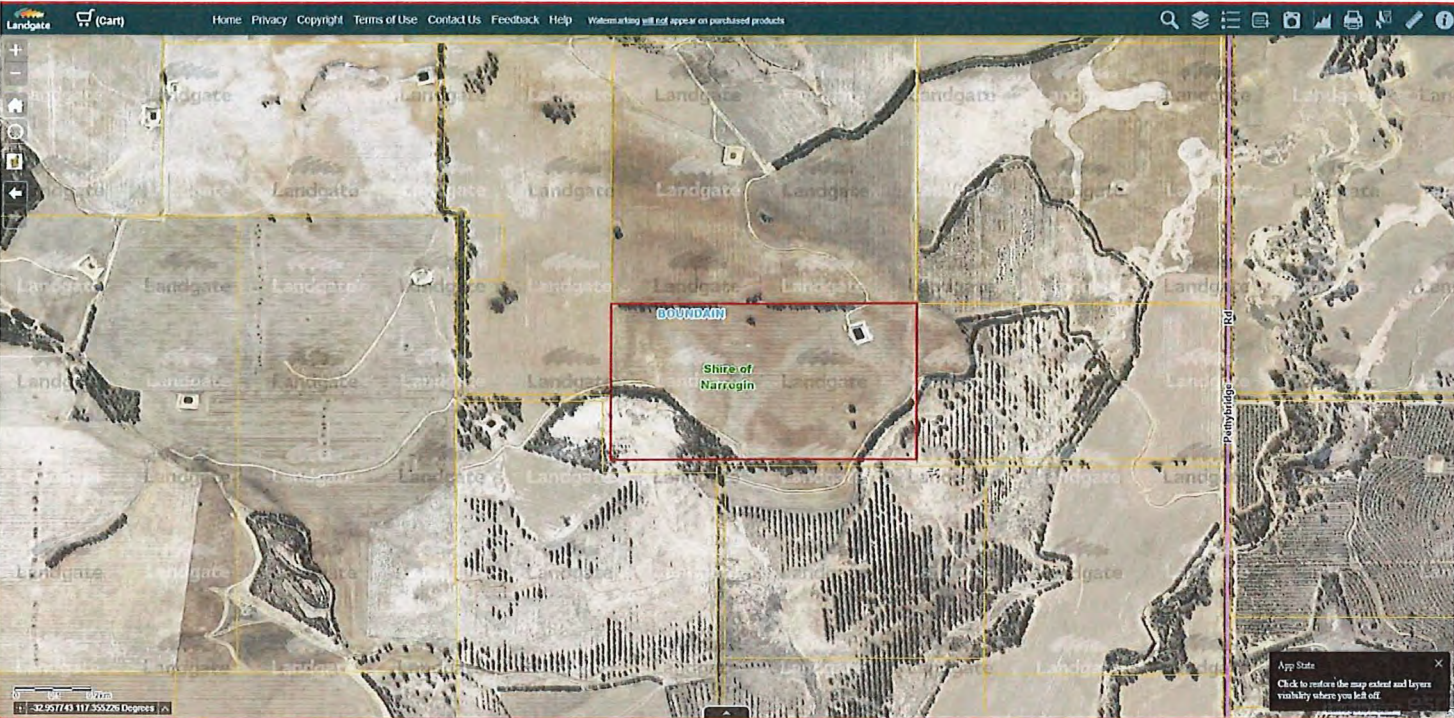
Andrew Borthwick

Date

27.2.2025

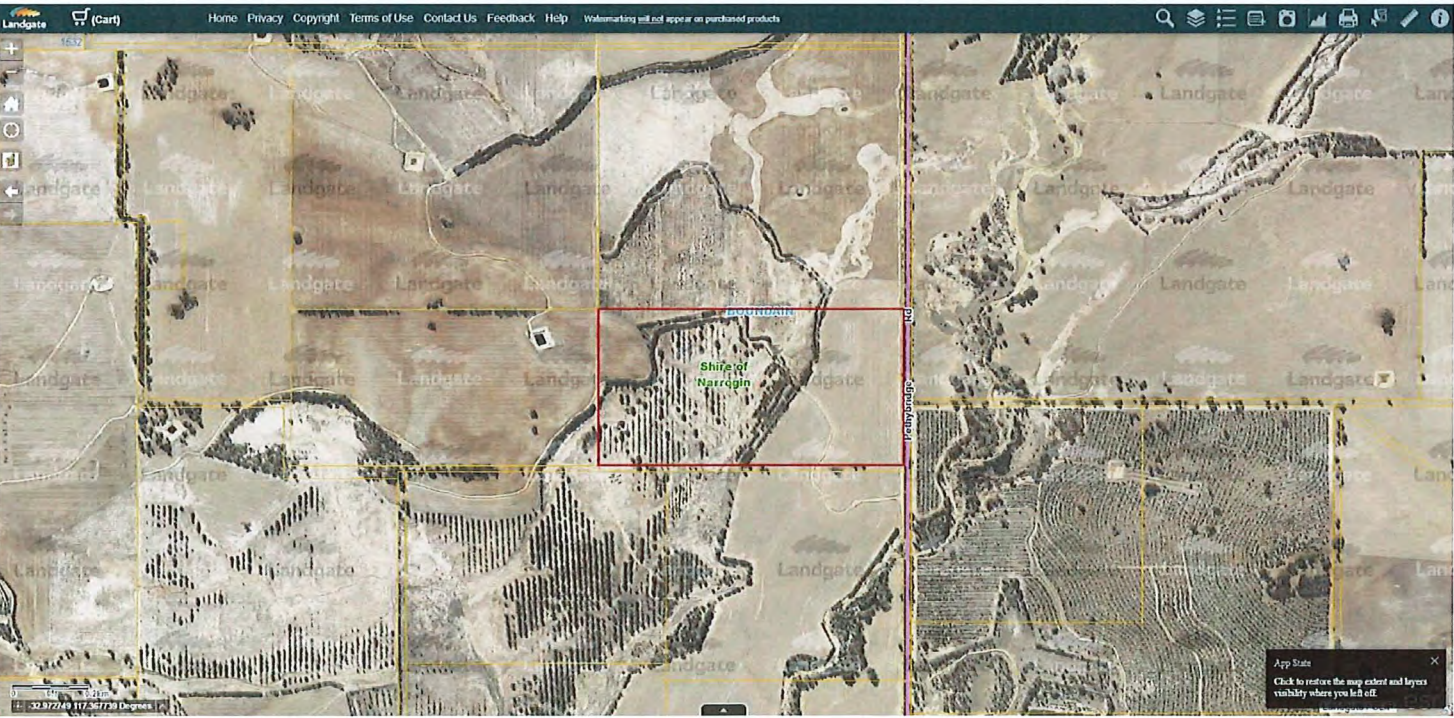
Borthwick Williams Location 4898

38.8741 ha

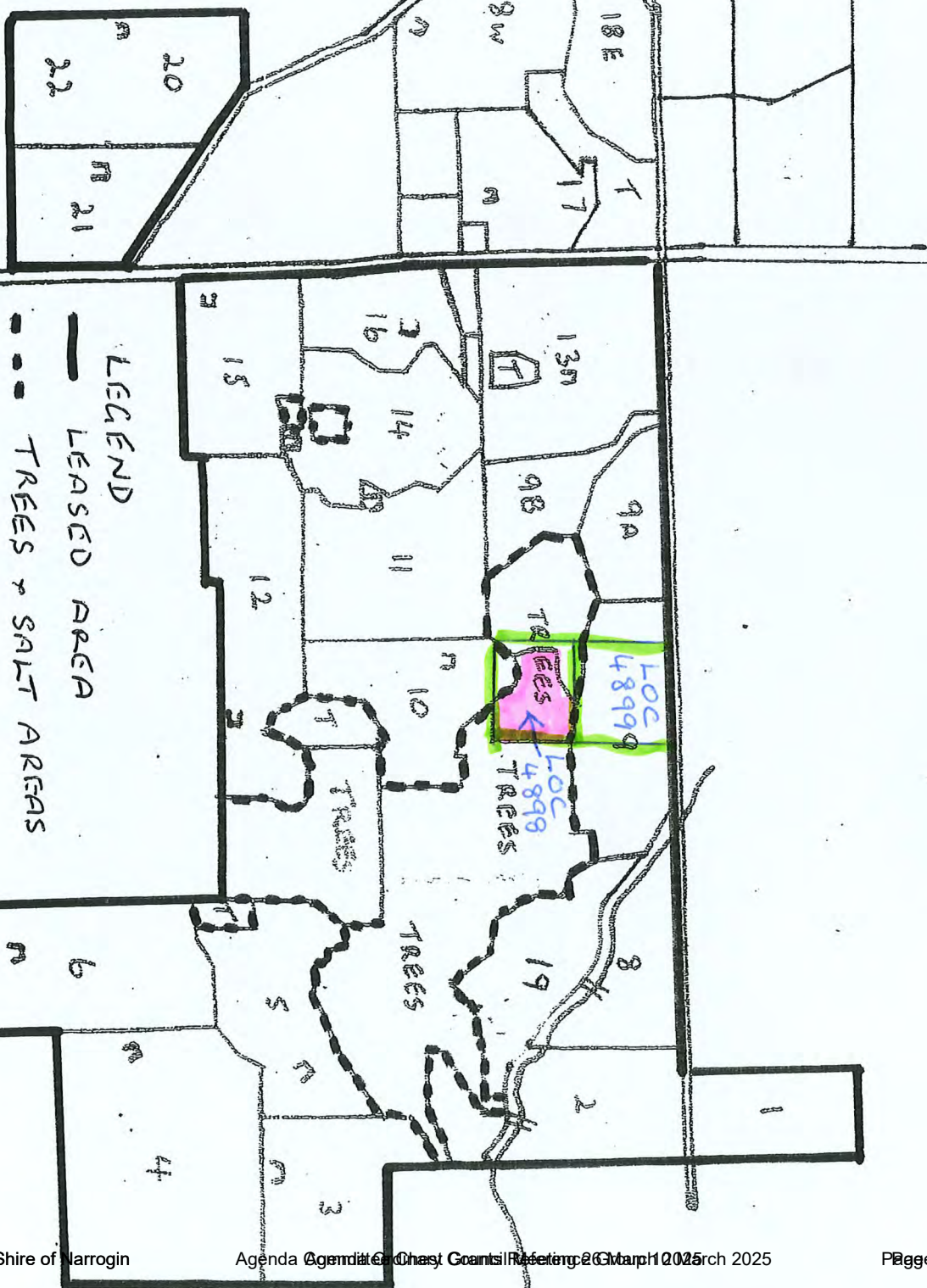


Borthwick Williams Location 4899

38.8644 ha



PA & MF BORTHWICK



LANDCARE PROJECT FUND APPLICATION FORM (FTRS004)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

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

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

1. APPLICANT DETAILS

Name of Applicant

Matthew Boothey & Chandelle Brien Boothey

Property Address

368 Cooraminning Rd, Dumberning WA

Phone

Mobile

Email

Do you have an ABN?

☒ Yes
 ☐ No

ABN

36 237 625 426 ✓ matches applicant name.

Are you registered for GST?

☒ Yes
 ☐ No

2. PREVIOUS LANDCARE PROJECT FUNDING.

Have you received Landcare Project funding previously?

Yes	No
-----	----

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

3. PROJECT DETAILS

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

\$5000	\$1020 being 50% of plant purchase costs.
--------	---

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

All trees will be planted at 368 Cooraminning Rd in Dumberning.

Are you the owner of the property?

Yes	No
-----	----

If No, who is the owner?

--

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

Yes	No
-----	----

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

First settlers in Narrogin began to clear native vegetation to make way for pastoral land from the mid - late 1800s. The land after one hundred and seventy-five years of farming is becoming prone to salt, with many dams in the area that were once fresh, now becoming brackish. Our farm on Cooraminning Road is no different. The signs of salt deprivation exist along blocked up creek lines and in patches of denudation. The idea of our project is to replant native vegetation along creek lines and around salt affected areas to reduce the mobilisation of salt through the soil.

- confirm name ✓
- size of land area 92.9066ha ✓
- print map of area ✓

How will your project benefit the land and environment?

<p>The land will benefit greatly by rejuvenation of native vegetation. Over one million hectares of agricultural land in the south-west of WA is severely salt-affected. Dryland salinity continues to expanded throughout the south-west of WA since episodic rainfall events. By replanting native vegetation, this will increase the amount of deep rooted plants on the farm and thus help keep the salt from mobilising to the surface. The replanting will reduce erosion, stabilise the current soil, and over time improve the saline habitat. This forms part of our whole farm, water management plan. The plan includes cleaning out current waterways, creating contour banks and shallow relief drains to manage water. Fencing will also be used to remove stock from areas becoming affected by salt and protect new plantings.</p>
--

Estimated project start date.

June 2025

Estimated project completion date.

July 2025

4. PROJECT BUDGET

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

Example Budget

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

**Income and *Expenditure amounts must be equal*

Detailed Project Budget

INCOME		EXPENDITURE (please attach copies of receipts for cash expenditure)	
Amount of approved Landcare Project Funds	\$ 2040 1020	Materials: Purchase of Australian Native vegetation (ie trees and shrubs)	\$2040
Applicant's cash contribution	\$		
Applicants in-kind contribution (please list items)	\$ 2125 3145	Applicants in-kind expenditure (please list items)	\$ 2125
Other income	\$	Other expenditure	\$
Total *Income	\$4040	Total *Expenditure	\$4040

**Total Income and Expenditure should be equal*

Declaration by applicant

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

Print Name

Chandelle Brien Boothey

Signature



Date

2/2/2025

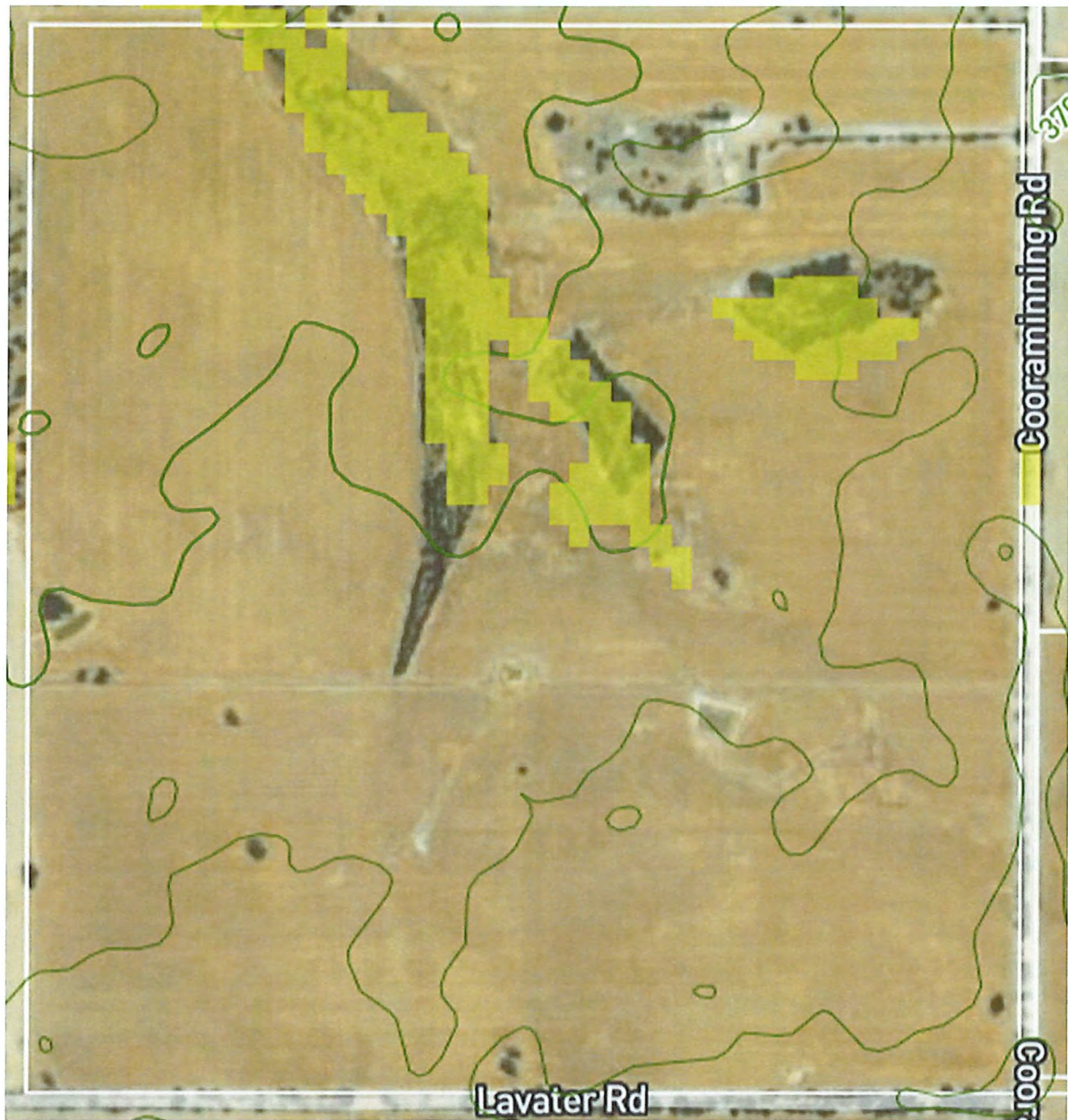
Item	Number	Cost	
Eucalyptus	10	\$ 18.00	\$ 180.00
Paper bark	10	\$ 25.00	\$ 250.00
Casuarina	10	\$ 25.00	\$ 250.00
Acacia	10	\$ 25.00	\$ 250.00
Verticordia	10	\$ 25.00	\$ 250.00
Dampiera	10	\$ 18.00	\$ 180.00
Lechenaultia	10	\$ 18.00	\$ 180.00
Coconut Ice	10	\$ 25.00	\$ 250.00
Jacksiona	10	\$ 25.00	\$ 250.00
Total			\$ 2,040.00

LANDCARE IN KIND COSTS

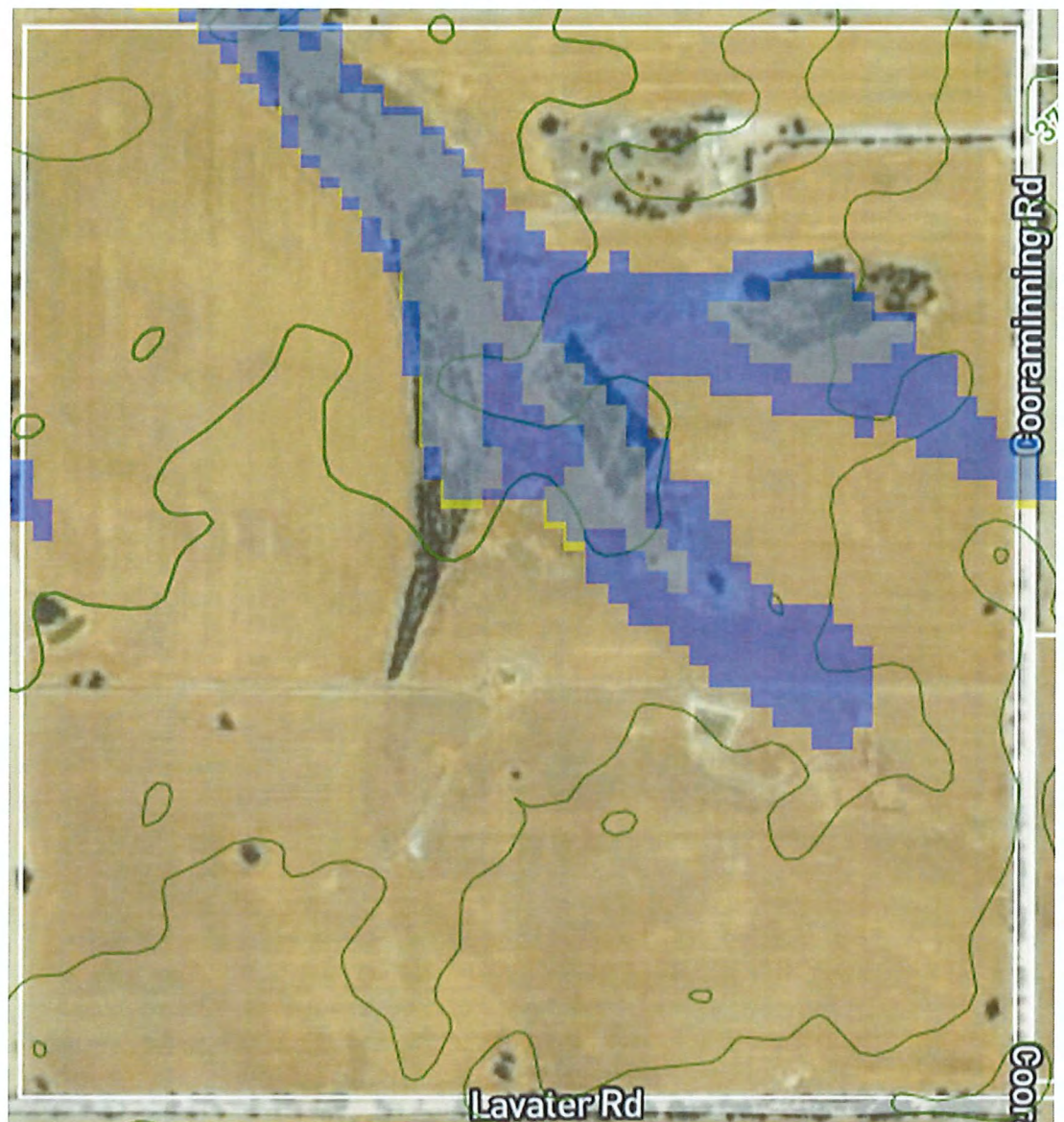
Item	Hours	Cost/hr	
Excavator – clearing creek lines and drains	10	\$ 150.00	\$ 1500.00
Planting – creek lines and saline prone zones	10	\$ 25.00	\$ 250.00
Fencing – replanted zones	10	\$ 25.00	\$ 250.00
Grant preparation	5	\$ 25.00	\$ 125.00
Total			\$ 2,125.00

Interactive groundwater and salinity map for the south-west agricultural region





Salinity risk - areas which appear to be affected by dryland salinity (from satellite mapping).

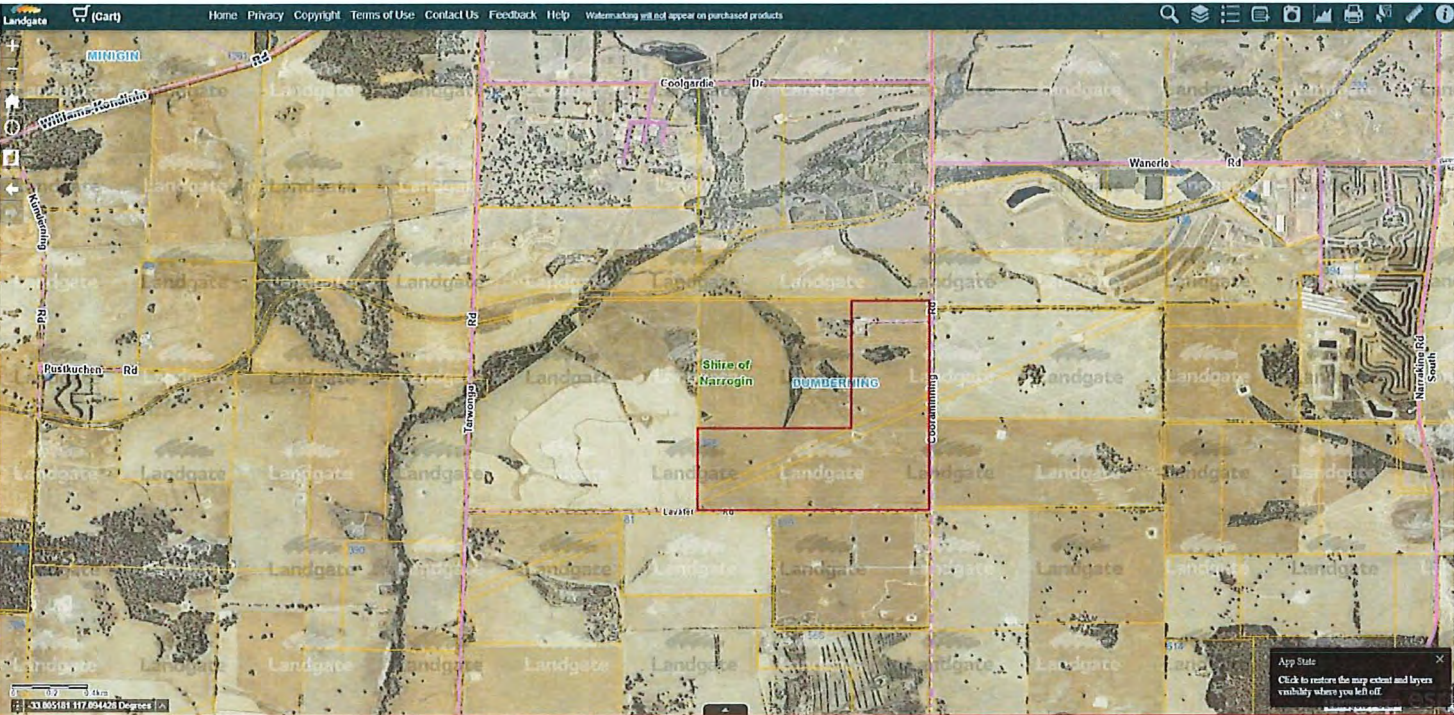


Valley risk - shows valleys that are water accumulation areas, likely to have shallow watertables with the potential to result in surface saltland

These are the areas along which the planting will be focussed, with deep rooted plants being established to mobilise salt away from the surface in these zones.

Boothey 368 Coormamining Rd

92.9066 ha



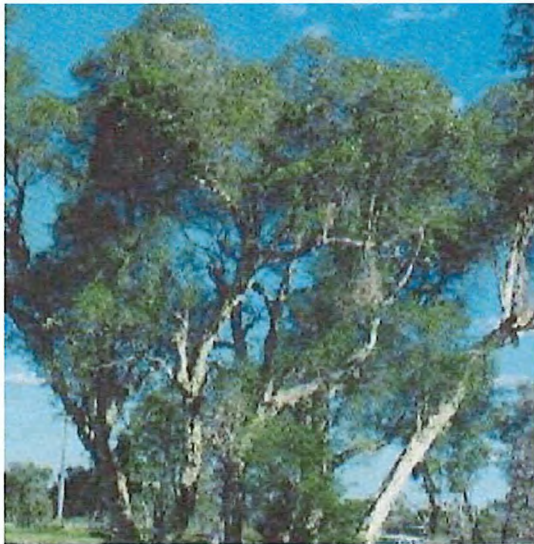
LANDCARE PLANT QUOTES



**Eucalyptus
loxophleba ssp.
Loxophleba (York
Gum)**

Narrogin Nursery Quote:

\$18.00 per 140mm



**Melaleuca
raphiophylla (Swamp
Paperbark)**

Narrogin Nursery Quote:

\$25.00 per 200mm



**Casuarina obesa
(Swamp Oak)**

Narrogin Nursery Quote:

\$25.00 per 200mm



**Acacia saligna
(Golden Wreath
Wattle, Orange
Wattle)**

Narrogin Nursery Quote:

\$25.00 per 200mm



**Acacia lasiocalyx
(Silver Wattle)**

Narrogin Nursery Quote:

\$25.00 per 200mm



**Verticordia
chrysantha**

Narrogin Nursery Quote:

\$25.00 per 200mm



**Dampiera
lavandulacea**

Narrogin Nursery Quote:

\$18.00 per 140mm



**Lechenaultia formosa
(Eldorado)**

Narrogin Nursery Quote:

\$18.00 per 140mm



**Hypocalymma
angustifolium
(Coconut Ice)**

Narrogin Nursery Quote:

\$25.00 per 200mm



**Jacksonia furcellata
(Grey Stinkwood)**

Narrogin Nursery Quote:

\$25.00 per 200mm

LANDCARE PROJECT FUND APPLICATION FORM (FTRS004)



Shire of
Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

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1. APPLICANT DETAILS

Name of Applicant

A.J Armstrong & J.G Armstrong & M.M Armstrong

Property Address

443 Kilpatrick Road, Narrogin, WA, 6312

Phone

Mobile

Email

Do you have an ABN?

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

ABN

93770221596 ✓ matches applicant name

Are you registered for GST?

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

2. PREVIOUS LANDCARE PROJECT FUNDING.

Have you received Landcare Project funding previously?

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

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

3. PROJECT DETAILS

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

3365

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

Lot 9856 DP 138246 & Lot 14844 DP 162705	- confirm name ✓
202, 7072 ha	- size of land area (ha) ✓
30.0862 ha	- print map of area ✓

Are you the owner of the property?

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

If No, who is the owner?

--

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

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

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

Repair and plant trees amongst burnt white gums from the 2022 Narrogin bushfire. Minimal existing wandoo trees survived fires, therefore repairing area.
Providing windbreaks for the area and aid in reducing the water table lower down in the profile.

How will your project benefit the land and environment?

Biodiversity
Natural habitat
Reducing water table
Provide windbreaks across the landscape

Estimated project start date.

01/06/2025

Estimated project completion date.

30/06/2025

4. PROJECT BUDGET

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

Example Budget

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

**Income and *Expenditure amounts must be equal*

Detailed Project Budget

INCOME		EXPENDITURE (please attach copies of receipts for cash expenditure)	
Amount of approved Landcare Project Funds 50% ✓	\$ 3365	Materials: Purchase of Australian Native vegetation (ie trees and shrubs) per invoice ✓	\$ 6730.24
Applicant's cash contribution	\$ 3365.24		
Applicants in-kind contribution (please list items) Tree planters hire \$110/day x 3 -	\$ 1080	Applicants in-kind expenditure (please list items) ree planters hire \$110/day x 3 - days. Labour 30hours x \$25/hour	\$ 1080
Other income	\$	Other expenditure	\$ 0
Total *Income	\$ 7810.24	Total *Expenditure	\$ 7810.24

*Total Income and Expenditure should be equal

Declaration by applicant

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

Print Name

Angus Armstrong

Signature



Date

21/01/2025



McCreery Business Trust t/as Chatfield's Tree Nursery
695 Barrack Road Tammin WA 6409
PO Box 1 Tammin WA 6409
Dustin: 0427 371 075 ABN: 68 265 505 273
Steele: 0487 947 431 www.chatfields.com.au
Lisa: 0429 371 076 E: info@chatfields.com.au

Sales Order Confirmation

Billing details

Attn:
JG & MM Armstrong
3204 Yilliminning Rd
YILLIMINNING WA 6312

Delivery details

3204 Yilliminning Rd
YILLIMINNING WA 6312

Order details

Page 1 of 1

Customer code: ArmsA
Order #: 25092
Order date: 17/10/2024
Customer P/O #:

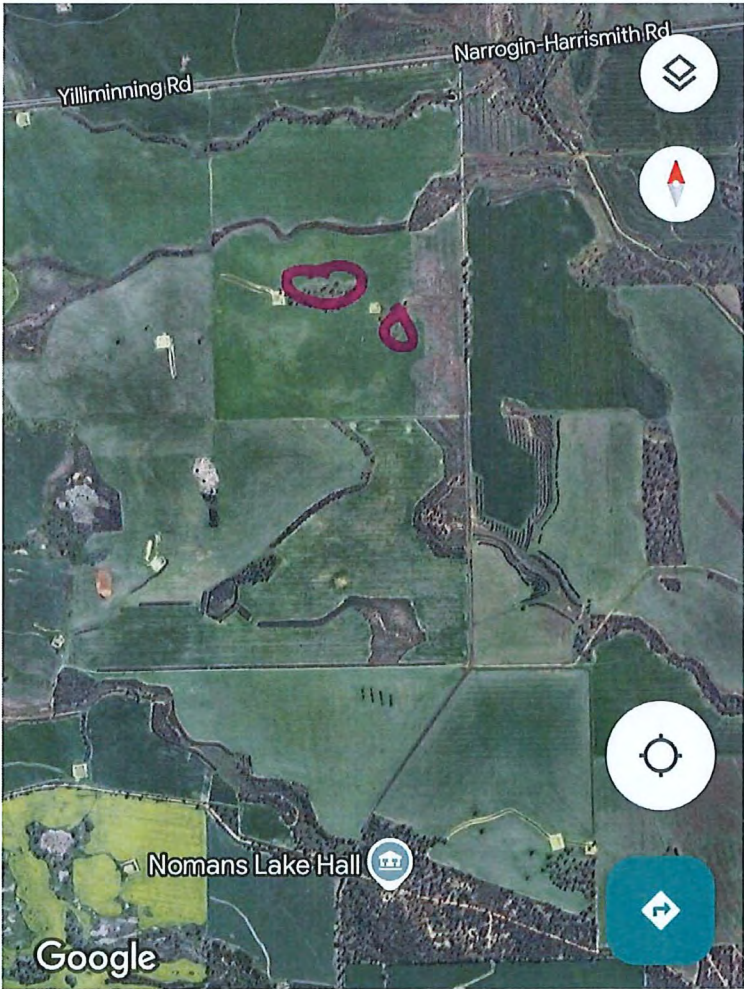
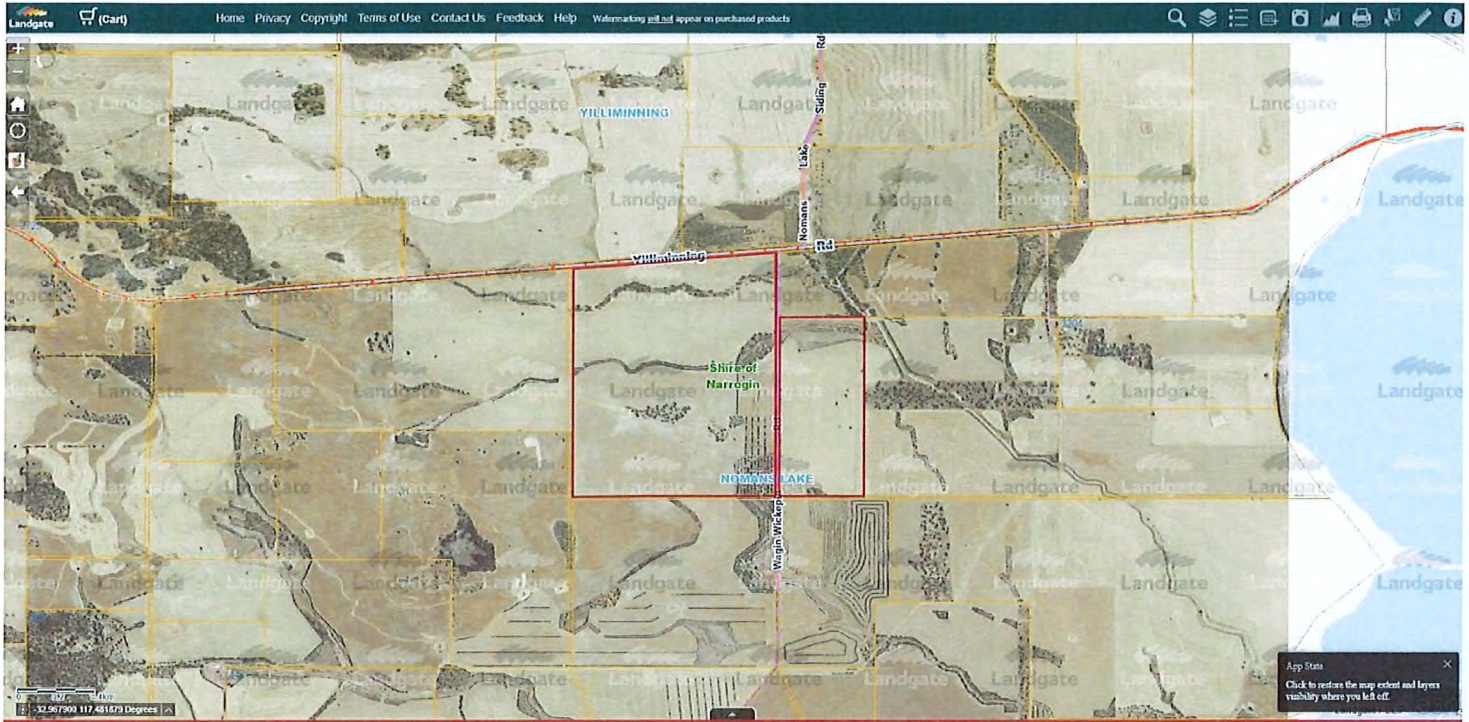
Description	Unit	Units	Qty	Price (ex)	Subtotal (ex)	GST	Total (incl)
Eucalyptus loxophelba lissophloia - york gum - oil mallee	64	5056	79	51.20	4,044.80	404.48	4,449.28
Atriplex nummularia - oldman saltbush	72	1206	18	57.60	1,036.80	103.68	1,140.48
Atriplex amnicola - river or rivermore saltbush	72	1296	18	57.60	1,036.80	103.68	1,140.48
DEPOSIT non refundable to secure order \$2692.10 incl GST							
March PROGRESS PAYMENT \$2692.10 incl GST (this will be sent as a separate invoice in March)		7648 units					

This is a copy for your records.
It is NOT an invoice.
Species and numbers will be confirmed at delivery.

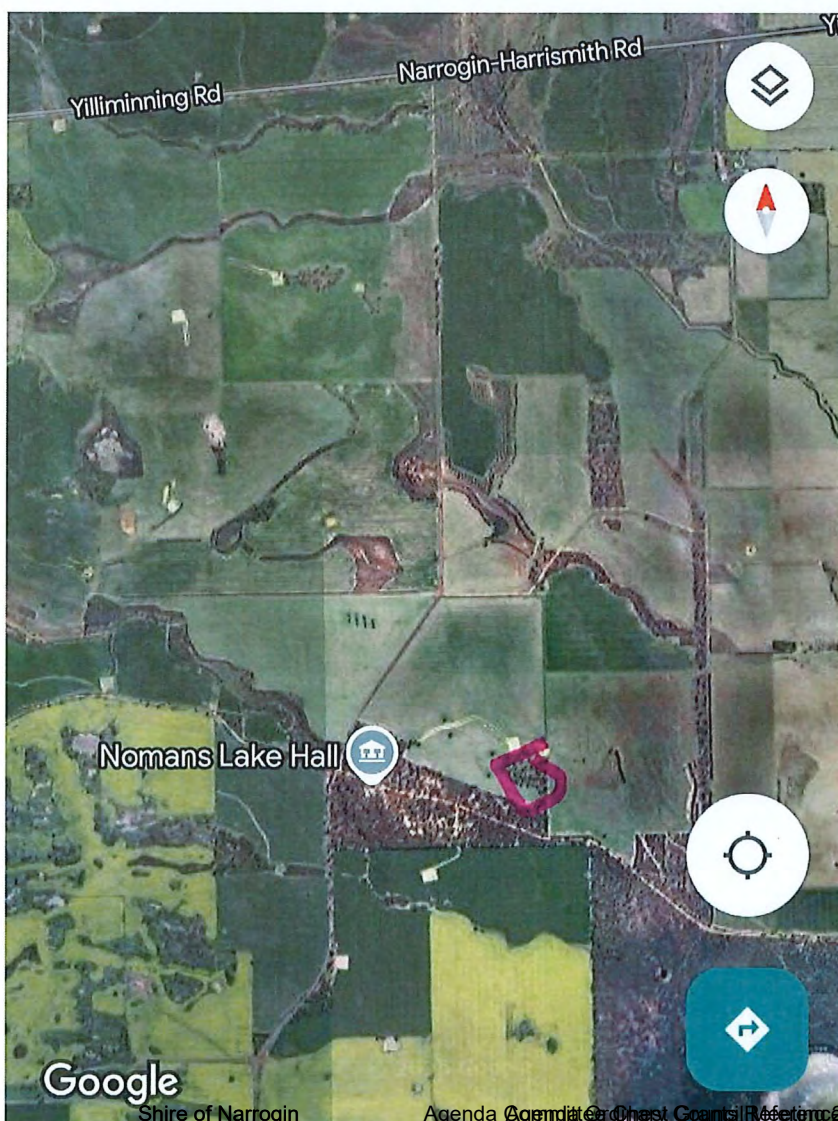
Sub-Total (AUD)	6,118.40
GST (AUD)	611.84
Total (AUD)	6,730.24

Armstrong Lot 9856 DP 138246

202.7072 ha



30.0862 ha



LANDCARE PROJECT FUNDING GUIDELINES (FTRS003)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

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

Applications open from 1 February to 28 February

What will be funded

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

What will not be funded

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

Eligibility

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

Assessment criteria

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

Applicants are encouraged to contact the Shire's Technical Support Officer (Technical and Rural Services) by email to enquiries@narrogin.wa.gov.au or by telephoning 9890 0900 to discuss their project, or to obtain a copy of the Application Form. Click on the link for copy of the [Application Form](#).

10.3 CORPORATE AND COMMUNITY SERVICES

10.3.1 SCHEDULE OF ACCOUNTS PAID – FEBRUARY 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	12 March 2025
Author	Therese Walker – Acting Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Schedule of Accounts Paid – February 2025

Summary

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

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

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

Comment/Conclusion

The Schedule of Accounts Paid for February 2025 is presented to Council for notation. Below is a summary of activity:

February 2025 Payments		
Payment Type	\$	%
Cheque	0.00	0.00
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	\$	%
Non Local/Statutory	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 260325.08

Moved: Cr Wiese

Seconded: Cr McNab

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

CARRIED 6/0

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

Against: Nil

Accounts Paid -February 2025

	Cheque Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
1	767	12/02/2025	Shire Of Narrogin - Petty Cash-admin			\$ 80.10		R
2	INV DCVCNOV-JAN	07/02/2025	Shire Of Narrogin - Petty Cash-admin	DCVC - Petty Cash Reimbursement - November - January	\$ 80.10			
3	768	21/02/2025	Shire Of Narrogin - Petty Cash-admin			\$ 924.03		R
4	INV CATS-JAN2025	13/02/2025	Shire Of Narrogin - Petty Cash-admin	AGEDOTHER - CATS DRIVER MEALS - Drivers Lunch January 2025	\$ 180.00			
5	INV HC-JAN2025	13/02/2025	Shire Of Narrogin - Petty Cash-admin	HOME CARE - Petty Cash Reimbursement January 2025	\$ 744.03			
					Cheque Total	\$ 1,004.13		

	EFT Payments	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
6	EFT24887	07/02/2025	Synergy			\$ 1,444.69		
7	INV 2058323728	23/01/2025	Synergy	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Electricity Charges 11/12/24 - 07/01/25	\$ 1,444.69			
8	EFT24888	07/02/2025	Narrogin Packaging			\$ 1,091.01	L	PF
9	INV 00091621	04/12/2024	Narrogin Packaging	GLYDE STREET - Quick Cut Saw	\$ 30.00			
10	INV 00092246	20/01/2025	Narrogin Packaging	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Cleaning Supplies	\$ 250.02			
11	INV 00092302	21/01/2025	Narrogin Packaging	CHCP - Medical and Office Supplies	\$ 211.35			
12	INV 00092361	28/01/2025	Narrogin Packaging	OTH CUL - Australia Day 2025 - Community Breakfast Hire of Two Gazebos	\$ 100.00			
13	INV 00092356	28/01/2025	Narrogin Packaging	VARIOUS LOCATIONS - Toilet Supplies	\$ 439.84			
14	INV 00092398	29/01/2025	Narrogin Packaging	THOMAS HOGG OVAL MAINTENANCE/OPERATIONS - Pipe Cutter and 40mm Rural Joiner	\$ 59.80			
15	EFT24889	07/02/2025	Australia Post			\$ 1,216.65		PF
16	INV 1013787173	03/02/2025	Australia Post	VARIOUS DEPARTMENTS - Postage Charges January 2025	\$ 1,216.65			
17	EFT24890	07/02/2025	Great Southern Fuels			\$ 350.74	L	
18	INV D2205552	29/01/2025	Great Southern Fuels	STOCK - PURCHASE OF STOCK MATERIALS - 200L Unleaded	\$ 350.74			
19	EFT24891	07/02/2025	Makit Narrogin Hardware			\$ 1,856.30	L	
20	INV 116305	22/11/2024	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - General Maintenance Materials - Cemetery , Good Shed Repairs and Christmas Lights Extension Leads	\$ 543.30			
21	INV 116324	03/12/2024	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - General Maintenance Materials - Parks and Garden , NRLC and Whinbin Rock Rd Repairs	\$ 346.20			
22	INV 116344	14/12/2024	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - General Maintenance Materials - Caravan Park , Road and Museum Maintenance	\$ 631.70			
23	INV 116348	18/12/2024	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - Maintenance Supplies - Spray Can, Spray Bottles , Yard Broom and Secateurs	\$ 98.10			
24	INV 116357	02/01/2025	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - Maintenance Supplies - Garden Hose , Paint Brush , Cable Ties and Rapid Set Concrete	\$ 237.00			
25	EFT24892	07/02/2025	Landgate			\$ 31.60		
26	INV 1450474	03/02/2025	Landgate	PLAN - TITLE/COMPANY SEARCHES - Online Shop	\$ 31.60			
27	EFT24893	07/02/2025	WALGA Western Australian Local Government Association			\$ 1,309.00		
28	INV SI-013148	31/01/2025	WALGA Western Australian Local Government Association	ADMIN - TRAINING & DEVELOPMENT - WALGA Training Local Government Act Advanced	\$ 1,309.00			
29	EFT24894	07/02/2025	Arts Narrogin Incorporated			\$ 34,650.00	L	
30	INV INV-2250	29/01/2025	Arts Narrogin Incorporated	OTH CUL - ARTS NARROGIN - Operating Grant Contribution 2024/25	\$ 34,650.00			
31	EFT24895	07/02/2025	Susan Farrell			\$ 200.00	L	
32	INV 068	05/02/2025	Susan Farrell	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Washing of Tea Towels , Tablecloths December - January 2025	\$ 200.00			
33	EFT24896	07/02/2025	Moore Australia (WA) Pty Ltd			\$ 8,118.00		
34	INV 4565	16/01/2025	Moore Australia (WA) Pty Ltd	ADMIN - TRAINING & DEVELOPMENT - 2025 Budget Workshop x2 Attendees	\$ 2,288.00			
35	INV 4567	17/01/2025	Moore Australia (WA) Pty Ltd	ADMIN - TRAINING & DEVELOPMENT - 2025 Budget Workshop and WALGA Tax Nut and Bolts x2 Attendees	\$ 3,850.00			

36	INV 4601	04/02/2025	Moore Australia (WA) Pty Ltd	ADMIN - TRAINING & DEVELOPMENT - 2025 WALGA Tax GST Workshop - 2 Attendees	\$ 1,980.00			
37	EFT24897	07/02/2025	Narrogin Meals On Wheels			\$ 507.00	L	F
38	INV JAN-2025	01/02/2025	Narrogin Meals On Wheels	CHSP MEALS ON WHEELS COMMITTEE - Meals Delivered - January 2025	\$ 507.00			
39	EFT24898	07/02/2025	It Vision			\$ 1,039.50		
40	INV INITV41869	26/11/2024	It Vision	ADMIN - SUBSCRIPTIONS AND MEMBERSHIPS - SynergySoft - IT Vision Annual Subscription Pets WA	\$ 1,039.50			
41	EFT24899	07/02/2025	Narrogin Betta Home Living			\$ 931.00	L	
42	INV 25710099839	04/02/2025	Narrogin Betta Home Living	MEMBERS - EXPENSED MINOR ASSET PURCHASES - Refrigerator - Meeting Room/Council	\$ 931.00			
43	EFT24900	07/02/2025	Narrogin Chamber Of Commerce			\$ 1,000.00	L	
44	INV INV-0344	29/01/2025	Narrogin Chamber Of Commerce	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Purchase of 100 x \$10 Gift Vouchers Caravan Park	\$ 1,000.00			
45	EFT24901	07/02/2025	Department of Mines, Industry Regulation and Safety			\$ 1,162.95		
46	INV 04022025	04/02/2025	Department of Mines, Industry Regulation and Safety	BSL LEVY - PAYMENTS - Payment for BSL January 2025	\$ 1,162.95			
47	EFT24902	07/02/2025	Information Services & Technology			\$ 333.00		
48	INV 00025098	04/02/2025	Information Services & Technology	LIB & ADMIN - SUBSCRIPTIONS AND MEMBERSHIPS - Collections MOSAIC Annual Support Plan 2025	\$ 333.00			
49	EFT24903	07/02/2025	Easifleet			\$ 1,614.75		
50	INV 03/10/2024	05/02/2025	Easifleet	GST INPUT (ASSET) GEN - ITC Salary Sacrifice 01/09/2024 - 30/09/2024	\$ 307.00			
51	INV 14/11/2024	05/02/2025	Easifleet	GST INPUT (ASSET) GEN - ITC Salary Sacrifice 01/10/2024 - 31/10/2024	\$ 496.08			
52	INV 05/12/2024	05/02/2025	Easifleet	GST INPUT (ASSET) GEN - ITC Salary Sacrifice 01/11/2024 - 31/11/2024	\$ 413.07			
53	INV 09/01/2025	05/02/2025	Easifleet	GST INPUT (ASSET) GEN - ITC Salary Sacrifice 01/12/2024 - 31/12/2024	\$ 398.60			
54	EFT24904	07/02/2025	United Security Enforcement Corporation			\$ 475.20		PF
55	INV 00013420	13/01/2025	United Security Enforcement Corporation	30 GRAY ST BUILDING OPERATIONS SUPPLY 55 HANSARD - Alarm Response	\$ 158.40			
56	INV 00013430	27/01/2025	United Security Enforcement Corporation	CHCP - SECURITY SYSTEM - Alarm Response 22/01/25 & 23/01/2025	\$ 316.80			
57	EFT24905	07/02/2025	Independence Australia Group			\$ 539.26		F
58	INV 82649789.01	30/01/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$ 483.16			
59	INV 82652691.01	02/02/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$ 56.10			
60	EFT24906	07/02/2025	Advanced Autologic Pty Ltd			\$ 1,250.00		
61	INV 110201	05/02/2025	Advanced Autologic Pty Ltd	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - Supply 1000L Blue Horizon	\$ 1,250.00			
62	EFT24907	07/02/2025	Narrogin Auto Centre			\$ 365.00	L	
63	INV 339125	21/01/2025	Narrogin Auto Centre	NGN219 2022 NISSAN X-TRAIL - 45,000km Service	\$ 365.00			
64	EFT24908	07/02/2025	Telair Pty Ltd			\$ 1,626.95		
65	INV TA10781-067	31/01/2025	Telair Pty Ltd	VARIOUS DEPARTMENTS - Telephone Charges January 2025	\$ 1,626.95			
66	EFT24909	07/02/2025	Farmworks Narrogin Pty Ltd			\$ 203.50	L	
67	INV 111052	30/01/2025	Farmworks Narrogin Pty Ltd	WANDERING ROAD CONSTRUCTION - Supply One Bundle of Droppers	\$ 203.50			
68	EFT24910	07/02/2025	BT Equipment Pty Ltd T/as Tutt Bryant Equipment			\$ 136.88		
69	INV 008490672	31/01/2025	BT Equipment Pty Ltd T/as Tutt Bryant Equipment	2018 BOMAG TWIN DRUM TURF ROLLER - Supply Fuel, Oil & Air Service Filters	\$ 63.98			
70	INV 008490671	31/01/2025	BT Equipment Pty Ltd T/as Tutt Bryant Equipment	2018 BOMAG TWIN DRUM TURF ROLLER - Supply Fuel, Oil & Air Service Filters	\$ 72.90			
71	EFT24911	07/02/2025	The White Family Trust T/a Narrogin Valley Stockfeed			\$ 135.00	L	
72	INV NVS155873	21/01/2025	The White Family Trust T/a Narrogin Valley Stockfeed	ALBY PARK MAINTENANCE/OPERATIONS - 1m3 Red Mulch	\$ 135.00			
73	EFT24912	07/02/2025	Divine Framing			\$ 5,412.00		
74	INV INV-0837	30/01/2025	Divine Framing	OTHCUL - ARTWORK COLLECTION - Rowett's Photo Collection Reframing	\$ 5,412.00			
75	EFT24913	07/02/2025	Elgas			\$ 199.68		
76	INV 0361095053	16/01/2025	Elgas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Gas Supplied 109.0L	\$ 199.68			
77	EFT24914	07/02/2025	Earl Street Physiotherapy			\$ 85.00	L	F

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78	INV 0049404	30/01/2025	Earl Street Physiotherapy	CHCP - CLIENT PURCHASE - Standard Consultation	\$ 85.00			
79	EFT24915	07/02/2025	Narrogin & Districts Plumbing Service			\$ 2,897.40	L	F
80	INV INV-2132	29/01/2025	Narrogin & Districts Plumbing Service	OCKLEY WATER TANK 130,000 LITRE - Installation and Connection	\$ 2,897.40			
81	EFT24916	07/02/2025	Narrogin Podiatry			\$ 82.50	L	F
82	INV 0019759	21/01/2025	Narrogin Podiatry	CHCP - CLIENT PURCHASES - Standard Consultation	\$ 82.50			
83	EFT24917	07/02/2025	Breanna Lee Dorrington			\$ 169.90		
84	INV 300125	30/01/2025	Breanna Lee Dorrington	ADMIN - TRAINING & DEVELOPMENT - Meals - DOT Training	\$ 169.90			
85	EFT24918	07/02/2025	Integrated ICT			\$ 215.71		
86	INV 36298	31/01/2025	Integrated ICT	ADMIN - INFORMATION SYSTEMS - Exclaimer Signature Cloud - January 2025	\$ 215.71			
87	EFT24919	07/02/2025	Lite n' Easy Pty Ltd			\$ 1,579.91		F
88	INV 7845254	21/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 75.07			
89	INV 7825654	21/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 75.07			
90	INV 7825631	21/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 103.70			
91	INV 7825637	21/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 106.53			
92	INV 7812688	21/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 190.11			
93	INV 7844716	21/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 133.52			
94	INV 7817374	28/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 147.45			
95	INV 7856417	28/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 109.02			
96	INV 7856378	28/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 103.70			
97	INV 7856275	28/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 161.06			
98	INV 7855784	28/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 89.38			
99	INV 7835691	28/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 106.53			
100	INV 7835710	28/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 75.07			
101	INV 7835685	28/01/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 103.70			
102	EFT24920	07/02/2025	D&L Studio Pty Ltd T/A Metal Artwork Badges			\$ 23.10		
103	INV 29924	14/01/2025	D&L Studio Pty Ltd T/A Metal Artwork Badges	MEMBERS - PRINTING & STATIONERY - Desk Name - EMCCS	\$ 23.10			

104	EFT24921	07/02/2025	Narrogin Fruit Trading Pty Ltd			\$	1,397.69	L		
105	INV INV-1268	27/01/2025	Narrogin Fruit Trading Pty Ltd	FIRE - TRAINING & DEVELOPMENT - Food and Drinks for Firefighters 14/01/25	\$	249.43				
106	INV INV-1276	29/01/2025	Narrogin Fruit Trading Pty Ltd	FIRE - TRAINING & DEVELOPMENT - Food and Drinks for Firefighters 10/01/25	\$	1,148.26				
107	EFT24922	07/02/2025	PC Harley Family Trust (Narrogin Newsagency)			\$	5.10	L		
108	INV SN00136331012025	31/01/2025	PC Harley Family Trust (Narrogin Newsagency)	ADMIN - PRINTING & STATIONERY - Newspaper January 2025	\$	5.10				
109	EFT24923	07/02/2025	Team Global Express Pty Ltd			\$	694.48			
110	INV 0653-T740710	21/01/2025	Team Global Express Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges	\$	270.45				
111	INV 0657-T740710	26/01/2025	Team Global Express Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges	\$	424.03				
112	EFT24924	07/02/2025	JH Computer Services			\$	2,162.60			
113	INV 004911-D01	30/01/2025	JH Computer Services	ADMIN - INFORMATION SYSTEMS - Microsoft 365 Premium Subscription - January 2025	\$	2,162.60				
114	EFT24925	07/02/2025	D & T Higginson			\$	500.00			
115	INV 22	11/01/2025	D & T Higginson	OTHCUL - AUSTRALIA DAY - Music Band	\$	500.00				
116	EFT24926	07/02/2025	Narrogin McIntosh & Sons			\$	160.02	L		
117	INV 83283	29/01/2025	Narrogin McIntosh & Sons	SMALL PLANT - HOMECARE - Fuel Cap , Blade Kit , Cutter Head Assy , Element Air/C	\$	160.02				
118	EFT24927	07/02/2025	Armada Audit Services Pty Ltd			\$	8,250.00			
119	INV 18340	31/01/2025	Armada Audit Services Pty Ltd	OTHGOV - AUDIT FEES - Grant Acquittal LRCI Phase 3 & 4 2023/24	\$	8,250.00				
120	EFT24928	07/02/2025	Officeworks Ltd			\$	220.95			
121	INV 619399130	29/01/2025	Officeworks Ltd	ADMIN - INFORMATION SYSTEMS - Voice Recorder & Tracer	\$	220.95				
122	EFT24929	07/02/2025	Cardering Pty Ltd			\$	388.00			F
123	INV 347	23/01/2025	Cardering Pty Ltd	CHCP - CLIENT PURCHASES - Equipment Assessment	\$	388.00				
124	EFT24930	07/02/2025	Readytech User Group WA Inc			\$	770.00			
125	INV INITV41728	28/10/2024	Readytech User Group WA Inc	ADMIN - TRAINING & DEVELOPMENT - Altus Payroll Award Changes	\$	495.00				
126	INV INITV41799	18/11/2024	Readytech User Group WA Inc	ADMIN - TRAINING & DEVELOPMENT - INNovate - One Delegate	\$	275.00				
127	EFT24931	07/02/2025	Face Painting By Mary			\$	290.00	L		
128	INV 13	05/02/2025	Face Painting By Mary	OTHCUL - AUSTRALIA DAY - Face Painting Family Fun Day at NRLC	\$	290.00				
129	EFT24932	07/02/2025	McLeods Lawyers			\$	62.04			
130	INV 143555	31/01/2025	McLeods Lawyers	PWO - CONSULTANTS - Drainage Easements to Lot 928 Federal St. Narrogin	\$	62.04				
131	EFT24933	07/02/2025	Reaching Out Occupational Therapy			\$	290.99			F
132	INV INV-0002	31/01/2025	Reaching Out Occupational Therapy	CHCP - CLIENT PURCHASES - Occupational Therapy Consultation / Assesment	\$	290.99				
133	EFT24934	07/02/2025	Sparks Butchers			\$	352.60	L		
134	INV INV-0024	25/01/2025	Sparks Butchers	OTHCUL - Australia Day - 300 BBQ Sausages Australia Day Weekend	\$	352.60				
135	EFT24935	07/02/2025	Jaymak Pty Ltd			\$	8,910.00			
136	INV INV-1072	21/01/2025	Jaymak Pty Ltd	JOHN HIGGINS COMMUNITY COMPLEX BUILDING MAINTENANCE - John Higgins Kitchen Deep Clean	\$	4,730.00				
137	INV INV-1073	24/01/2025	Jaymak Pty Ltd	TOWN HALL BUILDING MAINTENANCE - Town Hall Kitchen Deep Clean	\$	4,180.00				
138	EFT24936	07/02/2025	Power Networkx			\$	151.80			
139	INV INVOICE_PNX17225	05/02/2025	Power Networkx	ADMIN - INFORMATION SYSTEMS - Greeting Messages January 2024	\$	151.80				

140	EFT24937	07/02/2025	Melissa McIntosh			\$	155.79		
141	INV 23012025	23/01/2025	Melissa McIntosh	ADMIN - TRAINING & DEVELOPMENT - Meals - DOT Training	\$	155.79			
142	EFT24938	07/02/2025	Niks Electrical & Gas			\$	1,045.00		
143	INV 11640	30/01/2025	Niks Electrical & Gas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Replace & Install New Stovetop in House	\$	1,045.00			
144	EFT24939	07/02/2025	Paul H. Brown			\$	127.50		R
145	INV SHIRE NGN 001	22/11/2024	Paul H. Brown	DCVC - SALES - Goods on Consignment - 6 Books Sold	\$	127.50			
146	EFT24940	07/02/2025	Graham Frost			\$	866.04		
147	INV A340114	05/02/2025	Graham Frost	Rates refund for assessment A340114 85 CLAYTON ROAD NARROGIN WA 6312	\$	866.04			
148	EFT24941	12/02/2025	Synergy			\$	2,108.42		
149	INV 2026345041	29/01/2025	Synergy	JOHN HIGGINS COMMUNITY COMPLEX BUILDING OPERATIONS - Electricity Charges 19/12/24 - 21/01/25	\$	950.11			
150	INV 2046342259	10/02/2025	Synergy	ADMIN OFFICE BUILDING OPERATIONS - Electricity Charges 02/01/25 - 07/02/25	\$	1,158.31			
151	EFT24942	12/02/2025	Water Corporation			\$	16,312.67		
152	INV 9007721629	07/02/2025	Water Corporation	VARIOUS LOCATIONS - John Higgins and Racecourse Water Charges 04/12/24 - 06/02/25	\$	7,903.66			
153	INV 9007708133	07/02/2025	Water Corporation	FAIRWAY DEPOT BUILDING OPERATIONS - Water Charges 27/11/24 - 06/02/25	\$	618.90			
154	INV 9007713231	07/02/2025	Water Corporation	TOWN HALL (FEDERAL ST) BUILDING OPERATIONS - Water Charges 27/11/24 - 06/02/25	\$	562.08			
155	INV 9007714162	07/02/2025	Water Corporation	MUSEUM BUILDING OPERATIONS - Water Charges 07/02/25 - 28/02/25	\$	763.12			
156	INV 9007714146	07/02/2025	Water Corporation	HISTORY HALL BUILDING OPERATIONS - Water Charges 27/11/24 - 06/02/25	\$	20.57			
157	INV 9007715114	07/02/2025	Water Corporation	SMITH ST PUBLIC TOILETS (COLES CARPARK) OPERATIONS - Water Charges 27/11/24 - 06/02/25	\$	267.88			
158	INV 9007714242	07/02/2025	Water Corporation	CEMETERY MAINTENANCE/OPERATIONS - Water Charges 27/11/24 - 06/02/25	\$	879.76			
159	INV 9007721653	07/02/2025	Water Corporation	CROQUET CLUBROOMS BUILDING OPERATIONS - Water Charges 04/12/24 - 06/02/25	\$	1,692.30			
160	INV 9007713397	07/02/2025	Water Corporation	ADMIN OFFICE BUILDING OPERATIONS - Water Charges 27/11/24 - 06/02/25	\$	1,618.70			
161	INV 9007713442	07/02/2025	Water Corporation	SENIOR CITIZEN CENTRE BUILDING OPERATING EXPENSES - Water Charges 27/11/24 - 06/02/25	\$	737.82			
162	INV 9007713987	07/02/2025	Water Corporation	43 FEDERAL STREET BUILDING OPERATIONS - Water Charges 27/11/24 - 06/02/25	\$	79.57			
163	INV 9007716037	07/02/2025	Water Corporation	13 HOUGH ST - OPERATIONS - Water Charges 03/12/24 - 06/02/25	\$	277.17			
164	INV 9007713119	07/02/2025	Water Corporation	RAILWAY INSTITUTE HALL & OFFICE BUILDING OPERATIONS - Water Charges 26/11/24 - 04/02/25	\$	194.39			
165	INV 9007721573	07/02/2025	Water Corporation	MAY ST PUBLIC TOILETS OPERATIONS - Water Charges 04/12/24 - 06/02/25	\$	632.69			
166	INV 9007708352	10/02/2025	Water Corporation	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Water Charges 26/11/24 - 04/02/25	\$	64.06			
167	EFT24943	12/02/2025	Makit Narrogin Hardware			\$	199.30	L	
168	INV 116378	15/01/2025	Makit Narrogin Hardware	VARIOUS DEPARTMENTS - Maintenance Supplies	\$	199.30			
169	EFT24944	12/02/2025	PFD Food Services Pty Ltd			\$	237.80		
170	INV LO704784	30/01/2025	PFD Food Services Pty Ltd	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$	237.80			
171	EFT24945	12/02/2025	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthl			\$	265.00	L	
172	INV JC24045694	29/01/2025	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthl	NGN00 2021 TOYOTA KLUGER GX AWD PET WAGON - 45,000KM Service	\$	265.00			
173	EFT24946	12/02/2025	Country Paint Supplies			\$	17.95	L	
174	INV 4801024677	03/02/2025	Country Paint Supplies	NARROGIN SKATE PARK - Spray Paint to Cover Graffiti	\$	17.95			
175	EFT24947	12/02/2025	Bob Waddell & Associates Pty Ltd			\$	1,364.00		
176	INV 4392	10/02/2025	Bob Waddell & Associates Pty Ltd	ADMIN - CONSULTANTS - Assistance with January Asset Updating	\$	1,364.00			
177	EFT24948	12/02/2025	State Emergency Service			\$	3,856.56	L	
178	INV 0029	09/02/2025	State Emergency Service	ESL - SES SUBSIDY EXPENDITURE - Reimbursement from Impressed Petty Cash for Narrogin SES 2024/25	\$	3,856.56			
179	EFT24949	12/02/2025	Maggie Signs & Decals			\$	35.00		
180	INV INV202126	12/12/2024	Maggie Signs & Decals	OTHCUL - COMMUNITY CHEST - Remove and Update Correct Spelling on Honour Board	\$	35.00			
181	EFT24950	12/02/2025	Fegan Building Surveying			\$	5,160.00		R

182	INV 1168	17/12/2024	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Assess and Issue Permit to Various Properties	\$	1,265.00			
183	INV 1176	10/01/2025	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Issue CDC and Permit for 2 Yilliminning Road Narrogin	\$	605.00			
184	INV 1182	23/01/2025	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Assess and Issue Permit to Various Properties	\$	1,045.00			
185	INV 1183	25/01/2025	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Issue CDC and Permit for 2 Cambell Court for Shire of Dumbleyung	\$	705.00			
186	INV 1184	29/01/2025	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Issue CDC and Permit for 16 Taylor Street for Shire of Dumbleyung	\$	605.00			
187	INV 1185	30/01/2025	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Issue CDC and Permit for 22 Lock Street Narrogin	\$	605.00			
188	INV 1186	02/02/2025	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Assess and Issue Permit for 56 Williams Road Narrogin	\$	330.00			
189	EFT24951	12/02/2025	United Security Enforcement Corporation			\$	158.40		
190	INV 00013424	20/01/2025	United Security Enforcement Corporation	NRLC - SECURITY - Alarm Response - 13/01/2025	\$	158.40			
191	EFT24952	12/02/2025	Aquatic Services WA Pty Ltd			\$	1,442.10		
192	INV AS#20250079	28/01/2025	Aquatic Services WA Pty Ltd	NRLC - CHEMICALS - 24 x 20KG Sodium Bicarbonate and 6 x 20L Hydrochloric Acid	\$	1,442.10			
193	EFT24953	12/02/2025	Win Television WA Pty Ltd T/A WIN Television Network			\$	1,100.00		
194	INV 1954722-1	31/12/2024	Win Television WA Pty Ltd T/A WIN Television Network	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Television Commercials December 2024	\$	1,100.00			
195	EFT24954	12/02/2025	Regional Communication Solutions			\$	8,415.00	L	R
196	INV INV-2535	01/01/2025	Regional Communication Solutions	OLOPS - CCTV MAINTENANCE - Contract to Service CCTV Network 1/10/24-31/12/24	\$	3,300.00			
197	INV INV-2542	14/01/2025	Regional Communication Solutions	OCKLEY WEATHER STATION - Weather Station Installation	\$	5,115.00			
198	EFT24955	12/02/2025	Elgas			\$	4,946.24		
199	INV 0361095070	24/01/2025	Elgas	NRLC - UTILITY - GAS - Gas Supplied 2,700L	\$	4,946.24			
200	EFT24956	12/02/2025	OneMusic Australia			\$	1,247.18		
201	INV APAU-000022469	01/02/2025	OneMusic Australia	NRLC - LICENCES & SUBSCRIPTIONS - Music Licence 01/02/25 - 30/04/25	\$	1,247.18			
202	EFT24957	12/02/2025	Keeling Electrical Group Pty Ltd			\$	2,795.54	L	
203	INV 1729	04/02/2025	Keeling Electrical Group Pty Ltd	Library Building Maintenance - Supply and Install AC to IT Room	\$	2,795.54			
204	EFT24958	12/02/2025	Kingussie Farming Pty Ltd			\$	22,000.00	L	
205	INV 254	05/02/2025	Kingussie Farming Pty Ltd	VARIOUS DEPARTMENTS - Purchase 10,000m3 of Gravel	\$	22,000.00			
206	EFT24959	12/02/2025	PC Harley Family Trust (Narrogin Newsagency)			\$	107.09	L	
207	INV SN00160631012025	31/01/2025	PC Harley Family Trust (Narrogin Newsagency)	LIB - PRINTING & STATIONERY - Newspaper January 2025	\$	107.09			
208	EFT24960	12/02/2025	Milk Man Digital			\$	210.00		
209	INV INV-0640	07/02/2025	Milk Man Digital	TOUR - PUBLIC RELATIONS & AREA PROMOTION - Classification of Existing TV Commercials	\$	210.00			
210	EFT24961	12/02/2025	JH Computer Services			\$	13,563.00		
211	INV 004758-001	19/12/2024	JH Computer Services	ADMIN - INFORMATION SYSTEMS - IT Contract Charges January 2025	\$	13,563.00			
212	EFT24962	12/02/2025	Harcher Distributors (Wa Distributors P/L)			\$	650.15		R
213	INV 1044860	04/02/2025	Harcher Distributors (Wa Distributors P/L)	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$	650.15			

214	EFT24963	12/02/2025	Perfect Gym Solutions			\$	907.50		
215	INV INV-12795	01/02/2025	Perfect Gym Solutions	NRLC - LICENCES & SUBSCRIPTIONS - Monthly Perfect Gym Package - February 2025		\$	907.50		
216	EFT24964	12/02/2025	Waterlogic Australia Pty Ltd			\$	64.01		
217	INV 4661616	02/02/2025	Waterlogic Australia Pty Ltd	NRLC - EQUIPMENT HIRE & PURCHASE GEN - Water Cooler Rental - February 2025		\$	64.01		
218	EFT24966	12/02/2025	Lombardi Nominees P/L atft Lombardi No.1 Trust t/as Howard Porter			\$	358,928.00		
219	INV 37719	12/12/2024	Lombardi Nominees P/L atft Lombardi No.1 Trust t/as Howard Porter	NO2706 & NO2731 FOUR AXLE SIDE TIPPING TRAILER - Quad Dog Trailer , Inspection , Service Fee , Licence and Insurance Fee		\$	358,928.00		
220	EFT24967	12/02/2025	Ian Graham			\$	143.00		
221	INV 03022025	03/02/2025	Ian Graham	ADMIN - RECRUITMENT & 13 HOUGH ST - OPERATIONS - Internet Charges , Drug and Alcohol Test		\$	143.00		
222	EFT24968	19/02/2025	Department of Human Services			\$	385.37		
223	INV 94	12/02/2025	Department of Human Services	Payroll Deductions/Contributions		\$	385.37		
224	EFT24969	19/02/2025	Easifleet			\$	2,294.27		
225	INV 12/02/2025	18/02/2025	Easifleet	NOVATED LEASE - Various Employees - PPE 10/02/2025		\$	2,294.27		
226	EFT24970	19/02/2025	Australian Services Union Western Australian Branc			\$	26.50		
227	INV 94	12/02/2025	Australian Services Union Western Australian Branc	Payroll Deductions/Contributions		\$	26.50		
228	EFT24971	21/02/2025	Synergy			\$	8,025.56		
229	INV 2058323728	23/01/2025	Synergy	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Electricity Charges 11/12/24 - 07/01/25		\$	1,444.69		
230	INV 2082320442	10/02/2025	Synergy	LIONS PARK MAINTENANCE/OPERATIONS - Electricity Charges 06/12/24 - 07/02/25		\$	149.84		
231	INV 2082320442	10/02/2025	Synergy	LIONS PARK MAINTENANCE/OPERATIONS - Electricity Charges 06/12/24 - 07/02/25		\$	149.84		
232	INV 2046343572	11/02/2025	Synergy	CEMETERY MAINTENANCE/OPERATIONS - Electricity Chages 07/12/24 - 10/02/25		\$	166.65		
233	INV 2002416935	11/02/2025	Synergy	HISTORY HALL BUILDING OPERATIONS - Electricity Charges 07/12/24 - 10/02/25		\$	134.95		
234	INV 2002416633	11/02/2025	Synergy	SHOP 1 84 FEDERAL STREET - Electricity Charges 07/12/24 - 10/02/25		\$	257.25		
235	INV 2074323074	11/02/2025	Synergy	MUSEUM BUILDING OPERATIONS - Electricity Charges 07/12/24 - 10/02/25		\$	235.69		
236	INV 2094290254	12/02/2025	Synergy	LYDEKER DEPOT BUILDING OPERATIONS - Electricity Charges 05/12/24 - 06/02/25		\$	1,106.97		
237	INV 2042341281	13/02/2025	Synergy	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Electricity Charges 08/01/25 - 11/02/25		\$	2,829.38		
238	INV 2030348982	13/02/2025	Synergy	MEMORIAL PARK MAINTENANCE/OPERATIONS - Electricity Charges 07/12/24 - 10/02/25		\$	299.18		
239	INV 2078323139	13/02/2025	Synergy	TOWN HALL BUILDING OPERATIONS - Electricity Charges 07/12/24 - 10/02/25		\$	1,120.22		
240	INV 2002418533	13/02/2025	Synergy	SUNDRY DRY PARKS/RESERVES MAINTENANCE/OPERATIONS - Electricity Charges 10/12/24 - 11/02/25		\$	130.90		

Duplicate. Credit applied to Feb billing

241	EFT24972	21/02/2025	Water Corporation			\$	18,865.94		
242	INV 9007729225	09/12/2024	Water Corporation	30 GRAY ST BUILDING OPERATIONS SUPPLY 55 HANSARD - Water Charges 09/10/24 - 06/12/24	\$	120.35			
243	INV 9007710938	07/02/2025	Water Corporation	LIONS PARK MAINTENANCE/OPERATIONS - Water Charges 26/11/24 - 04/02/25	\$	2,161.88			
244	INV 9007713741	07/02/2025	Water Corporation	MEMORIAL PARK MAINTENANCE/OPERATIONS - Water Charges 27/11/24 - 06/02/25	\$	4,757.73			
245	INV 9007715472	07/02/2025	Water Corporation	SYDNEY HALL PARK MAINTENANCE/OPERATIONS - Water Charges 03/12/24 - 06/02/25	\$	1,692.86			
246	INV 9007713952	07/02/2025	Water Corporation	MACKIE PARK MAINTENANCE/OPERATIONS - Water Charges 27/11/24 - 06/02/25	\$	2,176.18			
247	INV 9007714250	07/02/2025	Water Corporation	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Water Charges 27/11/24 - 06/02/25	\$	3,698.52			
248	INV 9007722699	07/02/2025	Water Corporation	OLD GOLF COURSE (BMX) BUILDING OPERATIONS - Water Charges 04/12/24 - 06/02/25	\$	11.76			
249	INV 9007723317	11/02/2025	Water Corporation	THOMAS HOGG OVAL BUILDINGS OPERATIONS - Water Charges 04/12/24 - 10/02/25	\$	96.01			
250	INV 9007723333	11/02/2025	Water Corporation	MICHAEL BROWN PARK BUILDINGS OPERATIONS - Water Charges 04/12/24 - 10/02/25	\$	94.33			
251	INV 9007731261	12/02/2025	Water Corporation	COMMUNITY GARDEN MAINTENANCE/OPERATIONS - Water Charges 06/12/24 - 11/02/25	\$	1,477.16			
252	INV 9022879352	12/02/2025	Water Corporation	48A GRANT ST - OPERATIONS - Water Charges 05/12/24 - 11/02/25	\$	467.36			
253	INV 9007725558	12/02/2025	Water Corporation	GNARJOIN PARK MAINTENANCE/OPERATIONS - Water Charges 05/12/24 - 11/02/25	\$	1,704.24			
254	INV 9007729225	12/02/2025	Water Corporation	30 GRAY ST BUILDING OPERATIONS SUPPLY 55 HANSARD - Water Charges 06/12/24 - 11/02/25	\$	238.32			
255	INV 9007731288	12/02/2025	Water Corporation	OLD RAILWAY TENNIS BUILDING OPERATIONS - Water Charges 06/12/24 - 11/02/25	\$	72.25			
256	INV 9010739547	13/02/2025	Water Corporation	LYDEKER DEPOT BUILDING OPERATIONS - Water Charges 06/12/24 - 12/02/25	\$	96.99			
257	EFT24973	21/02/2025	Parry's Narrogin			\$	243.95	L	
258	INV 98847	08/01/2025	Parry's Narrogin	PWO - WORKS - PROTECTIVE CLOTHING - 3x Work Shirts and 2x Stretch Cargo Pants	\$	243.95			
259	EFT24974	21/02/2025	Kalinder Family Trust T/a Sports Power Narrogin			\$	35.00	L	
260	INV 25-00001643	14/02/2025	Kalinder Family Trust T/a Sports Power Narrogin	BUILD - OCCUPATIONAL HEALTH & SAFETY - Purchase of Air Horn for Evacuation Drills	\$	35.00			
261	EFT24975	21/02/2025	Westrac Pty Ltd			\$	201.33		
262	INV P10425490	16/12/2024	Westrac Pty Ltd	NO237 2020 CATERPILLAR CW34NN RUBBER TYRED ROLLER - Supply Only Service Filters Oil ,Air and Fuel	\$	201.33			
263	EFT24976	21/02/2025	Moore Australia (WA) Pty Ltd			\$	1,144.00		
264	INV 4611	07/02/2025	Moore Australia (WA) Pty Ltd	ADMIN - TRAINING & DEVELOPMENT - Webinar - Fees and Charges	\$	1,144.00			
265	EFT24977	21/02/2025	It Vision			\$	770.00		
266	INV INITV41728	28/10/2024	It Vision	ADMIN - TRAINING & DEVELOPMENT - Altus Payroll Award Changes	\$	495.00			
267	INV INITV41799	18/11/2024	It Vision	ADMIN - TRAINING & DEVELOPMENT - iNNovate - One Delegate	\$	275.00			
268	EFT24978	21/02/2025	Allans Bobcat And Truck Hire			\$	1,452.00	L	R
269	INV 00001766	29/11/2024	Allans Bobcat And Truck Hire	CEMETERY GRAVE DIGGING - 2x Grave Dig	\$	968.00			
270	INV 00001766	29/11/2024	Allans Bobcat And Truck Hire	CEMETERY GRAVE DIGGING - 1x Grave Dig	\$	484.00			
271	EFT24979	21/02/2025	WA Country Health Service			\$	3,279.10		F
272	INV 665677	13/02/2025	WA Country Health Service	CHSP MEALS ON WHEELS CATERING CONTRACT - Client Meals - January 2025	\$	1,800.70			
273	INV 665746	14/02/2025	WA Country Health Service	CHSP MEALS ON WHEELS CATERING CONTRACT - Client Meals - December 2024	\$	1,478.40			
274	EFT24980	21/02/2025	Public Transport Authority			\$	272.31		
275	INV RCTIDEC24	07/02/2025	Public Transport Authority	ECONOM - TRANSWA COMMISSION - December 2024	\$	94.61			
276	INV RCTUAN25	18/02/2025	Public Transport Authority	ECONOM - TRANSWA COMMISSION - January 2025	\$	177.70			

277	EFT24981	21/02/2025	Narrogin Gasworx			\$ 660.00	L	F
278	INV 84461	12/02/2025	Narrogin Gasworx	CHCP - CLIENT PURCHASES - Primo 8 , Seat Walker	\$ 250.00			
279	INV 84496	13/02/2025	Narrogin Gasworx	CHCP - CLIENT PURCHASES - Shower Chair and Ramp	\$ 410.00			
280	EFT24982	21/02/2025	Narrogin Cottage Homes Inc.			\$ 107.00	L	F
281	INV 30367	30/01/2025	Narrogin Cottage Homes Inc.	CHCP - CLIENT PURCHASES - Supply and Install Hand Rail in Shower	\$ 107.00			
282	EFT24983	21/02/2025	West Australian Newspapers Limited			\$ 880.00		
283	INV 1028037520250131	31/01/2025	West Australian Newspapers Limited	OTHCUJ - AUSTRALIA DAY - Narrogin Observer - Full Page	\$ 880.00			
284	EFT24984	21/02/2025	Fegan Building Surveying			\$ 330.00		R
285	INV 1191	12/02/2025	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Assess Paperwork and Issue Permit for 60 Bannister St. Narrogin	\$ 330.00			
286	EFT24985	21/02/2025	Independence Australia Group			\$ 668.49		F
287	INV 82665806.01	07/02/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - QV & Dermaveen Product	\$ 112.59			
288	INV 82665631.01	07/02/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$ 335.70			
289	INV 8266563102	10/02/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$ 75.00			
290	INV 82678285.01	17/02/2025	Independence Australia Group	CHCP - CLIENT PURCHASES - Continence Products	\$ 145.20			
291	EFT24986	21/02/2025	Farmworks Narrogin Pty Ltd			\$ 225.06	L	
292	INV 111219	07/02/2025	Farmworks Narrogin Pty Ltd	WANDERING ROAD CONSTRUCTION - Supply 30 x 165cm Fieldpost	\$ 225.06			
293	EFT24987	21/02/2025	New Cornwall Hotel			\$ 525.00	L	
294	INV 1858	06/02/2025	New Cornwall Hotel	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Monthly Briefing Session 05/02/2025	\$ 525.00			
295	EFT24988	21/02/2025	Earl Street Physiotherapy			\$ 85.00	L	F
296	INV 0049466	03/02/2025	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Physio Consultation	\$ 85.00			
297	EFT24989	21/02/2025	Narrogin Auto Electrics			\$ 2,285.92	L	
298	INV 268815	04/11/2024	Narrogin Auto Electrics	SMALL PLANT - Heatshrink Kit	\$ 66.84			
299	INV 268973	10/12/2024	Narrogin Auto Electrics	NOD1 TOYOTA HILUX 4X4 2.BL DSL - Supply and Fit Secondary Battery & Plugs	\$ 2,219.08			
300	EFT24990	21/02/2025	Lite n' Easy Pty Ltd			\$ 1,724.46		F
301	INV 7841858	04/02/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 190.11			
302	INV 7866352	04/02/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 75.07			
303	INV 786376	04/02/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 133.52			
304	INV 7866850	04/02/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 180.31			
305	INV 7861930	04/02/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 87.32			
306	INV 7867374	04/02/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 103.70			
307	INV 7846554	04/02/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 106.53			
308	INV 7846574	04/02/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 75.07			
309	INV 7879401	11/02/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 87.32			
310	INV 7857361	11/02/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 106.53			
311	INV 7878546	11/02/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 134.92			
312	INV 7835655	11/02/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 147.45			
313	INV 7879869	11/02/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 221.54			
314	INV 7857379	11/02/2025	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	\$ 75.07			

315	EFT24991	21/02/2025	Flight Plan Digital T/A Live Life Alarms			\$	75.00		F
316	INV 0-00400487	13/02/2025	Flight Plan Digital T/A Live Life Alarms	CHCP - CLIENT PURCHASES - Falls Alarm Annual Renewal	\$	75.00			
317	EFT24992	21/02/2025	PC Harley Family Trust (Narrogin Newsagency)			\$	35.10	L	F
318	INV SN00156431012025	31/01/2025	PC Harley Family Trust (Narrogin Newsagency)	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Newspapers Jessie House	\$	35.10			
319	EFT24993	21/02/2025	Team Global Express Pty Ltd			\$	66.24		
320	INV 0659-T740710	09/02/2025	Team Global Express Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges	\$	66.24			
321	EFT24994	21/02/2025	Cardering Pty Ltd			\$	388.00		F
322	INV 353	04/02/2025	Cardering Pty Ltd	CHCP - CLIENT PURCHASES - Equipment Assessment	\$	388.00			
323	EFT24995	21/02/2025	Mable			\$	259.08		F
324	INV 862156100	19/02/2025	Mable	CHCP - CLIENT PURCHASES - Nursing Clinical Care	\$	259.08			
325	EFT24996	21/02/2025	Tunstall Austalia Pty Ltd			\$	27.45		F
326	INV INV1217779	01/02/2025	Tunstall Austalia Pty Ltd	CHCP - CLIENT PURCHASES - GSM SIM Card Charge	\$	27.45			
327	EFT24997	21/02/2025	JP Upholstery & Canvas			\$	1,960.75	L	
328	INV 73	28/01/2025	JP Upholstery & Canvas	PARKS & GARDENS MAINTENANCE - Shade Sail Repair	\$	1,960.75			
329	EFT24998	21/02/2025	Stratco WA Pty Ltd			\$	21,777.98		
330	INV 2238115	24/01/2025	Stratco WA Pty Ltd	GOOD SHED ROOF AND WALL RESTORATION - Gutter Supplies	\$	21,777.98			
331	EFT24999	21/02/2025	Narrogin Solar Pty Ltd			\$	45,079.00	L	
332	INV REFUND FEB25	18/02/2025	Narrogin Solar Pty Ltd	PLAN - PLANNING APPLICATION FEES - Refund Of Duplicate Invoice Paid 2x	\$	45,079.00			
333	EFT25000	21/02/2025	Lucas Rowland			\$	313.20		
334	INV 20022025	20/02/2025	Lucas Rowland	ADMIN - RECRUITMENT - Pre-Employment Medical , Police Clearance and Drug Test	\$	313.20			
335	EFT25001	26/02/2025	Synergy			\$	21,219.33		
336	INV 2058323727	23/01/2025	Synergy	NRLC - UTILITY - ELECTRICITY - Electricity Charges 11/12/24 - 07/01/25	\$	17,839.38			
337	INV 2010368145	13/02/2025	Synergy	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Electricity Charges 07/12/24 - 10/02/25	\$	161.85			
338	INV 2046347794	17/02/2025	Synergy	BMX PARK - Electricity Charges 13/12/24 - 13/02/25	\$	131.44			
339	INV 2050350561	17/02/2025	Synergy	MICHAEL BROWN PARK BUILDINGS OPERATIONS - Electricity Charges 13/12/24 - 14/02/25	\$	129.36			
340	INV 2070330756	18/02/2025	Synergy	30 GRAY ST BUILDING OPERATIONS SUPPLY 55 HANSARD - Electricity Charges 14/12/24 - 17/02/25	\$	164.01			
341	INV 2010373355	19/02/2025	Synergy	THOMAS HOGG OVAL BUILDINGS OPERATIONS - Electricity Charges 13/12/24 - 13/02/25	\$	1,717.77			
342	INV 2014372565	19/02/2025	Synergy	43 FEDERAL STREET BUILDING OPERATIONS - Electricity Charges 17/12/24 - 18/02/25	\$	344.81			
343	INV 2034365379	19/02/2025	Synergy	48A GRANT ST - OPERATIONS - Electricity Charges 14/12/24 - 17/02/25	\$	156.46			
344	INV 2018370696	20/02/2025	Synergy	CAFE 45 FEDERAL ST BUILDING OPERATIONS - Electricity Charges 17/12/24 - 18/02/25	\$	133.20			
345	INV 2026366987	24/02/2025	Synergy	ARTS NARROGIN & GYMNASISTICS 105 FEDERAL STREET - Electricity Charges 17/12/24 - 18/02/25	\$	441.05			
346	EFT25002	26/02/2025	Narrogin Packaging			\$	688.60	L	PF
347	INV 00092503	03/02/2025	Narrogin Packaging	CEMETERY MAINTENANCE/OPERATIONS - Plumbers Tape and Screw Cap Poly	\$	7.90			
348	INV 00092552	05/02/2025	Narrogin Packaging	LIBRARY BUILDING MAINTENANCE - Adapter , Sprinklers , Poly Nipple and Hunter Nozzles	\$	39.20			
349	INV 00092551	05/02/2025	Narrogin Packaging	MUSEUM BUILDING MAINTENANCE - Valve Box	\$	29.00			
350	INV 00092745	19/02/2025	Narrogin Packaging	VARIOUS DEPARTMENTS - Toilet Rolls and Vinyl Gloves	\$	417.50			
351	INV 00092746	19/02/2025	Narrogin Packaging	ADMIN OFFICE BUILDING MAINTENANCE - Toilet Roll , Interleave Towel and Bin Liner	\$	195.00			

352	EFT25003	26/02/2025	Great Southern Fuels			\$	28,688.98	L		
353	INV D2207437	18/02/2025	Great Southern Fuels	STOCK - PURCHASE OF STOCK MATERIALS - 16,500L of Diesel		\$	28,688.98			
354	EFT25004	26/02/2025	Water Corporation			\$	13,405.06			
355	INV 9007713418	07/02/2025	Water Corporation	LIBRARY BUILDING OPERATIONS - Water Charges 27/11/24 - 06/02/25		\$	49.34			
356	INV 9007721610	07/02/2025	Water Corporation	NRLC - UTILITY - WATER - Swimming Pool - Water Charges 04/12/24 - 06/02/25		\$	9,862.63			
357	INV 9013776554	17/02/2025	Water Corporation	HIGHBURY PUBLIC TOILETS OPERATIONS - Water Charges 11/12/24 - 14/02/25		\$	82.29			
358	INV 9007669306	17/02/2025	Water Corporation	HISTORY HALL BUILDING OPERATIONS - Electricity Charges 11/12/24 - 14/02/25		\$	479.06			
359	INV 9007800191	17/02/2025	Water Corporation	STANDPIPE MAINTENANCE/OPERATIONS - Water Charges 11/12/24 - 14/02/25		\$	2,931.74			
360	EFT25005	26/02/2025	Landgate			\$	97.49			
361	INV 400730	24/01/2025	Landgate	RATES - VALUATION EXPENSES - Gross Rental Valuation 12/10/24 - 20/12/24		\$	50.31			
362	INV 401090	10/02/2025	Landgate	RATES - VALUATION EXPENSES - Rural UV Interim Valuation Shared 09/11/24 - 31/01/25		\$	47.18			
363	EFT25006	26/02/2025	DFES Department of Fire & Emergency Services			\$	96,189.35			
364	INV 158879	21/02/2025	DFES Department of Fire & Emergency Services	FESA ESL LIABILITY - 2024/25 ESL 3rd Quarter Contribution		\$	96,189.35			
365	EFT25007	26/02/2025	RJ Smith Engineering			\$	529.00	L		
366	INV DI23616	10/02/2025	RJ Smith Engineering	NO4 2010 NISSAN UD TIP TRUCK AUTO - Supply Air Actuated Butterfly Valve and Air Actuator Valve		\$	471.00			
367	INV DI23665	11/02/2025	RJ Smith Engineering	ROADM - WORKSHOP/DEPOT EXPENSED EQUIPMENT - Supply One Roll Resin Core Solder		\$	58.00			
368	EFT25008	26/02/2025	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthil			\$	340.00			
369	INV PI23067023	11/02/2025	Octave Holdings Pty Ltd T/as Narrogin Toyota, Mazda & Narrogin Sthil	PARKS & GARDENS MAINTENANCE - New Blower		\$	340.00			
370	EFT25009	26/02/2025	Narrogin Chamber Of Commerce			\$	200.00	L		
371	INV INV-0346	05/02/2025	Narrogin Chamber Of Commerce	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Staff Innovation and Recognition Award		\$	200.00			
372	EFT25010	26/02/2025	Food With Flair			\$	2,211.47			
373	INV 13022025	13/02/2025	Food With Flair	SUSPENSE ACCOUNT - Refund for Overpaid Debtors Account - BPAY to Rates Incorrect		\$	2,211.47			
374	EFT25011	26/02/2025	Narrogin Flying Club			\$	75.63	L		
375	INV INV0272	12/02/2025	Narrogin Flying Club	AIRSTrip & GROUNDS MAINTENANCE/OPERATIONS - Electricity - Shire Service Charge Contribution - 27/11/24 - 28/01/25		\$	75.63			
376	EFT25012	26/02/2025	Narrogin Auto Centre			\$	530.05	L		
377	INV 339910	20/02/2025	Narrogin Auto Centre	2021 ISUZU OUTLANDER EXCCED 2.4L ONO - 30,000km Service		\$	530.05			
378	EFT25013	26/02/2025	Regional Communication Solutions			\$	880.00	L		
379	INV INV-2562	17/02/2025	Regional Communication Solutions	OCKLEY WATER TANK 130,000 LITRE - AGBOT Monitor Cellular Kit		\$	880.00			
380	EFT25014	26/02/2025	Kulker Carpentry And Construction			\$	11,319.00	L		
381	INV IV0000001217	03/02/2025	Kulker Carpentry And Construction	OTHCUl - CHRISTMAS LIGHTS - Remove Christmas Lights from Mackie Park Tree		\$	319.00			
382	INV IV00000001219	17/02/2025	Kulker Carpentry And Construction	GOOD SHED ROOF AND WALL RESTORATION - Post Replacements and Retaining Wall		\$	11,000.00			
383	EFT25015	26/02/2025	Elgas			\$	7,719.78			
384	INV 0361095087	03/02/2025	Elgas	NRLC - UTILITY - GAS - Gas Supplied - 3,268L		\$	6,060.11			
385	INV 0361094703	07/02/2025	Elgas	NRLC - UTILITY - GAS - Gas Supplied 895L		\$	1,659.67			
386	EFT25016	26/02/2025	BMR Mechanical Pty Ltd			\$	6,162.10	L		
387	INV INV-3494	07/02/2025	BMR Mechanical Pty Ltd	NO1 2018 NISSAN UD TIP TRUCK - Diagnose Faults and Repair Sensors, Plug Kit, Pressure Relief Circuit and Replace Water Pump		\$	6,162.10			

388	EFT25017	26/02/2025	Narrogin & Districts Plumbing Service			\$	2,233.00	L		
389	INV INV-2192	12/02/2025	Narrogin & Districts Plumbing Service	NARROGIN REGIONAL LEISURE CENTRE BUILDING MAINTENANCE - Replace 4x Shower Tap and 5x Basin Taps	\$	2,233.00				
390	EFT25018	26/02/2025	ASSA ABLOY Australia Pty Limited			\$	327.44			
391	INV IN02902808	15/01/2025	ASSA ABLOY Australia Pty Limited	VARIOUS DEPARTMENTS - Town Hall Master Key & Brass Body Padlock	\$	327.44				
392	EFT25019	26/02/2025	Epic Fire Solutions T/As MCG Fire Services			\$	324.50			
393	INV INV-4431	13/02/2025	Epic Fire Solutions T/As MCG Fire Services	TOWN HALL BUILDING OPERATIONS - Monthly FDAS and EVAC Test January 2025	\$	324.50				
394	EFT25020	26/02/2025	D&L Studio Pty Ltd T/A Metal Artwork Badges			\$	15.24			
395	INV 30678	13/02/2025	D&L Studio Pty Ltd T/A Metal Artwork Badges	ADMIN - PRINTING & STATIONERY - Staff Name Badges	\$	15.24				
396	EFT25021	26/02/2025	Elders Real Estate Pty Ltd			\$	96.10	L		
397	INV 7029	14/02/2025	Elders Real Estate Pty Ltd	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Water Charges 27/11/24 - 06/02/25	\$	96.10				
398	EFT25022	26/02/2025	InterFire Agencies			\$	41.16			
399	INV INV-21762	04/02/2025	InterFire Agencies	ESL - BFB GENERAL EXPENSES - Glove - Wildland Large	\$	41.16				
400	EFT25023	26/02/2025	Narrogin Fruit Trading Pty Ltd			\$	500.94	L		
401	INV INV-1329	21/02/2025	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - February Ordinary Council Meeting	\$	500.94				
402	EFT25024	26/02/2025	Team Global Express Pty Ltd			\$	332.11			
403	INV 0660-T740710	16/02/2025	Team Global Express Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges	\$	332.11				
404	EFT25025	26/02/2025	Coca Cola Euro Pacific			\$	793.07		R	
405	INV 0236034300	12/02/2025	Coca Cola Euro Pacific	NRLC - GENERAL KIOSK SUPPLIES - Kiosk Stock	\$	793.07				
406	EFT25026	26/02/2025	Armada Audit Services Pty Ltd			\$	3,850.00			
407	INV 18356	21/02/2025	Armada Audit Services Pty Ltd	OTHGOV - AUDIT FEES - Fee for the Audit of Roads to Recovery Certification 2023/24	\$	3,850.00				
408	EFT25027	26/02/2025	Officeworks Ltd			\$	54.95			
409	INV 619895596	06/02/2025	Officeworks Ltd	NRLC - PROGRAM COSTS - Battery Charger for Group Fitness Equipment	\$	54.95				
410	EFT25028	26/02/2025	Warda Kadak Pty Ltd			\$	4,353.25			
411	INV INV-0216	14/02/2025	Warda Kadak Pty Ltd	WANDERING ROAD CONSTRUCTION - Traffic Management - 2 Controllers and 2 Vehicles Plus Lights 10/02/25 - 11/02/25	\$	4,353.25				
412	EFT25029	26/02/2025	Modus Australia			\$	46,398.00			
413	INV S12000639	21/02/2025	Modus Australia	GOOD SHED ROOF AND WALL RESTORATION - New Toilet Block & Delivery Charges - Yarra 1.5 Toilet Building	\$	46,398.00				
414	EFT25030	26/02/2025	Adsamotion Pty Ltd t/as Sheffield Animal Traps			\$	1,700.00			
415	INV 31134	19/12/2024	Adsamotion Pty Ltd t/as Sheffield Animal Traps	ANIMAL POUND OPERATIONS - Cat Trap with Long Handles	\$	1,700.00				
416	EFT25031	26/02/2025	K.H Ho & T.Truong			\$	899.88			
417	INV A289300	25/02/2025	K.H Ho & T.Truong	Rates refund for assessment A289300 52 NORTHWOOD STREET NARROGIN WA 6312	\$	899.88				
418	EFT25032	27/02/2025	Department of Human Services			\$	385.37			
419	INV 95	26/02/2025	Department of Human Services	Payroll Deductions/Contributions	\$	385.37				
420	EFT25033	27/02/2025	Easifleet			\$	2,294.27			
421	INV 26/02/2025	27/02/2025	Easifleet	NOVATED LEASE - Various Employees - PPE 24/02/2025	\$	2,294.27				
422	EFT25034	27/02/2025	Australian Services Union Western Australian Branc			\$	26.50			
423	INV 95	26/02/2025	Australian Services Union Western Australian Branc	Payroll Deductions/Contributions	\$	26.50				
424	EFT25035	28/02/2025	Easifleet			\$	144.74			
425	INV 07/02/2025 ITC	28/02/2025	Easifleet	GST INPUT (ASSET) - ITC Salary Sacrifice 01/01/2025 - 31/01/2025 Various Employees	\$	144.74				
						EFT Total	\$	914,782.11		

	Direct Debits	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
426	DD11201.1	11/02/2025	Elders Real Estate Pty Ltd			\$ 1,386.67	L	
427	INV EMDRSRENT030225	03/02/2025	Elders Real Estate Pty Ltd	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent 03/02/2025	\$ 1,386.67			
428	DD11201.2	01/02/2025	CRISP Wireless			\$ 1,317.80	L	
429	INV 202501001366	01/02/2025	CRISP Wireless	ADMIN & NRLC - INFORMATION SYSTEMS - Monthly Charges February 2025	\$ 1,317.80			
430	DD11201.3	03/02/2025	Les Mills Asia Pacific			\$ 946.93		
431	INV LMB1273861	03/02/2025	Les Mills Asia Pacific	NRLC - LICENCES & SUBSCRIPTIONS - Group Fitness Licence February 2025	\$ 946.93			
432	DD11218.1	03/02/2025	Beam			\$ 30,437.70		
433	INV PPE27/01/2025	03/02/2025	Beam	SUPERANNUATION CONTRIBUTION - Pay Run 92 - PPE 27/01/2025	\$ 30,437.70			
434	DD11218.2	13/02/2025	Beam			\$ 30,595.28		
435	INV PPE10/02/2025	13/02/2025	Beam	SUPERANNUATION CONTRIBUTION - Pay Run 94 - PPE 10/02/2025	\$ 30,595.28			
436	DD11219.1	18/02/2025	Australian Taxation Office			\$ 46,309.00		
437	INV PAYGPPE10/02/2025	18/02/2025	Australian Taxation Office	PAYG TAX - PAYG Tax Withholding PPE 10/02/2025	\$ 46,309.00			
438	DD11232.2	12/02/2025	Department of Transport			\$ 19,609.20		
439	INV 20250212	12/02/2025	Department of Transport	DEPT OF TRANSPORT 12/02/2025	\$ 19,609.20			
440	DD11232.3	13/02/2025	Department of Transport			\$ 18,263.10		
441	INV 20250213	13/02/2025	Department of Transport	DEPT OF TRANSPORT 13/02/2025	\$ 18,263.10			
442	DD11232.4	14/02/2025	Department of Transport			\$ 14,650.15		
443	INV 20250214	14/02/2025	Department of Transport	DEPT OF TRANSPORT 14/02/2025	\$ 14,650.15			
444	DD11232.6	03/02/2025	Department of Transport			\$ 9,175.20		
445	INV 20250203	03/02/2025	Department of Transport	DEPT OF TRANSPORT 03/02/2025	\$ 9,175.20			
446	DD11232.7	04/02/2025	Department of Transport			\$ 14,764.15		
447	INV 20250204	04/02/2025	Department of Transport	DEPT OF TRANSPORT 04/02/2025	\$ 14,764.15			
448	DD11232.8	05/02/2025	Department of Transport			\$ 9,688.75		
449	INV 20250205	05/02/2025	Department of Transport	DEPT OF TRANSPORT 05/02/2025	\$ 9,688.75			
450	DD11232.9	06/02/2025	Department of Transport			\$ 13,540.30		
451	INV 20250206	06/02/2025	Department of Transport	DEPT OF TRANSPORT 06/02/2025	\$ 13,540.30			
452	DD11233.1	06/02/2025	Zefari Pty Ltd			\$ 380.00	L	
453	INV 06022025	06/02/2025	Zefari Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 06/02/2025	\$ 380.00			
454	DD11233.2	13/02/2025	Zefari Pty Ltd			\$ 380.00	L	
455	INV 13022025	13/02/2025	Zefari Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 13/02/2025	\$ 380.00			
456	DD11233.3	20/02/2025	Zefari Pty Ltd			\$ 380.00	L	
457	INV 20/02/2025	20/02/2025	Zefari Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 20/02/2025	\$ 380.00			
458	DD11233.4	01/02/2025	Sandwal Pty Ltd			\$ 865.70		
459	INV INV-4719	01/02/2025	Sandwal Pty Ltd	CHSP & CHCP- INFORMATION SYSTEMS - Monthly Charges February 2025	\$ 865.70			
460	DD11238.1	17/02/2025	Department of Transport			\$ 6,110.60		
461	INV 20250217	17/02/2025	Department of Transport	DEPT OF TRANSPORT 17/02/2025	\$ 6,110.60			
462	DD11238.2	18/02/2025	Department of Transport			\$ 13,128.30		
463	INV 20250218	18/02/2025	Department of Transport	DEPT OF TRANSPORT 18/02/2025	\$ 13,128.30			
464	DD11238.3	19/02/2025	Department of Transport			\$ 9,990.00		

465	INV 20250219	19/02/2025	Department of Transport	DEPT OF TRANSPORT 19/02/2025	\$	9,990.00			
466	DD11238.4	20/02/2025	Department of Transport				\$	20,074.90	
467	INV 20250220	20/02/2025	Department of Transport	DEPT OF TRANSPORT 20/02/2025	\$	20,074.90			
468	DD11242.1	26/02/2025	Telstra				\$	1,178.25	
469	INV K003488551-6	12/02/2025	Telstra	VARIOUS DEPARTMENTS - Telephone Charges January 2025	\$	1,178.25			
470	DD11251.1	27/02/2025	Sandwai Pty Ltd				\$	(865.70)	F
471	INV INV-4719	01/02/2025	Sandwai Pty Ltd	CHSP - INFORMATION SYSTEMS - Monthly Charges February 2025	\$	(865.70)			
472	DD11251.2	01/02/2025	Sandwai Pty Ltd				\$	865.70	F
473	INV INV-4719	01/02/2025	Sandwai Pty Ltd	CHCP & CHSP- INFORMATION SYSTEMS - Monthly Charges January 2024	\$	865.70			
474	DD11253.1	27/02/2025	Australian Taxation Office				\$	46,241.00	
475	INV PAYGPPE24022025	27/02/2025	Australian Taxation Office	PAYG TAX - PAYG Tax Withholding PPE 24/02/2025	\$	46,241.00			
476	DD11256.1	26/02/2025	Xero				\$	70.00	F
477	INV INV-41629954	26/02/2025	Xero	CHSP & CHCP - INFORMATION SYSTEMS - Xero Monthly Subscriptions 26/02/25 - 25/03/25	\$	70.00			
478	DD11261.1	27/02/2025	Beam				\$	31,548.82	
479	INV SUPERPPE240225	27/02/2025	Beam	PAYROLL CREDITORS - Superannuation contribution PPE 24/02/2025	\$	31,548.82			
480	DD11262.1	24/02/2025	Department of Transport				\$	7,249.70	
481	INV 20250224	24/02/2025	Department of Transport	DEPARTMENT OF TRANSPORT 24/02/2025	\$	7,249.70			
482	DD11262.2	21/02/2025	Department of Transport				\$	7,143.75	
483	INV 20250221	21/02/2025	Department of Transport	DEPARTMENT OF TRANSPORT 21/02/2025	\$	7,143.75			
484	DD11263.1	27/02/2025	Zefari Pty Ltd				\$	380.00	L
485	INV EMTRSRENT270225	27/02/2025	Zefari Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 27/02/25	\$	380.00			
486	DD11232.10	07/02/2025	Department of Transport				\$	11,772.80	
487	INV 20250207	07/02/2025	Department of Transport	DEPT OF TRANSPORT 07/02/2025	\$	11,772.80			
488	DD11232.11	10/02/2025	Department of Transport				\$	11,289.35	
489	INV 20250210	10/02/2025	Department of Transport	DEPT OF TRANSPORT 10/02/2025	\$	11,289.35			
490	DD11232.12	11/02/2025	Department of Transport				\$	12,541.75	
491	INV 20250211	11/02/2025	Department of Transport	DEPT OF TRANSPORT 11/02/2025	\$	12,541.75			
					Direct Debit Total	\$	391,409.15		

	Fuel Card	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
493	EFT24890	07/02/2025	Great Southern Fuels	VARIOUS DEPARTMENTS - Fuel Charges 01/01/2025 - 31/01/25		\$ 5,995.43	L	
494	INV JANUARY2025	31/01/2025	Great Southern Fuels	009NGN TOYOTA COROLLA HATCH 2020 (p43)	\$ 139.98			
495	INV JANUARY2025	31/01/2025	Great Southern Fuels	032NGN MITSUBISHI ECLIPSE CROSS PHEV 2024 (EHO Vehicle) (P65A)	\$ 156.36			
496	INV JANUARY2025	31/01/2025	Great Southern Fuels	0NGN 2021 ISUZU MUX EMCCS Vehicle (P5)	\$ 373.06			
497	INV JANUARY2025	31/01/2025	Great Southern Fuels	2021 ISUZU Outlander EXCCED 2.4L (EMTRS) ONG - (P700)	\$ 248.50			
498	INV JANUARY2025	31/01/2025	Great Southern Fuels	1NGN 2023 TOYOTA PRADO (CEO) (P1)	\$ 350.51			
499	INV JANUARY2025	31/01/2025	Great Southern Fuels	990NGBN Toyota Coaster 2.8L Diesel 6AT Delux (P56)	\$ 127.15			
500	INV JANUARY2025	31/01/2025	Great Southern Fuels	2024 Mitsubishi Eclipse Cross Wagon PHEV ASPIRE AWD (NGN0)	\$ 428.40			
501	INV JANUARY2025	31/01/2025	Great Southern Fuels	NGN00 2021 Toyota Kluger GX AWD Pet Wagon (EMDRS) (P2)	\$ 669.39			
502	INV JANUARY2025	31/01/2025	Great Southern Fuels	NGN11555 2022 Toyota Corolla (NHC) (P15)	\$ 58.04			
503	INV JANUARY2025	31/01/2025	Great Southern Fuels	NGN324 2024 MAZDA BT-50C	\$ 121.56			
504	INV JANUARY2025	31/01/2025	Great Southern Fuels	NGN219 2022 NISSAN X-TRAIL (CATS) (P14)	\$ 453.47			
505	INV JANUARY2025	31/01/2025	Great Southern Fuels	NGN417 2023 New Isuzu DMax Space Cab Ranger Vehicle (P7)	\$ 204.36			
506	INV JANUARY2025	31/01/2025	Great Southern Fuels	NGN839 2019 Toyota Corolla Cross 2WD 2.0L (P44) (CHCP)	\$ 124.66			
507	INV JANUARY2025	31/01/2025	Great Southern Fuels	SMALL PLANT - HOMECARE	\$ 37.67			
508	INV JANUARY2025	31/01/2025	Great Southern Fuels	NO01 TOYOTA HILUX 4X4 2.8I DSL (P967)	\$ 474.82			
509	INV JANUARY2025	31/01/2025	Great Southern Fuels	2023 Toyota Hilux Dual Cab - Senior Ranger (P8163) - NO05	\$ 461.51			
510	INV JANUARY2025	31/01/2025	Great Southern Fuels	N05020 ISUZU FTS800 FIRE UNIT (WORKS) (P959)	\$ 417.79			
511	INV JANUARY2025	31/01/2025	Great Southern Fuels	NO209 ISUZU FTS139/260 FIRE UNIT	\$ 750.49			
512	INV JANUARY2025	31/01/2025	Great Southern Fuels	NGN227 2021 TOYOTA COROLA NHC) (P28)	\$ 59.79			
513	INV JANUARY2025	31/01/2025	Great Southern Fuels	NGN182 TOYOTA HILUX 4x2 Workmate Utility (NHC)	\$ 77.12			
514	INV JANUARY2025	31/01/2025	Great Southern Fuels	NGN847 2023 Mazda CX-5 6 Auto G25 Touring Petrol (P10)	\$ 260.80			
Fuel Card Total					\$ 5,995.43			

	Coles Card	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
515	EFT24965	12/02/2025	WEX Australia Pty Ltd	VARIOUS DEPARTMENTS - Coles Account January 2025		\$ 1,067.28		PF
516	INV 215	31/01/2025	WEX Australia Pty Ltd	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Coles Account January 2025	\$ 159.83			
517	EFT24965	12/02/2025	WEX Australia Pty Ltd	OTHCUL - AUSTRALIA DAY - Coles Account January 2025	\$ 250.99			
518	INV 215	31/01/2025	WEX Australia Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Coles Account January 2025	\$ 37.70			
519	EFT24965	12/02/2025	WEX Australia Pty Ltd	TOWN HALL (FEDERAL ST) BUILDING OPERATIONS - Coles Account January 2025	\$ 8.00			
520	INV 215	31/01/2025	WEX Australia Pty Ltd	OTHCUL - AUSTRALIA DAY - Coles Account January 2025	\$ 356.90			
521	EFT24965	12/02/2025	WEX Australia Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Coles Account January 2025	\$ 166.26			
522	INV 215	31/01/2025	WEX Australia Pty Ltd	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Coles Account January 2025	\$ 87.60			
Coles Card Total					\$ 1,067.28			

	Credit Card	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
523	DD11128.7	17/01/2025	General Credit Card Purchases			\$ 622.50		
524	INV PRDEC2024-9	20/12/2024	General Credit Card Purchases	LIB - MINOR ASSET PURCHASES - Communication Board	\$ 335.00			
525	INV PRDEC2024-10	23/12/2024	General Credit Card Purchases	CHSP - TRAINING & DEVELOPMENT - Behaviour Support Planning Course	\$ 287.50			F

528	DD11193.2	13/01/2025	General Credit Card Purchases			\$ 535.60		F
529	INV PRIAN2025-2	13/01/2025	General Credit Card Purchases	CHCP CBDC OTHER EXPENSES - Meals for Jessie House Group	\$ 535.60			
530	DD11193.3	29/01/2025	General Credit Card Purchases			\$ 528.60		F
531	INV PRIAN2025-3	29/01/2025	General Credit Card Purchases	CHCP CBDC OTHER EXPENSES - Meals for Jessie House Group	\$ 528.60			
532	DD11195.1	03/01/2025	General Credit Card Purchases			\$ 361.88		
533	INV DSIAN2025-1	03/01/2025	General Credit Card Purchases	ADMIN - INFORMATION SYSTEMS - Amazon Account AI App - December 2024	\$ 0.80			
534	INV DSIAN2025-2	03/01/2025	General Credit Card Purchases	FIRE PREVENTION/BURNING/CONTROL - Message4U Top Up Account - Fire Prevention Control January2025	\$ 361.08			
535	DD11195.2	08/01/2025	General Credit Card Purchases			\$ 17.78		
536	INV DSIAN2025-3	08/01/2025	General Credit Card Purchases	FIRE PREVENTION/BURNING/CONTROL - Message4U Top Up Account - November 2024	\$ 17.78			
537	DD11195.3	29/01/2025	General Credit Card Purchases			\$ 324.50		
538	INV DSIAN2025-4	29/01/2025	General Credit Card Purchases	ADMIN - ADVERTISING - Advertisement for CDO Position	\$ 324.50			
539	DD11227.1	06/01/2025	General Credit Card Purchases			\$ 93.70		
540	INV IGIAN2025-1	06/01/2025	General Credit Card Purchases	OTHFUL - AUSTRALIA DAY - Certificate Frames - Citizen of the Year Award Ceremony	\$ 93.70			
541	DD11227.2	08/01/2025	General Credit Card Purchases			\$ 198.95		
542	INV IGIAN2025-2	08/01/2025	General Credit Card Purchases	OTHFUL - AUSTRALIA DAY - Temporary Tattoos for Kids and Shipping Fee	\$ 198.95			
543	DD11227.3	10/01/2025	General Credit Card Purchases			\$ 21.15		
544	INV IGIAN2025-3	10/01/2025	General Credit Card Purchases	FAST FILL TRAILER ESL - BUSHFIRE - 1UAF064 Vehicle Licence Renewal 2024/25	\$ 21.15			
545	DD11227.4	29/01/2025	General Credit Card Purchases			\$ 30.00		
546	INV IGIAN2025-4	29/01/2025	General Credit Card Purchases	INVEST - BANK FEES AND CHARGES - Annual Fee	\$ 30.00			
Credit Card Total					\$ 2,734.66			

Payroll	Date	Name	Description	Invoice Amount	Payment Total	Type	Funding
548	PAYROLL	PAYROLL			\$ 373,940.29		
		PAYROLL		\$ 185,580.70			
		PAYROLL	Pay 36 - 24/02/2025	\$ 188,359.59			
Payroll Total				\$ 373,940.29			

ABBREVIATIONS			Cheque Total (Less TD)	\$	1,004.13	0.076%
PF	Partially Funded		EFT Total*	\$	914,782.11	69.460%
I	Insurance		Direct Debit Total	\$	391,409.15	29.720%
F	Funded		Credit Card Total	\$	2,734.66	0.208%
L	Local Supplier		Trust Total	\$	-	
R	Recoverable		Coles Card Total	\$	1,067.28	0.081%
PR	Partially Recoverable		Fuel Cards Total	\$	5,995.43	0.455%
G	Grant		Subtotal	\$	1,316,992.76	
			Term Deposits (TD)	\$	-	
			Payroll Total*	\$	373,940.29	
			Subtotal	\$	373,940.29	
			Synergy List of Accounts - Municipal Bank Account	\$	1,314,258.12	100.000%
			Credit Cards - Processed as at date of Direct Debit	\$	2,734.66	
			Synergy List of Accounts -Trust Bank Account	\$	-	
			Payroll	\$	373,940.29	
			Variance	\$	0.00	
			Non Local Suppliers	\$	744,019.09	56.494%
			Local Suppliers	\$	199,033.38	15.113%
			Employees	\$	373,940.29	28.393%
			Combined Total	\$	1,316,992.76	100.000%

10.3.2 MONTHLY FINANCIAL REPORTS – FEBRUARY 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	12 March 2025
Author	Therese Walker – Acting Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Monthly Financial Report for February 2025; and 2. Capital Projects Tracker for February 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

Council is requested to review the February 2025 Monthly Financial Reports.

Consultation

Consultation has been undertaken with the Chief Executive Officer.

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 February 2025 Monthly Financial Reports, noting that Council is advised of the following matters:

- Budgets have been updated in accordance with adopted budget amendments for the financial year up to 31 January 2025;
- The post-adoption of the 2024/25 Budget Review, officers identified a numerical transposition error in the budget review calculations. The original budget amount of \$49,848 for Job IF165 was inadvertently transposed as \$49,484, resulting in an amended budget surplus of \$364 for the year-ended 30th June 2025. To resolve this and maintain a balanced budget, a budget amendment is

required to increase the 2024/25 Amended Budget for Job IF165 to \$19,848 from \$19,484 (an increase of \$364). This is addressed in Officer's Recommendation Part 2 in this report;

- Rates received to date is 82% of the total to be collected, with \$1.29M to be collected as at 28 February 2025 (compared with 82% and \$1.15M as at February 2024). It should be noted that of this amount there is approximately \$195k related to Pensioner Rate Deferments;
- The current amount of \$22,817 for 90+ day debts include an outstanding amount of \$22k 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 28 February 2025 was \$7.89M.

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 I 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 February 2025 Monthly Financial Report is presented for review.

Voting Requirements

Whilst a Simple Majority is required for Part 1, an Absolute Majority is required for Part 2.

OFFICERS' RECOMMENDATION PART 1 OF 2 AND COUNCIL RESOLUTION 260325.09

Moved: Cr Broad

Seconded: Cr Wiese

That with respect to the Monthly Financial Reports for February 2025, Council note the Reports as presented.

CARRIED 6/0

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

Against: Nil

OFFICERS' RECOMMENDATION PART 2 OF 2 AND COUNCIL RESOLUTION 260325.10

Moved: Cr Broad

Seconded: Cr Fisher

That Council adopt the 2024/25 Budget Amendment as follows:

Increase the 2024/25 Amended Budget for Job IF165 by \$364 from \$19,484 to \$19,848, resulting in an estimated forecast closing surplus/(deficit) position as at 30 June 2025 of \$0.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

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

Against: Nil

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 28 FEBRUARY 2025



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

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STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 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	6,057,613	6,047,751	(9,862)	(0%)	
Grants, Subsidies and Contributions	9	1,977,666	1,963,956	1,387,201	1,623,485	236,285	15%	▲
Profit on Asset Disposal	12	48,262	48,262	38,247	48,083	9,836	20%	
Fees and Charges		3,019,686	2,969,686	2,182,358	2,352,041	169,683	7%	
Service Charges		0	0	0	0	0		
Interest Earnings		524,000	624,000	270,820	371,272	100,452	27%	▲
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0		
Other Revenue		324,984	324,984	184,482	212,538	28,056	13%	▲
		11,953,147	11,989,437	10,120,721	10,655,171	534,450	5%	
Expenditure from operating activities								
Employee Costs		(7,378,981)	(7,309,742)	(4,840,256)	(4,254,766)	585,490	14%	▲
Materials and Contracts		(3,843,571)	(3,935,810)	(2,525,959)	(2,062,672)	463,287	22%	▲
Utilities Charges		(1,048,742)	(1,048,742)	(719,231)	(639,615)	79,616	12%	▲
Depreciation (Non-Current Assets)		(3,358,620)	(3,358,620)	(2,238,976)	(3,080,050)	(841,074)	(27%)	▼
Finance Costs		(73,468)	(73,468)	(48,469)	(30,129)	18,340	61%	▲
Insurance Expenses		(367,990)	(367,990)	(356,758)	(381,271)	(24,513)	(6%)	
Loss on Asset Disposal	12	(31,343)	(31,343)	(20,888)	(19,115)	1,773	9%	
Other Expenditure		(361,761)	(644,562)	(251,059)	(129,381)	121,678	94%	▲
		(16,464,476)	(16,770,277)	(11,001,596)	(10,597,000)	404,596		
Operating activities excluded from budget								
Add Back Depreciation		3,358,620	3,358,620	2,238,976	3,080,050	841,074	27%	▲
Adjust (Profit)/Loss on Asset Disposal	11	(16,919)	(16,919)	(17,359)	(28,969)	(11,610)	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)	(1,417,442)	1,340,742	3,109,252	1,768,511		
INVESTING ACTIVITIES								
Non-Operating Grants, Subsidies and Contributions	9	9,531,876	9,779,324	6,652,527	1,669,201	(4,983,326)	(299%)	▼
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)	(9,178,297)	(2,663,166)	(164,123)	2,499,043	1523%	▲
Plant and Equipment	8	(2,817,136)	(3,071,891)	(1,551,371)	(1,147,553)	403,818	35%	▲
Furniture and Equipment	8	(87,400)	(97,400)	(75,964)	(41,909)	34,055	81%	▲
Infrastructure Assets - Roads	8	(2,627,397)	(2,627,397)	(625,276)	(1,448,870)	(823,594)	(57%)	▼
Infrastructure Assets - Footpaths	8	(277,599)	(277,235)	(171,832)	0	171,832	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)	(611,700)	(311,691)	(217,525)	94,166	43%	▲
Proceeds from Disposal of Assets	8	407,000	407,000	293,656	256,709	(36,947)	(14%)	▼
Proceeds from Sale of Investments		0	0	0	0	0		
Amount attributable to investing activities		(6,850,460)	(6,952,596)	958,883	(1,094,070)	(2,052,953)		
FINANCING ACTIVITIES								
Proceeds from New Debentures	13	4,346,000	4,346,000	2,846,000	0	(2,846,000)	(100%)	▼
Proceeds from Advances		0	0	0	0	0		
Principal Repayment of Debentures	13	(189,114)	(189,114)	(97,275)	(111,384)	(14,109)	(13%)	
Principal Repayment of Lease Financing	13	(23,585)	(23,585)	(15,728)	0	15,728	100%	▲
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	10	2,386,449	2,654,250	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	5,120,602	2,732,997	(111,384)	(2,844,381)		
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)	(1,417,442)	1,340,742	3,109,252	1,768,511	57%	▲
Amount attributable to investing activities		(6,850,460)	(6,952,596)	958,883	(1,094,070)	(2,052,953)	188%	
Amount attributable to financing activities		5,121,542	5,120,602	2,732,997	(111,384)	(2,844,381)	2554%	
Surplus or deficit at the end of the financial year	3	0	364	8,282,422	5,153,598	(3,128,824)		

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 28 FEBRUARY 2025**

**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	236,285	15%	▲	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	100,452	27%	▲	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	28,056	13%	▲	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	585,490	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	463,287	22%	▲	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	79,616	12%	▲	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)	(841,074)	(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.
Finance Costs	18,340	61%	▲	Timing	Variance due to timing of loan payments.
Other Expenditure	121,678	94%	▲	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	(4,983,326)	(299%)	▼	Timing	Actual income relating RRG and WSNF 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	(36,947)	(14%)	▼	Timing	Asset disposals have occurred in advance of budget phasing.
Capital Acquisitions	2,967,320	(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					
Proceeds from New Debentures	-2846000	-1	▼	Timing	Loan associated with staff housing. Application for loan is approved, waiting for the disbursement.

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 28 FEBRUARY 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.

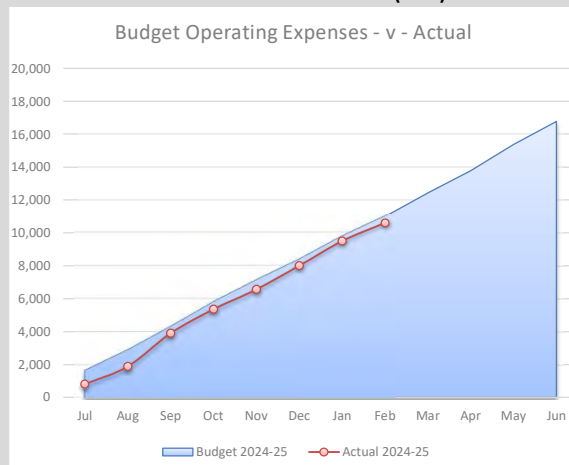
ROUNDING OFF FIGURES

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

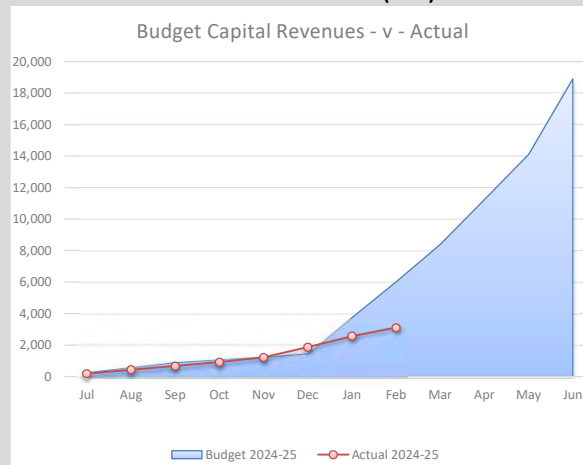
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2025

MONTHLY SUMMARY INFORMATION
GRAPHS

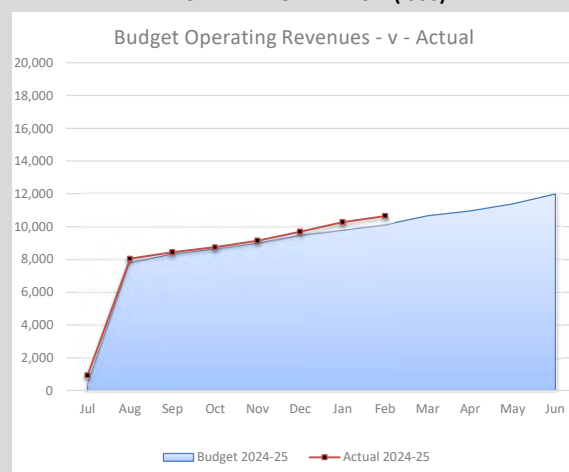
OPERATING EXPENSES ('000)



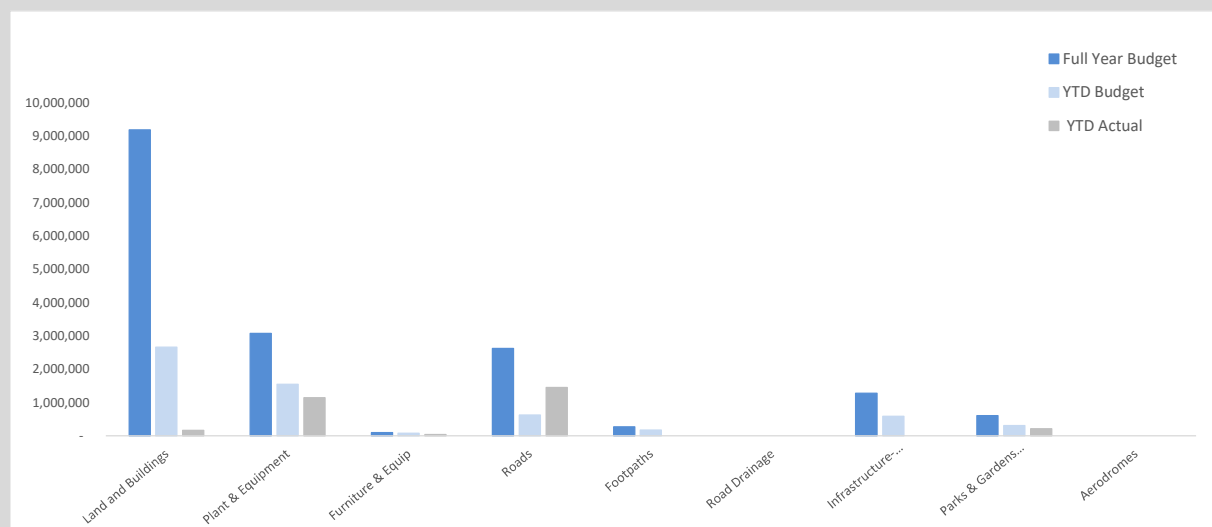
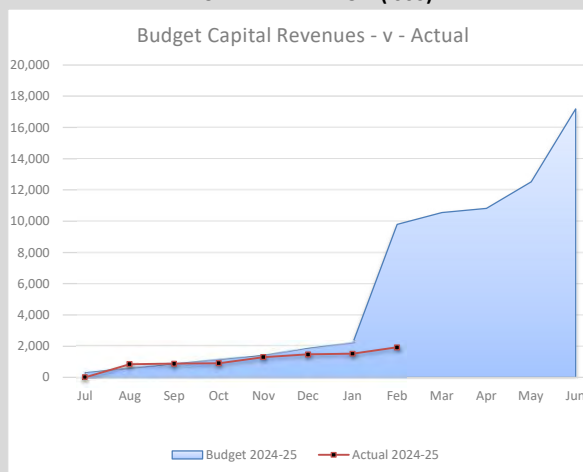
CAPITAL EXPENSES ('000)



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 28 FEBRUARY 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, 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

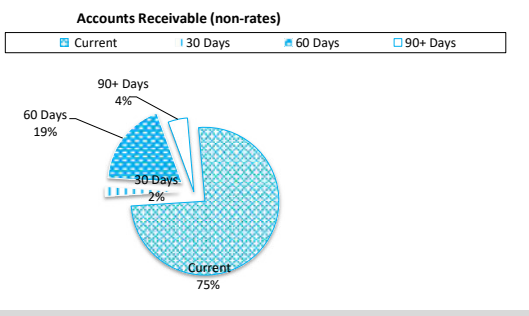
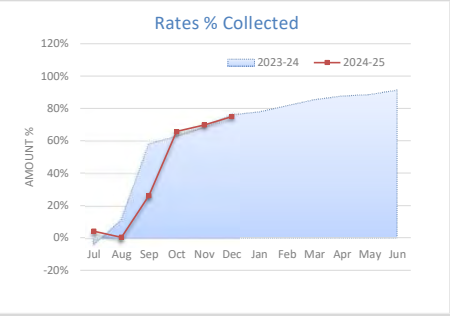
Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2025

OPERATING ACTIVITIES
RECEIVABLES

Rates Receivable	30 Jun 24	28 Feb 25	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	658,762	717,743	Receivables - General	411,595	11,457	100,341	22,817	546,211
RATES - Rates Levied - GRV	3,590,595	3,923,291	Percentage	75%	2%	18%	4%	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	37,365						
Private S/Pool Inspection fees	1,860	9,672						
Domestic Refuse Collection Charges	526,460	575,723						
Domestic Services (Additional)	5,155	5,860						
Domestic Recycling Service	193,828	212,307						
Domestic Recycling Service (additional)	284	349						
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	7,423,145	GST Input					
Less Collections to date	(6,786,520)	(6,638,014)						
Net Rates Collectable	717,743	1,502,875	Total Receivables General Outstanding					546,211
% Collected (Current and Arrears)	91.31%	81.54%	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		1,298,382						

KEY INFORMATION



Collected	Rates Due
82%	\$1,298,382

Debtors Due
75.4%
Over 30 Days
2.1%
Over 60 Days
18.4%
Over 90 Days
4.2%

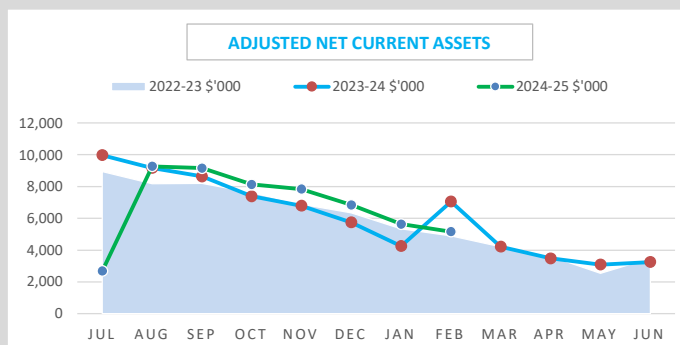
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

**OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS**

	Last Years Closing 30 Jun 2024	This Time Last Year 29 Feb 2024	Year to Date Actual 28 Feb 2025
	\$	\$	\$
Current Assets			
Cash Unrestricted - Muni	4,723,418	3,932,193	1,833,201
Cash Restricted - Reserves	4,896,287	83,374	0
Cash Restricted - Reserves Term Deposits	0	5,300,000	4,896,287
Cash Restricted - Muni Term Deposits	0	2,700,000	3,000,000
Cash Restricted - Trust Bonds & Deposits	16,130	21,817	(500)
Receivables - Rates and Rubbish, ESL, Excess Rates	513,250	1,153,011	1,298,382
Receivables - Other	522,191	1,313,416	615,870
Inventories	41,439	31,447	18,893
	10,712,714	14,535,258	11,662,132
Less: Current Liabilities			
Payables	(2,135,559)	(1,923,452)	(1,181,179)
Lease Liabilities	(28,524)	(33,271)	(28,524)
Loan Liability	(189,114)	(120,185)	(77,729)
Provisions	(814,747)	(601,910)	(814,747)
	(3,167,942)	(2,678,818)	(2,102,179)
Net Current Asset Position	7,544,772	11,856,439	9,559,954
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	7,051,445	5,153,598

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)

\$5.15 M

This Time Last Year

Surplus(Deficit)

\$7.05 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					
NAB (Investment 2)	1,500,000	25/05/2025	4.75%	NAB	50%
Westpac (Investment 1)	1,500,000	25/05/2025	4.81%	WBC	50%
Total Cash Restricted (Reserves)	3,000,000				100%
Investment Summary					
NAB Investment	3,948,144				50%
CBA Investment	2,448,143				31%
WBC Investment	1,500,000				19%
Total Investment Summary	7,896,287				100%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS**

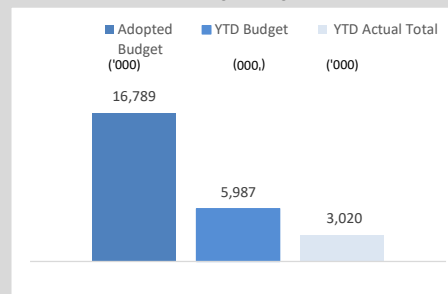
Capital Acquisitions

	Adopted Budget	Current Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$	\$
Land and Buildings	9,369,104	9,178,297	2,663,166	164,123	2,499,043
Plant & Equipment	2,817,136	3,071,891	1,551,371	1,147,553	403,818
Furniture & Equipment	87,400	97,400	75,964	41,909	34,055
Roads	2,627,397	2,627,397	625,276	1,448,870	(823,594)
Footpaths	277,599	277,235	171,832	0	171,832
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	611,700	311,691	217,525	94,166
Capital Expenditure Totals	16,789,336	17,138,920	5,987,300	3,019,980	2,967,320

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	\$17.14 M	\$3.02 M	18%

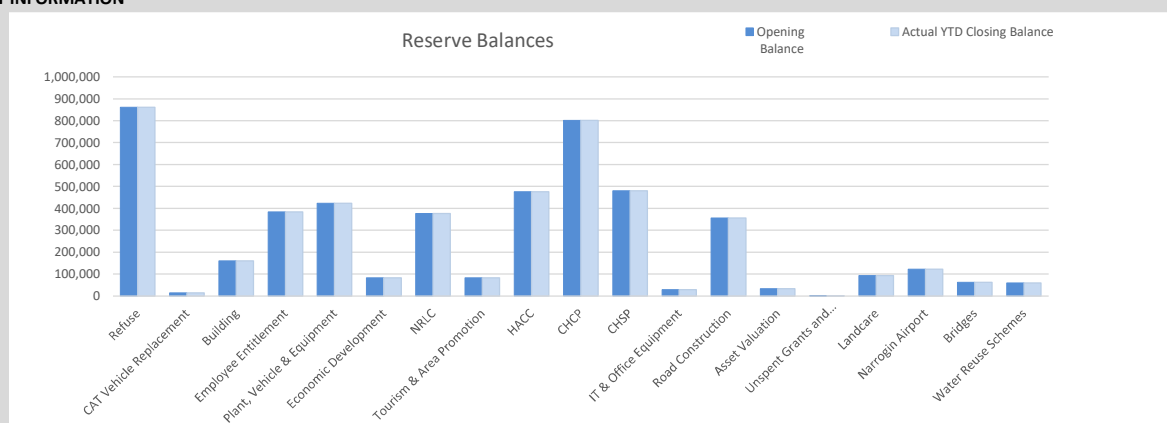
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2025**

**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	743,809	0	(199,168)	0	631,508	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	(478,790)	0	28,316	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	1,416,949	0	(2,654,250)	0	3,908,987	4,896,287

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 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
							\$			
Budget Adoption										0.00
						Opening Surplus/(Deficit)		372,951.00		372,951.00
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		15,000.00		387,951.00
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			(15,000.00)	372,951.00
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			(6,500.00)	366,451.00
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		6,500.00		372,951.00
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			(17,000.00)	355,951.00
23/10/2024	PE090	Ockley 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			(5,000.00)	350,951.00
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		22,000.00		372,951.00
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			(72,555.00)	300,396.00
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		9,845.00		310,241.00
27/11/2024	4100570	ENVIRO - Transfers To Reserve	Overestimate of expenditure remove budget.	271124.13	10	Capital Exoenses		5,000.00		315,241.00
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			(40,000.00)	275,241.00
27/11/2024	5110670	HERITAGE- Contributions and Donations	Increase in forecast expenditure of \$40,000 Donations for PM 706	271124.13	11	Operating Revenue		40,000.00		315,241.00
27/11/2024	3110802	OTHCUL - Grants - Other Culture	Increase in forecast income of \$49,000 \$10k contribution from CBH & \$39k Lotterwest state grant	271124.13	11	Operating Revenue		49,000.00		364,241.00
27/11/2024	5120181	ROADC - Capital Grants(Bridges) WALGGC& \$ 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		196,000.00		560,241.00
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			(196,000.00)	364,241.00
27/11/2024	5130640	ECONOM - Capital Grants	Decrease in income of \$12,500 No Standpipe Grants Received	271124.13	13	Operatrine Revenue			(32,500.00)	331,741.00
27/11/2024	2140703	SAL - Workers Compensation Expense	Increase in Expenditure \$8,000 Underestimate of required budget exoense	271124.13	14	Operating Expenses			(8,000.00)	323,741.00
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		70,000.00		393,741.00
27/11/2024	MON0801	Monopoly Board Game	Increase in Expenditure \$70,000 Correction to allocation to the right job & GL	271124.13	13	Operating Expenses			(70,000.00)	323,741.00
27/11/2024	BC278	Good Shed Roof and Wall Restoration	Increase in Expenditure \$333,450 Goods Shed Restoration	271124.13	13	Capital Exoenses			(50,000.00)	273,741.00
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			(273,741.00)	0.00
19/02/2025	3030301	INVEST - Interest Earned - Municipal Funds	Increase in forecast income of \$100,000 of Interest Revenue	190225.1	3	Operating Revenue		100,000.00		100,000.00
19/02/2025	4050165	FIRE - Infrastructure Other (Capital)	Boundary Fencing, Bannister Reserve	190225.1	5	Capital Expenses			(40,000.00)	60,000.00
19/02/2025	PE087	Acquisition of Speed Signs (2 Sets of 2)	Budget Savings	190225.1	5	Capital Expenses		20,000.00		120,000.00
19/02/2025	2070300	HEALTH - Salaries & Wages	Budget Savings	190225.1	7	Operatrine Exoenses		35,000.00		155,000.00
19/02/2025	4080550	CHSP - Furniture & Equipment (Capital)	Support At Home IT System Upgrade	190225.1	8	Capital Exoenses			(10,000.00)	145,000.00
19/02/2025	3080405	CHCP - Other Grants	Grant Support At Home IT System Upgrade	190225.1	8	Operatrine Revenue		10,000.00		155,000.00
19/02/2025	2080763	CATS - General Expenses	New Budget for CATS (not CHSP)	190225.1	8	Operating Expenses			(2,500.00)	152,500.00
19/02/2025	2080590	CHSP - Refund of Unspent Grant Funding	Refund to be paid (invoice received from DHAC)	190225.1	8	Operating Expenses			(267,801.00)	(115,301.00)
19/02/2025	5080552	CHSP - Transfers From Reserve	Refund to be paid (invoice received from DHAC)	190225.1	8	Capital Revenue		267,801.00		152,500.00
19/02/2025	BM110	13 Hough St - Maintenance	13 Hough Street - Security cameras, additional downholes, fivscreen repairs	190225.1	9	Operating Expenses			(8,000.00)	144,500.00
19/02/2025	4110560	LIB - Building (Capital)	Library sewer realignment (project amended)	190225.1	11	Operatrine Exoenses		240,807.00		385,307.00
19/02/2025	5110560	LIB - Capital Grant - LRCP	Library sewer realignment (project amended)	190225.1	11	Operatrine Revenue			(240,807.00)	144,500.00
19/02/2025	4110255	NRLC - Plant & Equipment (Capital)	Elec Heat Pump \$105k, Generator \$46.9k, BMS \$90k, Elec Board Upgrade \$10k	190225.1	11	Capital Expenses			(252,755.00)	(108,255.00)
19/02/2025	3110228	NRLC - Grants	LRCP Phase 3 Grant	190225.1	11	Operatrine Revenue		252,755.00		144,500.00
19/02/2025	3110200	NRLC - Swimming Pool Entrv Fees	Reduction in budgeted pool entry fees	190225.1	11	Operatrine Revenue			(50,000.00)	94,500.00
19/02/2025	2110802	OTHCUL - Christmas Lights	Budget saving	190225.1	11	Operatrine Exoenses		13,000.00		107,500.00
19/02/2025	W090	Outdoor Gvm Maintenance	No Original Budget	190225.1	11	Operatrine Exoenses			(2,000.00)	105,500.00
19/02/2025	W153	30 Gray St Garden Maintenance	No Original Budget	190225.1	11	Operatrine Exoenses			(2,000.00)	103,500.00
19/02/2025	2120200	RQADM - Road Maintenance	Additional Plant Operating Costs	190225.1	12	Operatrine Exoenses			(50,000.00)	53,500.00
19/02/2025	BM210	Fairway Depot Building Maintenance	Budget saving	190225.1	12	Operatrine Exoenses		13,500.00		67,000.00
19/02/2025	IF161	Falcon Street, Federal St to Glvde St. 130m	Budget amendmet	190225.1	12	Capital Exoenses			30,000.00	97,000.00
19/02/2025	IF165	Dalkeith Street, Clavton Rd to Enriem St. 340m	Budget amendmet	190225.1	12	Capital Exoenses			(30,000.00)	67,000.00
19/02/2025	2130119	BUILD - Contract Building Surveyor	Contract Building Surveyor	190225.1	13	Operatrine Exoenses			(15,000.00)	52,000.00
19/02/2025	2130300	BUILD - Salaries & Wages	Contract Building Surveyor	190225.1	13	Operatrine Exoenses		35,000.00		87,000.00
19/02/2025	2130301	BUILD - Commission - BSL & CTF Obsolete	Transfer to correct GL (close GL 3130301)	190225.1	13	Operatrine Revenue			(500.00)	86,500.00
19/02/2025	2130306	BUILD - Commission - BSL & CTF	Transfer to correct GL (close GL 3130301)	190225.1	13	Operatrine Exoenses		500.00		87,000.00
19/02/2025	2130214	TOUR - Dryandra Visitors Centre Merchandise	Budget saving	190225.1	13	Operatrine Exoenses		17,500.00		104,500.00
19/02/2025	2140518	ADMIN - Printline & Stationery	Additional Printing & Stationery costs	190225.1	14	Operatrine Exoenses			(4,500.00)	100,000.00
19/02/2025	2140598	ADMIN - Admin Staff Housine Costs Allocated	Orignal Budget error	190225.1	14	Operatrine Exoenses			(31,503.00)	68,497.00
19/02/2025	2140599	ADMIN - Administration Overheads Recovered	Original Budget error	190225.1	14	Operatrine Revenue		31,503.00		100,000.00
19/02/2025	2140528	ADMIN - Consultants	Additional use of consultants	190225.1	14	Operatrine Exoenses			(90,000.00)	10,000.00
19/02/2025	2140528	ADMIN - Consultants	Budget savings	190225.1	14	Operatrine Exoenses		30,000.00		40,000.00
19/02/2025	2140301	POC - Parts & Repairs	Additional Plant Operating Costs	190225.1	14	Operatrine Exoenses			(50,000.00)	(10,000.00)
19/02/2025	2140394	POC - LESS Plant Operation Costs Allocated to Works	Additional Plant Operating Costs	190225.1	14	Capital Revenue		50,000.00		40,000.00
							0	1,873,662.00	(1,873,662.00)	0.00

Strategic Budget Projects Register 2024/25



As at 28/2/25

	Project Title/Task	COA	Job	Original Budget Adopted by Council	Current Budget varied by Council	Actual Exp / Income to 28/2/25	Outstanding PO Exp to 28/2/25 (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 (F - 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	Standpipe 130,000 litre water tank - Ockley	4050155	PE089	\$0.00	\$17,000.00	\$18,194.87	\$0.00	\$18,194.87	-\$1,194.87	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
7	Weather station to support fire monitoring and safety	4050155	PE090	\$0.00	\$5,000.00	\$4,650.00	\$0.00	\$4,650.00	\$350.00	Completed	Added by OCM 23/10/24 Recoup of cost from HDCC per resol once two projects completed	Development & Regulatory Services	Complete	100%	25/10/24	28/02/25
8	Thomas Hogg Reserve Boundary Fencing	4050165	IO037	\$0.00	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	Low	11/3/25 - Confirming with Surveyor of commencing date for the survey works and the contractors for the installation of the fencing. Letter sent to adjoining property DPLH notifying them of the proposed works.	Development & Regulatory Services	On Track	10%	21/02/25	30/05/25
9	Acquisition of Incident Control Vehicle	4050255	PA950	\$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 18/2/2025 - No change to status 11/3/2025 - The Manager Fleet Development at DFES has indicated that ICV build program has not progressed. They still have not undertaken the tendering process to enable builds to be completed.	Development & Regulatory Services	Off Track	50%	01/07/24	30/05/25
10	Acquisition of General Rescue Utility Vehicle	4050255	PA951	\$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 18/2/2025 - No change to status 11/3/2025 - Received advice from DFES fleet design and delivery officer that the GRU to be completed around mid June.	Development & Regulatory Services	Off Track	50%	01/07/24	30/05/25
11	Mobile Stand Pipe - BFB (Fast Fill Trailer)	4050255	PA953	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	Low	10/9/2024 - With fabricators 18/2/2025 - Still with Fabricators 11/3/2025 - Still with fabricators to complete the work	Development & Regulatory Services	On Track	30%	01/07/24	30/05/25
12	SES Building Project	4050260	BC265	\$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 18/2/2025 - No change to status. Will reapply for the 2024/2025 LGGS round in March 2025. 11/3/2025 - Application to be submitted to LGGS due end of March 2025	Development & Regulatory Services	Off Track	10%	01/07/24	30/05/25
13	Additional Public CCTV Cameras (Subject to Grant)	4050455	FE037	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	High	Not yet commenced. Subject to Grant applications where able	Corporate & Community Services	Off Track	0%	01/07/24	30/05/25
14	Acquisition of Speed Signs (2 sets of 2)	4050455	PE087	\$50,000.00	\$30,000.00	\$30,440.00	\$0.00	\$30,440.00	-\$440.00	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
17	Purchase of REHO Vehicle 2024	4070355	PA004F	\$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
19	Fuso Rosa Bus Replacement	4080455	PA072A	\$141,000.00	\$141,000.00	\$128,199.89	\$0.00	\$128,199.89	\$12,800.11	Completed	Bus replaced July 2024. Project complete net under Budget between purchase and trade	Corporate & Community Services	Complete	100%	28/02/24	30/08/24
20	Support at Home IT System Upgrade	408550	FE110	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	Low		Corporate & Community Services	On Track	0%	21/02/25	28/05/25
21	Senior Citizen Centre Roof Repair	4080650	BC292	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low	10/9/2024 - RFQ out. 18/2/2025 - Received one Quote from Programmed, bit above approved budget. Waiting for budget review outcome to increase the budget allocation to undertake the work. 11/3/2025 - Budget amendment to be presented to the March Council meeting	Development & Regulatory Services	On Track	20%	01/07/24	30/05/25
22	Senior Citizen Centre AC Repair	4080650	BC293	\$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. 18/2/2025 - Works to be funded by the Senior Citizen. Budget review to reallocate the available funding \$15k to the roofing budget.	Development & Regulatory Services	On Track	10%	01/07/24	30/05/25
25	Construction of Recycling Shed (Tip Shop)	4100160	BC274	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	High	3/1/2025 - MEHS working with REHO for design and quote. 18/2/2025 - With MEHS and REHO to progress the project 11/3/2025 - No change to status	Development & Regulatory Services	On Track	0%	30/08/24	30/05/25
26	Design & Construction new liquid waste ponds	4100165	IO188	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Medium	3/1/2025 - quotes received from Ian Watkins. MEHS to review and action. 18/2/2025 - With MEHS to review and issue PO for the design 11/3/2025 - No change to status.	Development & Regulatory Services	On Track	10%	30/08/24	30/05/25
29	Thomas Hogg Ablutions and Sewerage Project	4100850	BC294	\$35,000.00	\$35,000.00	\$22,750.00	\$0.00	\$22,750.00	\$12,250.00	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. 18/2/2025 - Building Maintenance Officer in discussion with local plumbers to submit written quote for the sewer connection in compliance with Water corporation requirements. 11/3/2025 - Struggling to get local plumbers to provide quote and to do the job for the sewerage project work.	Development & Regulatory Services	On Track	70%	01/07/24	30/04/25
30	Thomas Hogg Effluent Tank Upgrade	4100360	BC295	\$25,000.00	\$25,000.00	\$11,889.00	\$0.00	\$11,889.00	\$13,111.00	Low	Purchase order issued to supplier by MOPs. Expected supply and install by early April 2025. 10/3/25 No change to status	Technical & Rural Services	On Track	80%	01/07/24	10/04/25
32	Rail Heritage (Relocation of PM706)	4110670	IO136	\$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); 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	28/03/25

	Project Title/Task	COA	Job	Original Budget Adopted by Council	Current Budget varied by Council	Actual Exp / Income to 28/2/25	Outstanding PO Exp to 28/2/25 (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
33	Filter and Pipe Replacement For Clayton Oval Reticulation	4100350	IO137	\$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. 10/3/25 Filter to be replaced when retic system is shut down for winter - end of march early April.	Technical & Rural Services	On Track	90%	01/07/24	18/04/25
34	Rail Trail Project	4110670	IO193	\$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
39	Town Hall Upgrade Work - (to be agreed by Council)	4110160	BC181	\$90,119.00	\$90,119.00	\$0.00	\$9,009.00	\$9,009.00	\$81,110.00	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. 18/2/2025 - Follow up with local Structural Engineer and Designer via phone and email as to the status of this project.	Development & Regulatory Services	On Track	10%	30/08/24	30/05/25
41	Replacement Carpet in NRLC Reception and Squash Courts	4110250	FE107	\$18,000.00	\$18,000.00	\$0.00	\$22,650.00	\$22,650.00	-\$4,650.00	Completed	2 quotes received but additional quotes still being sought prior top final decision of supplier. Squash court carpet completed 31/12/24. Foyer carpet to be completed 27-28/02/2025. 28/2/2025- foyer carpet complete	Corporate & Community Services	Complete	100%	01/07/24	28/02/25
42	NRLC Courts - Electric Winders	4110255	PE077	\$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. 19/3/2025- installation to commence	Corporate & Community Services	On Track	50%	01/07/24	31/03/25
43	NRLC - Fire Panel Emergency Warning System	4110255	PE079	\$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
44	NRLC Upgrade Works (Pool Covers 120k, Glazing 50k, Discretionary 25k)	4110255	PE084	\$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. 18/3/25 - GJ allocation error now new Budget for Job PE162 below	Corporate & Community Services	On Track	50%	01/07/24	30/05/25
45	Glass Backboards and Snap Down Ring - 4 in total	4110255	PE088	\$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. 19/03/2025- installation to commence	Corporate & Community Services	On Track	50%	01/07/24	31/03/25
46	NRLC Upgrade Works (Heat Pump \$105k, Generator \$6.9k, BMS \$90k, Elec Board \$10k)Pool Covers 120k, Glazing 50k, Discretionary 25k)	4110255	PE162	\$0.00	\$252,755.00	\$0.00	\$0.00	\$0.00	\$252,755.00	Low		Corporate & Community Services	On Track	0%	20/02/25	30/05/25
47	NRLC Energy Efficiency and Upgrade Project	4110260	BC296	\$6,792,000.00	\$6,792,000.00	\$0.00	\$0.00	\$0.00	\$6,792,000.00	Low	Awaiting outcome of grant applications before commencement.	Corporate & Community Services	On Track	25%	01/07/24	30/05/25
49	Lions Park Shade Sails		IO062	\$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
50	Narrogin SpeedwayLighting Upgrade Project		IO138	\$200,000.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$200,000.00	Low	Awaiting outcome of grant application before commencement.	Corporate & Community Services	On Track	15%	30/08/24	30/05/25
52	Library - Community Access Hublet Tablets (6)	4110550	FE040	\$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
53	Portable Library Shelving	4110550	FE109	\$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
54	Construction of Library Sewer Extension	4110560	IO080B	\$388,052.00	\$147,245.00	\$0.00	\$0.00	\$0.00	\$147,245.00	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
56	Public Art Strategy Implementation	4110860	IO113	\$124,000.00	\$124,000.00	\$109,152.90	\$4,622.96	\$113,775.86	\$10,224.14	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	30/04/25
60	Wandering Road Construction SLK0.0 to 3.0	4120164	WSFN332	\$801,266.00	\$801,266.00	\$129,127.36	\$463,077.00	\$592,204.36	\$209,061.64	Low	Starting February 2025 10/3/25 seal now complete, line marking booked and giude posts to go back in	Technical & Rural Services	On Track	50%	30/08/24	30/05/25
61	Construct Highbury Rest Area (C/F)	4120165	IR048	\$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. 10/3/24 Seal Contractor to return mid march to complete the seal.	Technical & Rural Services	On Track	50%	30/08/24	30/05/25
62	Morcombe Re-Sheet SLK 2.00 to 3.88	4120165	IR131	\$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
63	Sim Rd Resheet SLK 0.0 to 1.53	4120165	IR132	\$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
64	Spencer Re-sheet SLK 1.7 to 3.17	4120165	IR133	\$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
65	Highbury South Resheet SLK 0.0 to 6.19	4120165	IR134	\$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
66	Argus Street Widening	4120165	IR135	\$27,905.00	\$27,905.00	\$0.00	\$0.00	\$0.00	\$27,905.00	Low	To commence May 2025	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
67	Wiese Rd Re-Sheet SLK 1.45 to 7.9	4120165	IR224	\$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
68	Whinbin Rock Rd Construction	4120167	RRG205	\$1,012,500.00	\$1,012,500.00	\$1,014,537.67	\$2,105.45	\$1,016,643.12	-\$4,143.12	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
71	Ensign Street SLK 0.0 to 1.56	4120166	R2R006	\$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
72	Lefroy Street SLK 0.24 to 1.27	4120166	R2R035	\$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
73	Town Street Reseal SLK 0.0 to 0.21	4120166	R2R079	\$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
74	Congelin Road SLK 4.1 to 5.1	4120166	R2R202	\$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
75	Tarwonga Road SLK 3.04 to 4.04	4120166	R2R204	\$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
76	Graham Road SLK 0.0 to 0.81 (Town)	4120166	R2R303	\$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
78	Railway Station Footpath to BP Crossing	4120175	IF059	\$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
79	Butler Street. Homer to Southern Bus Stop 132m	4120175	IF060	\$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
80	Footpath on Federal St to Narrogin Auto Centre (Clayton to Ford)	4120175	IF101	\$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
81	Falcon Street. Federal St to Glyde St. 130m	4120175	IF161	\$18,116.00	\$48,116.00	\$0.00	\$47,034.00	\$47,034.00	\$1,082.00	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
82	Homer Street. Butler St to Argus St. 130m	4120175	IF162	\$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
83	Gray Street. Kipling St to Doney St. 434m	4120175	IF163	\$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
84	Butler Street. Doney St to Hansard St.130m	4120175	IF164	\$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
85	Dalglish Street. Clayton Rd to Ensign St. 340m	4120175	IF165	\$49,848.00	\$19,484.00	\$0.00	\$15,075.00	\$15,075.00	\$4,409.00	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

	Project Title/Task	COA	Job	Original Budget Adopted by Council	Current Budget varied by Council	Actual Exp / Income to 28/2/25	Outstanding PO Exp to 28/2/25 (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
86	Forrest Street. 82 Forrest St to Narrakine Rd. 340m	4120175	IF166	\$51,739.00	\$51,739.00	\$0.00	\$39,798.00	\$39,798.00	\$11,941.00	Completed	Purchase order issued to NEC 15/1/25 NEC advise start date Feb and finish date 30 May 2025.	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
88	Tarwonga Bridge (4551)	4120181	IB204	\$687,000.00	\$687,000.00	\$0.00	\$0.00	\$0.00	\$687,000.00	Low	MRWA and Fed Gov funded project managed by MRWA	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
89	Whinbin Rock Rd Bridge (3125)	4120181	IB205	\$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
92	Caravan Park Accommodation Units	4130260	BC236	\$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. 10/3/25 CEO to approve RFT	Technical & Rural Services	On Track	15%	30/08/24	30/05/25
93	Dog Enclosure Fence in Caravan Bay at Caravan Park	4130265	IO196	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	Low	March 2025	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
94	Purchase of Residential Land (Conversion of Reserves into Freehold)	4130640	LB030	\$100,000.00	\$100,000.00	\$26,091.21	\$0.00	\$26,091.21	\$73,908.79	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	20%	30/08/24	30/05/25
95	Good Shed - Roof and Wall Restoration	4130650	BC278	\$283,450.00	\$333,450.00	\$100,280.86	\$35,797.95	\$136,078.81	\$197,371.19	Low	16/9/24 - RFQ with CEO for consideration prior to advertising. 4/12/24 - Works Crew and Kulker Carpentry undertaking .	Office of CEO	On Track	30%	30/08/24	31/03/25
96	Card operated water standpipe system at Narrogin Townsite (Works Depot)	4130660	IO194A	\$40,000.00	\$40,000.00	\$35,630.23	\$0.00	\$35,630.23	\$4,369.77	Completed	Purchase order issued to Industrial Automotive. Expected installation by mid November 2024.	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
97	Card operated water standpipe system at Tarwonga Road	4130660	IO194B	\$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
100	Replacement Printer/Copiers (NDVC, Depot, Admin Office)	4140580	FE102	\$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
101	ICT Upgrades as per Minor Asset Replacement	4140580	FE103	\$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
103	2017 Mitsubishi Fuso 8T Truck	5120350	PA025B	\$140,000.00	\$140,000.00	\$141,884.03	\$0.00	\$141,884.03	-\$1,884.03	Completed	Purchase order issued, expected delivery December. Truck delivered 5/12/24	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
104	2022 Toyota Hilux (Works Foreman)	5120350	PA026C	\$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
105	2022 Torro 7210 Mower	5120350	PA59B	\$40,000.00	\$40,000.00	\$50,470.00	\$0.00	\$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
106	2022 Toyota Hilux (CF)	5120350	PA8164B	\$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
107	2021 Isuzu Dmax (Works)	5120350	PA8165A	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low	P/O issued March 2025, delivery expect April 2025	Technical & Rural Services	On Track	90%	30/08/24	30/05/25
108	2022 Toyota Hilux (MO)	5120350	PA967H	\$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
109	2013 Side Tipping Trailer	5120350	PA968A	\$150,000.00	\$150,000.00	\$163,155.00	\$0.00	\$163,155.00	-\$13,155.00	Completed	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	Complete	100%	30/08/24	30/05/25
110	2013 Side Tipping Trailer	5120350	PA969A	\$150,000.00	\$150,000.00	\$163,155.00	\$0.00	\$163,155.00	-\$13,155.00	Completed	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	Complete	100%	30/08/24	30/05/25
111	Tractor Herbicide Trailer	5120350	PA970	\$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
112	2014 John Deere 670G Grader	5120350	PA979	\$460,000.00	\$460,000.00	\$0.00	\$455,000.00	\$455,000.00	\$5,000.00	Low	P/O issued to AFGRI. Expected delivery date for the grader is March 2025.	Technical & Rural Services	On Track	90%	30/08/24	30/05/25
115	Building Surveyor Vehicle	4130350	PA047	\$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
118	Trade - Replacement of Homecare Fuso Rosa Bus	5080450	PD072A	-\$47,592.00	-\$52,000.00	-\$47,590.91	NA	-\$47,590.91	-\$4,409.09	Completed	Under budget income by \$4.4k	Corporate & Community Services	Complete	100%	02/07/24	10/07/24
119	Trade - 2017 Mitsubishi Fuso 8T Truck	5120350	PD025A	-\$35,000.00	-\$35,000.00	-\$54,123.06	NA	-\$54,123.06	\$19,123.06	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
120	Trade - 2022 Toyota Hilux (Works Foreman)	5120350	PD026C	-\$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
121	Trade - 2022 Torro 7210 Mower	5120350	PD59B	-\$10,000.00	-\$10,000.00	-\$16,358.30	NA	-\$16,358.30	\$6,358.30	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
122	Trade - 2022 Toyota Hilux (CF)	5120350	PD8164B	-\$35,000.00	-\$35,000.00	-\$35,454.55	NA	-\$35,454.55	\$454.55	Completed	Traded	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
123	Trade - 2021 Isuzu Dmax (Works)	5120350	PD8165	-\$15,000.00	-\$15,000.00	\$0.00	NA	\$0.00	-\$15,000.00	Low	To be disposed of when new is purchase April2025	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
124	Trade - 2022 Toyota Hilux (MO)	5120350	PD967H	-\$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
125	Trade - 2013 Side Tipping Trailer	5120350	PD968	-\$20,000.00	-\$20,000.00	\$0.00	NA	\$0.00	-\$20,000.00	Low	To be auctioned when new trailers arrive April 2025	Technical & Rural Services	On Track	90%	30/08/24	30/05/25
126	Trade - 2013 Side Tipping Trailer	5120350	PD969	-\$20,000.00	-\$20,000.00	\$0.00	NA	\$0.00	-\$20,000.00	Low	To be auctioned when new trailers arrive April 2025	Technical & Rural Services	On Track	90%	30/08/24	30/05/25
127	Trade - 2014 John Deere 670G Grader	5120350	PD979	-\$130,000.00	-\$130,000.00	\$0.00	NA	\$0.00	-\$130,000.00	Low	To be auctioned when new arrives April 2025	Technical & Rural Services	On Track	0%	30/08/24	30/05/25
128	Trade - 002NGN Building Surveyor Vehicle	5130350	PD047	-\$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
131	MAF Bush Fire Prevention Funding	2050120	20501200	\$106,000.00	\$106,000.00	\$95,831.82	\$24,670.50	\$120,502.32	-\$14,502.32	Low	18/3/25 - investigating alloc error with OS POs as to why over budget.	Development & Regulatory Services	On Track	95%	01/07/24	30/04/25
132	NDVC Monopoly Board Game Project	2130214	MONOB01	\$20,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$90,000.00	High	06/01/2025 - need to review available resources for this project - EMCCS to discuss with Manager Community Services & CEDC	Corporate & Community Services	In Trouble	10%	01/07/24	30/04/25
134																
135																
136																
137																
138																
139																
140																
141																

The Chief Executive Officer noted that for item 10.3.3, President Ballard had declared an impartiality interest as the Treasurer of the Bush Fire Brigade, and Cr Pomykala had declared an impartiality interest as the President of Narrogin Repertory Club and the Vice Chair of Arts Narrogin.

10.3.3 COMMUNITY CHEST 2024/25 ROUND 2 APPLICATIONS

File Reference	15.1.1
Disclosure of Interest	The Author discloses a family membership with Narrogin Auskick. The Authorising Officer discloses no Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	10 March 2025
Author	Vicky Eckersley – Community Development Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Community Chest Applications 2024/25 Round 2	

Summary

Council is requested to consider the Community Chest 2024/25 Round 2 applications, based on the assessment and eligibility criteria set out in the Community Chest Guidelines.

Background

The Shire's Community Chest 2024/25 Round 1 opened 15 July 2024 with an allocation of \$25,000. Round 1 supported 6 projects totalling \$12,488. Round 2 opened on 1 February 2025 with an available amount of \$12,512 to assist eligible groups with a range of community-based projects. Applications for Round 2 closed on 28 February 2025. The maximum amount for which any group could apply is \$2,500.

A total of thirteen Community Chest applications were received for 2024/25 Round 2. The total project cost across all applications is \$82,460. The total request for cash from the Community Chest Fund is \$29,013 with \$603 of in-kind contributions requested representing 35% of total project costs.

Across all applications, a total cash contribution of \$13,672 as well as \$13,417 of in-kind contributions are offered by the applicants which represents 33% of total project costs. A further \$18,420 has been committed by external organisations or community members totalling 26% of total project costs.

Table 1 below presents a summary of total project costs, cash and in-kind contributions offered across the thirteen applications, along with the Officers' recommendations. If the Reference Group's recommendations are accepted the total cash contribution for Round 2 will be \$11,139 cash and \$603 in-kind (total \$11,742).

Applicant		Contribution Offered by Applicant		Community Chest Request				Recommendations
Community Group	Total Project Cost (\$)	Cash (\$)	In-kind (\$)	Co-contributions (\$)	% Project	Cash (\$)	In-kind (\$)	
Narrogin Central Bushfire Brigade	6,147	3,272	375	0	41	2,500	0	Officers': Support \$2,500 being 41%
								Ref Group: \$2,500
Narrogin Auskick	3,175	150	975	0	65	2,050	0	Officers': Not Supported
								Ref Group: \$850
Narrogin Children & Families	4,718	218	2,000	0	53	1,897	603	Officers': Support \$1,897 cash & \$603 in kind being 53%
								Ref Group: \$1,897 cash and \$603 in-kind
Divine You	2,500	10,640	4,000	13,960 (members)	10	2,500	0	Officers': Not Supported
								Ref Group: Not supported
Holyoake Australian Institute for Alcohol and Drug Addiction Resolution	8,642	600	1,282	4,260 CBH	29	2,500	0	Officers': Not supported
								Ref Group: Not supported**
The Narrogin Repertory Club	10,842	8,342	0	0	23	2,500	0	Officers': Not supported
								Ref Group: Not supported
Narrogin & Districts Senior Citizens Centre	3,800	0	1,550	0	59	2,250	0	Officers': Not Supported
								Ref Group: Not supported
Narrogin & Districts Netball Association	4,000	0	1,500	0	63	2,500	0	Officers': Support \$2,500 being 63%
								Ref Group: \$2,500
Narrogin Amateur Swimming Club	3,735	125	1,110	0	67	2,500	0	Officers': Not supported
								Ref Group: \$880

Narrogin Tennis Club	2,500	500	300	200 sales	60	1,500	0	Officers': Support \$1,500 cash being 60%
								Ref Group: \$1,500
Narrogin Independent Playgroup	3,585	760	325	0	70	2,500	0	Officers': Partially Support \$1,012 cash, being 28%
								Ref Group: \$1,012
Narrogin State Emergency Service Unit	1,316	0	0*	0	100	1,316	0	Officers': Not supported
								Ref Group: Not supported
Highbury District Council	2,500	305	0	0	89	2,500	0	Officers': Support \$2,500 being 89%
								Ref Group: Not supported***
Total	82,460	13,672	13,417	18,420		29,013	603	Officers': \$11,909 cash \$603 in-kind
								Ref Group: \$11,139 cash \$603 in-kind

*Narrogin SES noted \$9,500 voluntary hours for the entire delivery of a Youth Program which was not then displayed in the total budget cost. The application for Community Chest is related only for uniform supplies, therefore the Community Development Team proceeded to limit the project to the purchase of uniform supplies only.

**The CEO confirmed he will, on behalf of the Shire, support Holyoake Australian Institute for Alcohol and Drug Addiction Resolution Inc to the value of \$500.

***The Reference Group requests that the CEO include this project as a request for consideration to the municipal funds in the 2025/6 annual budget.

The Community Chest Reference Group is requested to consider the Round 2, 2024/25 applications, based on the assessment and eligibility criteria set out below, as per the Community Chest Guidelines.

What may be funded

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

What will not be funded

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

- Projects, programs, events, or activities coordinated by religious organisations.

Eligibility

- Only incorporated not for profit community organisations are eligible for support through the Shire's Community Chest program.
- Successful applicants from Round 1, if in the current financial year or from Rounds 1 or 2 in the preceding financial year, are ineligible to apply.
- No individual application shall receive in excess of \$2,500 (cash or in-kind).
- Organisations receiving Shire cash and/or in-kind contributions support through annual contribution/sponsorship (excluding any discount to market lease subsidy) greater than 3 times the value of the current maximum Community Chest Grant, per organisation, are ineligible to apply.
- The applicant group must be able to demonstrate substantial community support for the project.
- Evidence of the association's incorporation should be provided with the application.
- Projects are required to be completed within the financial year of receiving the grant.

Assessment Criteria

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

Consultation

Community Engagement Policy 1.14 relates and has been complied with.

Consultation has also occurred with the following:

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

Statutory Environment

There are no known relevant statutory implications.

Policy Implications

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

Sustainability & Climate Change Implications

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

Economic - Installing dignitary footpath plaques in the Narrogin CBD can enhance tourism appeal, attracting more visitors and increasing foot traffic to local businesses.

Social - The plaques will celebrate local history and achievements, fostering community pride and a stronger sense of identity among residents.

Financial Implications

If the Reference Group's recommendations are supported, the balance remaining for the Community Chest Funds, for the current Financial Year, would be \$770.

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

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Non – compliance with eligibility and assessment criteria	Unlikely (2)	Minor (2)	Low (1-4)	Compliance Requirements	Officer has conducted due diligence on eligibility criteria

Risk Matrix

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

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

Applications requesting a total of \$29,013 with \$603 of in-kind contributions have been received from thirteen (13) organisations.

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

1. Narrogin Central Bush Fire Brigade

Name of Project: Technology Improvements, Committed to Volunteer Safety.

Brief Description: The Narrogin Central Volunteer Bush Fire Brigade proposes to introduce technology into the trucks committed to the ongoing safety of its volunteers when managing emergency incidents. The project proposes the purchase of two (2) iPads, together with specialised mounts and rugged protective covers, into the emergency vehicles. The iPads will have an app 'Fire Mapper' installed, that is designed to offer real-time fire incident mapping, allowing the volunteers to quickly access critical information about fire locations, spread, and potential risks, enabling faster response times, improved situational awareness, real-time data collection in the field and greater collaboration between teams spread across the fire ground.

- Potential Outcomes: Improved safety and communication in emergency situations.
- Estimated Start Date: June 2025
- Estimated Completion Date: September 2025
- Request Community Chest Funds: \$2,500
- Previous Community Chest Funding: N/A
- Incorporated Organisation: Yes

Officers' Comment: Recommended for support, noting the estimated completion date being within the next financial year.

Officers' Recommendation: The application for \$2,500 in cash representing 41% total project cost, paid in arrears, is recommended for support.

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

2. Narrogin Auskick

Name of Project: Narrogin Auskick Mother's Day & Season Welcome

Brief Description: The Narrogin Auskick Committee will hold a celebration for current and future Auskick members. This would include a bouncy castle, sausage sizzle, juice box and ice cream for all participants and families. The event is at the start of the Auskick season, on a Saturday 10 May 10:00am – 12 noon at Clayton Rd Oval. Narrogin Auskick Mother's Day Event 2025 will include activities such as the longest kick, and most accurate handball through the target.

Potential Outcomes: Narrogin Auskick reports that participation in sport builds confidence, skills and promotes health and wellbeing. The Narrogin Auskick committee are aiming to increase enrolments from 45 to over 60 participants in 2025, with a focus on engaging 8-12 year olds and their families. Upper primary students start to disengage from organised sport, their objective is to keep children interested, and in turn fit and healthy, by organising half-time games and curtain raiser matches with Narrogin Hawks FC and participating in regional carnivals to give children more exposure and excitement to sport.

- Estimated Start Date: 10/05/2025
- Estimated Completion Date: 11/05/2025
- Total project cost: \$3,175
- Request Community Chest Funds: \$2,050
- Previous Community Chest Funding: Community Chest Funding (Round 1 2024/25) was unsuccessful as the applicant was not incorporated. Incorporation has since been approved.
- Incorporated Organisation: Yes

Officers' Comment: Due to the competitiveness of this Round, this project is not recommended for support. The event is ultimately deemed to be an operational cost.

Officers' Recommendation: The application for \$2,050 in cash representing 65% total project cost, paid in arrears, is not recommended for support.

The Reference Group recommends that this application is partially supported at this time to the value of \$850.

3. Narrogin Children & Families Inc (NCFI)

Name of Project: Community Engagement Forum

Brief Description: NCFI are hosting a one day forum stakeholders (morning session) and Professionals (afternoon session). The forum aims to inform all stakeholders about the proposed Narrogin Children's Hub project and will seek direct input and feedback about its design, uses, spaces and gather input about the community's identified needs and aspirations for children 0-8 and their families/carers.

Potential Outcomes: The collected information will be used to support a Needs Analysis in preparation for Lotterywest Funding application.

- Estimated Start Date: 24/03/25
- Estimated Completion Date: 24/03/2025
- Total Project Cost: \$4,178
- Request Community Chest Funds: \$1,897 cash and \$603 in-kind support representing 53% total project cost.
- Previous Community Chest Funding:
- Successful Round 2 2023/24 to engage a consultant to write a Business Case. However, project was not completed despite an approved extension.
- Round 1 2024/5 unsuccessful application due to inconsistent project plan.
- Incorporated Organisation: Yes

Officers' Comment: The one-day project already advertised and going ahead regardless of the outcome of this grant, there will be limited opportunity for SoN in advertising. The organisation was encouraged to apply last Round where their application was not supported.

Officers' Recommendation: The application for \$1,897 in cash, paid in arrears, and \$603 in-kind contribution is recommended for support.

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

4. Divine You

Name of Project: Emergency Food Assistance for 2025/26

Brief Description: Divine You is now a Regional Food Distribution Centre and requires a Cool Room to store food. They plan to install a 2.4 x 2.4m cool room in our existing shed. This facility will enable the organisation to expand their distribution of food to individuals in need and charities within Narrogin & Surrounding Towns. Divine You were Community Citizens of the Year Award Winners. This project has significant community support with 5 community groups/members of the public donating \$13,960.

Potential Outcomes: Divine You is currently limited in the amount of fresh food they can store and distribute. The new cool room will enable them to increase the distribution of food to more people in the community.

- Estimated Start Date: On receipt of Community Chest Grant approval
- Estimated Completion Date: within 30 days of approval
- Total project cost: \$25,000
- Request Community Chest Funds: \$2,500
- Previous Community Chest Funding: Unsuccessful 2022/3 to erect a shed.
- Incorporated Organisation: Yes

Officers' Comment: Consideration whether Divine You is eligible. As per eligibility guidelines:

What will not be funded:

- Projects, programs, events, or activities coordinated by religious organisations.

- Maintenance, repairs, upgrades or fittings to buildings or property which are privately owned or are the property of the State Government.
- Proposals where alternative sources of funding are available.

Furthermore, A re-elected Cook Labor Government will commit \$20,000 to Divine You Narrogin for cool room upgrades.

Officers' Recommendation: The application for \$2,500 being 10% total project cost in cash is not supported as the project falls under "Maintenance, repairs, upgrades or fittings to buildings or property which are privately owned or are the property of the State Government", and there is an opportunity for this project to be funded by State Government, depending on the outcome of the State Election on 8 March 2025.

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

5. Holyoake Australian Institute for Alcohol and Drug Addiction Resolution Inc

Name of Project: Don't Drink & Drive/Mental Health and Wellbeing Sporting Round

Brief Description: Holyoake will coordinate a Don't Drink and Drive / Mental Health and Wellbeing Sporting Round in June 2025 with participating codes / associations include the Upper Great Southern Hockey Association, Upper Great Southern Football League and Narrogin & Districts Netball Association. The round will include messaging around caring for mates, not drink driving and mental health, good health. Activities will include an educational presentation, radio advertising, posters, merchandise and Alcohol and Other Drugs & Mental Health quiz.

Potential Outcomes: Narrogin & Surrounds sporting clubs have been impacted by a significant alcohol and drug related road trauma in 2024. Specifically, the Narrogin Hawks football club. The Narrogin Hawks Football Club reached into Holyoake's Wheatbelt Prevention Team seeking support of their players / coaches / admin that were experiencing psychological distress due to the incident.

In February 2025, the Narrogin sporting community was also impacted by the loss of a local community member that had strong links through all sporting codes. This project will reduce the risk of Drink Driving in our region. Holyoake are well placed to deliver impactful and successful projects in our community.

- Estimated Start Date: 2/6/2025
- Estimated Completion Date: 8/6/2025
- Total project cost \$8,642
- Request Community Chest Funds: \$2,500
- Previous Community Chest Funding: None
- Incorporated Organisation: Yes

Officers Comment: Extensive discussion around Holyoake's need for SoN funding compared with a smaller local organisation was conducted, ultimately, the project outcomes aligned with SoN priorities and the relatively small buy in to a larger project was looked upon favourably. However, due to the number of applications in this Round of Community Chest Grants, this application is not supported at this time.

Officers' Recommendation: The application for \$2,500 in cash being 29% total project cost paid in arrears is not recommended for support via the Community Chest Fund, however, it was noted that the CEO supports this project and could make a Shire donation to the value of \$500 via his discretionary Donations Delegation.

The Reference Group recommends that this application is not supported via the Community Chest Grant at this time but supports the Officers' recommendation subject to the conditions in the Officer's Recommendation.

6. The Narrogin Repertory Club

Name of Project: Thornton Theatre Stage Lighting Upgrade

Brief Description: The Narrogin Repertory Club is seeking to replace the current stage lighting and associated lighting desk, both of which are ageing significantly and do not meet energy efficiency standards.

Potential Outcomes: The new stage lighting will be LED lights, with greater efficiency and capacity for lighting options (colours, movement etc.), along with being much cooler compared with the existing lighting. Performers are often uncomfortable with the significant heat that the current lighting produces.

Additionally, the lighting desk will complement the new lights and all features associated with it.

- Estimated Start Date: 10/04/2025
- Estimated Completion Date: 15/04/2025
- Total Project Cost: \$10,842
- Request Community Chest Funds: \$2,500
- Previous Community Chest Funding: 2023/24 Round 2 successful but did not proceed for building upgrades
- 2022/3 Round 1 approved and successfully acquitted for Electrical Upgrades project.
- Incorporated Organisation: Yes

Officers' Comment: A re-elected Cook Labor Government has promised to invest \$28,000 in the Narrogin Repertory Club to upgrade Thornton Theatre.

Funding Breakdown:

- \$18,000 – Transitioning to energy-efficient LED stage lighting & upgrading the switchboard
- \$7,500 – Replacing stage & backstage carpeting for a refreshed and safer performance space
- \$2,000 – Planting new shrubs & trees to enhance the theatre's surroundings

Officers' Recommendation: The application for \$2,500 being 23% total project cost in cash paid in arrears is not recommended for support due to Labor being re-elected on 8 March 2025 and therefore other funding being available.

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

7. Narrogin & Districts Senior Citizens Centre NDSCC

Name of Project: Catering for a Function for Seniors

Brief Description: Arts Narrogin are hosting a show with Keith Porter - Celebrating 60 years of the Seekers. 150 seniors are expected to attend 10 June 2025, each will pay to attend and ticket sales will cover Arts Narrogin costs. The light lunch catered by NDSCC is budgeted to cost \$3,800 including 12 volunteers a total of 42 hours to make soup \$1550.

- Potential Outcomes: 150 Seniors will enjoy an afternoon of entertainment and food.
- Estimated Start Date: 10 June 2025
- Estimated Completion Date: 10 June 2025
- Total Project Cost: \$3,800
- Request Community Chest Funds: \$2,250 being 59% total project cost

- Previous Community Chest Funding:
- Incorporated Organisation: Yes

Officer's Note: No evidence of proposed expenditure was provided at time of application. Calculations of \$15 per head. The luncheon will proceed without funding. Ticket sales generate income may cover costs. Arts Narrogin receive significant SoN support already.

Officers' Recommendation: The application for \$2,250 is not recommended for support as it is deemed ineligible due to being a proposal where alternative sources of funding are available.

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

8. Narrogin & Districts Netball Association

Name of Project: 2025 NDNA Indigenous Round - 26 July 2025

Brief Description: The NDNA is committed to improving its operations to better facilitate the engagement and retention of Aboriginal people in netball in our region. We acknowledge that there are significant barriers that many Indigenous netballers face to playing and volunteering in our Association and the wider sporting environment. The NDNA Committee aims to showcase Indigenous culture and community by having a celebration of Aboriginal netball on Saturday 26 July 2025. Facilitated by NDNA Aboriginal Liaison Officer and local Noongar woman Jayeisha Bolton-Ford, the 2025 Indigenous Round will be a positive celebration of Noongar culture to be shared into the wider Narrogin community, showcasing Noongar players, umpires and the sharing of cultural activities.

Potential Outcomes: N&DNA Indigenous Aboriginal Liaison Officer Jayeisha Bolton-Ford explains how an Indigenous Round of Netball will be of benefit to herself as a Noongar and her wider community.

"Indigenous round is important to me and my community for many reasons, first and foremost it allows a space for Indigenous netballers, families and wider community to come together and represent our culture with pride, confidence and joy. Indigenous rounds of sport also provide a way for us to really feel included within our wider communities and display our talents, it's a positive way for young Indigenous people to be able to connect better to culture and each other. It also gives recognition to the Indigenous people and their contributions to Netball in the Narrogin region, it highlights and celebrates the athleticism shown by indigenous people, giving younger kids a role model and someone to look up to. It is also it's a way to educate non-indigenous people about Indigenous culture and spread awareness of the importance of community connection"

- Estimated Start Date: 26 July 2025
- Estimated Completion Date: 26 July 2025
- Total Project cost: \$4,000
- Community Chest Funds Requested: \$2,500 being 63%
- Previous Community Chest Funding: None
- Incorporated Organisation: Yes

Officer's Comment: Indigenous collaboration has been a long standing priority for NDNA and a source of concern over the last few years. NDNA have previously reached out to CDO Team and Netball WA for assistance. This event is a result of planning and collaboration.

Officers' Recommendation: The application for \$2,500 in cash paid in arrears is recommended for support.

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

9. Narrogin Amateur Swimming Club (NAS)

Name of the Project: NAS Equipment and Uniform Upgrade

Brief Description: NAS have identified an urgent need to purchase backstroke starting wedges and other training equipment. Swimmers are disadvantaged at competitions due to this lack of equipment. They also need to purchase uniforms to wear to proudly represent their club at Karratha next year for Country Pennants.

Potential Outcomes: 40 registered swimming members. NAS build strong and capable swimmers who may go on to work as pool lifeguards at NRLC. 77 drownings last year in Australia. Swimming training helps prevent drowning. Currently NAS members are disadvantaged at competition due to lack of equipment.

- Estimated start date: 01/4/2025
- Estimated Completion Date: 01/05/2025
- Community Chest Funds Requested: \$2,500
- Previous Community Chest Funding: 2022/23 Round 2 successful for equipment upgrade (new kickboards, fins, and white board).
- Incorporated Organisation: Yes

Officers Comment: Uniforms and swimming caps may be ineligible expenditure as they could be deemed to fall under "Recurrent expenditure (i.e., salaries and operational costs)." The Kickboards were replaced in the 2023 Community Chest Grant. Due to competitiveness of this Community Chest Funding Round this project may not be supported at this time.

Officers' Recommendation: The application for \$2,500 is not supported as the application does not meet eligibility criteria in regard to Recurrent expenditure (i.e., salaries and operational costs).

The Reference Group recommends that this application is partially supported at this time to the value of \$880 towards the cost of the backstroke starting wedges.

10. Narrogin Tennis Club (NTC)

Name of the Project: Come and Try Pickleball

Brief Description: NTC will purchase Pickleball equipment to offer the new sport here in Narrogin. Existing courts will be utilised, and four (4) courts worth of equipment will be purchased. NTC will host come and try days. Each kit is \$445 plus extra lines painted.

Potential Outcomes: A new sport will be played in Narrogin, Pickleball is ideal for all ages and abilities. Pickleball is the world's fastest growing new sport. NTC will deliver additional training and competitions meaning their courts and lights will be utilised even more. Currently 95 members at NTC.

- Estimated start date: 1/4/2025
- Estimated Completion Date: Ongoing
- Community Chest Funds Requested: \$1,500
- Previous Community Chest Funding: None
- Incorporated Organisation: Yes
- Officers' Recommendation: The application for \$1,500 is recommended for support.

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

11. Narrogin Independent Playgroup

Name of Project: 2025 Open Day

Brief Description: Open Day brings Narrogin families together in a welcoming environment where parents, caregivers, and young children (0-5) can connect, play, and engage with their community.

This event strengthens community ties, promotes the benefits of early childhood socialisation, and introduces new families to the playgroup. To create an inviting and inclusive space, funding will support additional seating, face painting, a coffee machine, promotional materials, and catering for our open day event. These upgrades ensure the event is well-attended and leaves a lasting impact, improving long-term participation in the playgroup and enhancing family-friendly spaces within Narrogin.

Potential Outcomes: This event, and our playgroup as a whole is a place for kids to play and grow, but it's also a space where parents and caregivers can find support, friendship, and a much-needed break from the daily routine. A welcoming environment with thoughtful details makes all the difference. Comfortable seating, engaging activities, and a space to chat over a top-quality cup of coffee can turn a simple outing into something more rewarding.

- Estimated Start Date: 14 March 2025
- Estimated Completion Date: 30 June 2025
- Total project cost: \$3,585
- Community Chest Funds Requested: \$2,500
- Previous Community Chest Funding: Round 1 2022/23 successful grant for 2 new gazebos and picnic rugs
- Incorporated Organisation: Yes

Officers Comment: According to the application, the Coffee Machine (\$1,799) is to “not just make a good impression on the open day” but decrease ongoing costs by negating the need to hire a high-quality machine in the future. The applicant is willing to contribute \$700 towards the machine. Due to the competitiveness on this funding round, the coffee machine is not recommended for support. The additional items: printer, chairs, tent, and face painting may be supported (to a total of \$1,012).

Officers' Recommendation: Partially Support \$1,012 being 28% total project cost.

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

12. Narrogin SES

Name of the Project: Establishment of a Youth in Emergency Services (YES) Cadet Program in Narrogin

Brief Description: Narrogin SES is seeking funding for the establishment of a youth program. Participants will have a wide range of activities and training centred around emergency management. The funding will contribute to uniforms for participants to encourage participation.

Potential Outcomes: An opportunity to connect young individuals to emergency services. Strengthen Narrogin's ability to respond to natural disasters.

- Estimated start date: 30/4/2025
- Estimated Completion Date: Ongoing
- Community Chest Funds Requested: \$1,136
- Previous Community Chest Funding: None
- Incorporated Organisation: Yes

Officers' Comment: DFES and/or State ESL funding should be sought for this project.

Officers' Recommendation: The application for \$1,136 is not supported due to not meeting eligibility criteria "Proposals where alternative sources of funding are available". Furthermore, the Officer deems uniforms to be operational costs and therefore ineligible.

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

13. Highbury District Council

Name of the Project: Installation of new vinyl flooring in the Highbury Town Hall kitchen to enhance safety standards and make the space more suitable for community hire.

Brief Description: The Community Chest funds will be used to cover the costs associated with the installation of new vinyl flooring in the Highbury Town Hall kitchen. This includes the purchase of high-quality, slip-resistant vinyl flooring, preparation and removal of any existing flooring, and professional installation to ensure durability and compliance with safety standards.

Potential Outcomes: This upgrade will make the hall a more attractive venue for hire, benefiting local organisations, social groups, and residents of Highbury by offering a well-maintained and accessible space for various activities.

- Estimated start date: April 2025
- Estimated Completion Date: April 2025
- Community Chest Funds Requested: \$2,500
- Previous Community Chest Funding:
 - 2016 - \$2,500.00 – New oven, microwaves and heater in the Highbury Town Hall.
 - 2019 - \$2,500.00 - Water retic in Wilbur Park.
 - 2020 - \$2,500.00 - Upgrade of the toilet block at Highbury Town Hall.
 - 2022 - \$2500.00 – Towards air conditioning in the Highbury Town Hall.
- Incorporated Organisation: Yes

Officers' Recommendation: This project is recommended for support.

The Reference Group recommends that this application is not supported by Community Chest at this time but is requesting that the CEO include this project as a request for consideration to the municipal funds in the 2025/6 annual budget

Voting Requirements

Simple Majority

**OFFICERS' RECOMMENDATION & COMMUNITY CHEST GRANTS REFERENCE GROUP
RECOMMENDATION AND COUNCIL RESOLUTION 260325.11**

Moved: Cr Pomykala

Seconded: Cr Wiese

That with respect to the Community Chest Fund 2024/25 Round 2 applications, Council resolve to support the following recommendations:

- 1) Grant Narrogin Central Bush Fire Brigade Inc \$2,500 towards their Technology Improvements Project representing a 41% Shire contribution to the overall project;
- 2) Grant partial support to Narrogin Auskick Inc to the sum of \$850 towards their Mother's Day Event 10 May 2025, representing a 27% Shire contribution to the overall project;
- 3) Grant Narrogin Children & Families Inc \$1,897 cash and \$603 in-kind towards their Stakeholder Forum 24 March 2025 representing a 53% Shire contribution to the overall project;
- 4) Not support Divine You Inc \$2,500 (in arrears) towards a new cool room, notwithstanding it's obvious merit, due to the project being ineligible as it has received a State Government commitment, ensuring alternative funding is available;
- 5) Not support Holyoake Australian Institute for Alcohol and Drug Addition Resolution Inc \$2,500 (in arrears) towards their Don't Drink & Drive/Mental Health and Wellbeing Sporting Round event due other funding sources being available and the Shire's Chief Executive Officer making a \$500 donation to the event on behalf of the Shire from his Delegation;
- 6) Not support Narrogin Repertory Club Inc \$2,500 towards the Thornton Theatre Stage Lighting Upgrade due to alternative funding sources being available to the applicant in that the project has received a State Government commitment, ensuring alternative funding is available;
- 7) Not support Narrogin & Districts Senior Citizens Centre towards catering their entertainment event organised by Arts Narrogin as other funding sources are available in the form of ticket sales;
- 8) Grant Narrogin & Districts Netball Association Inc \$2,500 (in arrears) towards their Indigenous Round 26 July 2025 representing a 63% Shire contribution to the total project;
- 9) Grant partial support to the Narrogin Amateur Swimming Club Inc the sum of \$880 (in arrears) towards their Backstroke starting blocks. The remainder of their expenditure including Uniform Upgrade is deemed recurrent expenditure (operational costs);
- 10) Grant Narrogin Tennis Club \$1,500 towards their Pickleball Project representing a 60% Shire contribution to the overall project;
- 11) Grant partial support to the Narrogin Independent Playgroup Inc the sum of \$1,012 (in arrears) towards their 2025 Open Day event and new printer, representing a 28% Shire contribution to the overall project;
- 12) Not support the Narrogin State Emergency Service Unit Inc in the purchase of new uniforms for their Youth program as the organisation is ineligible to apply as Department of Fire and Emergency Services (DFES) is State Government funded;
- 13) Not support Highbury District Council \$2,500 towards the replacement kitchen floor at the Highbury Town Hall, as the Reference Group noted that the Chief Executive Officer agreed

to include this project as a request for consideration to the municipal funds in the 2025/26 annual budget; and

- 14) Note that all of the successful applications listed above are to complete the project and acquit the grant by 30 June 2025 in accordance with the submitted application, and present copies of paid invoices and receipts related to the costs associated with the project, together with a tax invoice made out to the Shire up to the maximum amount of the approved grant, (plus GST if applicable) and submit together with copies of promotional material relating to the project, and photos of the completed project; the Shire will then reimburse up to the approved amount.

CARRIED 6/0

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

Against: Nil

COMMUNITY CHEST APPLICATION FORM (FDRS010)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

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

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

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

Grants must be acquitted within the financial year of approval.

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

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

1. APPLICANT DETAILS

Name of Organisation

Narrogin Central Bush Fire Brigade

Contact Person

Peter Harper

Address

(Brigade) 1 Kipling Street, Narrogin WA 6312 (Postal) PO Box 1137 Narrogin WA 6312

Position

Treasurer

Phone

-

Mobile

[REDACTED]

Email

[REDACTED] / Brigade: ngncentralbfb@gmail.com

What financial year are you applying in?

2024/2025

Are you applying for Round 1 or Round 2? ✓

Round 1

Round 2

x

Organisation's ABN.

We don't have an ABN as we are an Incorporated, not-for-profit association

Is your organisation registered for GST? ✓

Yes

No

x

Is your organisation incorporated? ✓

Yes

x

No

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

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

Yes		No	x
-----	--	----	---

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

N/a

3. PROJECT DETAILS

What is the name of your proposed project or event?

Technology improvements committed to volunteer safety

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

The Narrogin Central VBFB propose to introduce technology into the trucks committed to the ongoing safety of its volunteers when managing emergency incidents. The project proposes the purchase of two iPads, together with specialised mounts and rugged protective covers, into the emergency vehicles.

The iPads will have an app 'Fire Mapper' installed, that is designed to offer real-time fire incident mapping, allowing the volunteers to quickly access critical information about fire locations, spread, and potential risks, enabling faster response times, improved situational awareness, real-time data collection in the field and greater collaboration between teams spread across the fire ground.

How will your project / event benefit the Narrogin community?

The nature of public and volunteer safety is changing, and the expectation for timely and accurate operational, together with real-time incident information, has never been stronger.

This project will support volunteers who work tirelessly for the Shire of Narrogin and the wider community in ensuring the safety of the community during emergency incidents. A commitment to safety of our volunteers is our main priority, and everything that we do as a brigade focuses on this. Technology improvements and the need for access to real-time information in an emergency is critical to supporting these safety endeavours. We are working towards the utilisation of new and innovative technology to ensure the ongoing safety of our volunteers as well as assisting with the collection of real-time data at an incident that assists with effective and efficient fire management (as well as other emergency events).

The technology (FireMapper app) that is to be introduced offers real-time shared mapping and situational awareness that is optimised for volunteers, brigades and the supporting agencies (including the Shire of Narrogin).

In order to be able to introduce and use this app, the Brigade needs to purchase two iPads and protective covers/mounts so that the technology can be made available in each truck for the volunteers to use and access in an emergency situation.

FireMapper is the complete solution for efficiently capturing, distributing and interpreting critical information at incidents and emergencies. The app includes Integrated Automated Vehicle Location (AVL) for sharing real-time locations of volunteers and appliances. This assists with volunteers having a real-time understanding of where the critical areas of risk are, and ensuring that all at the emergency incident have greater situational awareness.

Further, the app works offline, which is of significant benefit when the volunteers may be working in areas with poor or limited connectivity. The brigade has already had installed Starlink in each truck, offering greater opportunity for reliable coverage where the mobile phone signals are poor or non-existent.

The app offers the opportunity to collaborate and interact on shared maps, as well as real-time tracking of appliance and aircraft locations. Specifically designed to be used in the field and still functions even in areas with limited or no internet access.

Estimated project start date

June 2025

Estimated project completion date

September 2025

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash

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

Yes	x	No	
-----	---	----	--

Please tell us how the Community Chest funds will be used

The Shire of Narrogin Community Chest funds will be used to contribute to the cost of purchasing the rugged protective covers and specialised mounts for the iPads in the trucks. These covers and mounts are currently used by DFES, and have proven effectiveness in the harsh environmental conditions that the appliance and volunteers are often exposed to in an emergency situation.

The Brigade will recognise the contribution from the Shire with appropriate recognition at the time of the project being initiated.

In-kind contributions:

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

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

Contributions	Estimated value \$
Project management & administration = 10 hours @ \$25/hour	\$250
Installation of equipment into trucks = 5 hours @ \$25/hour (qualified installer in voluntary capacity)	\$125
Total In-kind	\$375

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	\$2500	Materials – Purchase of 2 x ipads	\$1174
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).	n/a	Materials – Purchase of 2 x Havis covers & mounts for ipads	\$4598
Applicant's cash contribution	\$3272	Venue hire	n/a
In-kind (volunteer, donated labour)	\$375	Labour/contractor costs (volunteer/donated)	\$375
TOTAL *INCOME	\$6147	TOTAL *EXPENDITURE	\$6147

**Income and *Expenditure amounts must be equal*

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

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

The project being proposed is not an event or activity, but rather a project aimed at the ongoing safety for volunteers when in an emergency situation.

Should the project be successful in obtaining funding support from the Shire of Narrogin, the Brigade will promote this support via social media and print media where applicable.

All volunteers will be made aware that the Shire has supported the initiative in the ongoing support for volunteers in its community.

Acknowledgement of Shire of Narrogin sponsorship

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

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

6. FUNDING CONDITIONS

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

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

Our organisation (*insert name below*)

Narrogin Central Bush Fire Brigade

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

Print Name

Vern Gibson

Position (*President or Vice President*)

Captain

Signature



Date

28 February 2025



WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 10)

IARN: A1044720U

Certificate of Incorporation

This is to certify that

NARROGIN CENTRAL BUSH FIRE BRIGADE INCORPORATED

is an association incorporated under the
Associations Incorporation Act 2015

The date of incorporation is the
first day of December 2023

Patricia Blake
Commissioner for Consumer Protection

CERTIFICATE

Quote – JBHiFi – iPad x 2

JB Hi-Fi
ALWAYS CHEAP PRICES

Search products, brands, and more...

Track order Stores Log in

Products Brands Deals & Catalogues Clearance Services Join JB Perks Gift Cards News & Reviews

Apple iPad 10.9-inch 64GB Wi-Fi (Silver) [10th Gen]

★★★★★ 4.7 (503) Write a review

MODEL: MPQ03X/A SKU: 339330

\$587

afterpay Zipp PayPal

Log in to see if you have coupons.

Colour

Silver

Total Storage

64GB \$587	256GB \$837
---------------	----------------

Special Features of Havis Rugged Covers

FEATURES

- Supports Apple's iPad (10th Gen) in public safety, utility, and other demanding environments
- LED power indicator
- Full access to camera, speakers, and controls
- Simple, safe and secure connectivity through one handed docking and undocking
- Low profile, rugged design that is drop tested
- Input port on case allows device to be charged and transfer data when it's not in the Havis docking station
- Kickstand provides angled viewing
- Integrated stylus holder
- Input port on case allows device to be charged and transfer data when it's not in the Havis docking station
- Hand Strap Included
- Includes 96W DC Power Supply (LPS-184)
- Integrated cable management system
- Rounded edges and corners for comfort and safety
- Keyed lock for added security
- Made in USA

SALES QUOTATION

Quotation To:

Narrogin Central Bushfire Brigade
Australia

Quotation Date: 24/02/2025

Quotation No: *00016522*

Validity Period: 30 Days from date of issue

Salesperson

QTY	ITEM NO.	DESCRIPTION	EX PRICE PER ITEM	DISC%	EXTENDED INC GST	TAX CODE
1	HWare - Other	ETA: Mid April - Early May HAVIS PKG-TAB4-APP5 (Docking Station, Tablet Case, and DC Power Supply for Apple iPad (10th Gen))	\$1,360.00		\$1,496.00	GST
1	RT-DFES- RAD/DOCK- BKT	RT Custom Radio / Dock Bracket	\$360.00		\$396.00	GST
1	RT-DFES- UT-DBKT	Dock Bracket for UT Trucks	\$370.00		\$407.00	GST



Amount:	\$2,090.00
Freight:	\$0.00 GST
GST:	\$209.00
Total:	\$2,299.00

Total:

\$2,299.00

HOW TO ORDER?

If you have a credit account, please send us a valid **PO** otherwise:

Please transfer directly by **EFT** quoting your quotation number to:

Acct Name: Roaming Technologies Pty Ltd:

BSB: 036-011

Acct: 343740

Havis Rugged Tablet Cases for iPads

TC-400 SERIES



RELIABLE, SECURE, & SEAMLESS CONNECTIVITY

- Low profile, rugged design
- Integrated stylus holder
- Full access to camera, speakers & controls
- LED power indicator light on DS-TAB-401 dock
- Kickstand on case provides angled viewing
- Easy to adjust hand strap included
- Lock & key for in-vehicle security



iPad Pro 13" (M4)
TC-402



iPad Pro 11" (M4)
TC-403



iPad Pro 12.9" (4th-6th Gen)
& iPad Air 13" (M2)
TC-404



iPad Air 11"
(4th-5th Gen, M2)
TC-405



iPad (10th Gen)
TC-406



iPad Pro 11"
(2nd-4th Gen)
TC-409

Havis Rugged Tablet Cases for iPads

TC-400 SERIES

iPad Pro 13" (M4)

PKG-TAB4-APP1

- Includes: DS-TAB-401 & TC-402
- DC Power Supply: LPS-184



iPad Pro 11" (M4)

PKG-TAB4-APP2

- Includes: DS-TAB-401 & TC-403
- DC Power Supply: LPS-184



iPad Pro 12.9" (4th - 6th Gen) & iPad Air 13" (M2)

PKG-TAB4-APP3

- Includes: DS-TAB-401 & TC-404
- DC Power Supply: LPS-184



iPad Pro 11" (2nd - 4th Gen)

PKG-TAB4-APP4

- Includes: DS-TAB-401 & TC-409
- DC Power Supply: LPS-184



iPad (10th Gen)

PKG-TAB4-APP5

- Includes: DS-TAB-401 & TC-406
- DC Power Supply: LPS-184



iPad Air 11" (4th-5th Gen, M2)

PKG-TAB4-APP6

- Includes: DS-TAB-401 & TC-405
- DC Power Supply: LPS-184



Empowering Field Workers With Rugged Solutions For iPads That Work Anywhere

DS-TAB-400 & TC-400 SERIES



Havis combines durability and innovation to provide total rugged mobility solutions designed for field professionals. Built specifically for iPads, Havis rugged docking stations, cases, and keyboards are crafted to withstand the toughest environments, ensuring your workforce stays productive wherever the job takes them.

KEY FEATURES & BENEFITS:

Rugged and Durable:

- Keyboard: Certified to IP65 standards, designed to withstand extreme weather, dust, and drops.
- Docking Station + Tablet Case: Engineered with robust materials and a sleek, compact design, providing reliable device security and protection in extreme environments.

Superior Functionality:

- Keyboard: Fully integrated Apple trackpad and ergonomic 78-key layout for precise control and comfort, with a 14-key function row for quick adjustments.
- Docking Station + Tablet Case: Features full access to device cameras, speakers, and controls, with an LED power indicator for seamless operation and visibility in any setting.

Designed for Utility Workers:

- Portable, lightweight solutions optimized for fieldwork, control centers, or vehicle mounting.
- Quick plug-and-play setup minimizes downtime, keeping workflows uninterrupted.
- The perfect pairing of Apple innovation and Havis durability ensures maximum reliability.

THE MOBILITY TRIO: EMPOWERING PRODUCTIVITY ANYWHERE



ONE SOLUTION, UNLIMITED MOBILITY

Stay powered, secure, & connected,
wherever work takes you



COMMUNITY CHEST APPLICATION FORM (FDRS010)



Shire of
Narrogin
Love the life

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Narrogin WA 6312

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

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Round 2 opens 1 February & closes 28 February

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

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

1. APPLICANT DETAILS

Name of Organisation

Narrogin Auskick Inc

Contact Person

Chandelle Brien Boothey

Address

PO Box 362, Narrogin, WA, 6312

Position

Auskick Finance Officer

Phone

Mobile

Email

What financial year are you applying in?

2024/2025

Are you applying for Round 1 or Round 2? ✓

Round 1

Round 2

✓

Organisation's ABN.

Is your organisation registered for GST? ✓

Yes

No

x

Is your organisation incorporated? ✓

Yes

x

No

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

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

Yes		No	✓
-----	--	----	---

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

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

3. PROJECT DETAILS

What is the name of your proposed project or event?

Narrogin Auskick Mother's Day Event 2025

Auskick in Narrogin has been revamped with an enthusiastic committee, encouraging an inclusive environment for girls and boys aged 5-12 years. We would like to continue to provide children with exciting sporting opportunities in the coming year. Being able to have a rewarding and fun experience for our participants and their families at the start of season would be a highlight of the upcoming program and give the committee the opportunity to advertise and promote Auskick to the community, and to service more families going forward. The Auskick Committee is looking forward to an amazing year in 2025.

Mother's Day activities will include activities such as the longest kick, and most accurate handball through the target, for all the ladies attending on the day. All the mother's will receive a small gift of chocolates, and prizes will be given for competition winners.

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

The Narrogin Auskick Committee would like to hold a special celebration for Auskick participants in 2025, and potential Auskick participants. This would include a bouncy castle, sausage sizzle, juice box and ice cream for all participants and families. The event is at the start of the Auskick season, on a Saturday morning from 10:00am – 12noon at Clayton Rd Oval.

Auskick presents a fantastic opportunity to be part of a group which forms part of the fabric of the town of Narrogin. Auskick is a great outlet for kids to exercise and improve their fitness as well as their social skills.

How will your project / event benefit the Narrogin community?

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

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

We know, from past seasons, that participants and families commit more to weekly Auskick sessions when there has been good advertising and promotion. The Auskick Mother's Day Celebration is an opportunity to advertise and promote Auskick to the community at large and also presents a fantastic opportunity to be a part of a great community group and become part of the community fabric. Auskick is a great outlet for the kids to exercise and also improve their fitness and social skills.

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

Estimated project start date

May 10th 2025

Estimated project completion date

May 11th 2025

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash. Last year committee members personally donated the food for the bbq and prizes for the Mother's day round, from their own pockets.

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

Yes

✓

No

Please tell us how the Community Chest funds will be used

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

In-kind contributions:

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

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

<i>Volunteer Contributions</i>	<i>Estimated value \$</i>
<i>Preparation of Grant – 2 x 2 hours</i>	<i>\$100</i>
<i>Advertising of Grant – 2 x 2 hours</i>	<i>\$100</i>
<i>Marketing of Grant – 1 x 5 hours</i>	<i>\$225</i>
<i>Running of Event – 4 x 3 hours</i>	<i>\$300</i>
<i>Clean up after Event – 4 x 1 hours</i>	<i>\$150</i>
<i>Acquittal of Grant – 2 x 2 hours</i>	<i>\$100</i>
<i>Total In-kind</i>	<u><i>\$975</i></u>

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	2050	Materials	
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	1650
Applicant's cash contribution	150	Venue hire	
In-kind (<i>volunteer, donated labour</i>)	975	Labour/contractor costs In-kind (<i>volunteer, donated labour</i>)	975
Sponsorship		Advertising	
Donations (<i>cash/materials from others- please list</i>)		Catering costs	400
		Prizes/gifts for mothers	150
Other grants		Entertainment	
Sales (<i>stall fees, event tickets/food/merchandise</i>)		Office/administration	
Other income (<i>please list</i>)		Other expenditure (<i>please list</i>)	
TOTAL *INCOME	3175	TOTAL *EXPENDITURE	3175

**Income and *Expenditure amounts must be equal*

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

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

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

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

The Narrogin Observer will be invited to report on the event.

Acknowledgement of Shire of Narrogin sponsorship

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

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

6. FUNDING CONDITIONS

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

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

Our organisation *(insert name below)*

Narrogin Auskick

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

Print Name

Ben Davies

Position *(President or Vice President)*

Auskick Coordinator

Signature



Date

27/02/2025

NARROGIN AUSKICK 2024 PARTICIPANTS







Western Australian Incorporated Association Extract

Date/Time: 03/3/2025 11:43:03

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

Current name:	NARROGIN AUSKICK INCORPORATED
Incorporated Association Registration Number (IARN):	A1045702Z
Status:	Registered
Date of Incorporation:	28/2/2025
Date of Cancellation:	N/A
Financial Year End:*	31 January 2026
Governing Documents:*	Prescribed Model Rules
Current address for service of notice:*	PO Box 362 NARROGIN WA 6312

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

Disclaimer:

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

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


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

Please advise the Consumer Protection of any error or omission that you identify.

COMMUNITY CHEST APPLICATION FORM (FDRS010)




89 Earl Street
PO Box 1145
Narrogin WA 6312


(08) 9890 0900


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

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

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

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

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

Grants must be acquitted within the financial year of approval.

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

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

1. APPLICANT DETAILS

Name of Organisation

Narrogin Children and Families Incorporated

Contact Person

Kellie Wilkins

Address

24 Sydney Hall Way, Narrogin, 6312

Position

President

Phone

Mobile

Email

narroginchildrenandfamilies@gmail.com

What financial year are you applying in?

2024-2025

Are you applying for Round 1 or Round 2? ✓

Round 1

Round 2

✓

Organisation's ABN.

88695369107

Is your organisation registered for GST? ✓

Yes

No

✓

Is your organisation incorporated? ✓

Yes

✓

No

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

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

Yes	✓	No	
-----	---	----	--

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

We applied and were successful in 2023 to get assistance with business plan. However due to requiring further information and research around feasibility and benefit of purchasing existing buildings rather than starting a new build, we did not utilise the grant.

3. PROJECT DETAILS

What is the name of your proposed project or event?

Community & Stakeholder Engagement and Consultation Forum

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

To host a one-day forum open to all of the community with a dual audience: Community and Families as stakeholders (morning session) and Professionals as stakeholders (afternoon session).

The forum aims to inform all stakeholders about the proposed Narrogin Children's Hub project and will seek direct input and feedback about its design, uses and spaces and gather input about the community's identified needs and aspirations for children 0-8 and their families/ carers. The collected information will be used to support our needs analysis.

How will your project / event benefit the Narrogin community?

The proposed Narrogin Children's Hub will be a fit for purpose:

1. centralised stable location for all children's services covering the region.
2. enable external agencies to service families within the region in a timely manner
3. be an inclusive centre utilised by various organisations for 0-8 year olds and their families/ carers

Estimated project start date

24 March 2025

Estimated project completion date

24 March 2025

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Both

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

Yes

No

✓

Please tell us how the Community Chest funds will be used

Venue Hire for day (John Higgins Community Centre)

Morning session:

1. Children's activities providers: Face Painting, Aboriginal activities, sensory and play centres
2. Coffee Van
3. Catering for morning tea adults and children
4. Promo bags
5. Stationery for collecting and sharing ideas

Afternoon session:

1. Coffee van
2. Catering afternoon tea
3. Promo bags
4. Stationery for collating ideas

In-kind contributions:

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

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

<i>Contributions</i>	<i>Estimated value \$</i>
<i>John Higgins Community Centre Hire</i>	<i>\$603.00</i>
<i>Volunteers 20 x 6 hours</i>	<i>\$2000.00</i>
<i>Total In-kind</i>	<i>\$2,603.00</i>

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	\$1897.00	Materials: promo bags and stationery	\$388.00 \$58.00
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).	\$603.00	Hire of equipment:	
Applicant's cash contribution	\$218.00+	Venue hire	\$603.00
In-kind (<i>volunteer, donated labour</i>)	\$2000.00	Labour/contractor costs	\$2000.00
Sponsorship		Advertising	
Donations (<i>cash/materials from others- please list</i>)		Catering costs	
		Coffee	\$700.00
		Fruit platters x 3 large, plates & napkins	\$127.20
		Cake and slices	\$301.80
Other grants		Entertainment Face painting, Children's play area Children's art activity	\$290.00 \$250.00
Sales (<i>stall fees, event tickets/food/merchandise</i>)		Office/administration	
Other income (<i>please list</i>)		Other expenditure (<i>please list</i>)	

TOTAL *INCOME	\$4,718.00	TOTAL *EXPENDITURE	\$4,718.00

**Income and *Expenditure amounts must be equal*

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

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

Facebook:

Narrogin Community pages

NCFI posts

Shire of Narrogin

On advertising and on materials:

Shire of Narrogin logo

Display of Shire of Narrogin flag or banner at event

Article in Narrogin Observer: Hannah Whitehead

Acknowledgement of Shire of Narrogin sponsorship

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

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

✓	Other (please describe). Narrogin Observer article and Narrogin Children and Families posts
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6. FUNDING CONDITIONS

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

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

Our organisation (insert name below)

Narrogin Children and Families Incorporated

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

Print Name

Kellie Wilkins

Position (President or Vice President)

President

Signature



Date

27/2/2025

Addendum 1.

By providing a free community forum, we can collect a wide range of informative data that we will use to embed the needs analysis information that our consultants are requiring to complete the business plan.

Following advice from external consultants, our volunteer committee is seeking to engage our community and professional stakeholders to inform them of our ideas and allow them to provide us additional information for the project through an interactive, facilitated forum.

Data collected from attendees will inform the needs analysis of why this is an important project for the town. Based on feedback from multiple organisations and visiting specialists in town that there is not a stable, inclusive, collaborative environment for families in this town, we are aware of the need for the project, but are seeking to embed stronger data to ensure we are covering what the towns aspirations and goals are. The data collected will go directly into the completion of the business plan in due course.

Representation from different demographics and professions including ages, cultures, family status will allow the greatest opportunity of diverse information to be collected. Formal invitations plus multiple advertising channels have been engaged to ensure a wide variety of attendees.

The format of the forum will be interactive, showing a range of possible plans and ideas and allowing the stakeholders an opportunity to anonymously provide feedback and suggestions based on their individual or professional needs. We will also be collecting specific demographic information, including family types, ages, cultures and the option to be included in planning and discussions. This will help us address a formal understanding of the social, economic, environmental, health and overall impact to the town that this project will help provide.

Our committee is fully invested into providing and servicing Narrogin childrens and families. In addition to focusing on the proposed children's hub, recently we have taken on the project of reinstating an after school care facility in town after the local one was shut in June 2024 which affected 47 local families per week at its closure. With the assistance of the Shire we have successfully secured a new premise and are working with suitable child care providers to reestablish this facility in 2025. This has been funded through grass roots fundraising and community support of approximate \$27,000 and successful grant applications of \$40,000 with another one pending of \$15,000. Our drive and dedication to improve the lives of Narrogin families is unwavering and we have a formal calendar of events for 2025 and an active volunteer register to ensure our presence and fundraising is coordinated and effective throughout this whole year to reach our goals.

Once the current after school care is finalised and opened, the proposed children's hub can be focussed on in a more publicly visual capacity with the Community and Professionals Stakeholder Forum playing a large part in this. The research has been ongoing into the proposed Children's Hub, including the committee inspecting and researching all available current premises in town as to suitability, prices, renovations needed and capacity. The public has not been aware of this due to the current priority being on the After School Care Project but we are now at a point of requiring further information to proceed.



WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 10)

IARN: A1044343K

Certificate of Incorporation

This is to certify that

NARROGIN CHILDREN & FAMILIES INCORPORATED

is an association incorporated under the
Associations Incorporation Act 2015

The date of incorporation is the
twenty first day of June 2023

Patricia Blake
Commissioner for Consumer Protection

CERTIFICATE

FAMILIES

FORUM

COME AND
HAVE A SAY.
WE WANT YOUR
IDEAS!



NARROGIN CHILDREN AND FAMILIES INC

Come and join
us to discuss the proposed
Narrogin Children's Hub.

We want your ideas and input
into design, needs and
services for our families of 0-
8 year olds.

MONDAY
24 MARCH
10-12AM

JOHN HIGGINS COMMUNITY
CENTRE

FACE PAINTING
CHILDRENS ACTIVITIES
LIGHT MORNING TEA
COFFEE VAN

JOIN US



Narrogin Children & Families Inc.

narroginchildrenandfamilies@gmail.com

PROFESSIONAL FORUM



NARROGIN CHILDREN AND FAMILIES INC

Come and join
us to discuss the proposed
Narrogin Children's Hub.

An interactive forum because
we want your ideas and input
into design, needs and
services for our families of 0-8
year olds.

MONDAY
24 MARCH
2 - 4PM

JOHN HIGGINS COMMUNITY
CENTRE

INTERACTIVE FORUM
COFFEE VAN
LIGHT AFTERNOON TEA

JOIN US



Narrogin Children & Families Inc.

narroginchildrenandfamilies@gmail.com



Coles Fruity Bites Platter | 1
Each

\$105.00

3 ▼

[Remove](#)



Coles Paper Snack Plates | 20
pack

\$15.00

10 ▼

[Remove](#)



Deeko White Lunch Napkins 1
Ply | 75 pack

\$7.20

\$1.80 saved

3 ▼

[Remove](#)

Subtotal

\$127.20

[View order details](#) ▼

\$1.80 saved

11

(DELETE AS APPROPRIATE)

DATE 5-2-25

TO NARORIN PLAYGROUP

ABN (of Recipient)

ORDER NO.

FROM

FACE PAINTING BY MARY

ABN (of Supplier)

[illegible]

TOTAL INCLUSIVE OF G.S.T.

290	W
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Supporting children's early development together

QUOTATION

ABN: 31107177236

Narrogin Children and Families Inc

Contact: **Kellie Wilkins**

Quotation # 00011

narroginchildrenandfamilies@gmail.com

Issue Date: 24 February 2025

Product/Service	Qty	Price	Amount
Play session: Sensory play Exploratory play	2 hours	\$154.00	\$ 154.00
Travel	80c per km	\$ 96.00	\$96.00

This quotation is valid for 3 months from issue.

TOTAL:	\$ 250.00

Deb Cavanagh

E.L.F

Education Linked to Families

761 Zilko Rd

WILLIAMS, WA 6391

deb@elfwa.com

0427770531

Thank you.



SARA LEE 035783

White Chocolate & Raspberry Tray Cake

1x \$ 45.46 Unit



Total
\$45.46



SARA LEE 085067

Orange Tray Cake 1.8kg

1x \$ 42.91 Unit



Total
\$42.91



MAMA KAZ 390457

Whole Chocolate Slab Cake

1x \$ 34.6 Unit



Total
\$34.60



MAMA KAZ 390459

Whole Banana Cake Slab

1x \$ 34.6 Unit



Total
\$34.60



PRIESTLEYS 389489 **PRE-ORDER**

Strawberry Cheesecake Slice Gf 15pc

1x \$ 77.37 Unit



Total
\$77.37



MAMA KAZ 390458

Whole Red Velvet Slab Cake

1x \$ 39.41 Unit



Total
\$39.41

Your order:

\$301.80

(Inc \$27.44 GST)

CHECKOUT



QUOTE

Narrogin Children and Families Inc.

Date
27 Feb 2025

Expiry
13 Mar 2025

Quote Number
QU-0001

ABN
96 323 355 172

R.M. Read
Attention: Robyn
Box 3
WILLIAMS WA 6391
AUSTRALIA

Description	Quantity	Unit Price	Amount AUD
travel	1.00	90.91	90.91
regular coffee	100.00	6.00	600.00
Subtotal			690.91
TOTAL GST 10%			9.09
TOTAL AUD			700.00



PO Box 216
5 Brooking Street
Williams WA 6391
(08) 9885 1378 williams@crc.net.au
ABN: 69 842 648 724

Quote

Narrogin Children & Families Inc.
24, Sydney Hall Way
Narrogin WA 6312
Australia

TAX INVOICE #: 00011374
DATE: 27/02/2025
Cust PO:

DESCRIPTION	AMOUNT	CODE
100 x White Craft Bags (Officeworks) & 120 Lables (Vista Print)	\$188.00	GST
Printing fee	\$200.00	GST
Comment:		
Freight:		\$0.00
GST:		\$35.27
Total Inc GST:		\$388.00
Amount Applied:		\$0.00
Balance Due:		\$388.00
Terms: Net 14		

REMITTANCE ADVICE - Please Return with Payment

TO: Williams Community Resource Centre Inc
PO Box 216
WILLIAMS WA 6391

FROM: Narrogin Children & Families Inc.
24, Sydney Hall Way
Narrogin WA 6312
Australia

OR: Electronic Funds Transfer

Transfer to:
Account Name: Williams Community Resource Centre Inc
BSB: 016-770
Account Numer: 1100 41911

Paying Invoice #: 00011374
Amount Due: \$388.00

COMMUNITY CHEST APPLICATION FORM (FDRS010)



Shire of
Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

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

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

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

Grants must be acquitted within the financial year of approval.

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

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

1. APPLICANT DETAILS**Name of Organisation**

DIVINE YOU INC.

Contact Person

SISTER SAGAYA ROSEMARY AROCKIASAMY

Address

8 FEDERAL STREET, NARROGIN

Position

PRESIDENT

Phone

9881 2031

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

2024-2025

Are you applying for Round 1 or Round 2? ☐

Round 1

Round 2

**Organisation's ABN.**

89 800 130 774

Is your organisation registered for GST? ☐

Yes

No



Is your organisation incorporated? ☐

Yes



No

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

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ☐

Yes

No



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

2022-2023

Unsuccessful application to erect a shed on the Divine You property for community work.

3. PROJECT DETAILS

What is the name of your proposed project or event?

Emergency Food Assistance for 2025-2026.

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

Divine You is now a Regional Food Distribution Centre and requires a Cool Room to store food. We plan to install a 2.4 x 2.4 m Cool Room in our existing shed. This facility will enable us to expand our distribution of food to individuals in need and charities within Narrogin and surrounding towns.

How will your project / event benefit the Narrogin community?

Divine You is currently distributing food hampers every Tuesday from 10 - 4 pm to individuals and charities within Narrogin and surrounding towns. The new Cool Room will enable us to increase this distribution to reach more people in need.

Estimated project start date

January 2025

Estimated project completion date

End February 2025

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash

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

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

Please tell us how the Community Chest funds will be used

The funds will be used to boost existing donations towards the construction and installation of the Cool Room.

In-kind contributions:

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

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

Contributions	Estimated value \$
Volunteer labour to assist with the installation of the Cool Room	\$ 400.00
Total In-kind	\$ 400.00

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$ 25,000	TOTAL PROJECT EXPENDITURE	\$ 25,000
**Amount of Community Chest Funds requested in cash	2,500	Materials	

**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	
Applicant's cash contribution	10,640	Venue hire	
In-kind (<i>volunteer, donated labour</i>)	400	Labour/contractor costs	
Sponsorship		Advertising	
Donations (<i>cash/materials from others- please list</i>)		Catering costs	
Uniting Church of Australia	6,000		
Dorcas	2,000		
Jim & Pat Curnow	2,460		
Williams Camp Draft	1,500		
Quindanning Picnic Race	2,000		
Other grants		Entertainment	
Sales (<i>stall fees, event tickets/food/merchandise</i>)		Office/administration	
Other income (<i>please list</i>)		Other expenditure (<i>please list</i>)	
TOTAL *INCOME	25,000	TOTAL *EXPENDITURE	25,000

**Income and *Expenditure amounts must be equal*

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

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

Facebook

Emails

Flyers

Opening of Cool Room function with advertising of donors and supporters.

Verbal recognition of those who have contributed.

Acknowledgement of Shire of Narrogin sponsorship

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

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

6. FUNDING CONDITIONS

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

Please ensure you have read the above Funding Conditions before signing below Our organisation (*insert name below*)

DIVINE YOU INC.

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

SISTER SAGAYA ROSEMARY AROCKIASAMY

Position (*President or Vice President*)

PRESIDENT

Signature

Sr Sagaya Rosemary Arockiasamy.

Date

26/2/25



Australian
Charities and
Not-for-profits
Commission



THIS CERTIFIES THAT

Divine You Inc

ABN:89 800 130 774

HAS BEEN REGISTERED BY THE

Australian Charities and Not-for-profits Commission

ON THE DATE OF

27 April 2018

CERTIFIED BY

Hon. Dr Gary Johns

Commissioner

Australian Charities and Not-for-profits Commission

COMMUNITY CHEST APPLICATION FORM (FDRS010)



Shire of
Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

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

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

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

Grants must be acquitted within the financial year of approval.

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

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

1. APPLICANT DETAILS

Name of Organisation

Holyoake

Contact Person

Jessica Daniels

Address

80 Federal Street, Narrogin WA 6312

Position

Wheatbelt Alcohol and Other Drug Prevention Coordinator

Phone

Mobile

Email

jdaniels@holyoake.org.au

What financial year are you applying in?

July 2024 – June 2025

Are you applying for Round 1 or Round 2? ✓

Round 1

Round 2

X

Organisation's ABN.

57 848 445 446

Is your organisation registered for GST? ✓

Yes

X

No

Is your organisation incorporated? ✓

Yes

X

No

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

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

Yes		No	X
-----	--	----	---

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

3. PROJECT DETAILS

What is the name of your proposed project or event?

Don't Drink and Drive / Mental Health and Wellbeing Sporting Round.

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

Holyoake's will coordinate a Don't Drink and Drive / Mental Health and Wellbeing Sporting Round in June 2025 with participating codes / associations include the Upper Great Southern Hockey Association, Upper Great Southern Football League and Narrogin & Districts Netball Association. The round will include messaging:

- *Stay in the game and stay off the road. Drinking? Don't Drive.*
- *Looking after me so I can look after my mates.*
- *A whistle starts a game, a word starts a conversation.*

Activities will include an educational presentation, radio advertising, posters, merchandise and AOD & MH quiz.

How will your project / event benefit the Narrogin community?

Narrogin & Surrounds sporting clubs have been impacted by a significant alcohol and drug related road trauma in 2024. Specifically, the Narrogin Hawks football club. The Narrogin Hawks Football Club reached into Holyoake's Wheatbelt Prevention Team seeking support of their players / coaches / admin that were experiencing psychological distress due to the incident.

In February 2025, the Narrogin sporting community was also impacted by the loss of a local community member that had strong links through all sporting codes.

Additionally, during the development workshops of the Narrogin & Surrounds Community Wellbeing Plan, it was identified that drink driving was a priority for WAPOL, specifically surrounding the drinking culture at local sporting clubs. A short-term outcome expected to be included in the Narrogin CWP is:

- **Short-term Outcome:** Increased awareness of and opportunity for, alcohol and other drug harm minimisation practices, including access to safer environments to reduce harms and promote safety.

This round will be aimed to address these heightened vulnerabilities and bring together Narrogin's sporting communities to spread the important messages on safety, wellbeing and connection.

Estimated project start date

2/6/2025

Estimated project completion date

8/6/2025

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash

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

Yes

X

No

Please tell us how the Community Chest funds will be used

The Community Chest funds will be used to fund the merchandise and advertisement for the event, including:

- Radio advertisements
- Printing of resources and posters
- Merchandise to be distributed during the round with the associated messaging.

In-kind contributions:

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

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

<i>Contributions</i>	<i>Estimated value \$</i>
<i>Administration from hockey, netball and football clubs and support during the round. Approximately 15 hrs x \$25.</i>	<i>\$375</i>
<i>Coordination of event by Holyoake's Prevention Team. Approximately 20 hrs x \$45.34</i>	<i>\$906.80</i>
<i>Total In-kind</i>	<i>\$1281.80</i>

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	2500	Materials:	
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).	0	Prizes – funded by Holyoake	600
Applicant's cash contribution	0	Printing – funded by CBH	200
In-kind (<i>volunteer, donated labour</i>)	1281.80	Merchandise – funded by Shire of Narrogin	2500
Sponsorship	0	Hire of equipment	0
Donations (<i>cash/materials from others- please list</i>)	0	Venue hire	0
		Labour/contractor costs	0
		Advertising – funded by CBH	560
		Catering costs	0
Other grants - CBH	4260	Entertainment	0
Sales (<i>stall fees, event tickets/food/merchandise</i>)	0	Office/administration	1281.80
Other income (<i>please list</i>)		Other expenditure (<i>please list</i>)	
Holyoake Prevention Team	600	Football shorts – funded by CBH	3500
TOTAL *INCOME	8641.8	TOTAL *EXPENDITURE	8641.8

**Income and *Expenditure amounts must be equal*

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

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

Local radio advertisements will be utilised in the 2 weeks leading up to the round to promote the messaging and round.

Posters will also be created that will be displayed around the venues during and after the round, until the end of the season.

Emails will also go out to all hockey, netball and participating football clubs prior and during the event.

Social media posts will be created and disseminated to the clubs for them to share on their social media.

The educational presentation will also be an opportunity to promote the event to teams.

Acknowledgement of Shire of Narrogin sponsorship

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

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

6. FUNDING CONDITIONS

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6. The funds must be expended and acquitted within the financial year of receiving the grant.
7. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.

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

Our organisation (*insert name below*)

Holyoake

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

Print Name

Sherri McIntosh

Position (*President or Vice President*)

Executive Manager Services

Signature



Date

28/02/25

CERTIFICATE OF REGISTRATION

This is to certify that

HOLYOAKE AUSTRALIAN INSTITUTE FOR ALCOHOL AND DRUG ADDICTION RESOLUTION INC

at

Registered Head Office, Service Delivery Address and ABN:
75 Canning Highway, Victoria Park WA 6100 (ABN: 57 848 445 446)

Service Delivery Sites:

Locations covered by Certification – Refer to Certificate Appendix A

has met the requirements for certification against the **Alcohol and other Drug and Human Services Standard** (published June 2019) for the provision of the following in-scope services:

Non-residential treatment services (counselling and family programs)
Community Alcohol and Drug Service (CADS)
Prison to Parole (PPP)
Drug and Alcohol Throughcare Service (DATS)
Pathways Program
Theraplay services

Certification No.:	712.00 (Part 1 of 2)
Reissue Date:	21 April 2022
Certification Date:	20 April 2022
Expiry Date:	20 April 2025
Initial Certification:	14 October 2014



**AUTHORISED SIGNATORY
IHCA CERTIFICATION**

Registered by the Institute for Healthy Communities Australia Certification Pty Ltd (IHCA Certification)
Level 1, 73-77 Russell St, West End, Queensland Australia, 4101 (ACN 103 006 293) and subject to the Terms and
Conditions for Certification.

IHCA Certification is accredited by the Joint Accreditation System of Australia and New Zealand (www.jas-anz.org/register).
This certificate remains the property of IHCA Certification and must be returned to IHCA Certification on request.

COMMUNITY CHEST APPLICATION FORM (FDRS010)



Shire of
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Love the life

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Narrogin WA 6312

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enquiries@narrogin.wa.gov.au

CASHIER HOURS:
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Grants must be acquitted within the financial year of approval.

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

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

1. APPLICANT DETAILS**Name of Organisation**

Narrogin Repertory Club

Contact Person

Jacqui Early

Address

34-36 Fairway Street, Narrogin WA 6312

Position

Treasurer

Phone**Mobile****Email**

treasurer.ngnrepertory@gmail.com

What financial year are you applying in?

2024/25

Are you applying for Round 1 or Round 2? ✓

Round 1

Round 2

✓

Organisation's ABN.

94 201 507 214

Is your organisation registered for GST? ✓

Yes

No

✓

Is your organisation incorporated? ✓

Yes

✓

No

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

2. PREVIOUS COMMUNITY CHEST FUNDING**Has your organisation previously received Community Chest funding? ✓**

Yes	✓	No	
-----	---	----	--

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

2022/23 – \$2,500

Funding for the Thornton Theatre Electrical Upgrades – installation of drop down projector screen, projector, cameras for live feed, two screens for live feed, replacement of speakers and installation of outdoor toilet lights.

3. PROJECT DETAILS**What is the name of your proposed project or event?**

Thornton Theatre Stage Lighting Upgrade

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

The Narrogin Repertory Club is seeking to replace the current stage lighting and associated lighting desk, both of which are ageing significantly and do not meet energy efficiency standards.

How will your project / event benefit the Narrogin community?

The new stage lighting will be LED lights, with greater efficiency and capacity for lighting options (colours, movement etc.), along with being much cooler compared with the existing lighting. Performers are often uncomfortable with the significant heat that the current lighting produces.

Additionally, the lighting desk will complement the new lights and all features associated with it.

Estimated project start date

10/04/2025

Estimated project completion date

15/04/2025

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash

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

Yes	✓	No	
-----	---	----	--

Please tell us how the Community Chest funds will be used

The Community Chest funds will be used to offset the total cost of purchasing:

- New lighting desk
- x2 front LED Fresnel lights
- x4 wash lamps for stage overheads
- Installation of DMX splitter and cabling
- Electrical upgrade (to accommodate new system)

In-kind contributions:

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

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

Contributions	Estimated value \$
Total In-kind	\$

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	2,500	Materials	8,641.60
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	
Applicant's cash contribution	8,341.60	Venue hire	
In-kind (<i>volunteer, donated labour</i>)		Labour/contractor costs	2,200
Sponsorship		Advertising	
Donations (<i>cash/materials from others- please list</i>)		Catering costs	
Other grants		Entertainment	
Sales (<i>stall fees, event tickets/food/merchandise</i>)		Office/administration	
Other income (<i>please list</i>)		Other expenditure (<i>please list</i>)	
TOTAL *INCOME	10,841.60	TOTAL *EXPENDITURE	10,841.60

**Income and *Expenditure amounts must be equal*

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

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

The project will be advertised on the organisation's social media (Facebook), website and sent to members and patrons via email – all will include acknowledgement of the Shire of Narrogin's contribution through the Community Chest Fund.

Acknowledgement of Shire of Narrogin sponsorship

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

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

6. FUNDING CONDITIONS

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

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

Our organisation *(insert name below)*

Narrogin Repertory Club

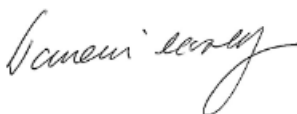
Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions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

Print Name

Jacqui Early

Position

Treasurer

Signature

Date

31/1/2025



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

WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 10)

IARN: A0570047H

Replacement Certificate of Incorporation

This is to certify that

THE NARROGIN REPERTORY CLUB

is an association incorporated under the
Associations Incorporation Act 2015

The date of incorporation is the
fourth day of December 1957

Lanie Chopping
Commissioner for Consumer Protection

This replacement certificate is issued on the 04/03/2021

CERTIFICATE

COMMUNITY CHEST APPLICATION FORM (FDRS010)



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

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

1. APPLICANT DETAILS

Name of Organisation

NARROGIN AND DISTRICTS SENIORS CITIZENS CENTRE

Contact Person

LYN O'DEA.

Address

1-3 FATHOM ST NARROGIN WA 6312

Position

TREASURER.

Phone

Mobile

Email

RECEPTION @ NADSCC. lom. Au.

What financial year are you applying in?

2024 / 2025

Are you applying for Round 1 or Round 2? ✓

Round 1

Round 2

✓

Organisation's ABN.

26 875 589 163.

Is your organisation registered for GST? ✓

Yes

No

✓

Is your organisation incorporated? ✓

Yes

✓

No

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

2. **PREVIOUS COMMUNITY CHEST FUNDING**

Has your organisation previously received Community Chest funding? ✓

Yes

No



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

3. **PROJECT DETAILS**

What is the name of your proposed project or event?

CATERING FOR A FUNCTION FOR SENIORS.
'KEITH POTTER' - CELEBRATING 60 YRS OF
THE SEEKERS.

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

CATERING FOR 150 SENIORS POST CONCERT
AT SENIOR CITIZENS CENTRE

How will your project / event benefit the Narrogin community?

ENTERTAIN LOCAL SENIORS THEN PROVIDE
LIGHT LUNCH POST SHOW. POST SHOW Q+A
WILL TAKE MANY DOWN MEMORY LANE
BENEFITING MENTAL HEALTH AND SOCIAL
WELLBEING

Estimated project start date

10 JUNE 2025

Estimated project completion date

10 JUNE 2025

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

CASH.

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

Yes ✓ No

Please tell us how the Community Chest funds will be used

PURCHASE FOOD TO BE PREPARED FOR
LUNCHEON POST SHOW.

In-kind contributions:

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

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

Contributions

Estimated value \$

12 VOLUNTEERS -	
LOOKING - 5 VOLUNTS x 4 HRS EACH	500.
SERVING / CLEANING / CLEANUP = 42 HRS	1050
Total In-kind	\$ 1550 -

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	2250 -	Materials	
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).	-	Hire of equipment:	
Applicant's cash contribution	-	Venue hire	
In-kind (volunteer, donated labour)	1550	Labour/contractor costs <i>IN-KIND</i>	1550
Sponsorship	-	Advertising	
Donations (cash/materials from others- please list)	-	Catering costs	2250.
Other grants		Entertainment	
Sales (stall fees, event tickets/food/merchandise)		Office/administration	
Other income (please list)		Other expenditure (please list)	
TOTAL *INCOME	3800 .	TOTAL *EXPENDITURE	3800

**Income and *Expenditure amounts must be equal*

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

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

SOCIAL MEDIA

WEBSITES - ARTS NARROGIN, SHIRE OF NARROGIN

RADIO

NEWSPAPER

FLYERS.

Acknowledgement of Shire of Narrogin sponsorship

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

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

6. FUNDING CONDITIONS

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

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

Our organisation (insert name below)

NARROGIN AND DISTRICTS SENIOR CITIZENS CENTRE

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

Print Name

LESLEY QUARTERMAINE

Position (President or Vice President)

VICE PRESIDENT

Signature

L. Quatermaine

Date

14.2.2025

COMMUNITY CHEST APPLICATION FORM (FDRS010)



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PO Box 1145
Narrogin WA 6312

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

**1. APPLICANT DETAILS Name
of Organisation**

Narrogin & Districts Netball Association

Contact Person

Vicki Chadwick

Address

c/- Narrogin Regional Leisure Centre, Clayton Road Narrogin

Position

Fundraising & Sponsorship Coordinator

Phone**Mobile****Email**

c/- ndnasec@gmail.com

What financial year are you applying in?

2025

Are you applying for Round 1 or Round 2? ☐

Round 1

Round 2

☒**Organisation's ABN.**

96 201 590 809

Is your organisation registered for GST? ☐

Yes

No

☒**Is your organisation incorporated? ☐**

Yes

☒

No

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

2. PREVIOUS COMMUNITY CHEST FUNDING**Has your organisation previously received Community Chest funding? ☐**

Yes

No

☒**3. PROJECT DETAILS**

What is the name of your proposed project or event?

2025 N&DNA Indigenous Round – 26 July 2025

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

The N&DNA is committed to improving its operations to better facilitate the engagement and retention of Aboriginal people in netball in our region. We acknowledge that there are significant barriers that many Indigenous netballers face to playing and volunteering in our Association and the wider sporting environment. The NDNA Committee aims to showcase Indigenous culture and community by having a celebration of Aboriginal netball on Saturday 26 July 2025.

Facilitated by NDNA Aboriginal Liaison Officer and local Noongar woman Jayeisha Bolton- Ford, the 2025 Indigenous Round will be a positive celebration of Noongar culture to be shared into the wider Narrogin community, showcasing Noongar players, umpires and the sharing of cultural activities.

How will your project / event benefit the Narrogin community?

N&DNA Indigenous Aboriginal Liaison Officer Jayeisha Bolton- Ford explains how an Indigenous Round of Netball will be of benefit to herself as a Noongar and her wider community.

“Indigenous round is important to me and my community for many reasons, first and foremost it allows a space for Indigenous netballers, families and wider community to come together and represent our culture with pride, confidence and joy. Indigenous rounds of sport also provide a way for us to really feel included within our wider communities and display our talents, it’s a positive way for young Indigenous people to be able to connect better to culture and each other. It also gives recognition to the Indigenous people and their contributions to Netball in the Narrogin region, it highlights and celebrates the athleticism shown by indigenous people, giving younger kids a role model and someone to look up to. It is also it’s a way to educate non-indigenous people about Indigenous culture and spread awareness of the importance of community connection”

The N&DNA committee see the benefits of this event to be far reaching in both the Indigenous and non Indigenous communities by celebrating diversity and encouraging inclusion. Following on from Netball Australia’s Black Diamond project, our committee aims to uphold the notion that sports are not just about competition but can be carriers for identity, community and resilience. Indigenous participation in all facets of sport both playing and volunteering should be celebrated as this event aims to do. For our young indigenous players we understand that visibility of same culture athletes assists them to break down barriers to engagement and challenge stereotypes.

This event will also provide an opportunity for our NSHS Shooting Stars athletes to further develop their Community Service skills in a larger environment as they donate their time to facilitate junior Net Set Go games, face painting and assistance with the dinner event.

The 2025 N&DNA Indigenous Round will bring together a wide range of Narrogin communities to share together in activities to foster a more connected and resilient region.

Estimated project start date

01/04/2025 (start planning)

Estimated project completion date

26/07/2025 (Event Date)

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash

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

Yes

No



Please tell us how the Community Chest funds will be used

The Community Chest Funds will be used to assist the NDNA to deliver on a culturally appropriate and sensitive Event to the community of Narrogin.

The NDNA acknowledge that cost of sport is a massive barrier to participation for many community members so we wish to provide a celebration that is of zero cost to the community.

The funds will be specifically used to fund the following

- Indigenous umpires & their travel to Narrogin,
- Game Equipment,
- A Net Set Go Exhibition Match of young players,
- Player awards,
- Advertising of our event,
- Face painting for children
- Catering for a community dinner which will include traditional indigenous food.
- Dinner venue hire and
- payment for cultural activities such as Welcome to Country.

In-kind contributions:

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

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

<i>Contributions</i>	<i>Estimated value \$</i>
<i>Event Facilitation- NDNA Aboriginal Liaison Officer</i>	<i>\$750</i>
<i>Court Hire 3 x matches</i>	<i>\$300</i>

<i>NDNA Timekeepers and Bench Officials 3 x matches</i>	<i>\$150</i>
<i>Shooting Stars Student volunteers</i>	<i>\$300</i>
<i>Total In-kind</i>	<i>\$ 1500</i>

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	2500	Equipment – NAIDOC Balls	\$300
		Hire of PA equipment:	\$300
		Venue hire – Alby Park	\$150
		Welcome To Country	\$400
		Advertising	\$100
		Catering costs – kangaroo meat, cooking expenses, cutlery etc	\$650
		Indigenous Umpires	\$400
		Decorations	\$150
		Face Painting & activities	\$50
TOTAL *INCOME	2500	TOTAL *EXPENDITURE	2500

**Income and *Expenditure amounts must be equal*

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

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

The NDNA will advertise our event via the following channels

- Social Media pages – NDNA Facebook page with nearly 1000 followers. 7 Affiliated club pages with a combined reach of over 1500 contacts.
- Flyers and email contact through Indigenous organisations such as – Shooting Stars, KEEDAC, Clontarf Foundation.
- Printed flyers to be placed in Narrogin and other netball towns via the CRC's including Williams, Wickpin, Wagin, Pingelly.
- Flyer to be disseminated for inclusion in Narrogin Primary School, East Narrogin Primary School, St Matthews Primary School newsletters.
- Multiple promotions on the regular NDNA radio interview during the season on HotFM.
- Cross promotion with other sporting associations such as UGSHA and UGSFL.

Acknowledgement of Shire of Narrogin sponsorship

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

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

6. FUNDING CONDITIONS

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

Please ensure you have read the above Funding Conditions before signing below Our organisation (*insert name below*)

Narrogin & Districts Netball Association

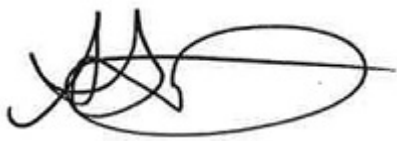
Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions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

Felicity Astbury- Taylor

Position (*President or Vice President*)

Vice President

Signature

A handwritten signature in black ink, appearing to be 'FA Taylor', enclosed within a rectangular box.

Date

28 February 2025



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

DUPLICATE

WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 10)

IARN: A0823003S

Certificate of Incorporation

This is to certify that

NARROGIN AND DISTRICTS NETBALL ASSOCIATION (INC)

is an association incorporated under the
Associations Incorporation Act 2015

The date of incorporation is the
third day of September 1987

Lanie Chopping
Commissioner for Consumer Protection

CERTIFICATE

NDNA Community Dinner

50-80 pax

Kangaroo Stew

	Qty	Price	Total Cost
Meat	8kg	37.5 p/kg	300
Groceries	3kg	13	20
water	4l		0
Rice	2kg	3.5	1

Damper

Flour	4kg	4.95	9.9
Water			0
Butter	1kg		

Sausage Sizzle

Sausages	48		
Buns	48	0.3	14.4

Drinks

Water	96	9.9 / 24pk	39.6
Juice Box	48	6.5/6 pk	26
tea/coffee	48	1 / cup	48

Food Preparation

4 hours	25	100
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Serving Equipment

Napkins	2 pk	2.4	4.8
Forks	2 pk	4.6	9.2
Spoons	2pk	4.6	9.2
Bowls	10 pks	4.2	42
Cups	5 pks	4.2	21

645.1

To serve 50-80pax - 4 x slow cookers Prepared by local families

Meat sourced by local indigenous hunters - cost to reimburse -[https://www.coles.com.au/product/k-roo-](https://www.coles.com.au/product/k-roo)
Potato, carrots, tomato, onions seasoning-

[Buy Coles Long Grain White Rice 2kg | Coles](#)

Country Fresh
Bill & Bens

[Buy Coles Spring Water 24X600mL 24 pack | Coles](#)

[Buy Just Juice Orange Juice Multipack 200mL 6 Pack | Coles](#)

Tea coffee milk suger

[Buy Deeko White Lunch Napkins 1 Ply 75 pack | Coles](#)

[Buy Coles Timber Forks 50 pack | Coles](#)

<https://www.coles.com.au/product/coles-timber-spoons-50-pack-3969412>

[Buy Coles Sugarcane Bowls 10 Pack | Coles](#)

[Buy Coles Sugarcane Cups 10 Pack | Coles](#)

kangaroo-fillet-400g-2739891

NDNA Community Dinner

50-80 pax

Kangaroo Stew

To serve 50-80pax - 4 x slow cookers Prepared by local families

	Qty	Price	Total Cost	
Meat	8kg	37.5 p/kg	300	Meat sourced by local indigenous hunters - cost to reimburse - https://www.coles.com.au/product/k-roo-kangaroo-fillet-400g-2739891
Groceries	3kg	13	20	Potato, carrots, tomato, onions seasoning-
water	4l		0	
Rice	2kg	3.5	1	Buy Coles Long Grain White Rice 2kg Coles

Damper

Flour	4kg	4.95	9.9
Water			0
Butter	1kg		

Sausage Sizzle

Sausages	48		Country Fresh
Buns	48	0.3	14.4 Bill & Bens

Drinks

Water	96	9.9 / 24pk	39.6	Buy Coles Spring Water 24X600mL 24 pack Coles
Juice Box	48	6.5/6 pk	26	Buy Just Juice Orange Juice Multipack 200mL 6 Pack Coles
tea/coffee	48	1 / cup	48	Tea coffee milk suger

Food Preparation

4 hours	25	100
---------	----	-----

Serving Equipment

Napkins	2 pk	2.4	4.8	Buy Deeko White Lunch Napkins 1 Ply 75 pack Coles
Forks	2 pk	4.6	9.2	Buy Coles Timber Forks 50 pack Coles
Spoons	2pk	4.6	9.2	https://www.coles.com.au/product/coles-timber-spoons-50-pack-3969412
Bowls	10 pks	4.2	42	Buy Coles Sugarcane Bowls 10 Pack Coles
Cups	5 pks	4.2	21	Buy Coles Sugarcane Cups 10 Pack Coles

645.1

COMMUNITY CHEST APPLICATION FORM (FDRS010)



Shire of
Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

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

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

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

Grants must be acquitted within the financial year of approval.

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

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

1. APPLICANT DETAILS**Name of Organisation**

Narrogin Amateur Swimming Club

Contact Person

Carmel McKenzie

Address

57 Ensign St Narrogin

Position

Secretary

Phone**Mobile**

--	--

Email

ngnswim@gmail.com

What financial year are you applying in?

2024-25

Are you applying for Round 1 or Round 2? ✓

Round 1	<input type="checkbox"/>	Round 2	<input checked="" type="checkbox"/>
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Organisation's ABN.

57240786653

Is your organisation registered for GST? ✓

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

Is your organisation incorporated? ✓

X

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

2. PREVIOUS COMMUNITY CHEST FUNDING**Has your organisation previously received Community Chest funding? ✓**

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

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

NASC received \$1701 in 2023 and we were able to upgrade our kickboards, purchase swimming fins and also purchase a white board for our club end of the pool to write training programs on.

3. PROJECT DETAILS

Shire of Narrogin Agenda / Community Chest Grants Meeting 26 March 2025

Page 246 of 326

What is the name of your proposed project or event?

Narrogin Amateur Swimming Club Equipment and uniform upgrade.

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

NASC have identified an urgent need to purchase backstroke starting wedges as the Narrogin Shire pool doesn't have them. Our swimmers are disadvantaged at meets due to this and we feel it is important to teach competition swimmers correct starts. Other training equipment to improve strength, conditioning and technique is lacking and we would like to purchase these items to build up our swimmers in preparation for events. Our swimmers and qualified coaches would all benefit from this. We also need to purchase uniforms for our swimmers to wear to proudly represent our club and Narrogin at swimming competitions and at training at the Narrogin pool. Next year our club heads to Karratha for Country Pennants so we are very mindful of the costs that will be involved so we will need to budget wisely.

How will your project / event benefit the Narrogin community?

NASC has a long and proud swimming history dating back to 1960. We currently have 40 registered members ranging from the ages of 8 to 40 years of age. This in itself shows that swimming has a strong presence in Narrogin and does not age discriminate. We travel throughout the season all through the state to compete and represent Narrogin. We purchase our training equipment locally where possible to support local business.

Swimming has always been a popular regional activity and we are proud to be able to offer our club and training at the Narrogin Leisure pool twice a week through the help of our volunteers. Being able to host a swimming club is also vital for the shire of Narrogin. Unlike most swimming clubs that are offered a swimming club pass to train as well as free lane hire, the NASC pays full pool entry for the hour and half and each year the Narrogin Shire would take on average \$6875 per season from its admission charge.

Another major benefit for the Narrogin Community is that we are helping to build strong and capable swimmers that we hope apart from competition swimming, will also once they are old enough, go on to use their skills as pool lifeguards. Sadly statistics show that 77 people have drowned in Australia between Dec 1st 2024 and 31 Jan 2025. This total is expected to exceed more than 110 deaths before summer.

Our qualified coaches are 100% volunteers and donate many hours each week. We also host a proactive committee that meets quarterly to host an AGM. Our children see us volunteering and learn how important it is to give back to our town. Two of our swimmers have taken it upon themselves to also start helping with the junior groups.

Estimated project start date

Shire of Narrogin 01/04/2025

Agenda Committee Grants Meeting 26 March 2025

Page 247 of 326

Estimated project completion date

01/05/2025

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

cash

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

Yes

X

No

Please tell us how the Community Chest funds will be used

2 x Backstroke wedges = \$880 (\$440 each as per quote)
 10 x Alignment Kickboards \$410 (Finis australia - unable to be sourced locally. \$41 each as per quote)

5 x \$59 Ankle Buoys = \$295 (Finis Australia - unable to be sourced locally)

50 X Club Swimming Caps = \$450

35 X Club Shirts = \$1575 (Sportspower Narrogin)

= \$3610

In-kind contributions:

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

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

Contributions	Estimated value \$
volunteering to organise and label new equipment	\$50
volunteer to manage advertising	\$50
volunteer to manage funding acquittal requirements	\$25
Total In-kind	\$125

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	\$2500	Materials	\$3140
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).	0	Hire of equipment:	0
Applicant's cash contribution	\$1110	Venue hire	0
In-kind (<i>volunteer, donated labour</i>)	\$125	Labour/contractor costs	\$125
Sponsorship	0	Advertising	0
Donations (<i>cash/materials from others- please list</i>)	0	Catering costs	0
Other grants		Entertainment	
Sales (<i>stall fees, event tickets/food/merchandise</i>)		Office/administration	
Other income (<i>please list</i>)		Other expenditure (<i>please list</i>)	
TOTAL *INCOME	\$3735	TOTAL *EXPENDITURE	\$3735

**Income and *Expenditure amounts must be equal*

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

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

All NASC projects are heavily promoted on our social media, via the Narrogin Amateur Swimming Club Facebook page which currently has 69 members. Our achievements are also posted on Narrogin pages through Facebook and Instagram through many pages so that we can aim to target over 10,000 views.

Until recently we often had a segment on the Saturday morning sports report on the radio. Unfortunately this program has ceased.

NASC will also publically thank the Shire of Narrogin in a segment in the Narrogin Observer as well as at our meetings and season wind-up.

We are in the process of obtaining a sponsors board where we can showcase the Shire of Narrogin on t for the 2025-2026 season also.

Acknowledgement of Shire of Narrogin sponsorship

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

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

6. FUNDING CONDITIONS

1. The grant funds will be expended on the agreed project only.
2. The Shire of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Shire of Narrogin for your event or project.

6. FUNDING CONDITIONS

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

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

Our organisation (insert name below)

Narrogin Amateur Swimming Club

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

Print Name

Blake Stott

Position (President or Vice President)

President

Signature



Date

26.2.25



PROFORMA INVOICE

Issue Date: 02/27/2025

Invoice# #D1263

Billing Details

Carmel McKenzie
Narrogin Amateur Swimming Club
57 Ensign Street
Narrogin, WA 6312

Shipping Details

Carmel McKenzie
Narrogin Amateur Swimming Club
57 Ensign Street
Narrogin, WA 6312

\$1,350.00 AUD

TOTAL

Description	Qty	Unit Price	Subtotal	Tax (Included)	Total
Backstroke Start Wedge :: FINIS Australia	2	\$440.00	\$880.00	\$80.00	\$880.00
Alignment Kickboard :: FINIS Australia	10	\$41.00	\$410.00	\$37.27	\$410.00
Subtotal			:	\$1,290.00 AUD	
Shipping			:	\$60.00 AUD	
Tax (Included)			:	\$122.72 AUD	
Total				\$1,350.00 AUD	

Terms:

- Items on Invoice are not reserved for customer until payment is confirmed unless otherwise arranged.
- For warranty and returns related information, please contact our customer support.
- For Direct Deposit Transactions notify info@finisaustralia.com following payment.
 - Finis Australia Pty Ltd
 - BSB: 014739
 - Account number: 427253074
- Finis Australia Pty. is a GST registered company. Total invoice is inclusive of GST as detailed in Taxes above.

Thank you for your purchase.

Company

FINIS AUSTRALIA PTY. LTD
167 / 25 Lake Orr Dv
Robina, Queensland 4226
Australia
ABN: 20 642 880 251

Support

info@finisaustralia.com
finisaustralia.com
0499 257 067

OFFICIAL FINIS STORE

FAST DELIVERY

EASY RETURNS

Home > Ankle Buoy :: FINIS Australia



ANKLE BUOY :: FINIS AUSTRALIA

★★★★★ (4)

\$59.00

Tax included. Shipping calculated at checkout.

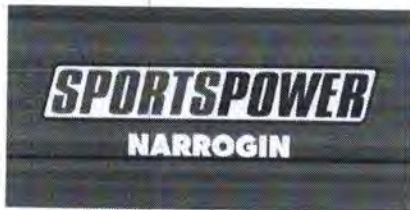
Quantity

- 1 +

Add to Cart

Buy with **shop Pay**

More payment options



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

NARROGIN AMATER SWIMMING CLUB

26/2/2025

Carmel McKenzie

E: ngnswim@gmail.com

Mob:

Club Polo

Hi Carmel,

As per email 26th February please see below pricing –

- Club Polo - \$45 INC GST PER POLO
 - TOTAL 35 Polos
 - TOTAL - \$1575 INC GST
 - Quote is valid for 21 days.
- Any further questions please contact Lindsay on Ph: 9881 2468

Kind Regards,

Lindsay George

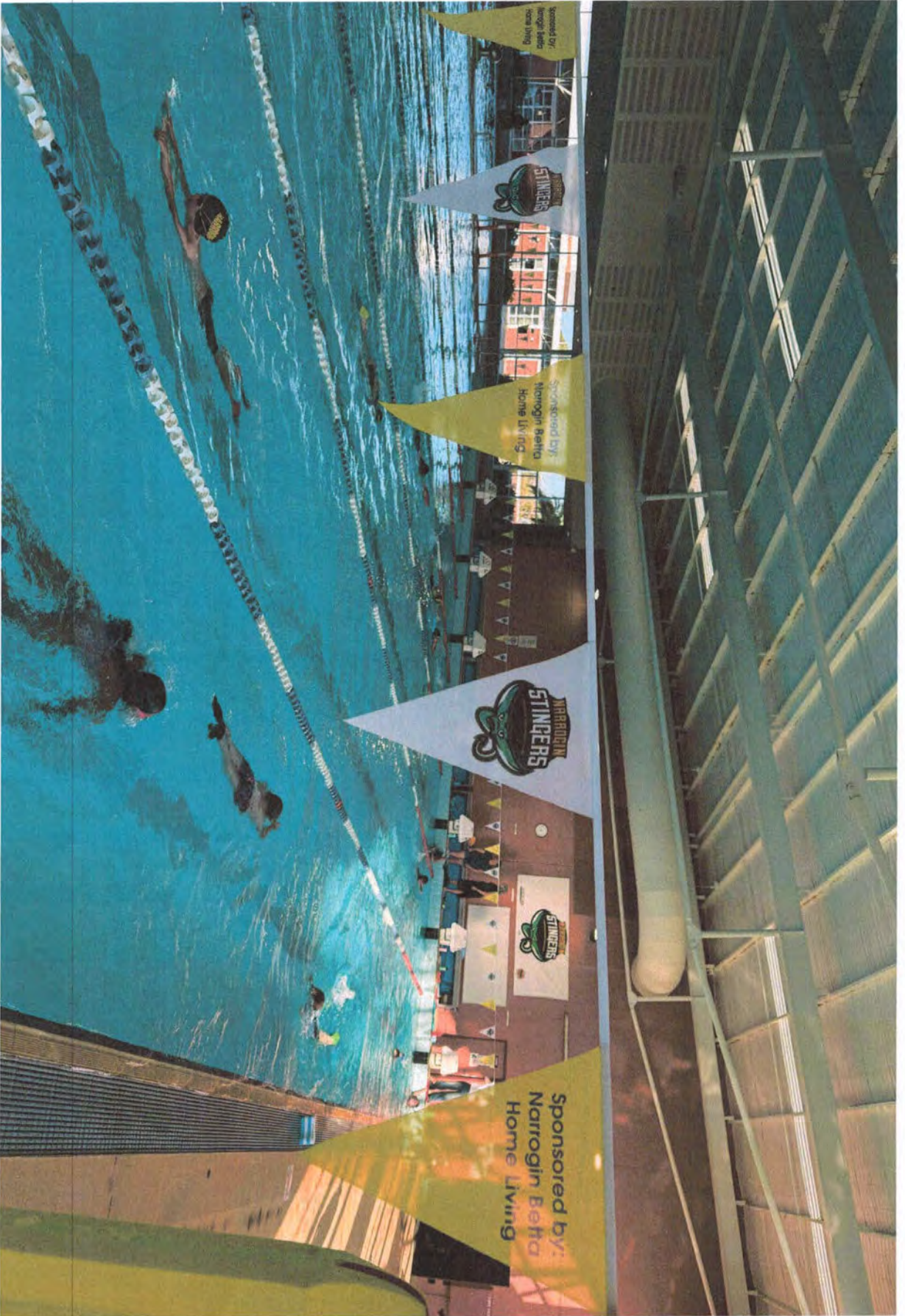


Photo of our swimmers in training! We have 38 registered swimmers and an average of 25-30 attend each session twice a week.



fair trading

Ministry of Fair Trading

ABN 19 147 003 635

WESTERN AUSTRALIA
Associations Incorporation Act 1987
Section (1)

Registered No: A1009894W

Certificate of Incorporation

This is to certify that

WASA REGION 2 SWIMMING INC.

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

Dated this fifth day of September 2001

Commissioner for Fair Trading

CERTIFICATE

COMMUNITY CHEST APPLICATION FORM (FDRS010)



Shire of
Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

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

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

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

Grants must be acquitted within the financial year of approval.

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

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

1. APPLICANT DETAILS

Name of Organisation

Narrogin Tennis Club

Contact Person

Jane Dyke

Address

Clayton Road, Narrogin

Position

Secretary

Phone

[REDACTED]

Mobile

Email

[REDACTED]

What financial year are you applying in?

2025

Are you applying for Round 1 or Round 2? ✓

Round 1

Round 2

✓

Organisation's ABN.

75671423607

Is your organisation registered for GST? ✓

Yes

No

✓

Is your organisation incorporated? ✓

Yes

✓

No

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

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

Yes ✓ No

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

The Narrogin Tennis Club has applied for a community chest previously for some equipment for a playground upgrade for our club and previous to that for some tennis nets for our upcoming junior tournament.

3. PROJECT DETAILS

What is the name of your proposed project or event?

Our project is - Come and Try Pickleball.

Purchase of pickleball equipment to be able to offer the new sport of Pickleball.

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

Our club would like to introduce a new sport to Narrogin – Pickleball, as our clubs project. We want to use our courts and facilities to provide opportunity for pickleball to become a growing sport at our club/in our town. We would use the community chest funds to buy four courts worth of equipment. Once we have that we will provide “come and try” events twice monthly. (We have already had one come and try which was very successful using our local tennis west approved coach Megan Henry.) This project could work in conjunction with our regular tennis days. We are excited to grow the sport.

How will your project / event benefit the Narrogin community?

The project of introducing pickleball would benefit the town by bringing one of the world's fastest growing new sports to town.

We currently have over 50 adult members and 45 junior members.

We provide junior coaching, social tennis 3x weekly, midweek junior pennants competition, cardio tennis coaching classes, court hire for Narrogin high school students and a regional hub for the zone junior development (in conjunction with tennis west). We have court hire available that is becoming more popular with both members and non members.

Pickleball would offer another opportunity for the amazing upgraded courts and lights to be used regularly.

Estimated project start date

March/April 2025

Estimated project completion date

On-going for 2025/26

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash

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

Yes ✓ No

Please tell us how the Community Chest funds will be used

We will purchase the equipment for four courts to provide pickleball to new players. We will also use the funds to have come and try days on-going for 2025.

Hart sport sell 1x court equipment (net, court markers, balls and paddles) \$445, we would need 4 of these,

In-kind contributions:

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

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

<i>Contributions</i>	<i>Estimated value \$</i>
<i>Volunteer labour (set up and run come and try day's)</i>	<i>300</i>

<i>Total In-kind</i>	<i>\$300</i>
----------------------	--------------

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME		TOTAL PROJECT EXPENDITURE	
**Amount of Community Chest Funds requested in cash	1500	Materials	2000 (Kits \$445 x4 Extra lines 50x4 \$220)
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).	0	Hire of equipment:	0
Applicant's cash contribution	500	Venue hire	0
In-kind (<i>volunteer, donated labour</i>)	300	Labour/contractor costs	300
Sponsorship		Advertising	200
Donations (<i>cash/materials from others- please list</i>)		Catering costs	0
Other grants		Entertainment	
Sales (<i>stall fees, event tickets/food/merchandise</i>)	200	Office/administration	
Other income (<i>please list</i>)		Other expenditure (<i>please list</i>)	
TOTAL *INCOME	2500	TOTAL *EXPENDITURE	2500

**Income and *Expenditure amounts must be equal*

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

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

We will do on-going advertising and promotion via our facebook page and via email to our members. We will also promote the event through our Upper Great Southern Zone contacts. We would also like to do a mail drop to all shire of Narrogin residents about our new sport to town initiative.

Acknowledgement of Shire of Narrogin sponsorship

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

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

6. FUNDING CONDITIONS

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

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

Our organisation (*insert name below*)

Narrogin Tennis Club

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

Print Name

Evelyn Wilkie

Position (*President or Vice President*)

President

Signature



Date

25.02.2025

DUPLICATE

A.152/81

Form 5



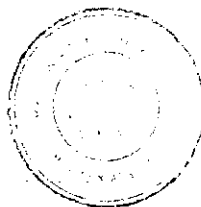
Certificate of Incorporation

Associations Incorporation Act, 1895-1969
Section 3 (3)

These are to Certify that
THE NARROGIN TENNIS CLUB

has this day been incorporated as an Association under the provisions of
the Associations Incorporation Act, 1895-1969.

Dated this eleventh day of December, 1981 .



DEPUTY

COMMISSIONER FOR CORPORATE
AFFAIRS.

4778 ✓ 8/78-1M-G000

Shire of
Narrogin
Love the life

(08) 9890 0900

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

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

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

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

Grants must be acquitted within the financial year of approval.

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

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

1. APPLICANT DETAILS

Name of Organisation

Narrogin Independent Playgroup

Contact Person

Katelyn Heil

Address

Corner of Williams Road & Glyde Street, Narrogin, WA, 6312

Position

Secretary

Phone

[REDACTED]

Mobile

[REDACTED]

Email

Narroginindependentplaygroup@hotmail.com

What financial year are you applying in?

2024/2025

Are you applying for Round 1 or Round 2? ✓

Round 1

Round 2

X

Organisation's ABN.

61 655 850 263

Is your organisation registered for GST? ✓

Yes

No

X

Is your organisation incorporated? ✓

Yes

X

No

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

Current details for ABN 61 655 850 263

Current details

Historical details

ABN details

Entity name:

NARROGIN INDEPENDENT PLAYGROUP

ABN status:

Active from 01 Nov 1999

Entity type:

[Other Incorporated Entity](#)

Goods & Services Tax (GST):

Not currently registered for GST

Main business location:

WA 6312

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

Yes	X	No	
-----	---	----	--

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

Received funding in March/April 2023 for the purchase of 2 new gazebos (pram & shade) and 2 extra large picnic rugs.

3. PROJECT DETAILS

What is the name of your proposed project or event?

OPEN DAY

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

Open Day brings Narrogin families together in a welcoming environment where parents, caregivers, and young children (0-5) can connect, play, and engage with their community.

This event strengthens community ties, promotes the benefits of early childhood socialization, and introduces new families to the playgroup. To create an inviting and inclusive space, funding will support additional seating, face painting, a coffee machine, promotional materials, and catering for our open day event. These upgrades ensure the event is well-attended and leaves a lasting impact, improving long-term participation in the playgroup and enhancing family-friendly spaces within Narrogin.

How will your project / event benefit the Narrogin community?

This event, and our playgroup as a whole is a place for kids to play and grow, but it's also a space where parents and caregivers can find support, friendship, and a much-needed break from the daily routine. A welcoming environment with thoughtful details makes all the difference. Comfortable seating, engaging activities, and a space to chat over a top-quality cup of coffee can turn a simple outing into something more rich and rewarding-and even something no parent would want to miss.

- **Strengthening Community Ties:**

- Encourages families to connect in a relaxed, welcoming environment, reducing social isolation.
- Provides a space where parents and caregivers can share experiences, support each other, and build friendships.

- **Enhancing Family-Friendly Spaces in Narrogin:**

- More comfortable seating and a well-designed communal space encourage families to stay longer, engage more, and take full advantage of what playgroup offers.
- A high-quality coffee station transforms playgroup into a true social hub, where parents aren't just attending for their kids but also for their own connection and well-being.

- **Supporting Local Businesses and Community Growth:**

- Wherever possible, we will source materials and catering locally, ensuring that this funding directly supports Narrogin businesses.
- By promoting Narrogin as a town with strong family-friendly spaces, we encourage more families to settle here and actively engage with the local community.

Estimated project start date

14th March 2025

Estimated project completion date

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash

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

Yes

No

X

Please tell us how the Community Chest funds will be used

Community Chest funds will be used to:

- Improve community engagement with a high-quality automatic coffee station (\$1,799) – A coffee station provides a social anchor for parents and caregivers, making playgroup a space for both children and adults to engage. (We will be contributing \$600 towards this, recognizing its value not just for making an impression on Open Day, but also for the long-term savings it provides by reducing the need to hire high-quality coffee machines for such events from elsewhere.).
- Increase portable seating by +6 chairs (\$234) - More families are attending, and additional seating ensures everyone—especially grandparents and caregivers—can comfortably stay and engage.
- Play Tent with Crawl-Through Ball Pit (\$29.05) - A fun and interactive play structure that encourages active play and engagement for young children.
- Brother MFC Colour Laser Printer & start up toners (\$649) - Enables the playgroup to print essential event materials, newsletters, and activity sheets required to promote such events as Open Day more readily, and will save money as all printing is currently having to be outsourced at significant cost.
- Fund face painting activity for the Open Day (\$290) - Creates an inviting and fun experience, attracting more families to the event.

In-kind contributions:

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

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

<i>Contributions</i>	<i>Estimated value \$</i>
<ul style="list-style-type: none"> - 6 Hours labour (\$150 - \$25ph) covers: <ul style="list-style-type: none"> • Promotional Material Creation • Posting online at regular intervals • Driving and posting up at various locations • Creating detailed brochures for the event. 	\$150
<ul style="list-style-type: none"> - Procurement & Equipment Setup (\$25ph) - 1 hour spent ordering, picking up, and setting up equipment such as chairs and the printer - Event Setup, Management, & Cleanup (\$150) - 6 volunteers x 1 hour each, for preparing the space before the event, performing necessary tasks during event, and cleaning up afterward. 	\$175
<i>Total In-kind</i>	\$325

Project Budget – Total Project Income and Expenditure


TOTAL PROJECT INCOME		TOTAL PROJECT EXPENDITURE	
**Amount of Community Chest Funds requested in cash	\$2500	Materials	Coffee Machine: \$1,799
			6 Portable Chairs: \$234
			Play Tent with Crawl-Through Ball Pit: \$29.05
			Brother MFC Colour Laser Printer (including start up toners) \$649
			Subtotal: \$2711.05
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	
Applicant's cash contribution	\$759.55	Venue hire	
In-kind (<i>volunteer, donated labour</i>)	\$325	Labour/contractor costs	Face-Painting: \$290.00
Sponsorship		Advertising	\$58.50
Donations (<i>cash/materials from others- please list</i>)		Catering costs	\$200.00
Other grants		Entertainment	

Sales (stall fees, event tickets/food/merchandise)		Office/administration	
Other income (please list)		Other expenditure (please list)	
		Procurement & Equipment Setup	\$25.00
		Event Setup & Cleanup	\$150.00
		Administration labour to prepare for the day	\$150.00
TOTAL *INCOME	\$3584.55	TOTAL *EXPENDITURE	\$3584.55

**Income and *Expenditure amounts must be equal*

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

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Hardware



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BRANDS

DIY & IDEAS

DIY REWARDS


GIFT CARDS

Home / Outdoor Living / Outdoor Furniture / Outdoor Chairs / Aiden Textline Chair

BUY 6 & GET

10% OFF*

ONLINE ONLY



Aiden Textline Chair

SKU 3674363

★★★★★

5.0 (7)

Write a review

Wishlist

\$39

Shire of Narrogin

Agenda - Aiden Textline Chair - Council Meeting - 26 March 2025

Page 233 of 326



likely candidates for your Playgroup needs.

Please see summary info below:

Brother MFC-L8390CDW Colour Laser

Printer \$649.00 (normally \$699.00)

Up to 30 pages per minute

WiFi connectivity

Duplex (2-sided) printing

50 sheet duplex (2-sided) scanner

250 sheet paper tray

8.76cm Touchscreen interface

1 year Return to Base Warranty

Super High Yield Toner Replacements:

- Black: \$235.00 (up to 4,500 pages)
- Yellow: \$270.00 (up to 4,000 pages)
- Magenta: \$270.00 (up to 4,000 pages)
- Cyan: \$270.00 (up to 4,000 pages)

Machine ships with a set of starter cartridges that yield up to 2,600 black and 1,400 colour prints.

Brother MFC-L9570CDW Colour Laser

Printer \$1,299.00 (normally \$1,399.00)



Reply



Email

Shire of Narrogin



Calendar

Agenda Agenda Order Chart Grants Meeting 26 March 2025



Apps

5. ADVERTISING AND PROMOTION


How will the project/event be advertised and promoted?

We will promote the Open Day through a combination of online and physical marketing strategies:

1. Facebook & Online Marketing – Event details will be shared through our playgroup's Facebook group, Narrogin-based community event pages, and other relevant local groups. We will engage with parents online, post reminders, and utilize social media to maximize reach and participation.
2. Flyers and Posters – Distributed at local businesses, community hubs, the Narrogin Library, Coles, and other key locations where families frequently visit.
3. Word-of-Mouth & Playgroup Sessions – Parents, caregivers, and committee members will personally invite attendees during regular playgroup sessions and other local events.

Acknowledgement of Shire of Narrogin sponsorship

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

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

6. FUNDING CONDITIONS

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

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

Our organisation (*insert name below*)

Narrogin Independent Playgroup

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

Print Name

Jamie Macskasy

Position (*President or Vice President*)

President



Signature

Date

26/02/25

Addendum for further information:

Narrogin Independent Playgroup has been a cornerstone of the community for nearly 48 years, providing a safe, engaging space for families with children aged 0-5 years. As a not-for-profit charity aligned with Playgroup WA, we rely entirely on grassroots fundraising and membership fees to sustain our operations. At the end of last year, we had 28 families and approximately 35 children regularly attending, with three new families already joining in 2025.

Through play-based learning, we support early childhood development, foster social skills, resilience, and confidence, and help children transition smoothly into schooling environments. Equally, we provide vital support for parents and carers, offering a welcoming space for connection, information-sharing, and community support. As an inclusive and breastfeeding-friendly facility, we promote Key Word Sign and Auslan to ensure accessibility for all families.

Each year, we host a Free Open Day to introduce new families to Playgroup and strengthen community ties. This event is funded through our existing reserves, which we later replenish through fundraising and memberships. In previous years, we have hired a coffee machine from the Upper Great Southern Hockey Association, paying per cup. We also rent this machine for special events like Mother's and Father's Day.

Based on member feedback, we are seeking to replace our kettle with a coffee machine to eliminate ongoing rental costs and enhance the playgroup experience. After careful research, we have selected a fully automatic machine that is easy to use, offers a variety of hot and cold beverages, and requires minimal maintenance—ideal for a volunteer-run environment.

Our current printer is no longer functional, forcing the committee to rely on external printing or print materials from home at their own cost. Already in 2025, over \$50 has been spent on external printing, and this figure is expected to rise. As our committee operates primarily through Google Docs for collaboration, a functional printer would significantly improve efficiency and reduce external costs.

Additionally, our seating is currently limited to heavy metal benches, which are difficult to move. With more grandparents and older visitors attending, there is a clear need for lighter, more accessible chairs that provide comfort, support, and stability. We are seeking to purchase 6 metal-framed chairs with armrests to improve seating accessibility for visitors and families.

Why This Matters

This grant is not just about equipment—it is about strengthening a vital community space that has supported Narrogin families for generations. These investments will:

- Draw new and existing members to the event and reduce ongoing operational costs by eliminating rental fees.
- Create a more welcoming and engaging environment for families and caregivers.
- Improve accessibility and inclusion for all members, including grandparents and visitors.
- Ensure the sustainability of Playgroup as a hub for early childhood development and parental support.

By securing this funding, and with utmost gratitude, we can continue providing a high-quality, affordable, and inclusive playgroup experience that benefits the wider Narrogin community.

Thankyou for taking the time to consider our application, and we are excited to receive your response in due course.

I certify that this is a true copy of the original document. Dated 28-02-2025



DUPLICATE



fair trading
Department of Fair Trading

WESTERN AUSTRALIA
Associations Incorporation Act 1987
Section (1)

Registered No: A1009076A

Certificate of Incorporation

This is to certify that

NARROGIN INDEPENDENT PLAYGROUP INC.

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

Dated this seventh day of July 2000

Commissioner for Fair Trading

CERTIFICATE

COMMUNITY CHEST APPLICATION FORM (FDRS010)



Shire of
Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

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

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

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

Grants must be acquitted within the financial year of approval.

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

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

1. APPLICANT DETAILS

Name of Organisation

Narrogin State Emergency Service

Contact Person

Evan Beckwith

Address

Narrogin Youth in Emergency Services Cadets

Position

Cadet Program Leader

Phone

Mobile

Email

localmanager@sesnarrogin.com.au

What financial year are you applying in?

2024/25

Are you applying for Round 1 or Round 2? ✓

Round 1 Round 2 ✓

Organisation's ABN.

40 051 168 638

Is your organisation registered for GST? ✓

Yes No ✓

Is your organisation incorporated? ✓

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

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

Yes No ✓

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

3. PROJECT DETAILS

What is the name of your proposed project or event?

Establishment of a 'Youth in Emergency Services (YES) Cadet Program' in Narrogin

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

The Narrogin SES is seeking funding for the establishment of a 'Youth in Emergency Services (YES) Cadet Program' in Narrogin.

The cadet program is designed to encourage the participation of youth in a range of activities and training centred around emergency management. Participants will have a wide range of support mechanisms through a variety of emergency services agencies, thereby upskilling young individuals to play a vital role in emergency services within the community.

How will your project / event benefit the Narrogin community?

This program is an all-services community-based program, connecting young individuals to emergency services and respective agencies. Through this program, participants will gain insight, knowledge, and a variety of skills through training development in emergency management.

Through the provision of this program, it is envisaged that local youth will be encouraged to participate in the vital emergency services sector, further strengthening Narrogin's ability to respond to natural disasters and threats, and the continual provision of an important service for the wider community.

Estimated project start date

30/4/2025

Estimated project completion date

Ongoing

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash

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

Yes ✓ No

Please tell us how the Community Chest funds will be used

This funding will contribute to new uniforms for participants, to further encourage participation and ensure youth from all backgrounds are supported.

Additionally, Narrogin SES will hold an inaugural welcome, induction and training event for prospective participants, where refreshments will be made available for all attendees.

In-kind contributions:

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

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

<i>Contributions</i>	<i>Estimated value \$</i>
<i>SES Volunteer Management and Training – inaugural welcome and induction</i>	<i>\$500</i>
<i>Ongoing management and administration (minimum 6 months)</i>	<i>\$9,000</i>
<i>24 weeks x 5 hours per week x 3 persons x \$25/hour</i>	
<i>Total In-kind</i>	<i>\$9,500</i>

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	\$1,316	Materials	\$1,166
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	
Applicant's cash contribution		Venue hire	
In-kind (<i>volunteer, donated labour</i>)		Labour/contractor costs	
Sponsorship		Advertising	
Donations (<i>cash/materials from others- please list</i>)		Catering costs	\$150
Other grants		Entertainment	
Sales (<i>stall fees, event tickets/food/merchandise</i>)		Office/administration	
Other income (<i>please list</i>)		Other expenditure (<i>please list</i>)	
TOTAL *INCOME		TOTAL *EXPENDITURE	1,316

**Income and *Expenditure amounts must be equal*

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

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

This project will be promoted through:

- SES Social Media (Facebook)
- Narrogin Senior High School and WA College of Agriculture (Narrogin) – information sessions
- Various flyers throughout local businesses

Acknowledgement of Shire of Narrogin sponsorship

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

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

6. FUNDING CONDITIONS

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

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

Our organisation (*insert name below*)

Narrogin State Emergency Service

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

Print Name

Susan Wettenhall

Position (*President or Vice President*)

Local Manager

Signature



Date

26/2/2025



fair trading

Ministry of Fair Trading

ABN 19 147 003 635

WESTERN AUSTRALIA
Associations Incorporation Act 1987
Section (1)

Registered No: A1009498H

Certificate of Incorporation

This is to certify that

"NARROGIN" STATE EMERGENCY SERVICE UNIT (INC.)

has this day twenty-fifth day of January 2001 been
incorporated under the Associations Incorporation Act 1987.

Dated this twenty-fifth day of January 2001

Commissioner for Fair Trading

CERTIFICATE

Embroider

ABN - 63 950 593 185



Quote

Date: 24/02/2025
Expiration Date: 31/03/2025

To Susan
Narrogin Youth in Emergency Services
Cadets
NARROGIN WA 6312
[Phone]
Customer ID

Salesperson	Job	Payment Terms	Due Date
Cindy	Narrogin	Due on receipt	

Qty	Description	Unit Price	Line Total
20	Supply of JB's wear polo (Podium Bell polo in Black & Red)	\$27.00 per item plus GST	\$540.00 plus gst
20	Embroidery of shirts front left (logo supplied)	\$15.00 per item plus GST	\$300.00 plus gst
20	Heat set to back of polo with text (YES Cadets)	\$9.00 per item plus GST	\$180.00 plus gst
1	Digitization / set up of logo	\$40.00 plus gst	\$40.00 plus gst
Subtotal			\$1060.00
GST			\$106.00
Total			\$1166.00

Quotation prepared by: Cacindra Paice

This is a quotation on the goods named, subject to the conditions noted below: (Quote is based on approved design variations to design including size, thread colour logo re digitizing may incur additional costs)n.)

To accept this quotation, sign here and return: _____

Thank you for your business!

Embroider Me PO BOX 1179 ,Narrogin WA 6312 Phone-0417 957 018 E-mail: embroiderme@bigpond.com

COMMUNITY CHEST APPLICATION FORM (FDRS010)



Shire of
Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

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

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

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

Grants must be acquitted within the financial year of approval.

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

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

1. APPLICANT DETAILS

Name of Organisation

HIGHBURY DISTRICT COMMUNITY COUNCIL INCORPORATED

Contact Person

Mitchell Wray

Address

PO Box 350 Narrogin WA 6312

Cnr B

Position

President

Phone

[REDACTED]

Mobile

[REDACTED]

Email

highburywa6313@gmail.com

What financial year are you applying in?

2024 - 2025

Are you applying for Round 1 or Round 2? ✓

Round 1

Round 2

✓

Organisation's ABN.

84 686 541 952

Is your organisation registered for GST? ✓

Yes

No

✓

Is your organisation incorporated? ✓

Yes

✓

No

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

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

Yes	✓	No	
-----	---	----	--

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

2016 - \$2,500.00 – New oven, microwaves and heater in the Highbury Town Hall.
2019 - \$2,500.00 - Water retic in Wilbur Park.
2020 - \$2,500.00 - Upgrade of the toilet block at Highbury Town Hall.
2022 - \$2500.00 – Towards air conditioning in the Highbury Town Hall.

3. PROJECT DETAILS

What is the name of your proposed project or event?

Installation of new vinyl flooring in the Highbury Town Hall kitchen.

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

Installation of new vinyl flooring in the Highbury Town Hall kitchen to enhance safety standards and make the space more suitable for community hire.

How will your project / event benefit the Narrogin community?

The installation of new vinyl flooring in the Highbury Town Hall kitchen will enhance safety and hygiene standards, making the space more suitable for community events and gatherings. By improving the facility, the project will encourage greater community engagement, support local events, and provide a safer environment for volunteers and users. This upgrade will make the hall a more attractive venue for hire, benefiting local organisations, social groups, and residents of Highbury by offering a well-maintained and accessible space for various activities.

Estimated project start date

April 2025

Estimated project completion date

April 2025

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

Cash

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

Yes

No

✓

Please tell us how the Community Chest funds will be used

The Community Chest funds will be used to cover the costs associated with the installation of new vinyl flooring in the Highbury Town Hall kitchen. This includes the purchase of high-quality, slip-resistant vinyl flooring, preparation and removal of any existing flooring, and professional installation to ensure durability and compliance with safety standards. These improvements will enhance the kitchen's usability, making it a safer and more functional space for community events, gatherings, and local hire.

In-kind contributions:

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

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

<i>Contributions</i>	<i>Estimated value \$</i>
<i>Removal of kitchen benches, ovens etc. for installation of new flooring.</i>	<i>\$75.00</i>
<i>Removal of old flooring.</i>	<i>\$225.00</i>
<i>Total In-kind</i>	<i>\$300.00</i>

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	\$2,500.00	Materials	\$0.00 (included in contractor costs)
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).	\$0.00	Hire of equipment:	\$0.00
Applicant's cash contribution	\$305.00	Venue hire	\$0.00
In-kind (<i>volunteer, donated labour</i>)	\$0.00	Labour/contractor costs	\$2,805.00
Sponsorship	\$0.00	Advertising	\$0.00
Donations (<i>cash/materials from others- please list</i>)	\$0.00	Catering costs	\$0.00
Other grants	\$0.00	Entertainment	\$0.00
Sales (<i>stall fees, event tickets/food/merchandise</i>)	\$0.00	Office/administration	\$0.00
Other income (<i>please list</i>)	\$0.00	Other expenditure (<i>please list</i>)	\$0.00
TOTAL *INCOME	\$2,805.00	TOTAL *EXPENDITURE	\$2,805.00

**Income and *Expenditure amounts must be equal*

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

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

The project will be advertised and promoted through multiple channels to ensure maximum community awareness and engagement. Promotion methods will include:

- **Social Media** – Posts on local Facebook groups, the Highbury Town page, and other community networks.
- **Word of Mouth & Community Groups** – Local organisations and residents will be encouraged to spread the word and promote the improved facility for future use.
- **Official Opening Event** – A small event or open day may be held to showcase the upgraded kitchen and encourage bookings.

These efforts will ensure that the community is well-informed about the improvements and motivated to utilise the upgraded space.

Acknowledgement of Shire of Narrogin sponsorship

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

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

6. FUNDING CONDITIONS

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

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

Our organisation (*insert name below*)

HIGHBURY DISTRICT COMMUNITY COUNCIL INCORPORATED

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

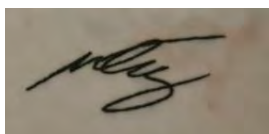
Print Name

Mitchell Wray

Position (*President or Vice President*)

President

Signature



Date

28/02/2025

10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

10.4.1 DRAFT LOCAL PLANNING POLICY - TEMPORARY/TRANSIENT WORKFORCE ACCOMMODATION

File Reference	18.6.2
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	18 March 2025
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Draft Local Planning Policy – Temporary/Transient Workforce Accommodation	

Summary

This report seeks Council's approval to advertise the Draft Local Planning Policy – Temporary/Transient Workforce Accommodation for public comment in accordance with the requirements of the Planning and Development (Local Planning Schemes) Regulations 2015 and the Shire of Narrogin Local Planning Scheme No. 3 (LPS3). The policy provides a clear and robust framework for assessing and managing proposals for workforce accommodation within the Shire, ensuring they align with strategic planning objectives, infrastructure considerations, and long-term community benefits.

The proposed policy encourages workforce accommodation developments to contribute positively to Narrogin's growth, including transitioning into legacy housing solutions such as over-50s lifestyle villages. It also establishes criteria for location, infrastructure servicing, management, and compliance to ensure workforce accommodation is well-integrated and does not create long-term planning or social challenges.

Council is requested to adopt the Draft Policy for the purposes of public advertising for a minimum period in accordance with LPS3, after which a further report will be presented to Council for final consideration.

Background

With the increasing prevalence of large-scale infrastructure projects such as wind farms, solar farms, and battery energy storage solutions in the region, there is growing demand for transient workforce accommodation. These developments often require a significant temporary workforce, leading to an influx of workers who need short-term housing.

The lack of adequate rental housing and the limited capacity of Narrogin's existing accommodation options make it necessary to establish a clear planning framework that ensures workforce accommodation developments do not detract from long-term housing strategies but instead contribute to sustainable growth.

The Draft Local Planning Policy – Temporary/Transient Workforce Accommodation has been prepared to:

- Align with State Planning Policies, particularly the Western Australian Planning Commission's (WAPC) Position Statement on Workforce Accommodation.
- Establish location and zoning criteria, prioritising sites that are either within or well-connected to Narrogin town, including the Shire's Inglobo residential development land.
- Require proponents to contribute to infrastructure extensions (e.g., sewer, water, electricity) so that workforce accommodation does not place undue pressure on existing services.
- Encourage legacy housing solutions, with workforce accommodation designed for potential conversion into permanent housing, such as over-50s lifestyle villages.
- Ensure legal defensibility before the State Administrative Tribunal (SAT) by referencing best practice approaches and relevant case law (e.g., City of Kalgoorlie–Boulder SAT appeal).

The policy is intended to balance the short-term needs of industry with Narrogin's long-term planning goals and ensure that workforce accommodation developments provide lasting benefits to the community.

Consultation

In preparing this policy, the Shire has reviewed best practice examples from other jurisdictions, including the Town of Port Hedland and the Shire of Wyndham–East Kimberley, and has considered relevant state planning policies and SAT decisions.

Clause 3 and 4 under Part 2, Schedule 2 of the Deemed Provisions contained in the Planning and Development (Local Planning Schemes) Regulations 2015, set out the power for local government to make a local planning policy and the procedure for making a local planning policy, including a requirement to advertise a Draft Local Planning Policy for a period not less than 21 days.

"4. Procedure for making local planning policy"

(1) If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —

(a) publish in accordance with clause 87 the proposed policy and a notice giving details of —

(i) the subject and nature of the proposed policy; and

(ii) the objectives of the proposed policy; and

(iii) how the proposed policy is made available to the public in accordance with clause 87; and

(iv) the manner and form in which submissions may be made; and

(v) the period for making submissions and the last day of that period;

(b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;

(c) give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.

(2) The period for making submissions specified in a notice under subclause (1)(a)(v) must not be less than the period of 21 days after the day on which the notice is first published under subclause (1)(a).

(3) After the expiry of the period within which submissions may be made, the local government must

(a) review the proposed policy in the light of any submissions made; and

(b) resolve to —

(i) proceed with the policy without modification; or

(ii) proceed with the policy with modification; or (iii) not to proceed with the policy.”

Under Clause 87(2) of the Deemed Provisions, a local government must publish a notice of the proposed policy in the following manner:

- Publishing a notice of the proposed policy on the Shire’s website;
- Providing written notification to relevant stakeholders and government agencies that may be affected by the policy; and
- Advertising the policy for a minimum period of 21 days, or a longer period as determined by the Shire.

If approved for advertising, the Draft Policy will be subject to public consultation for a minimum period in accordance with LPS3 and the Planning and Development (Local Planning Schemes) Regulations 2015.

Consultation will include:

- Public notice on the Shire’s website, social media, and local newspaper;
- Letters to key stakeholders, including major project proponents and relevant government agencies; and
- Opportunities for written submissions to be lodged with the Shire during the consultation period.

Following the close of the public consultation period, all submissions will be considered by the Administration, and a final report will be presented to Council for consideration for adoption, with or without modifications.

Statutory Environment

The Draft Policy has been prepared in accordance with the following legislative and statutory frameworks:

- Planning and Development Act 2005 – Governs land use planning and development in Western Australia.
- Planning and Development (Local Planning Schemes) Regulations 2015 – Provides for the preparation and adoption of local planning policies.
- Shire of Narrogin Local Planning Scheme No. 3 (LPS3) – The statutory instrument under which the policy will operate.
- State Planning Policies (SPP) – Particularly SPP 3 – Urban Growth and Settlement and the WAPC Position Statement on Workforce Accommodation.

In accordance with Clause 4 of Schedule 2 of the Regulations, a local planning policy must be advertised for public comment prior to final adoption.

Policy Implications

Once adopted, this policy will provide a formal framework for assessing and determining development applications for workforce accommodation within the Shire. It will not amend the zoning scheme but will guide discretionary decision-making under LPS3.

The policy will ensure a consistent approach to:

- Site selection and zoning considerations.
- Infrastructure and servicing contributions by proponents.
- Design, management, and community integration requirements.
- Legacy housing outcomes, with an emphasis on over-50s lifestyle villages.

The provisions of the Planning Development Act 2005 and associated regulations and the Shire's Local Planning Scheme No.3, in relation to engagement comply with the obligations inherent in Council Policy 1.14 Community Engagement Charter.

Sustainability & Climate Change Implications

Environmental – Ensures proper wastewater, energy, and drainage planning to prevent environmental harm, and supports workforce accommodation sites that can transition to sustainable housing solutions post-construction.

Economic – Encourages infrastructure investment by major projects, supporting long-term economic growth, and reduces negative economic impacts of transient workforce camps by integrating workers into the local economy.

Social – Encourages workforce accommodation developments that contribute to long-term housing needs and encourages proper management of transient workforce camps to avoid social disruption.

Climate Change – Encourages energy-efficient, modular, and transportable housing that can be repurposed, and supports planning approaches that reduce emissions and environmental footprint.

Financial Implications

The costs associated with advertising the Draft Policy are minimal and can be accommodated within the Shire's existing operational budget.

Long-term, the policy aims to reduce the financial burden on the Shire by requiring proponents to contribute to necessary infrastructure extensions rather than relying on ratepayer funding.

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
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
Outcome:	2.4	Cultural and heritage diversity is recognised

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Uncontrolled workforce accommodation developments	Possible (3)	Major (4)	High (10-16)	Business & Community Disruption	Adoption of the policy ensures clear guidelines and planning control.
Legal challenge to policy provisions	Unlikely (2)	Moderate (3)	Medium (5-9)	Compliance Requirements	Policy aligns with State Planning Policies and SAT precedents.
Negative community feedback	Possible (3)	Moderate (3)	Medium (5-9)	Engagement Practices	Public consultation allows for community input before final adoption.

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 twelve, six (6), and nine (9) have 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 Draft Local Planning Policy – Temporary/Transient Workforce Accommodation provides a strategic and defensible approach to managing workforce accommodation proposals in the Shire. It ensures that such developments contribute to Narrogin's long-term housing and infrastructure goals while addressing industry needs.

Council's approval is sought to proceed with public advertising of the Draft Policy, in accordance with LPS3 and the Planning Regulations.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 260325.12

Moved: Cr Pomykala

Seconded: Cr McNab

That with respect to the proposed Draft Local Planning Policy – Temporary/Transient Workforce Accommodation, the Council:

- 1) Resolve to approve the Draft Local Planning Policy on Temporary /Transient Workforce Accommodation (Attachment 1) pursuant to Schedule 2, Part 2, Division 2, Clause 3(1) of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the purpose of conducting public advertising in accordance with clause 4 of those provisions;
- 2) Request the Chief Executive Officer to advertise the Draft Local Planning Policy – Temporary/Transient Workforce Accommodation for a period of 21 days in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015; and
- 3) Receives a further report following the consultation period to consider any submissions received and the final adoption of the Policy.

CARRIED 6/0

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

Against: Nil

D12 – Temporary/Transient Workforce Accommodation

History Adopted dd mmmm yyyy (Resolution No. xxxxxx.xx)

Statutory Context Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015
Shire of Narrogin Local Planning Scheme No. 3 (LPS3)
State Planning Policy 2.5: Rural Planning
WAPC's Position Statement on Workforce Accommodation

Introduction

This is a Local Planning Policy prepared under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 and the Shire of Narrogin Local Planning Scheme No. 3. This policy may be cited as Local Planning Policy (LPP) – Temporary/Transient Workforce Accommodation

Purpose

This Local Planning Policy ("the Policy") provides guidance for the establishment of temporary or transient workforce accommodation within the Shire of Narrogin. It aims to ensure that such accommodation is developed in an appropriate location, to a high standard, and in a manner that delivers lasting benefits to the community. The Policy aligns with the Western Australian Planning Commission (WAPC) state planning framework for workforce accommodation and establishes criteria to manage workforce housing proposals, so they support the Shire's long-term planning objectives and community wellbeing. In doing so, the Policy seeks to balance the short-term needs of industry with the sustainable growth of Narrogin's permanent residential population.

The Shire will have due regard to this policy when determining applications but is not bound by it. Where there is an inconsistency between this policy and LPS3, the provisions of LPS3 shall prevail.

This policy aims to:

- Align with State Planning Policies – Ensure consistency with relevant State planning policies and WAPC guidelines for workforce accommodation and land use planning, including the WAPC's Position Statement on Workforce Accommodation and State Planning Policy framework.
- Appropriate Zoning and Location – Identify suitable land for workforce accommodation (including the Shire's freehold "inglobo" residential landholding and similarly zoned areas) and outline any necessary zoning or scheme amendments. Facilitate the preparation of a Structure Plan to guide rezoning, site layout, and integration of workforce accommodation with intended future land uses.
- Best Practice Integration – Incorporate best-practice principles from other jurisdictions (e.g., Town of Port Hedland, Shire of Wyndham-East Kimberley) to ensure workforce accommodation is well-designed, integrated with the town, and not developed as isolated "camps." The Policy encourages high-quality design that can serve longer-term purposes and fosters social cohesion.
- Infrastructure and Servicing Contributions – Require proponents to provide or fund necessary infrastructure extensions to service the development (e.g., sewer, water, power) and to demonstrate how the site will connect to or augment existing utilities. Ensure that workforce accommodation proposals include plans for infrastructure delivery that can also support future permanent housing on the site.
- Legacy Housing and Community Benefit – Prioritise proposals that offer lasting community benefits. Accommodation villages should be designed for transitional use, capable of conversion into permanent housing or other legacy community assets after the temporary workforce need has passed. In particular, the Shire encourages models that can evolve into over-50s lifestyle villages or other forms of housing for the local community. Wherever feasible, workforce accommodation should be developed in a manner that allows the housing units or facilities to be retained by the Shire or community for long-term use (e.g., seniors' accommodation or lifestyle village) once the transient workforce demand subsides.

- **Statutory Compliance and Defensibility** – Ensure the Policy provisions and approval conditions are clear, justifiable, and capable of withstanding appeal to the State Administrative Tribunal (SAT). This includes referencing relevant legal precedents (such as the City of Kalgoorlie–Boulder SAT case) to support the imposition of conditions (e.g., time-limited approvals 2 -5 years) and other requirements that uphold orderly and proper planning.

Application

This Policy applies to all development applications for “Workforce Accommodation” (also referred to as transient or temporary workforce accommodation) within the Shire of Narrogin, made under Local Planning Scheme No. 3 (“the Scheme”). For the purposes of this Policy, Workforce Accommodation is defined as per the Planning and Development (Local Planning Schemes) Regulations 2015 and the Scheme:

“premises, which may include modular or relocatable buildings, used:

(a) primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and

(b) for any associated catering, sporting and recreation facilities for occupants and authorised visitors.”

This Policy is concerned with temporary workforce housing (typically to service a defined project or short-term need) rather than standard permanent residential development.

Relationship to Scheme and State Acts

The provisions of this Policy are to be read in conjunction with the Scheme and the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015. Where there is any inconsistency, the Scheme and Regulations prevail to the extent of that inconsistency. It is noted that certain mining or resource-related camps may be exempt from local planning approval under the Mining Act 1978 or State Agreement Acts; however, the Shire will use this Policy to guide its recommendations or responses in such cases, to advocate for outcomes consistent with the Policy’s objectives.

Assessment Guidance

In exercising discretion for workforce accommodation proposals (a use class defined in the Scheme), Council shall have due regard to this Policy as a local planning policy under Schedule 2, Clause 67 of the Regulations. Matters addressed in this Policy – including location, design quality, infrastructure servicing, management, and duration of approval – will form key considerations in determining applications. Proponents should address each relevant section of this Policy in their development application submission.

Exclusions

This Policy does not retroactively apply to workforce accommodation developments already approved prior to its adoption, except where an applicant seeks to amend or extend such an approval. It is also not intended to govern standard residential housing or tourist accommodation (which are covered by other provisions), nor “fly-camps” or informal transient quarters established under emergency or short-term (less than 3 months typically) arrangements (these may be dealt with case-by-case or under separate policy if needed).

Policy Provisions

1. Alignment with State Planning Framework

- 1.1. **State Planning Policies:** Workforce accommodation proposals must be consistent with the State Planning Framework, including the State Planning Strategy and any relevant State Planning Policies (SPPs). In particular, SPP 3 – Urban Growth and Settlement promotes a sustainable settlement pattern that builds on existing towns and communities. Consistent with this, the WAPC’s Position Statement on Workforce Accommodation (2018) directs that, where practicable, workforce accommodation should be located within established townsites in a manner suited to the local context, to support ongoing town sustainability. The Shire will have regard to these state policy principles, seeking to

ensure that workforce accommodation developments complement rather than detract from Narrogin's long-term growth and community development.

- 1.2. Local and Regional Strategies: The Shire's Local Planning Strategy and any regional planning strategies should be considered. Proposals need to demonstrate consistency with strategic objectives for housing and population. (For example, if the Shire's strategy identifies a need to grow the permanent population or provide more seniors' housing, a workforce accommodation project that can transition into such housing would align with strategic goals.) The proponent should outline how their proposal supports the strategic intent for the subject land and does not undermine planned future uses.
- 1.3. Sustainability of Towns: The Shire supports the widely held planning position that temporary workforce accommodation should not become an entrenched substitute for permanent housing in the community. FIFO/DIDO (fly-in/fly-out or drive-in/drive-out) workforce practices should be managed so they do not erode the liveability or economic base of regional towns. This Policy uses tools (such as time-limited approvals and integration requirements) to encourage workers to reside within the community where possible, in line with the findings of the Parliamentary inquiry into FIFO impacts and WAPC policy direction.

2. Location and Zoning Requirements

- 2.1. Permissible Zones: Under LPS No.3, "Workforce Accommodation" is a discretionary land use in limited zones (e.g., Rural Townsite and Rural zones) and is not permitted ("X") in most other zones, including the standard Residential zone. Accordingly, new workforce accommodation should be sited on land where the use is permissible or on land that can be appropriately rezoned or designated for that purpose. The Shire identifies the following lands as potentially suitable, subject to detailed planning:
 - 2.1.1. Shire "Inglobo" Residential Land – The Shire's freehold residential development land (held inglobo) within but on the perimeter of Narrogin townsite is a primary candidate for transient workforce accommodation, given its ownership and intended development purpose. This land is currently zoned Urban Development (or a similar deferred urban zoning) under LPS3, meaning a structure plan is required prior to subdivision or development. The Shire may support a Scheme Amendment or Special Use Zone to facilitate workforce accommodation on this site, provided it is implemented via an endorsed Structure Plan (see 4.2.2) that coordinates the use with future residential outcomes.
 - 2.1.2. Other Urban Development or Future Residential Areas – Any other land zoned "Urban Development" (or earmarked for future residential expansion) could be considered for temporary workforce accommodation if a planning framework is put in place to integrate the use with the long-term development of the area. This would typically involve structure planning and possibly a temporary Special Use classification to allow workforce accommodation for a defined period or stage.
 - 2.1.3. Rural and Rural Townsite Zones – Proposals in the Rural zone (e.g., for an agricultural workforce or a remote construction camp) or in a Rural Townsite (small settlement) zone will be assessed on their merits. The location should be close to the workforce's place of employment or an established settlement. Isolated camps in pure rural areas are generally discouraged unless no reasonable alternative exists, and impacts can be managed (see 4.3.3).
 - 2.1.4. Industrial/Commercial Zones – The Scheme currently prohibits workforce accommodation in industrial and commercial zones (use class "X"). The Shire will not support workforce accommodation in core industrial estates or the town commercial centre, as this is inconsistent with zone objectives. (For example, SAT has agreed that permanent workforce accommodation in industrial zones can hinder industrial land use potential and conflict with zone purpose.) However, if a proposal can demonstrate a unique circumstance (e.g., use of under-utilized industrial land on a strictly temporary basis without sterilizing future industry), a Scheme Amendment to allow a time-limited "Additional Use" might be contemplated, subject to strict conditions and alignment with this Policy's objectives.

- 2.2. **Structure Plan Requirement:** For any large-scale workforce accommodation village, or any proposal on land zoned Urban Development or similarly requiring coordinated planning, a Local Structure Plan (or Local Development Plan, as applicable) shall be prepared and approved in accordance with the Planning and Development Regulations 2015. The structure plan must indicate land use layout, road/access network, servicing strategy, open space, interface with surrounding areas, and the staged transition of the site to long-term uses (e.g., conventional housing). This ensures that the workforce accommodation is not ad hoc, but rather forms an integrated part of the planned development of the area. The structure plan should designate specific precinct(s) for the workforce accommodation and demonstrate how those precincts can be converted to permanent housing or other compatible uses in the future. Rezoning to a Special Use zone may be used to implement this, with conditions in the Scheme tying development to the structure plan.
 - 2.3. **Rezoning and Land Use Controls:** Where the current zoning of a site does not allow workforce accommodation, proponents must secure the appropriate zoning or approval pathway before development can proceed. The Shire may consider initiating a Scheme Amendment to facilitate a well-planned workforce accommodation proposal, particularly on Shire-owned land or strategic sites, provided the proponent agrees to the Policy's requirements (including time limits and legacy outcomes). Any such amendment should include mechanisms (such as sunset clauses or scheme text provisions) to ensure the workforce accommodation use is either time-limited or can transition to an acceptable long-term use in line with the local planning strategy.
 - 2.4. **Avoidance of Sensitive Locations:** Workforce accommodation should not be located in areas that would conflict with existing sensitive land uses or constrain the intended function of zones. For instance, siting a transient workforce camp adjacent to established residential neighbourhoods is generally inappropriate due to potential amenity impacts. Likewise, locating a camp in a planned growth area without proper structure planning could prejudice the orderly development of that area. Proponents must carefully select sites that minimise land use conflicts and are either within or directly adjacent to built-up areas (to maximise integration benefits) or completely separated if integration is not feasible (in which case self-contained camps must be justified as a last resort).
3. **Design, Integration and Best Practice**
 - 3.1. **Integration with Community:** The design and location of workforce accommodation should facilitate integration with the local community rather than isolation. Urban integration is the preferred model, meaning accommodation villages should be within or near Narrogin's townsite (or the relevant settlement) and linked to existing commercial and community services. By being in proximity to shops, recreation, and town infrastructure, the workforce residents are more likely to patronise local businesses and participate in community life. This reciprocal benefit approach is a key aim – the development should, wherever possible, function as part of the town, not a closed compound. Proposals that are located far from any town or that are designed as self-sufficient "quasi-towns" with no need for residents to leave the site are strongly discouraged unless no other practical solution exists for the project's location.
 - 3.2. **Site Planning and Amenity:** High-quality site planning and built form are required for workforce accommodation projects. The development should be laid out in a manner akin to a residential neighbourhood or lifestyle village, with appropriate road hierarchy, landscaping, outdoor recreation areas and building orientation that considers climate and privacy. Demountable or modular buildings (if used) must be arranged and treated (e.g., with facades, colours, and screening) to present an aesthetically pleasing, locally appropriate design. The aim is to avoid a sterile "mining camp" look and instead create a pleasant living environment that is harmonious with the character of Narrogin. Use of landscaping (including retention of existing vegetation where possible) is important to soften the development's appearance and provide shade and amenity for occupants. The Policy recognises that these facilities may be temporary in nature, but it encourages designs that can perform longer-term functions rather than being disposable after a short use.

3.3. Best Practice Examples: In formulating and assessing proposals, reference should be made to successful approaches in other regions:

3.3.1. Town of Port Hedland – Port Hedland's Workforce Accommodation Policy emphasises integration into town fabric, multi-purpose design, and high-quality built form that can endure beyond the life of the resource project. For example, it encourages workforce housing near commercial centres so that facilities serve a dual purpose in the community. Narrogin's Policy similarly encourages central or well-connected locations for workforce accommodation to leverage existing services.

3.3.2. Shire of Wyndham–East Kimberley – This Shire distinguishes between permanent workforce accommodation and temporary construction camps, ensuring each is treated with appropriate controls. Notably, it views workforce accommodation for agriculture/tourism as a “semi-permanent facility for seasonal workers” and discourages it where adequate permanent housing in town is available. The lesson is to use workforce housing as a solution only when ordinary housing supply cannot meet demand. Narrogin will likewise consider local rental housing availability – if a project's needs can be met by existing accommodation stock or new standard dwellings, purpose-built camps may not be supported.

3.3.3. Shire of Waroona – The Shire of Waroona's policy provides useful guidance on management and social integration. It requires that workforce accommodation be accompanied by management plans and has provisions to ensure developments do not negatively impact town amenity or social cohesion. Narrogin's Policy adopts a similar stance: proponents must demonstrate how they will manage worker behaviour, facility security, and interaction with the community to avoid adverse impacts (see 4.3.5 below).

3.4. Development Standards: Workforce accommodation developments should, at minimum, meet the development standards ordinarily applicable to residential or tourist developments of a similar scale. This includes compliance with health and building codes for lodging, bushfire safety requirements if in a bushfire prone area (per SPP 3.7), and appropriate parking and vehicle access standards. Provision for vehicle parking should consider buses or shuttles if used to transport workers, as well as private vehicles if workers will keep cars on-site. Waste management, lighting (avoiding light spill to neighbours), noise control (e.g., generators, recreation facilities), and security must all be addressed in the design phase. Any onsite facilities (mess hall, gym, etc.) should be centrally located and accessible to occupants, and their scale should be ancillary to the accommodation use (not serving the general public like a commercial operation, unless approved separately).

3.5. Management Plan: Council shall require a detailed Workforce Accommodation Management Plan with any development application. This plan should outline:

3.5.1. Staffing and supervision arrangements for the facility (e.g., presence of a camp manager or 24/7 supervisor).

3.5.2. Rules and code of conduct for occupants, including measures to control noise, antisocial behaviour, and interaction with the public. For example, policies on alcohol consumption on-site, visitor protocols, and any curfews or quiet hours should be detailed.

3.5.3. Strategies for encouraging positive integration, such as providing information to workers about local services, events, and encouraging patronage of local businesses.

3.5.4. Security measures (lighting, fencing, access control) that keep the site secure without unduly isolating or fortress-like designs. (A balance is needed between security and welcoming appearance).

3.5.5. Complaints management process for nearby residents or businesses, with a nominated liaison person to address any issues arising from the workforce accommodation.

3.5.6. Decommissioning and Transition Plan (see also 4.5.2) outlining how the facility will be removed or repurposed when no longer required for workforce housing.

Requiring a robust management plan will help ensure the facility operates smoothly and mitigates potential negative impacts on the community, making the development more acceptable in a town setting. The management measures will be enforced via conditions of approval.

- 3.6. Need and Justification: The onus is on the proponent to demonstrate the need for a workforce accommodation facility. In line with best practice, applications should include a Needs Assessment detailing: the project or industry the accommodation is serving; why existing housing or rentals cannot adequately host the workers; the number of workers, their roles (construction vs operational, etc.), and the expected duration of their stay (project timeline). Proposals of a speculative nature (e.g., a “open” workforce camp not tied to a specific project or proponent) will generally not be supported, as they can undermine local housing investment and are harder to integrate. The workforce accommodation should be linked to a particular employer, project, or industry cluster, and not serve as an indefinite cheap lodging option. Council will assess whether the scale of the proposal is commensurate with the demonstrated need and may refuse or require downsizing of camps that significantly exceed the justified demand.

4. Infrastructure and Servicing Contributions

- 4.1. Servicing Plan: All workforce accommodation proposals must include an Infrastructure Servicing Plan showing how the development will be supplied with essential services – water, wastewater disposal, electricity, and road access – to a standard acceptable to the Shire and relevant service agencies. Wherever feasible, the accommodation should be connected to existing town infrastructure networks to enable quality service and facilitate future permanent use of the site. If the site is within or near the Narrogin townsite, connection to the reticulated sewerage system and town water supply will be required. The proponent is responsible for any extensions of mains or network upgrades necessary to service the development. For electricity, connection to the grid is preferred; if mains power is unavailable, on-site generation may be considered but must comply with noise regulations and be interim only. All service designs must adhere to the standards of the utility providers (e.g., Water Corporation, Western Power).
- 4.2. Proponent Contributions: As a condition of approval, developers of workforce accommodation will be required to undertake or fund infrastructure upgrades to support their development. This includes, but is not limited to:
- 4.2.1. Roads and Access – Upgrading of access roads to an appropriate standard (seal, widen, install drainage) if increased traffic from the camp will impact local roads. Intersection improvements or new access points must meet Main Roads standards where applicable. Internal roads within the facility should be all-weather, drained, and safe.
- 4.2.2. Water & Sewer – Extension of water pipelines and sewer lines to the site (or construction of approved onsite wastewater treatment systems if reticulation is truly not available and or needs to be staged be post the initial temporary workforce planning needs). The capacity of existing sewer/water infrastructure in town must be analysed; if the development’s demand requires augmentation (e.g., pump station upgrades, additional water supply capacity), the proponent will either fund these works or contribute an appropriate share in accordance with State Planning Policy 3.6 – Infrastructure Contributions and the Shire’s developer contributions framework, if any.
- 4.2.3. Electricity – Any necessary extension of the electricity network (new transformers, substations, or lines) to serve the site shall be at the cost of the development. Backup power or renewable energy integration is encouraged to improve reliability, but primary reliance on diesel generators is discouraged for anything but short-term use, due to noise and pollution.
- 4.2.4. Drainage – The site must be drained such that stormwater is managed on-site or through suitable discharge without impacting surrounding properties. If connection to the town stormwater system is needed, capacity impacts should be assessed and mitigated by the developer.

4.2.5. Other Services – Telecommunications (internet/phone) should be provided to a modern standard to serve the occupants. Waste collection arrangements must be made (e.g., kerbside pickup if available or private waste removal). Any common facilities (canteen, laundry etc.) must have appropriate trade waste connected to sewer or otherwise approved disposal. Proponents should engage early with service agencies to confirm requirements and include evidence of such consultation in their application.

- 4.3. Staging of Infrastructure: In some cases, a workforce accommodation project may be developed in stages (for example, initially 50 units expanding to 100 units if a second project phase commences). The Shire may allow staging of infrastructure provision accordingly, but the approval will clearly condition which works are required before occupancy of each stage. Essential services for health and safety (potable water, firefighting supply, effluent disposal, etc.) must be operational from day one; later stages might trigger upgrades like doubling of wastewater capacity or additional accommodation blocks. The structure plan (if applicable) and servicing plan should outline any such staging.
- 4.4. Integration with Future Networks: The infrastructure installed for the workforce accommodation should be planned with a view to servicing future development on the site or vicinity. For example, if a sewer line is extended to the site for the camp, its alignment and capacity should consider the ultimate residential subdivision (legacy) so that it can be re-used. The Shire may require the proponent to oversize certain infrastructure (at the proponent's cost or via cost-sharing if other parties benefit) to avoid redundant works later. In some instances, the State Government or Shire may seek development contributions from the project towards broader community infrastructure, especially if a large influx of workers places demands on community services (e.g., health, recreation). Any such contributions will be negotiated in line with legal frameworks (e.g., via voluntary agreement or a Development Contribution Plan, consistent with SPP 3.6).
- 4.5. Financial Assurances: Council may require the proponent to enter into a legal agreement or provide bonds to ensure infrastructure commitments are delivered. For example, a condition may require a deed of agreement between the developer and the Shire/utility provider for specific works, or a bank guarantee to cover road damage from heavy construction vehicles. This protects the Shire and community from incurring costs related to the development.

5. Legacy and Long-Term Housing Outcomes

- 5.1. Transitional Design: A core principle of this Policy is that temporary workforce accommodation should leave a positive legacy. Proponents are strongly encouraged to design and construct facilities that can be repurposed into permanent housing or tourist accommodation, or otherwise serve the community after the transient workforce has gone. This may involve using transportable homes or units that can be converted to standard housing (for example, modular units that can be reconfigured into 1-2 bedroom dwellings for seniors) or constructing certain permanent structures (such as a clubhouse or communal facilities) that would form the nucleus of a future lifestyle village. The layout of the accommodation village should, if possible, mimic a future residential layout – for instance, road patterns and unit placements that could later become residential lots or long-term rental cabins. The proponent should outline in their application how each element of the development might be adapted or retained. Creative solutions are encouraged: e.g., developing an initial “workers village” that after 5-10 years is marketed as an over-50s lifestyle village with minimal retrofit. Prioritising single-storey, accessible designs and a mix of unit types can facilitate this transition to seniors housing (which is a noted need in the Narrogin community).
- 5.2. Decommissioning and Handover: A Decommissioning Plan must be submitted and will be conditioned as part of any approval. This plan should detail the trigger events or timeframe for decommissioning (such as the end of the construction project or a specified approval expiry date) and the actions to be taken. These actions may include removal of all temporary buildings and restoration of the site to a subdivisible standard (cleared of any temporary works); or, if conversion is intended, the steps to physically convert or refurbish buildings for their new purpose. The plan should also address the disposal of facilities – for example, will the dwellings be sold to the Shire or a community housing

provider at nominal cost, or will the proponent retain ownership and lease them as affordable housing? The Shire's preference is that assets created for workforce accommodation be retained locally rather than removed from the district, to maximise community benefit. To this end, the Shire may negotiate with proponents on legacy arrangements, such as transferring ownership of on-site infrastructure (dwellings, recreation buildings, etc.) to the Shire or a not-for-profit housing body after a certain period in exchange for example the Council permitting heavily discounted access and enjoyment of relevant suitable land during the interim period. While this Policy cannot mandate transfer of ownership, demonstrating a commitment to an enduring community housing outcome will make a proposal more favourable in Council's assessment.

- 5.3. Over-50s and Lifestyle Villages: When designing legacy housing solutions, particular emphasis should be on housing for people aged 50 and over (retirees or downsizers) and "lifestyle village" style living. Narrogin, like many regional communities, has demand for quality seniors' accommodation that is low-maintenance and close to services. A workforce accommodation village that is planned to morph into an over-50s lifestyle village is an ideal scenario. This typically means incorporating features such as: a communal hall or recreation space (which could serve as a community centre for the lifestyle village), a pedestrian-friendly layout, gardens or communal open space, and universal design principles in the units (e.g., ramp access, wider doorways, etc., making them suitable for older residents). By embedding these features from the start, the proponent can avoid extensive modifications later. Council will look very favourably on proposals that include a documented pathway for transition to over-50s housing, including any partnership with the Council or aged housing providers. This not only addresses the transient workforce need but proactively contributes to Narrogin's housing diversity in the long term.
- 5.4. Community Ownership and Management: Legacy housing that is retained by the Shire or local community entities (such as a housing co-operative or community organisation, if relevant) is encouraged. The Policy supports innovative delivery models – for example, the Shire could lease its land to a proponent to build a workforce village, on the condition that after (say) 2-5 years, the buildings become the property of the Shire. Such arrangements would be subject to separate agreements and Council decisions, but this Policy framework is supportive of them. Any proposal suggesting community ownership transfer will still be assessed on planning merits, but the added social benefit will be taken into account. Proponents should note that any permanent retention of accommodation will likely require a fresh development approval (for the new use, such as a park home park or grouped dwelling development) at the transition stage – the Policy's encouragement of legacy outcomes does not guarantee automatic approval of the converted use, which must be consistent with the Scheme. Early dialogue with the Shire on how a camp could transition (zoning, permissibility, development standards for the new use) is recommended to ensure feasibility.
- 5.5. Avoiding Stranded Assets: In cases where workforce accommodation is approved without a clear legacy plan (for instance, a purely temporary construction camp using basic dongas), strict conditions will ensure that no disused or derelict infrastructure remains on-site at the end of the project. The proponent will be responsible for full removal and rehabilitation of the land (e.g., soil stabilisation, re-vegetation if in a rural area, or preparation for next stage development if in urban area). Bonds or guarantees may be required by the Shire to cover decommissioning costs if the proponent fails to carry them out. The intent is to avoid scenarios where a transient camp is abandoned and becomes a blight or safety hazard. This ties back to orderly planning – the end state of the site post-occupation must be addressed from the outset.

6. Approval Conditions and Legal Considerations

- 6.1. Time-Limited Approvals: The Shire of Narrogin will generally impose a time limit on development approvals for workforce accommodation. A standard approval period will be in the order of 2-5 years (or a timeframe aligning with the project construction period plus demobilisation time). This reflects the Policy position that workforce accommodation is a temporary land use and should be reviewed periodically. Granting an open-ended or permanent approval for what is essentially transient housing

is not supported, as it may unintentionally allow a “camp” to become a de facto permanent settlement contrary to the Scheme intent. Notably, the SAT has upheld the validity of time-limited conditions for workforce accommodation were justified by planning policy. In *Goldfields Villages Pty Ltd vs City of Kalgoorlie–Boulder* [2023] WASAT 6, the Tribunal confirmed that it is within a local government’s policy discretion to limit the duration of approval to encourage more permanent residency in the long run. Consistent with this legal precedent, Narrogin will apply temporary approval periods and require proponents to either cease the use or seek renewal upon expiry. Any renewal will be subject to assessment of ongoing need and compliance with the Policy at that future time (and may involve additional conditions or requirements to align with contemporary policy or community expectations).

- 6.2. **Occupancy and Use Restrictions:** Conditions will tie the use of the development to workforce accommodation purposes only. Occupancy should be restricted to bona fide workers (and their supervisory staff) associated with the project(s) named in the application. The camp must not be used for general tenancy or tourist accommodation unless a separate approval is obtained for such use. This ensures the facility operates as presented in the proposal (serving a defined transient workforce) and not morph into an unregulated boarding house or caravan park. The Shire may require an annual (or periodic) report from the operator listing the number of occupants and confirming the continued workforce-related usage, as a means of monitoring compliance.
- 6.3. **Management and Conduct Conditions:** Key elements from the proponent’s Management Plan (per 4.3.5) will be enforced via conditions. For example, a condition may require the implementation of the submitted Code of Conduct for occupants at all times, or that an on-site manager be present. Non-compliance with these could lead to compliance action or jeopardise any extension of approval. Council can also impose specific operational conditions such as limits on music/noise after certain hours, lighting to be baffled, and no alcohol or drugs policy (particularly if that was a community concern). The aim is to legally solidify the commitments made by the proponent to ensure community amenity is protected.
- 6.4. **Infrastructure Contributions Conditions:** As noted in 4.4, conditions will be used to require necessary infrastructure works. For instance, a condition may state that “the developer shall, at its cost, connect the development to the town’s sewer and water network prior to occupation, to the satisfaction of the local government and service providers.” Another example is a condition for a bond to be lodged for road repairs. Such conditions must meet the legal tests for valid planning conditions (serving a planning purpose, fairly and reasonably related to the development, and not unduly onerous). This Policy provides the rationale that infrastructure upgrades are directly related to enabling the accommodation use, and therefore conditions or agreements for contributions are justified. The Shire will ensure any required contribution is proportionate to the proposal’s impact (for example, not asking a small 20-person camp to fund an upgrade far beyond what its presence necessitates).
- 6.5. **Link to Structure Plan or Staging:** If a Structure Plan is required (as in 4.2.2), a condition of development approval will typically mandate that the development comply with the adopted Structure Plan. If the workforce accommodation is only one stage of a larger development, the approval may be conditioned to lapse if the broader subdivision or development does not proceed, to avoid a standalone camp remaining without the planned context. The Scheme’s provisions for structure plans and staging will guide such conditions.
- 6.6. **SAT and Legal Defensibility:** In formulating this Policy, the Shire has considered relevant SAT determinations and legal guidance to ensure the Policy provisions are sound. Aside from the Kalgoorlie case mentioned, the Policy takes into account that certain requirements (e.g., demanding community “legacy benefits” or monetary contributions) cannot be imposed unless properly founded in planning law. This Policy uses encouragement and negotiates outcomes for legacy housing, rather than purporting to compel a developer to hand over assets, to remain on firm legal ground. Likewise, while community infrastructure contributions are desirable, any such condition will be based on established frameworks (such as a Developer Contribution Plan or voluntary agreement) consistent with SPP 3.6. By clearly documenting the assessment criteria and expectations in this Policy, Council’s decisions on

workforce accommodation are less likely to be seen as arbitrary if challenged. Each application will be judged against these published criteria, providing transparency. Conditions applied will directly reference Policy requirements (for example, time limit, management measures, servicing) that have a proven planning purpose. This approach positions the Shire to robustly defend its decisions, as the SAT gives weight to properly adopted local planning policies under the Planning and Development Act. Applicants are urged to familiarise themselves with this Policy and ensure their proposals are compliant, to avoid refusals or onerous conditions that could otherwise have been addressed at the design stage.

- 6.7. Monitoring and Review: The Shire will monitor the outcomes of approved workforce accommodation against the objectives of this Policy. If a development is found to consistently breach conditions or create unanticipated issues, it will inform future decisions (for instance, Council may be more restrictive or require additional safeguards on subsequent applications). This Policy itself may be reviewed and updated in response to evolving State policies or local experiences. Notably, should the State Government introduce any new legislation or policy specifically governing transient workforce accommodation, this Policy will be amended to align with those requirements.

– End of Policy

References

- 1) Relevant sources and reference documents that have informed this Policy include:
- 2) WAPC Position Statement: Workforce Accommodation (January 2018).
- 3) State Planning Policy 3.6 Infrastructure Contributions and WAPC guidelines on developer contributions.
- 4) Town of Port Hedland Local Planning Policy 05/2020 Workforce Accommodation.
- 5) Shire of Waroona Local Planning Policy 14 Workforce Accommodation.
- 6) Shire of Wyndham–East Kimberley Local Planning Policy 11 Workforce Accommodation (2020) and LPP 12 Temporary Workforce Camps.
- 7) SAT case: Goldfield Villages Pty Ltd vs City of Kalgoorlie–Boulder [2023] WASAT 6 (upholding time-limited approval for workforce accommodation).
- 8) City of Kalgoorlie–Boulder Workforce Accommodation Policy (2021) and City of Karratha DP10 Workforce Accommodation Policy – for best practice context on integration and term of approvals.

10.4.2 SUPERANNUATION CONTRIBUTIONS FOR ELECTED MEMBERS

File Reference	22.10.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	9 March 2025
Author	Lily Webb – Executive Support Coordinator
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. WALGA Tax - Summary of Position: Superannuation for Council Members	

Summary

This report recommends that Council consider the option of paying superannuation contributions for Elected Members as permitted under the Local Government Act 1995. While this is not compulsory for Band 3 Councils such as the Shire of Narrogin, it is encouraged to align with industry best practices to retain existing and attract prospective Elected Members.

Background

Recent updates from the Department of Local Government, Sport and Cultural Industries (DLGSC) advise that, effective from 1 February 2025, local governments may resolve by absolute majority to pay superannuation contributions to Elected Members in addition to existing fees and allowances. As a Band 3 Council, the Shire of Narrogin is not mandated to make such contributions; however, doing so is encouraged to promote diversity and acknowledge the commitment of Elected Members.

The superannuation contribution rate aligns with the Commonwealth Superannuation Guarantee (Administration) Act 1992, which will increase to 12% by 1 July 2025. Section 5.99B of the Local Government Amendment Act 2024 enables this option.

Where a Council resolves to make superannuation contribution payments for its Council members, the amount of the payment is to be equivalent to the amount the Council would have been required to contribute under the Commonwealth Superannuation Guarantee (Administration) Act 1992 as superannuation as though the Council members were employees of the local government.

For superannuation purposes, the following payments to Council members are considered Ordinary Time Earnings (OTE):

- Meeting attendance fees; and
- Annual allowance for the President, Deputy President

The following payments are not considered Ordinary Time Earnings and therefore do not attract superannuation contributions:

- Expenses reimbursed on claim (e.g., travel, vehicle, childcare, and professional development expenses); and
- Annual allowance in lieu of reimbursement of expenses.

Elected members must nominate a superannuation account to receive contributions and may opt out of receiving these contributions by providing written notice to the CEO. Additionally, if a Council member is paid fees and allowances in advance and subsequently resigns or is suspended, they are required to repay any overpaid superannuation contributions under Section 5.99E of the Act.

The amendments provide an exemption from having to declare a conflict of interest when deciding to pay superannuation to Elected Members and introduce a requirement for Class 1 and 2 local governments to pay superannuation from 19 October 2025. This does not apply to the Shire of Narrogin as a Band 3 Council; however, the provision to pay superannuation remains available.

A webinar hosted by WA Local Government Association (WALGA) and Moore (Taxation Advisors to the Shire of Narrogin) on 12 February 2025 outlined best practice recommendations for Elected Members superannuation contributions, providing clarity on the benefits and procedural steps for implementing such payments.

Consultation

- WALGA Webinar – 12 February 2025
- Moore (Taxation Advisors to the Shire of Narrogin)

Statutory Environment

- Local Government Act 1995, Section 5.98A
- Local Government Amendment Act 2024, Sections 5.99B, 5.99C, and 5.99E

Policy Implications

There are no current Shire of Narrogin policies related to Elected Member superannuation contributions. Should Council endorse this proposal, an appropriate policy may be developed for consistency and clarity. This policy would be incorporated into the Council Policy Manual, which serves as the compiled decisions of Council to the Chief Executive Officer and other officers, detailing how specific matters are to be administered and the standards to apply.

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

Should Council resolve to pay superannuation contributions to Elected Members, there will be an increase in the Shire's expenditure. The financial impact will depend on the number of Elected Members who choose to receive contributions and the percentage allocated. This will be factored into future budget considerations. Elected Members should seek independent financial advice to understand how superannuation contributions may impact their personal financial circumstances.

On the assumption that all Elected Members choose to receive superannuation, the indicative additional cost to the Shire in the 2025/26 Annual Budget will be approximately \$14,400, based on an

assumption of 12% superannuation, all Elected Members participating and total eligible allowances of \$120,000.

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Elected Members delay or overlook nominating a superannuation account	Possible (3)	Minor (2)	Medium (5-9)	Compliance Requirements	Manage by providing clear instructions, guidance, and a reminder issued to Elected Members of submission date.
Elected Members fail to understand financial implications of opting in or out	Unlikely (2)	Minor (2)	Low (1-4)	Engagement Practices	Manage by providing clear communication materials and encourage Elected Members to seek independent financial advice.

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; work health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of six (6) and four (4) 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

Implementing superannuation contributions for Elected Members is consistent with industry best practices and promotes financial security for those undertaking public service roles.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 260325.13

Moved: Cr Broad

Seconded: Cr Fisher

That with respect to the payment of superannuation contributions for Elected Members, Council:

- 1) Resolve to pay superannuation contributions for Elected Members in relation to meeting fees and Shire President and Deputy Shire President allowances only, at a rate equivalent to the compulsory employer contribution required under the Superannuation Guarantee (Administration) Act 1992;
- 2) Require Elected Members to submit their nominated superannuation fund details in writing to the Chief Executive Officer by 31 May 2025;
- 3) Allow Elected Members to opt out of receiving compulsory superannuation contributions if they provide written advice to the Chief Executive Officer at any time;
- 4) Permit Elected Members to salary sacrifice part or all of their taxable meeting attendance allowances, provided they submit a written request to the Chief Executive Officer;
- 5) Note that Elected Members seeking financial advice regarding their personal circumstances should obtain independent financial planning advice, as the Administration is unable to provide personalised financial planning advice; and
- 6) Amend Council Policy 8.20 Employee Superannuation by amending the title to read 'Elected Member and Employee Superannuation' and adding in parts 1), 3),4) and 5) above.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

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

Against: Nil

18 February 2025

Dear WALGA members

Summary of position: superannuation for council members

Following an amendment to the *Local Government Act 1995 (Western Australia)* last year, local governments may decide to make payments as a contribution to a superannuation account nominated by their council members from 1 February 2025. These superannuation contributions will be mandatory for class 1 and 2 local governments from 19 October 2025.

Where a council resolves to make superannuation contribution payments for its council members, the amount of the payment is to be the amount the council would have been required to contribute under the Commonwealth *Superannuation Guarantee (Administration) Act 1992* as superannuation if the council members were employees of the local government.

It is considered the following payments to council members will be ordinary time earnings for superannuation purposes:

- Meeting attendance fees.
- Annual allowance for mayor, president, chair, deputy mayor, deputy president and deputy chair.

It is considered the following payments will NOT be ordinary time earnings for superannuation purposes:

- Expenses to be reimbursed on claim, such as travel, vehicle, childcare and professional development expenses.
- An annual allowance in lieu of reimbursement of expenses.

Payment type	OTE/Superannuation
Meeting attendance fees	YES
Annual allowance for mayor, president, chair, deputy mayor, deputy president and deputy chair	YES
Travel expenses	NO
Vehicle expenses	NO
Childcare expenses	NO
Professional development expenses	NO
Annual allowance in lieu of reimbursement of expenses	NO

Background

We need to look to the *Superannuation Guarantee (Administration) Act 1992* to determine from the range of remuneration paid to council members in the form of allowances, fees and expense reimbursements, which would be classified “salary or wages” for the purpose of calculating superannuation contributions now provided by the *Local Government Act 1995*.

Based on the Commissioner’s Ruling SGR 2009/2, it seems clear the following payments would be considered OTE and subject to superannuation.

- Meeting attendance fees.
- Annual allowance for mayor, president, chair, deputy mayor, deputy president and deputy chair.

It also seems uncontroversial the following payments are not OTE:

- Expenses to be reimbursed on claim, such as travel, vehicle, childcare and professional development expenses.

This leaves us to determine how to treat an annual allowance paid in lieu of reimbursement of expenses. It is unconditional and the council member has complete discretion on if or how the allowance is spent. On the other hand, there is an expectation it will be fully expended while acting as a council member.

It is our considered view an annual allowance paid in lieu of reimbursement paid to a council member would not be OTE and therefore not subject to superannuation.

A local government or regional local government may decide, by absolute majority, instead of reimbursing council members for all of a particular type of expense, it will pay all council members, for this type of expense, an annual allowance within the range determined by the Act.

In determining the maximum annual allowance for expenses of a particular type, the Salaries and Allowances Tribunal considers a range of factors including the following:

- the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;
- the capacity of local governments to set allowances appropriate to their varying operational needs;
- the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads); and
- the varying travel requirements of council members in local governments associated with geography, isolation and other factors.

Given the strict legislative requirements and the explicit comments of the Salaries and Allowances Tribunal where these annual allowances in lieu of reimbursement of expenses should not result in a windfall gain for council members, we consider it to be an allowance which is a predetermined amount which has been calculated to cover the estimated expense and is given with the expectation it will be fully expended in the course of the council member providing their services.

An allowance in lieu of reimbursement of expense which does not result in a windfall gain for council members would not be considered OTE and not attract superannuation contributions.

WALGA Tax Service Subscribers may direct any inquiries to: walgatax@moore-wa.com.au

Yours faithfully



Daniel Pegdon
Director – WALGA Tax
[Moore Australia \(WA\) Pty Ltd](#)

Disclaimer: This letter has been created for WALGA members by Moore Australia (WA) and aims to provide Western Australian local governments guidance on which types of payments to council members will attract mandatory superannuation at the prevailing rate in the circumstances set out in this letter. It is not intended to be used to provide guidance on the administration of the superannuation payments, nor will it be relevant for local governments who have made a unanimous election to become and Eligible Local Governing Body under Division 446 of the Tax Administration Act 1953.

It is also acknowledged this letter does not contain a complete list of payments which can be made to council members and in this regard, cannot be relied upon where payments are made outside of the circumstances mentioned above, although the principles can be applied. If in doubt, please contact WALGA Tax.

We believe the statements made in this letter of advice are accurate, but no warranty of accuracy or reliability is given and should be taken to be guidance only. Accordingly, neither Moore Australia (WA) Pty Ltd nor any member or employee of Moore Australia, undertakes responsibility arising in any way whatsoever to any persons other than the addressed in respect of this letter of advice, for any error or omissions herein, arising through negligence or otherwise howsoever caused.

The letter of advice is not to be used for any purposes other than those specified herein, nor may extracts or quotations be made without our express written consent.

Our letter is also based on the facts and tax laws current at the date of this advice. We will not be obliged to update our advice for any future changes in the facts or the tax law unless specifically requested in writing.

11. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

12.1 COUNCIL POLICY - COMMUNITY ENHANCEMENTS FUND POLICY

File Reference	14.9.18
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 March 2025
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Draft Council Policy – Community Enhancements Fund (CEF) 2. Renewable Industry Framework & Advocacy Position	

Summary

This report recommends that Council adopt the '*Narrogin - Love the Life, Power the Future, Community Enhancements Fund Policy*', which establishes a best-practice framework to negotiate and manage contributions from proponents of large-scale renewable energy projects. The policy ensures that the Shire of Narrogin community shares in the long-term benefits of hosting such projects through a transparent, accountable, and strategic community fund.

Background

The Shire of Narrogin is currently experiencing significant interest from renewable energy developers, with five (5) utility-scale wind, solar and battery energy storage system (BESS) projects either proposed or in development.

As a proactive response, the Shire has developed the '*Narrogin - Love the Life, Power the Future, Community Enhancements Fund Policy*' to establish a clear, equitable, transparent, and fair mechanism for benefit-sharing between project proponents and the community.

The Community Enhancement Fund (CEF) Policy aligns with the Shire's Renewable Energy [Position Paper \(2024\)](#), Local Planning Policy on Wind Energy Facilities, and national best-practice, including the [NSW Government's 2023 Benefit Sharing Guide](#) and also the Council's Media release in [November 2024](#).

Local governments in WA have called for frameworks to ensure such developments deliver fair community benefits ([WA government's wind farm development policy lagging behind, councils say - ABC News](#)). In the absence of a state-wide policy, the Shire of Narrogin is taking proactive steps

through this CEF Policy to uphold environmental, social, and governance (ESG) standards and to secure the social license for renewable energy proponents.

Consultation

The development of this Policy included consultation with:

- The Shire's Executive Leadership Team;
- Industry research across WA and other jurisdictions; and
- The Shire's strategic planning documents including the Strategic Community Plan and Long term Financial Plan (LTFP).

The Policy and associated documents once adopted would then be sent to the Gnaala Karla Booja Aboriginal Corporation and also Industry Proponents.

Statutory Environment

The Draft Policy has been prepared in accordance with the following legislative and statutory frameworks:

- Local Government Act 1995;
- Local Government (Financial Management) Regulations 1996;
- Planning and Development Act 2005;
- Planning and Development Act 2005 – Governs land use planning and development in Western Australia;
- Planning and Development (Local Planning Schemes) Regulations 2015 – Provides for the preparation and adoption of local planning policies.
- State Planning Policies (SPPs) – Particularly SPP 3.6 – Infrastructure Contributions.

It is emphasised that this policy is proposed as a Council Policy and not a Local Planning Policy.

Policy Implications

Should the policy be adopted, it will apply to all new large-scale renewable energy projects (wind, solar, BESS) and will guide both negotiation and administration of community benefit contributions.

Sustainability & Climate Change Implications

Environmental – Supports renewable transition and enables local environmental projects via CEF funding.

Economic – Provides direct economic benefit to the community through targeted investment in infrastructure and services.

Social – Enhances community wellbeing through funding of local initiatives. Includes support for Indigenous initiatives via a dedicated 10% fund component.

Climate Change – Supports WA and Commonwealth goals to reach net zero emissions and transition away from coal (by 2030 in WA's case).

Financial Implications

The Policy will result in ongoing revenue from renewable energy proponents, held in a relevant and dedicated restricted asset cash backed reserve. Contributions are indexed to Consumer Price Index (CPI) and calculated based on generation or storage capacity of all applicable infrastructure located in or installed or erected within the Shire of Narrogin.

The Shire will manage these funds transparently and may invest retained amounts to generate interest for future community use.

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
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
Outcome:	2.4 Cultural and heritage diversity is recognised
Outcome:	3. Environment
Outcome:	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 adopt the Policy risks inconsistent or missed opportunities to negotiate benefit-sharing.	Likely (4)	Major (4)	High (10-16)	Engagement Practices	Adoption of the policy ensures clear guidelines and meets community expectations.
Legal challenge to policy provisions	Possible (3)	Moderate (3)	Medium (5-9)	Compliance Requirements	Policy aligns with Other State Planning Policies and Guidelines.

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; work health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 16 and nine (9) 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 CEF Policy provides a strong governance framework for the Shire to ensure that the community benefits equitably from renewable energy investments. It will support strategic goals, foster industry partnership, and build trust with the local community.

Adoption of the Policy positions the Council and the Shire as leaders in WA in community-first renewable energy governance.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 260325.14

Moved: Cr McNab

Seconded: Cr Pomykala

That with respect to the Community Enhancements Fund (CEF) Policy, Council:

- 1) Adopt the 'Narrogin - Love the Life, Power the Future, Community Enhancements Fund Policy' as presented in Attachment 1;
- 2) Note the intent to implement the Policy with all large-scale renewable energy projects within the Shire of Narrogin;
- 3) Request the Chief Executive Officer to:
 - a) Publish the document and communicate it to the renewable industry proponents, the Western Australian Local Government Association (WALGA), Central Country Zone of WALGA and State Government as a model to adopt in WA; and
 - b) Reaffirm the Council's Renewable Industry Framework & Advocacy Position and new Policy with the State Government and seek meetings with the Premier as Minister for State Development, the new Minister for Energy, Minister for Planning, other relevant Ministers and the Chief Executive Officer of PoweringWA.

CARRIED 6/0

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

Against: Nil

DRAFT COUNCIL POLICY

Narrogin - Love the Life, Power the Future - Community Enhancements Fund (CEF)

Purpose and Background

The Shire of Narrogin is committed to ensuring that large-scale renewable energy developments (Wind Energy Facilities (WEFs) or farms, Solar Farms, and Battery Energy Storage Systems (BESS)) deliver lasting positive outcomes for the local community. This Community Enhancements (Benefits) Fund (CEF) Policy establishes a framework for proponents of such projects to share benefits with the host community, consistent with the Shire's strategic vision and best practices in Australia. It builds on the Shire's Renewable Energy Position Paper (2024), which outlines a framework of Three Cornerstones (collaboration between community, government, and industry) and Five Foundational Pillars for responsible renewable development.

One of these pillars is the establishment of robust community benefit funds to return tangible value to host regions. The Policy also aligns with principles in the Shire's Local Planning Policy on Wind Energy Facilities, which seeks to "maximise the benefits to the community and the environment" from renewable projects.

As Western Australia transitions its energy sector towards net-zero emissions by 2030, the Shire is poised to become a renewable energy hub. The Shire currently has several (circa five) development applications for wind farms, large-scale solar, and BESS projects. This Policy ensures that as renewable projects proceed, they do so in partnership with the community – through early engagement, benefit-sharing contributions, and transparent governance – leaving a positive legacy in line with the Shire's strategic planning objectives.

Scope

This Policy applies to all large-scale renewable energy facilities within the Shire of Narrogin, including wind energy facilities (wind farms), utility-scale solar farms, and

large battery storage projects (BESS), typically those with a nameplate capacity exceeding 5 MW.

It is intended for use by Shire staff, Council, and developers (proponents) of renewable energy projects during project planning, approval, and operational phases. The Policy sets out expectations and requirements for negotiating and establishing a Community Enhancements Fund as a condition of support for such projects. Compliance with this Policy will be considered in Council's assessment of development applications and any related agreements with proponents.

Definitions

Proponent – The developer, operator, or owner of a large-scale renewable energy project (wind, solar, and/or battery) in the Shire. This includes any company or entity seeking development approval for such projects.

Community Enhancements (Benefits) Fund (CEF) – A fund to which the proponent contributes financially, for the benefit of the local community. Contributions are typically made annually over the life of the project and are used to support community projects, services, and infrastructure in accordance with this Policy. The CEF may also be referred to as a Community Benefit Fund in other documents

Nameplate Capacity – The rated output capacity of a generator (in megawatts for wind/solar, or in megawatt-hours for battery storage if applicable). This is used as the basis for calculating CEF contributions. For hybrid projects, capacity is considered by each component (e.g. MW of wind, MW of solar, MWh of standalone storage).

Life of the Project – The expected operational lifespan of the renewable energy facility, assumed to be approximately 30 years (unless otherwise defined in approvals). CEF contributions are made for the duration of the project's operation.

Indigenous Nations Fund – A designated portion of the CEF (approximately 10% annually) set aside to support initiatives benefiting Traditional Owners and Indigenous communities of the region. In this Policy, it is administered by the Shire with guidance from Indigenous representatives (including a nominee of the Gnaala Karla Booja Aboriginal Corporation (GKBAC)).

Social License – The ongoing acceptance and approval of a project by the local community and stakeholders. Earning a social license involves proactive community engagement, benefit-sharing, and responsible practices by the proponent to build trust and goodwill.

Policy Statement

The Shire of Narrogin requires that all large-scale renewable energy projects contribute to a Community Enhancements (Benefits) Fund (CEF) to ensure the local community directly benefits from these developments. This Policy sets a consistent approach for negotiating, calculating, managing, and disbursing CEF contributions.

Key principles of the Policy include:

- **Early Negotiation and Agreement:**

- Proponents must engage with the Shire at an early stage (e.g. during feasibility or prior to lodgement of a development application) to negotiate a CEF contribution agreement. The aim is to reach an in-principle agreement on community contributions before development approval, providing certainty to both the community and the proponent. Early negotiation aligns with best practice which calls for collaboration between councils and developers on benefit-sharing programs ([Benefit-Sharing Guideline](#)) ([Benefit-Sharing Guideline](#)). The agreed contribution should be formalised via a legal instrument (such as a voluntary planning agreement, deed of agreement, or memorandum of understanding) at development approval stage, ensuring it is binding for the project's life.

- **Contribution Formula (Per MW and Indexation):**

- The CEF contribution will be calculated based on the installed capacity of the project of each asset installed and located *in the Shire of Narrogin*, using a rate per megawatt (MW) per annum (or per MWh for storage). As a minimum, the contribution shall be no less than the benchmark rates recommended in the New South Wales Government's 2023 Benefit Sharing Guideline for renewable energy projects, which are: \$1,050 per MW per annum for wind energy, \$850 per MW per annum for solar energy, and \$150 per MWh per annum for standalone battery projects, indexed annually to the Consumer Price Index (CPI) ([Benefit-Sharing Guideline](#)). These rates align closely with the Shire's own advocated framework for community benefit contributions (e.g. approximately \$1,050/MW for wind, \$850/MW for solar, \$250/MW for battery). The contribution amount agreed upon shall be indexed to CPI each year to maintain its real value over time, with the first year's rate typically based on the financial year of project commissioning ([Benefit-Sharing Guideline](#)). Contributions are expected on an annual basis for the full operational life of the project (indicatively 30 years), commencing from the start of commercial operations (or as otherwise negotiated). This long-term, CPI-indexed commitment ensures the fund grows over time and provides a reliable stream of community funding.

- **Minimum Contribution Levels:**

- In all cases, the proponent's contribution must meet or exceed the Shire's minimum required level. The Shire will use the NSW guideline rates as a floor, not a ceiling ([Benefit-Sharing Guideline](#)) ([Benefit-Sharing Guideline](#)). Proponents are encouraged to offer higher contributions or additional benefit-sharing measures where possible (especially if a project has higher impacts or to address specific community needs), but at a minimum the above rates per capacity apply. The Shire's preference is to calculate contributions on nameplate capacity; however, alternative formulas (such as a percentage of capital investment or revenue) may be considered if they deliver equal or greater community value over the project life. In the event that State policy or regulations (future State Planning Policy or legislation) mandate higher standard contributions, the greater requirement will prevail. This ensures that Narrogin's community receives a fair share commensurate with projects in other regions and reflects the scale of development ([Benefit-Sharing Guideline](#)).

- **Administration and Governance – Shire-Managed Fund (Preferred):**

- The default and preferred model is for the CEF to be administered by the Shire of Narrogin. Proponents will make annual payments to the Shire, to be held in a dedicated restricted cash reserve account established for the particular proponent's Community Enhancements Fund. The Shire will manage and disburse the funds in accordance with the Local Government Act 1995 and relevant financial management regulations and audit requirements. By having the local government manage the fund, the Shire leverages existing governance systems, transparency mechanisms, and community accountability measures. Local governments are best positioned to understand local needs, coordinate projects, exercise sound governance, and maximise returns on investment for community betterment. All CEF monies received will be accounted for in the Shire's annual budget (as restricted funds), and unspent funds will be carried forward in the reserve. Recognition protocols will be established so that the proponent's contribution is acknowledged in Shire publications and at project openings, ensuring the proponent is credited for their community investment (thus supporting their Environmental Social & Governance (ESG) and social license objectives).

- **Indigenous Nations Fund Allocation:**

- In recognition of the Traditional Owners of the land and to ensure inclusivity, approximately 10% of the CEF contributions each year will be allocated to an Indigenous Nations Fund sub-account. This portion of the fund will be used to

support projects and initiatives of benefit to Aboriginal people and heritage in the Shire (for example, cultural programs, Indigenous training and employment initiatives, community infrastructure for Aboriginal residents, or joint ventures in renewable energy). The Indigenous Nations Fund will be administered by the Shire in partnership with local Indigenous representatives. The Shire will invite the Gnaala Karla Booja Aboriginal Corporation (GKBAC) – the prescribed Noongar Regional Corporation for this area – to nominate a representative to advise on and participate in decisions about this portion of the fund. This ensures First Nations voices guide the investment of funds intended for their communities. The 10% allocation will be reviewed in consultation with GKBAC to ensure it remains appropriate and effectively targeted. Any Indigenous-focused projects may also be co-funded from the general CEF pool beyond the 10% minimum, recognising the importance of supporting reconciliation and equity.

- **Eligible Uses of Funds and Thematic Priorities:**

- CEF funds must be used for projects, programs, or initiatives that provide a public benefit and align with the Shire’s strategic plans (such as the Strategic Community Plan, Corporate Business Plan, Long-Term Financial Plan, and other informing strategies). The overarching goal is to fund long-term sustainable and high-value initiatives that deliver lasting legacy outcomes for the community, rather than one-off short-lived spending. The Shire, in consultation with the community and the proponent, will identify priority themes for investment – for example: improvements to local sporting and recreation facilities, community health and wellbeing programs, education and training scholarships, environmental conservation or renewable energy initiatives, arts and cultural events, emergency services and disaster resilience, tourism development, and local infrastructure enhancement. These thematic areas echo those identified as best practice for reinvesting renewable benefits in host communities. Each year, specific projects or grant programs under these themes will be selected for funding. The Shire will ensure that funded projects are distributed fairly across the community and, where relevant, across different localities within the Shire, so that those most impacted by the development share in the benefits. Importantly, CEF funds are additional – they complement (but do not replace) normal government spending or other funding sources, thereby truly “enhancing” the community. Proponents are encouraged to participate in launch events or media for funded projects as part of recognition, under agreed protocols.
- Suggested initial thematic approach areas of investment include:
 - Sport & Recreation: Enhancing sport & recreation facilities, the lifeblood of rural towns;
 - Health and Wellbeing: Enhancing health and wellbeing generally;

- Education and Training: Scholarships and workforce development programs;
- Environmental Initiatives: Promoting renewable adoption and conservation; Arts, Culture & Events: Fostering vibrant regional communities;
- Disaster Resilience and Emergency Services: Strengthening emergency services; and
- Tourism Development: Investing in attractions to drive economic growth.

- **Governance Structure (CEF Committee):**

- To oversee the distribution of CEF monies, the Shire will establish a CEF Committee or Advisory Group. The Committee would ideally comprise Shire representatives (elected members and/or officers), community members (including drawn from near neighbours or stakeholders), and a representative (and deputy) of the proponent company. The committee's role is to provide input on funding priorities, assess grant applications or project proposals, and make recommendations to Council on the allocation of funds each year. The committee will operate under clear terms of reference approved by Council, ensuring decisions are transparent, fair, and aligned with the fund's objectives. The proponent's presence on the committee (in a non-voting or advisory capacity) can help coordinate recognition and ensure their perspective is considered, while the majority community representation safeguards local interests. Meetings will be held at least annually (or as required) to plan and review fund distribution. Annual Reporting on the CEF will be undertaken: the Shire will publish a summary each year of the fund's contributions received, projects funded (with amounts), and outcomes achieved. This report will be provided to the proponent and made available to the community, reflecting the principle that benefit-sharing arrangements should be transparent and publicly accessible ([Benefit-Sharing Guideline](#)) ([Benefit-Sharing Guideline](#)). The fund's management and accounts will also be subject to the Shire's normal audit process, with results reported as part of annual financial statements.

- **Alignment with Shire Plans and Community Input:**

- All CEF-funded initiatives should support the broader development plans of the Shire. The proponent and the Shire will work together to ensure that the use of funds complements the Shire's long-term infrastructure and service planning. For example, if the Shire's Long-Term Financial Plan (LTFP) or Asset Management Plan identifies critical community infrastructure needs (such as upgrades to community halls, recreation centres, or roads impacted by the project), the CEF

can be directed to co-fund those projects. Similarly, initiatives in the Strategic Community Plan – such as improving youth services, economic development, or environmental sustainability – can be resourced through the CEF. By aligning expenditures with these plans, the fund delivers strategic value and avoids ad-hoc spending. Community input is vital in this process: the Shire may hold community workshops or invite submissions on how CEF money should be spent, ensuring the fund is responsive to local aspirations. This collaborative approach reflects that benefit-sharing must be community-focused and tailored to local needs ([Benefit-Sharing Guideline](#)) ([Benefit-Sharing Guideline](#)). Where a proponent has its own corporate social responsibility themes (e.g. Science, Technology, Engineering, and Mathematics (STEM) education, community health), these can be coordinated with Shire priorities to maximise impact.

- **Option for Proponent-Administered Fund:**

- While the Shire-managed model is preferred, this Policy allows for an alternative arrangement where the proponent administers the community fund directly – but only with the Shire’s agreement and under specific conditions. If a proponent wishes to establish and run its own Community Benefit Fund or similar program (for instance, via a trust, community grants program, or a third-party foundation), the following must be ensured: (a) the level of funding provided by the proponent is at least equivalent to what would have been contributed under this Policy’s formula (with the same CPI indexation); (b) the fund or programs run by the proponent are aligned with the Shire’s strategic objectives and the needs of the Narrogin community; (c) the proponent involves the Shire in the governance or decision-making process – for example, the Shire may have representation on the proponent’s fund committee or a formal role in approving projects – and (d) there is full transparency and reporting of expenditures to the Shire and community. Essentially, the proponent-run fund must mirror the intent of the CEF in scope and rigor. The Shire will only endorse such an arrangement if it is satisfied that the outcomes will be equal or better for the community than the Shire-managed approach. If a proponent-administered model is adopted, an agreement (or memorandum) must be in place detailing how funds will be allocated, how the Indigenous Nations Fund portion is handled, how the Shire will participate in project selection, and how reporting/recognition will occur. The proponent should also demonstrate how the fund ties into their ESG commitments. Regular check-ins (e.g. annual meetings) between the Shire and proponent will be required to review the fund’s performance. Notably, even under a proponent-managed scheme, the Shire expects that key programs be coordinated with Council (for instance, if the proponent gives education scholarships or community grants, this should be communicated and celebrated jointly). This cooperative model follows the principle that benefit-sharing should be collaborative and centrally coordinated where possible ([Benefit-Sharing](#)

[Guideline](#)) ([Benefit-Sharing Guideline](#)), avoiding duplication or working at cross-purposes.

- **Financial Management and Reserves:**

- All CEF funds received by the Shire will be placed in a restricted cash-backed reserve specifically created for the Community Enhancements Fund. This ensures the funds are quarantined for their intended purpose and not used for general expenditure. Interest earned on the reserve will be retained within the fund. Unexpended funds in any given year will be carried forward to future years, building a cumulative balance if appropriate. The Shire, in liaison with the proponent, may choose to accrue funds over multiple years for larger projects of significant community benefit, rather than disbursing all funds every year. However, a general guideline is that funds should be put to use in a timely manner to benefit the community that is hosting the renewable development (unless saving for a planned large project). The reserve will be managed in accordance with the Shire's financial policies and the Local Government (Financial Management) Regulations 1996, with annual reporting as noted. If the project terminates earlier than expected (e.g. decommissioning or sale), any remaining funds in the reserve will continue to be used for community benefit. In the case of project ownership transfer, the Shire will seek commitments that the contribution agreement is binding on successors. Should there be any dispute or default in payments, the Shire will refer to the agreement provisions for resolution, noting that consistent contributions are a core aspect of maintaining the project's social license in Narrogin.

- **Recognition and Communication:**

- The Shire will develop protocols to formally recognise the contributions made by renewable energy proponents through the CEF. This may include: signage at facilities or project sites acknowledging the proponent's community fund (e.g. "This project was funded by the Community Enhancement Fund contributed by [Company Name]"), media releases and stories highlighting the community outcomes enabled by the fund, and invitations for the proponent's representatives to attend and be acknowledged at community events related to CEF-funded initiatives. Mutual recognition builds goodwill and encourages other developers to also contribute generously. Additionally, the Shire will periodically communicate to the broader public about how hosting renewable energy has directly benefited the community – reinforcing the positive narrative of renewable developments. This transparency and promotion are consistent with

maintaining public support for the industry and demonstrating that local communities are better off as a result of these projects ([News Story - MEDIA RELEASE - Shire of Narrogin Calls for Unified Support for Responsible Renewable Energy Development » Shire of Narrogin](#)).

Through this Policy, the Shire of Narrogin seeks to create a win-win outcome: proponents fulfill their corporate social responsibilities and gain community acceptance, while the community receives tangible and lasting benefits from the renewable energy transition. The Policy will be reviewed as needed (for example, if State Government introduces new guidelines or if improvements are identified in implementation) to remain aligned with best practices and community expectations.

Exclusion Clause – Neighbour Benefit Schemes (NBS) Not Constituting Community Enhancements Fund Contributions

Nothing in this Policy shall be construed to imply or permit that Neighbour Benefit Schemes (NBS), Near Neighbour Payments, or similar arrangements between proponents and individual landholders or nearby residents constitute part of, or can be offset against, the required Community Enhancements (Benefits) Fund (CEF) contribution.

Such neighbour-specific payments are considered project-specific mitigation or social license costs incurred as part of the normal cost of gaining project approval and community acceptance, and are intended to compensate directly impacted individuals, not the broader community.

The purpose of the CEF is to deliver broader legacy benefits to the entire host community, beyond those properties or individuals most proximate to infrastructure. The CEF is a public-good mechanism to fund strategic, equitable, and transparent investments in community wellbeing, services, infrastructure, Indigenous partnership initiatives, and sustainability outcomes—not compensation payments for localised amenity impacts.

Accordingly:

- The value or extent of any Neighbour Benefit Scheme implemented by a proponent shall not be deducted from or used to offset the agreed CEF contribution;
- The CEF shall be calculated independently, based solely on the nameplate capacity and CPI-indexed benchmarks outlined in this Policy;
- Proponents are encouraged to implement both NBS and the CEF as complementary but separate streams of community engagement and investment.

This distinction protects the integrity, equity and transparency of the CEF, and ensures that all residents—including those not in immediate proximity to infrastructure—share in the benefit of the renewable energy transition.

Sources:

- Shire of Narrogin Renewable Energy Framework (2024);
- Shire of Narrogin Media Release (Jan 2025);
- [News Story - MEDIA RELEASE - Shire of Narrogin Calls for Unified Support for Responsible Renewable Energy Development » Shire of Narrogin](#));
- Shire of Narrogin LPP – Wind Farms (2024);
- NSW Dept of Planning Benefit Sharing Guide (2023) ([Benefit-Sharing Guideline](#)) ([Benefit-Sharing Guideline](#));
- ABC News (2024) ([WA government's wind farm development policy lagging behind, councils say - ABC News](#)).

Appendices:

- Appendix 1 – Community Enhancements Fund (CEF) Procedural & Operational Guidelines
- Appendix 2 – Community Enhancement Fund (CEF) Contribution Modelling Examples
- Appendix 3 – Community Enhancement Fund (CEF) Example Agreement (Heads of Terms)
- Appendix 4 – Shire of Narrogin Advocacy Statement: Renewable Industry Framework and Guidelines for Western Australian Local Governments

Appendix 1 – Community Enhancements Fund (CEF) Procedural & Operational Guidelines

This appendix outlines the step-by-step process for establishing and operating a Community Enhancements Fund in line with the Policy.

Step 1: Initial Engagement and Proposal Stage

- **Pre-lodgement Discussion:** When a proponent is considering a renewable energy development in the Shire, they should contact the Shire administration early to discuss the Community Enhancements Fund expectations. The Shire will provide a copy of this Policy and any relevant information (such as the Shire's strategic priority areas) to inform the proponent's planning.
- **Scoping the Contribution:** The proponent and Shire will jointly scope the likely size of the CEF contribution based on the proposed capacity (e.g. MW of generation and/or MWh of storage). For example, a 100 MW wind farm would typically entail an annual contribution of about \$105,000 (indexed) under current guidelines, while a 50 MW solar farm would be about \$42,500/year ([Benefit-Sharing Guideline](#)). This early estimate helps all parties understand the scale of community investment.
- **Community Needs Discussion:** The Shire may share information on community needs or potential projects that a fund could support, and the proponent may share its initial ideas for benefit programs. Early brainstorming ensures both sides are aligned on the importance of community outcomes (e.g. the proponent might express interest in supporting local apprenticeships or environmental projects, which can be factored into the eventual fund usage).

Step 2: Negotiation of Terms

- **Formal Negotiation:** As the project details firm up (typically during project feasibility or once a development application is imminent), the Shire's representatives (e.g. CEO or delegated officer, and potentially Council's negotiating team) will meet with the proponent to negotiate the CEF agreement in detail. Key terms include: the annual contribution amount (based on the final capacity – e.g., if the project plans 150 MW wind, then \$157,500/yr at \$1,050/MW, CPI indexed ([Benefit-Sharing Guideline](#))), the duration of payments (e.g. 30 years from commissioning or until decommissioning), the indexation method (CPI All Groups, applied yearly), and the payment schedule (e.g. annual in advance, or quarterly). The parties will also discuss the administration model (Shire-managed by default, or any request for proponent-managed as per Policy) and associated governance (committee involvement, etc.).
- **Documentation:** The outcome of negotiations will be captured in a draft Community Benefit Agreement (see Appendix 3 for an example outline). This

agreement may take the form of a Planning Agreement under the Planning and Development Act (if applicable and enforceable) or a stand-alone Deed between the Shire and proponent. The agreement will specify obligations on both parties. Shire Council approval is required to endorse the agreement (and Council may resolve to make it a condition of development approval or a linked obligation).

- **Legal Review:** Both the Shire and proponent should seek any necessary legal review of the agreement to ensure it is robust. Important considerations include default provisions (e.g. what if payments are late), transfer of obligations to any new owner, and dispute resolution mechanisms.

Step 3: Development Approval and Agreement Execution

- **Council Report:** When the development application (DA) for the project is assessed by Council (or by a Joint Development Assessment Panel, JDAP, or State Development Assessment Unit (SDAU) if relevant), the existence or status of the CEF agreement will be noted. Ideally, the agreement (or a memorandum of understanding) is signed concurrently with development approval. If the DA is approved by Council/JDAP, a condition may be included along the lines of “The proponent shall implement a Community Enhancement Fund in accordance with the Shire’s Council Policy and the signed agreement dated [X].”
- **Finalising the Agreement:** The Shire President and CEO (on behalf of the Shire) and the proponent’s authorised officers will execute the Community Benefit Fund agreement. It will come into effect upon execution or upon a specified trigger (such as upon the project reaching financial close or commencement of construction, depending on what is negotiated).

Step 4: Establishment of the Fund and Governance

- **Reserve Account Setup:** The Shire’s finance team will create a new restricted reserve account in its financial system titled “Community Enhancements Fund – [Project Name]” (or a consolidated fund for multiple projects, with sub-ledger tracking per project if needed). This ensures any incoming funds are sequestered. The Shire will also establish internal codes to track the 10% Indigenous Nations Fund portion.
- **CEF Committee Formation:** Council will establish the CEF Committee or Advisory Group by resolution, including appointing members (elected member representatives, community members, proponent rep, and an Indigenous community rep, etc., as outlined in the Policy). Terms of Reference will be adopted, covering the committee’s role, meeting frequency, quorum, decision process (recommendations), and reporting. Alternatively, if the fund will be small initially, the Council may choose to handle decisions directly and form the committee once significant funds accumulate.
- **Public Communication:** Once the fund is official, the Shire will announce the establishment of the CEF to the community. This could include a joint press

release with the proponent, highlighting the contribution amount and the shared commitment to community development. It helps set expectations that funding will flow when the project commences operation.

Step 5: Payment and Indexation Process

- **Invoicing:** The Shire will issue an invoice to the proponent for the CEF contribution as per the agreed schedule. Commonly, payment will be annual. The first payment might be due either at the start of construction (if agreed) or upon commissioning. (For example, some agreements might stipulate a smaller construction-phase community contribution before full operations.) Typically, the first full annual payment is due within a set time after the project starts exporting power.
- **CPI Adjustment:** Each year, the Shire's invoice will adjust the contribution by the CPI. For instance, if Year 1 (2025) contribution for a solar farm is \$50,000 (based on capacity using \$850/MW ([Benefit-Sharing Guideline](#))) and CPI for the year is 3%, then Year 2 invoice becomes \$51,500. The agreement will specify the CPI index (e.g. Perth Consumer Price Index, or a national CPI) and the reference quarter for calculations.
- **Recordkeeping:** The Shire records the payment receipt into the CEF reserve. If the project spans multiple decades, the Shire will maintain a schedule of expected payments and ensure the proponent is reminded of upcoming contributions. The proponent should similarly include the payments in their financial models and annual budget for the facility.

Step 6: Fund Allocation Planning

- **Annual Plan:** Each financial year, the Shire (through the CEF Committee or relevant officers) will develop a plan for how that year's available CEF funds (including any carryover) could be allocated. This might involve: setting aside the 10% Indigenous portion for specific Indigenous-led proposals; identifying priority projects in consultation with community (e.g. this year focusing on upgrading a local sports complex, plus a grants program for community groups); and reserving funds if a large future project is targeted. The plan will consider the thematic priorities and any guidance from the Strategic Community Plan or Council.
- **Call for Proposals (if grants program):** If part of the fund is to be distributed via community grants, the Shire will open an application process. Local community groups, clubs, schools, or not for profit enterprises might apply for CEF grants for their projects. Clear criteria will be published (such as alignment with the fund's themes, demonstrating community benefit, capacity to deliver the project, etc.). The proponent may be invited to help promote this opportunity to encourage a wide range of applications.

- **Shire Initiated Projects:** The Shire administration may also put forward proposals for using CEF money on Shire projects (for example, a co-funding opportunity with State/Federal grants where CEF money provides matching funds for a big infrastructure project). These proposals would also be tabled to the CEF Committee for consideration.

Step 7: Decision-Making and Approvals

- **Committee Review:** The CEF Committee (or Council if no committee) reviews all proposed uses of the funds. This could be done in a meeting where Shire staff present a summary of grant applications from the community and any Shire project proposals. The committee assesses each against the Policy objectives and available budget. The proponent's representative provides input, particularly if certain proposals resonate with the proponent's own community investment focus. The GKBAC/Indigenous rep will specifically advise on Indigenous Fund allocations. The committee then forms recommendations – e.g. which projects to fund and at what amounts.
- **Council Approval:** Because the funds are Shire-held, the final approval for expenditure lies with the Council (unless delegated). The committee's recommendations are reported to the Council meeting (this might be part of the Shire's budget adoption or a separate item). Council reviews and formally approves the disbursement from the reserve as recommended or with amendments. Council will ensure decisions are fair and within the scope of the Policy. Where a Council member has a conflict of interest (for example, if they are on the board of a community group applying for funds), they will exclude themselves per standard governance laws.

Step 8: Fund Disbursement

- **Release of Funds:** Following approval, the Shire's finance team arranges payments to the selected projects/recipients. If the Shire itself is delivering a project, the funds remain in the reserve until transferred to the municipal fund at the time of expenditure (with proper internal accounting). For grants to external groups, funding agreements or Memorandums of Understanding (MOUs) might be used to outline the use of funds and any reporting back needed from the recipient. Cheques/EFTs are issued to grant recipients with official letters.
- **Acknowledgment:** Along with the payment, the Shire will provide guidance on how the contribution should be acknowledged by recipients (e.g. "please acknowledge the Shire of Narrogin Community Enhancement Fund (supported by [Project Proponent]) in any publicity"). Joint press releases or events will be planned for all disbursements and major projects.

Step 9: Monitoring and Reporting

- **Project Monitoring:** The Shire (and possibly the proponent's community liaison, if they have one) will monitor the progress of funded projects. Recipients may be asked to provide a short report or presentation on the outcomes once completed. This ensures accountability and helps gather success stories.
- **Annual Reporting:** At the end of each financial year (or calendar year), a CEF Annual Report is prepared. It will include the total funds received from each proponent project, the list of projects funded (with brief descriptions and amounts), the carryover to next year, and any highlights or community feedback. This report is presented to the Council and also shared with the proponent. It may be published on the Shire's website or included in the Shire's Annual Report to residents. This transparent reporting aligns with best practice where benefit-sharing arrangements information is publicly available ([Benefit-Sharing Guideline](#)).
- **Audit:** The CEF transactions are subject to internal and external audit as part of the Shire's finances. The proponent may also request an audit statement or verification of how funds were used, which the Shire will provide to maintain trust.

Step 10: Ongoing Collaboration and Review

- **Regular Meetings:** The Shire will hold regular liaison meetings with the proponent (for example, annually or semi-annually) to discuss not only the fund but overall project-community relations. This provides an opportunity to adjust any aspect of the CEF program by mutual agreement. For instance, if after a few years both parties see a need to focus more funds on a particular issue (say, local road safety or a new community centre), the strategy can be tweaked.
- **Review of Policy and Agreement:** The CEF Policy and any specific CEF agreement may be reviewed after a certain period (e.g. every 5 years). Changes could include updating contribution rates if state guidelines change, or altering governance if needed. Any amendments to an agreement would require consent of both Shire and proponent. The Shire will also stay informed on any emerging State policies or legislation on community benefit funds to ensure this local approach remains in alignment or can be adapted.
- **End of Project or Termination:** If the project reaches its end of life (around 30 years or if decommissioned earlier), the proponent's obligation to contribute will cease as per the agreement. At that point, the Shire will plan for the use of any remaining funds – ideally, to cap off with a lasting legacy project. If a project is repowered or extended, the agreement should be revisited to continue or renew contributions. In cases of project ownership transfer, the Shire will engage with the new owner to reaffirm the commitments (the agreement should bind successors, but proactive engagement helps ensure a smooth transition).

Appendix 2 – Community Enhancement Fund (CEF) Contribution Modelling Examples

This appendix provides illustrative models for Community Enhancement Fund (CEF) contributions based on project capacity, using both the NSW guideline rates and the Shire's advocated framework.

Standard Rates (2023 baseline): As per NSW Government's Benefit Sharing Guideline ([Benefit-Sharing Guideline](#)) and the Shire's policy, the base contribution rates are:

- **Wind Energy Projects:** \$1,050 per MW per year (indexed annually).
- **Solar Energy Projects:** \$850 per MW per year (indexed annually).
- **Battery Energy Storage (Standalone BESS in rural zone):** \$150 per MWh of storage capacity per year (indexed annually). *(Note: For simplicity, the Shire may alternatively use \$250 per MW of battery power capacity as a guideline; however, if precise storage (MWh) is known, the NSW rate per MWh may be applied to ensure sufficient contribution.)*

These figures are in 2023 dollars and are subject to CPI escalation each year going forward ([Benefit-Sharing Guideline](#)). The following examples demonstrate how contributions would be calculated:

- **Example 1: Mid-sized Wind Farm** – A wind farm of 50 MW capacity. Using the wind rate: $50 \text{ MW} * \$1,050 = \$52,500 \text{ per annum}$ initially. If the project operates 30 years, and assuming an average inflation of 2% annually, by year 30 the annual contribution would grow to around \$95,000 and the cumulative contribution over 30 years would be approximately \$2.3 million (in nominal dollars).
- **Example 2: Large Wind Farm** – A project spread over two local government areas: 300 MW of wind capacity in Shire of Narrogin (for instance). Contribution: $300 \text{ MW} * \$1,050 = \$315,000 \text{ per annum}$ to Narrogin ([Benefit-Sharing Guideline](#)). *(If split with another Shire, each Shire's share could be proportional to number of turbines or capacity in each jurisdiction, as was done in the Sapphire Wind Farm agreement in NSW ([Benefit-Sharing Guideline](#)).)* Over 25-30 years, this single project would inject on the order of \$8–9 million into the local community, creating substantial legacy benefits.
- **Example 3: Solar Farm** – A 100 MW solar farm. Using the solar rate: $100 \text{ MW} * \$850 = \$85,000 \text{ per annum}$. Indexed over 30 years, total contributions would exceed \$2.5 million. Even a smaller 10 MW solar farm would contribute \$8,500 per year, which could fund small community projects or accumulate for larger ones. Many solar projects also include battery components – see hybrid example below.

- **Example 4: Battery Storage Project (Standalone)** – A large standalone BESS of 200 MWh capacity (for example, 50 MW power with 4 hours storage = 200 MWh).
- Using the battery rate: $200 \text{ MWh} * \$150 = \text{\$30,000 per annum}$. If the BESS were instead calculated by MW: $50 \text{ MW} * \$250 = \$12,500$ – however, since 50 MW 4-hr has significant storage, the higher \$30,000 (via MWh) ensures the contribution is proportional to the facility's usefulness and impact. As battery projects become larger, the guideline may adjust, but this policy secures a baseline contribution from any storage facility.
- **Example 5: Hybrid Renewable Project** – A project combining 150 MW of wind, 50 MW of solar, and a 50 MWh battery on the same site. Contribution would be calculated for each component then summed: Wind: $150 * \$1,050 = \$157,500$; Solar: $50 * \$850 = \$42,500$; Battery: $50 \text{ MWh} * \$150 = \$7,500$. Total = **\$207,500 per annum**. If the battery is integrated (not standalone), some guidelines suggest not double-counting it ([Benefit-Sharing Guideline](#)); however, the Shire's stance is that every component should contribute unless it's clearly part of the same capacity counted elsewhere. In any case, this example project would provide over \$200k/year, which could be transformational for local community funding.
- **Alternative Capital Value Model:** For context, the Shire's advocacy mentioned a 1.5% of Capital Investment Value (CIV) as another method. If a wind farm costs, say, \$2 million per MW to build, a 50 MW wind farm costs ~\$100 million. 1.5% of \$100m is \$1.5 million. Spread over 30 years, that averages \$50,000 per year – which is in line with the \$52,500 per year from the per-MW model. Thus, the per-MW rates roughly correspond to ~1.5% of typical project capital cost, ensuring the community captures a small percentage of the project's value. The per-MW (or MWh) approach is more straightforward to administer and adjust with CPI, which is why it's used in this Policy.
- **Indexation Impact:** It's important to illustrate indexation. If inflation runs higher, the contributions will increase accordingly. For example, a \$100,000 annual contribution today at 3% inflation would be about \$242,000 in 30 years. This protects the community's benefit in real terms and avoids erosion of purchasing power.

These contributions, while significant, are generally a small fraction of a project's revenue or profit and are considered standard practice in other jurisdictions to ensure community support ([Benefit-Sharing Guideline](#)) ([WA government's wind farm development policy lagging behind, councils say - ABC News](#)). Developers in NSW, Victoria, and other states commonly enter into such agreements (sometimes called Voluntary Planning Agreements or Community Benefit Schemes) – for instance, some wind farms in NSW contribute around \$2,500 per turbine or \$1,000+ per MW per year into community funds, and many have delivered hundreds of thousands of dollars to local projects over time ([Benefit-Sharing Guideline](#)) ([Benefit-Sharing Guideline](#)). The

Shire of Narrogin's policy ensures we are aligned with these best practices, neither disadvantaging our community nor placing unreasonable burdens on industry.

Allocation Example: Suppose in one year the Narrogin CEF (combined from several projects) has \$300,000 available. Per this Policy, at least \$30,000 (10%) would go into the Indigenous Nations Fund for Indigenous-led initiatives. The remaining \$270,000 could be allocated to various community projects – e.g. \$100k for upgrading a regional recreation centre, \$50k for environmental conservation projects (perhaps leverage additional grants), \$20k for youth training scholarships, \$50k in community grants to local clubs, and retain \$50k for next year or a future big project. The Indigenous Nations Fund \$30k might support, say, a cultural centre upgrade or Aboriginal youth programs in the area (guided by GKBAC rep). In subsequent years, projects would vary according to community needs, but over a decade one could imagine new playgrounds, health services expansions, tourism facilities, and educational programs all being part-funded by this stream. The cumulative effect lifts the social and economic well-being of the Shire significantly, validating the community's support for hosting renewable infrastructure.

Appendix 3 – Community Enhancement Fund (CEF) Example Agreement (Heads of Terms)

This appendix provides a high-level outline of an example agreement that could be used to formalise the Community Enhancements Fund contributions between the Shire of Narrogin and a project proponent. This is a general guide and actual terms will be subject to negotiation and legal advice.

Title: *Community Enhancement Fund Agreement* (Community Benefit Deed) between Shire of Narrogin and [Proponent Company].

Parties:

- **Shire of Narrogin** (the “Shire”), of 89 Earl Street Narrogin WA 6312.
- **[Proponent Name] Pty Ltd** (the “Proponent”), ACN [xxxxxx], registered address [xxxxx]. (This is the developer/operator of the [Name of Renewable Project]).

Background:

- The Proponent is developing the “[Project Name]” which is a [wind farm/solar farm/BESS/hybrid] with a capacity of [X MW] (and BESS capacity of Y MWh if applicable) located at [general area description] within the Shire.
- The Shire of Narrogin has a policy requiring large renewable energy projects to provide community benefit contributions to ensure local communities share in the benefits of these projects ([News Story - MEDIA RELEASE - Shire of Narrogin Calls for Unified Support for Responsible Renewable Energy Development » Shire of Narrogin](#)). The Proponent, in the interest of being a good corporate citizen and maintaining a social license to operate, has agreed to contribute to a Community Enhancement Fund for the benefit of the Shire’s community.
- This Agreement outlines the terms and conditions of the Proponent’s contributions and the Shire’s obligations in managing those contributions. It is entered into in good faith alongside the development approval for the Project.

1. Commencement and Term:

This Agreement commences on the date of signing (or upon the grant of development approval, if later) and continues for the operational life of the Project, estimated to be 30 years from the commencement of electricity generation. The term may be extended or revised by mutual agreement, for instance if the Project is repowered or its operational life is extended. If the Project is decommissioned earlier than 30 years, clause [X] on early termination will apply (generally requiring contributions up to the date of decommissioning and any final settlement of that year’s amount pro-rata).

2. Contribution Amount:

The Proponent will provide an annual monetary contribution to the Shire's Community Enhancements Fund. The contribution for the first year of the Project's operation is agreed to be \$[Amount], which is based on the formula of [\$1,050 per MW for wind / \$850 per MW for solar / \$150 per MWh for BESS] applied to the Project's capacity (noting the Project consists of [A] MW of wind, [B] MW of solar, [C] MWh of storage). This base amount is in 2023 dollar value. For each subsequent year, the annual contribution will be adjusted by the CPI (All Groups, Perth) for the preceding year (or an equivalent index as agreed). The Shire will provide the Proponent with a calculation of the adjusted amount each year. If the Project's capacity is expanded, the contribution will be recalculated accordingly (subject to a reasonable notice and agreement on start of increased payments). The contribution is exclusive of any rates or taxes – it is a separate community benefit payment, not to offset rates or other charges.

3. Payment Schedule:

Unless otherwise agreed, the Proponent shall pay the annual contribution in one instalment each year. The first payment shall be due on [date, e.g. 1 July] after the Project commences commercial operations (or within 30 days of that milestone). Thereafter, each payment is due by [date] of each year. The Shire will issue a tax invoice for each contribution. The Proponent shall pay the invoice within 30 days of receipt. Alternatively, by mutual agreement, the annual contribution can be split into [quarterly/half-yearly] payments to facilitate cashflow (the indexation would be applied proportionally). Late payments shall accrue interest at [e.g. statutory interest rate for local govt charges] and persistent default (after notice and cure period) may trigger dispute resolution as per Clause 9.

4. Fund Management:

The Proponent's contributions will be held by the Shire in a dedicated reserve (the Community Enhancements Fund). The Shire will be responsible for administering the fund and expending monies on eligible community projects, in line with the Shire's Community Enhancements Fund Policy and this Agreement. The Shire will ensure that at least 10% of the annual contribution is earmarked for the Indigenous Nations Fund component to support Indigenous initiatives (with guidance from GKBAC). The Shire will maintain separate accounting for all contributions and expenditures under this fund. The funds will be used solely for community benefit purposes and not for the Shire's general operational costs, except for minor administrative overhead directly related to managing the fund (if any, and ideally taken from interest earnings to avoid reducing community monies). Unspent funds will roll over each year and remain available for future community projects. The Shire may invest the funds in accordance with its investment policy and the Local Government Act, with any interest earned to be added

to the fund. Both parties acknowledge that using the local government to manage the funds leverages existing prudent financial management structures.

5. Fund Governance and Consultation:

The Shire will establish a governance mechanism (e.g. a committee or panel as described in the Policy) to guide how funds are used. The Proponent will be invited to nominate a representative to join the committee in an advisory or observer role. The committee will also include community representatives and at least one elected member. The committee's function is to recommend projects and allocations for the fund. The Proponent and the Shire agree to cooperate in good faith in this process, recognising the Proponent's desire to see its contributions create positive outcomes, and the Shire's role in representing community interests. The Shire will consult with the Proponent on the strategic priorities for the fund, particularly if the Proponent has relevant expertise or programs (for example, if the Proponent runs a regional STEM education program, the Shire might allocate some funds to complementary local STEM scholarships). Final decisions on fund disbursement rest with the Shire (Council), but will take into account the committee's recommendations. The Shire will also consult GKBAC or other Indigenous bodies regarding the Indigenous Fund portion. In the event the Proponent chooses to directly administer certain community programs (as part of or in addition to the contributions), this will be done in coordination with the Shire to avoid duplication and ensure alignment with community plans (such arrangements can be detailed in a Schedule to this Agreement if applicable).

6. Eligible Projects and Use of Funds:

The Agreement reaffirms that funds will be applied to projects that benefit the community within the Shire of Narrogin. A non-exhaustive list of eligible uses: community infrastructure (e.g. recreation facilities, community halls, local road safety improvements), health and wellbeing initiatives, educational and training programs (such as scholarships, apprenticeships for locals in renewables), environmental and sustainability projects (landcare, climate adaptation, etc.), arts and cultural heritage projects, events that foster community cohesion, and emergency services support. Both parties agree that funded projects should be non-controversial, broadly inclusive, and aligned with the themes set out in the Shire's strategic documents. The Proponent's branding or naming rights for facilities can be discussed on a case-by-case basis for major contributions (e.g. a "[Project Name] Community Sports Centre" refurbishment courtesy of the fund), subject to Council policies on sponsorship. The Shire will not use CEF money to cover costs that the Proponent is otherwise required to bear as a condition of development (e.g. road repairs directly caused by construction, which are dealt with via separate agreements, or compliance monitoring costs). The CEF is intended for additional community value, not mitigation of direct impacts, which are managed under other legal frameworks.

Suggested initial thematic approach areas of investment include:

- Sport & Recreation: Enhancing sport & recreation facilities, the lifeblood of rural towns;
- Health and Wellbeing: Enhancing health and wellbeing generally;
- Education and Training: Scholarships and workforce development programs;
- Environmental Initiatives: Promoting renewable adoption and conservation;
- Arts, Culture & Events: Fostering vibrant regional communities;
- Disaster Resilience and Emergency Services: Strengthening emergency services; and
- Tourism Development: Investing in attractions to drive economic growth.

7. Transparency and Reporting:

The Shire will provide an Annual Report to the Proponent each year by [date, e.g. September 30] detailing: the amount of contribution received in the past year, the projects or initiatives funded (with brief description and amount allocated to each), the balance of any unspent funds, and plans for any major carryover projects. The report will also include testimonials or outcomes where available (e.g. “X number of people benefited from the new training program funded by the CEF”). The Shire will make this information available publicly (e.g. via Council meeting minutes or website) to maintain transparency with the community ([Benefit-Sharing Guideline](#)). The Proponent is encouraged to use the information in its own sustainability reporting or media releases to highlight the community benefits delivered. Representatives of the Proponent may be invited to annual public forums or committee meetings to discuss the fund’s outcomes. If the Proponent administers any portion of the community benefits (outside this fund), it will likewise report those to the Shire annually for completeness. Both parties will communicate regularly about the fund’s status, and any concerns or suggestions either party has regarding the fund’s operation will be discussed in good faith.

8. Recognition:

The Shire shall ensure appropriate recognition of the Proponent’s contribution in line with the Policy. This includes, but is not limited to: signage or plaques on infrastructure projects funded (where practical) acknowledging the Proponent’s role (e.g. “Funded by the Community Enhancements Fund from [Project Name]” and Shire logos), acknowledging the Proponent in press releases or public announcements regarding the CEF-funded projects, and inviting the Proponent’s representatives to ceremonies or events inaugurating projects. The intent is to publicly credit the Proponent for its community investment, reinforcing the positive relationship. The Proponent may also choose to co-brand certain programs (for example, “[Company Name] Narrogin Community Scholarships” in partnership with the Shire). Any media produced by the Proponent referencing the fund should acknowledge the Shire’s role (e.g. as

administrator and partner). Both parties will agree on any signage wording or major publicity to ensure accuracy and appropriateness.

9. Default and Dispute Resolution:

If the Proponent fails to make a contribution by the due date, the Shire will notify the Proponent in writing and the Proponent must rectify the non-payment within [60] days. Failure to do so entitles the Shire to pursue legal remedies to enforce the payment (since this Agreement may be documented as a deed, it is legally enforceable). However, both parties acknowledge that maintaining a cooperative relationship is paramount. In the event of any dispute arising from this Agreement – whether about the interpretation of eligible fund uses, the adjustment of contributions, or any other matter – the parties agree to first meet and attempt to resolve the issue amicably. If needed, senior representatives (e.g. the Shire CEO and a Director of the Proponent) will engage in mediation. If a dispute cannot be resolved through negotiation or mediation within a reasonable time, either party may refer the matter to an independent arbiter or to a court with jurisdiction, although formal litigation is a last resort. This dispute clause is aimed at ensuring any disagreements do not derail the overall purpose of the fund or the relationship between the community and the project.

10. Assignment and Successors:

This Agreement binds the successors and assigns of the Proponent. If the Project (or the operating entity) is sold or transferred, the Proponent will ensure as a condition of that sale/transfer that the new owner/operator enters into a deed of novation or equivalent to assume the obligations of this Agreement. The Proponent shall notify the Shire of any impending change in ownership. The Shire's rights and obligations under this Agreement will similarly bind any amalgamated local government or a scenario where responsibilities shift (though the Shire has no intention to assign its role except as required by law). This clause ensures continuity of the community benefits regardless of ownership changes in the project over its life.

11. Variation and Review:

Any variation to this Agreement must be made in writing with the consent of both parties. Both parties acknowledge that the contribution rates are set based on current policy and guidelines; if in future the State of WA introduces a mandatory scheme or the Shire updates its Policy, the parties may review the terms to ensure consistency. However, any reduction in the agreed benefit to the community would not be made without a compelling justification and mutual agreement. A formal review of this Agreement shall occur at the 5-year mark (and every 5 years thereafter) to discuss its effectiveness, with adjustments made by agreement to address any issues or changed

circumstances (for example, if CPI indexing dramatically changes economic value, or if the project's capacity changes). The review will also consider community feedback on the fund's performance.

12. Miscellaneous:

Include standard legal clauses such as: Notices (how communications under the agreement are given to each party, e.g. addresses for service), Governing Law (State of Western Australia), Entire Agreement (this document constitutes the entire agreement on the subject of community contributions for this project, and supersedes any prior representations), and counterparts (if signing in multiple copies).

Execution:

Signed for and on behalf of Shire of Narrogin by: Shire President & CEO Names, Shire President & CEO signatures, date and sealed if required. Signed by an authorised representative of [Proponent Company]: Director or CEO name(s), Director or CEO signature, date.

This example agreement is a template outline and will be tailored to the specific project and negotiations. It serves to illustrate the key commitments – namely, the proponent's promise to deliver ongoing community funding and the Shire's role in managing those funds for maximum local benefit, in a transparent and accountable way.

Appendix 4 – Shire of Narrogin Advocacy Statement: Renewable Industry Framework and Guidelines for Western Australian Local Governments

Available [here](#)



Advocacy Statement: Renewable Industry Framework and Guidelines for Western Australian Local Governments: Submission to the State Government of Western Australia

For the Attention of: Premier, Minister for Energy, Minister for Planning, Minister for Lands, Minister for Regional Development and Minister for Local Government

The Shire of Narrogin, call upon the State Government to develop a **comprehensive Renewable Industry Framework and Guidelines**. This initiative must prioritise equitable, consistent, and sustainable outcomes, ensuring that the rapid expansion of renewable energy infrastructure aligns with the needs of our communities while meeting the State's renewable energy targets for all projects over say 5 megawatts of commercial generation or storage.

To achieve this, we propose a framework built on **3 Cornerstones for Collaboration** and **5 Foundational Pillars**, addressing critical challenges and delivering **legacy solutions** for the communities that host these projects.

The 3 Cornerstones for Collaboration

The renewable energy transition in regional Western Australia must be built on trust and collaboration among three key groups:

1. **Community:** Local communities should have a voice in renewable energy developments impacting their areas. Their values, needs, and aspirations must guide project planning and implementation.
 2. **Government:** State and local governments play a crucial role in creating frameworks and policies that ensure fairness, consistency, and long-term benefits for all involved. Policies must empower, not replace, local government capacities.
 3. **Industry:** Renewable energy developers must engage transparently with local communities and governments, contributing to projects that respect community needs and environmental integrity.
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The 5 Foundational Pillars

Pillar 1: Statewide Standards for Setbacks / Conditions and Zoning

Clear, consistent, and enforceable guidelines are essential to balance the needs of proponents, landholders, and communities. These standards should address setbacks for wind turbines, solar farms, and battery energy storage systems (BESS), factoring in

environmental, end of useful life, human health, safety, and visual considerations. A uniform approach will prevent conflicts, provide certainty to developers, and ensure responsible development that respects the fabric of our rural and agricultural landscapes and practices, and critically, maintains multi generation neighbour relations.

Outcome: A review of State Planning Position Statement: Renewable energy facilities (March 2020) in conjunction with local governments and industry utilising best practice from interstate and overseas is desperately required incorporating all of these 5 pillars.

Pillar 2: Comprehensive Community Engagement Framework

Effective and meaningful community engagement is paramount. We advocate for a **State-mandated engagement framework** that ensures:

- Transparent communication between proponents, local governments, near neighbours and residents.
- Inclusive participation of stakeholders, including Indigenous communities.
- Mechanisms for resolving disputes and addressing cultural and land-use sensitivities.

This pillar promotes trust and alignment, ensuring developments proceed with community support rather than conflict.

Pillar 3: Legacy Housing Solutions

Renewable energy projects should leave a **lasting housing legacy** for regional communities. Instead of short-term Transient/Temporary Worker Accommodations (TWAs), we advocate for permanent, sustainable housing that meets local needs. Collaborative efforts between proponents and local governments should include:

- Co-investment in infrastructure (e.g., water, sewer, power, local roads, where directly impacted and beneficial).
- Development of housing that addresses affordability and supports long-term community growth and *minimises* the need for investment in costly and short sighted TWAs.

This Pillar enriches communities while addressing workforce accommodation needs, leaving a **foundation for regional resilience** that outlasts the lifecycle of energy projects and assists meet State and Commonwealth housing targets and objectives.

Pillar 4: Community Benefit Funds (CBF)

A standardised **Community Benefit Fund (CBF)** framework that binds proponents receiving development approval from the State or Local Government(s) to a statutory contribution formula must ensure local communities (in the local government where the generation or storage occurs if across LG boundaries) directly benefit from renewable energy developments. Based on 1.5% Capital Investment Value (CIV) or a fixed rate (e.g., \$1,050 per megawatt for wind, \$850 per megawatt for solar, \$250 per megawatt for standalone BESS), these funds should be indexed to CPI for the life of the project (indicative 30 years) and managed by local governments who are uniquely best positioned to understand local needs, leverage funds,

exercise sound governance, and to maximise returns on investment for optimum community betterment.

Suggested (non-mandatory to tailor to local circumstances) thematic approach areas of investment include:

- **Sport & Recreation:** Enhancing sport & rec facilities, the lifeblood of rural towns.
- **Health and Wellbeing:** Enhancing health and wellbeing generally.
- **Education and Training:** Scholarships and workforce development programs.
- **Environmental Initiatives:** Promoting renewable adoption and conservation.
- **Arts, Culture & Events:** Fostering vibrant regional communities.
- **Disaster Resilience and Emergency Services:** Strengthening emergency services.
- **Tourism Development:** Investing in attractions to drive economic growth.

Proponents should collaborate with community reference groups through having a 'seat at the table', administered and chaired by local governments to ensure allocations reflect local priorities, fostering shared investment and long-term benefits and who already have governance systems and procedures in place regarding restricted cash reserves and eliminating the need for large overheads and expensive 'trustee' arrangements.

Pillar 5: Payment in Lieu of Rates (PILoR)

A **consistent, State-wide PILoR framework** modelled on successful systems like Victoria's is essential for Windfarms in particular. By defining payment structures for projects exceeding a specific capacity, the framework would:

- Provide equitable revenue streams to support local governments in hosting renewable projects.
- Cover the costs of critical infrastructure and services.
- Ensure transparency and fairness for proponents and communities alike.

We also propose retaining the ability for local governments to utilise differentiated rates (Spot Rating under GRV) provisions in the Local Government Act 1995 for solar farms and storage-only facilities, tailored to their unique impacts.

A Balanced Future for Renewable Energy Development

The State Government has a unique opportunity to set a **gold standard** for renewable energy development in Australia. This framework must strike a balance between meeting renewable energy targets and preserving the integrity of our regional communities, agricultural livelihoods, and rural values.

Our rural landscapes and close-knit communities should not bear the disproportionate burden of the renewable transition. By enacting these pillars, the State Government can build a renewable future that respects local voices, strengthens infrastructure, and delivers **legacy solutions** for generations to come.

We urge the Premier, Minister for Energy, Minister for Planning, Minister for Regional Development and Minister for Local Government to prioritise this framework and these pillars

and enshrine them in legislation and or Planning Policy and engage with local governments, communities, and industry proponents in its co-design and implementation.

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13. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 8:46 pm and, pursuant to resolution 231024.07, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on Wednesday 23 April 2025, at this same venue.



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