



Shire of  
**Narrogin**

## MINUTES

### ORDINARY COUNCIL MEETING

18 JUNE 2025

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

Signed: .....

Date 20 June 2025

These minutes were confirmed at the Ordinary Council Meeting held on 23/7/25

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

**SNAPSHOT**

2017-27

## VISION

To be a leading regional economic driver and a socially interactive and inclusive community.

## MISSION

Provide leadership, direction and opportunities for the community.

## KEY PRINCIPLES

In achieving the Vision and Mission, we will set achievable goals and work with the community to maintain a reputation of openness, honesty and accountability. In doing so we will:

- Respect the points of view of individuals and groups;
- Build on existing community involvement;
- Encourage community leadership;
- Promote self-reliance and initiative;
- Recognise and celebrate achievement;
- Support the principles of social justice; and
- Acknowledge the value of staff and volunteers.

## OUR VALUES

### Care with Trust & Teamwork

**Caring** - We display kindness and concern for one another and our community

**Accountability** - We accept responsibility for our actions and outcomes

**Respect** - We treat everyone how we would like to be treated

**Excellence** - We go the extra mile to deliver outstanding services

**Trust** - We share without fear of consequences

**Team Work** - We work together for a common goal

## ECONOMIC



### Support growth and progress, locally and regionally...

#### Growth in revenue opportunities

- Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
- Promote Narrogin and the Region
- Promote Narrogin's health and aged services including aged housing

#### Increased Tourism

- Promote, develop tourism and maintain local attractions

#### An effective well maintained transport network

- Maintain and improve road network in line with resource capacity
- Review and implement the Airport Master Plan

#### Agriculture opportunities maintained and developed

- Support development of agricultural services

## SOCIAL



### Provide community facilities and promote social interaction...

#### Provision of youth services

- Develop and implement a youth strategy

#### Build a healthier and safer community

- Support the provision of community security services and facilities
- Advocate for mental health and social support services
- Continue and improve provision of in-home care services

### Existing strong community spirit and pride is fostered, promoted and encouraged

- Develop and activate Sport and Recreation Master Plan
- Engage and support community groups and volunteers
- Facilitate and support community events
- Provide improved community facilities (eg library/recreation)
- Encourage and support continued development of arts and culture

#### Cultural and heritage diversity is recognised

- Maintain and enhance heritage assets
- Support our Narrogin cultural and indigenous community

#### A broad range of quality education services and facilities servicing the region

- Advocate for increased education facilities for the region
- Advocate for and support increased education services

## ENVIRONMENT



### Conserve, protect and enhance our natural and built environment...

#### A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

#### Effective waste services

- Support the provision of waste services

#### Efficient use of resources

- Increase resource usage efficiency

#### A well maintained built environment

- Improve and maintain built environment

## CIVIC



### Continually enhance the Shire's organisational capacity to service the needs of a growing community...

#### An efficient and effective organisation

- Continually improve operational efficiencies and provide effective services
- Continue to enhance communication and transparency

#### An employer of choice

- Provide a positive, desirable workplace

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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

18 JUNE 2025

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## 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

### Members (Voting)

Mr L Ballard – Shire President (Presiding Member)  
Cr G Broad – Deputy Shire President  
Cr M Fisher  
Cr C Bartron  
Cr J Pomykala  
Cr R McNab

### Staff

Mr D Stewart – Chief Executive Officer  
Mr A Awang – Executive Manager Development & Regulatory Services  
Mr T Evans – Executive Manager Technical & Rural Services  
Mr I Graham – Executive Manager Corporate & Community Services  
Mrs L Webb – Executive Support Coordinator

### Leave of Absence

Cr T Wiese, Resolution 280525.01

### Apologies

Nil

### Absent

Nil

### Visitors

Three (3)

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

Name	Item No	Interest	Nature
Cr Pomykala	10.4.2	Financial Interest	Regional Director of RDA

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

Nil

**5. PUBLIC QUESTION TIME**

**5.1 Mr Brian Seale**

- 1) Summary of Question: *Will the Council consider allocating \$500,000 in the 2025/26 Annual Budget for Executive Housing?*

The Chief Executive Officer responded, advising that the Draft 2025/26 Annual Budget includes a proposed Capital Expenditure allocation in conjunction with a Commonwealth Grant (Election Commitments) to support the development of key worker housing. The Shire is required to commit to this grant, which will contribute towards the provision of approximately 25 key worker dwellings, which could indeed include, in time apportionment of or more of these dwellings for staff housing.

- 2) Summary of Question: *Is there a Bad Debts Register maintained by the Administration to record written-off debts and assist in identifying repeat occurrences?*

The Chief Executive Officer advised that while a Bad Debts Register is not currently maintained, nor is it a legislative requirement, the concept aligns with good administrative practice and will be taken under consideration. He further clarified that bad debts written off during the current financial year relate primarily to Homecare Clients, to which the Manager Community Services has confirmed that clients with a previous record of bad debts are not eligible for future services.

It was noted that subsidised Homecare packages do not carry a client co-contribution, thereby posing minimal risk of debt. However, the forthcoming Support at Home program will introduce structural changes, necessitating a formalised debt recovery process, increased accountability for providers and clients, and clearer mechanisms to manage clients with a history of non-payment.

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

The next meeting is scheduled for 23 July 2025.

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

### **7.1 Ordinary Council Meeting**

#### **OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 180625.01**

Moved: Cr Bartron

Seconded: Cr Pomykala

That the minutes of the Ordinary Council Meeting held on 28 May 2025 be confirmed as an accurate record of the proceedings, subject to the following corrections:

- 1) Amend Resolution 280525.11 to replace the word 'Carried' with 'Carried by Absolute Majority;' and
- 2) Amend Resolution 280525.12 to replace the word 'Carried' with 'Carried by Absolute Majority.'

**CARRIED 6/0**

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

Against: Nil

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

The Shire President formally acknowledged the forthcoming retirements of Mr Azhar Awang, Executive Manager Development & Regulatory Services, and Mr Torre Evans, Executive Manager Technical & Rural Services.

He expressed sincere appreciation for their many years of dedicated service and the significant contributions each has made to the Shire and wider community throughout their respective tenures. On behalf of Council, the Shire President extended his best wishes to both Mr Awang and Mr Evans for a fulfilling and well-deserved retirement.

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

### **Anika Keeling – Local Emergency Management Committee**

Consultant, Ms Keeling, provided an overview of key Local Emergency Management Committee documentation relevant to both the Shire of Narrogin and Shire of Cuballing. The presentation focused on local emergency preparedness, inter-agency collaboration, and updates to the Local Contacts and Resources Register.

The Chief Executive Officer requested that the Executive Support Officer circulate the confidential Local Contacts and Resources Register to Elected Members via email.

## **10. MATTERS WHICH REQUIRE DECISIONS**

### **10.1 DEVELOPMENT AND REGULATORY SERVICES**

There are no reports requiring a Council decision for the current month.



## **10.2 TECHNICAL AND RURAL SERVICES**

There are no reports requiring a Council decision for the current month.

## 10.3 CORPORATE & COMMUNITY SERVICES

### 10.3.1 SCHEDULE OF ACCOUNTS PAID – MAY 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	9 June 2025
Author	Belinda Knight – Acting Manager Corporate Services
Authorising Officer	Ian Graham – Executive Manager Corporate & Community Services
Attachments	1. Schedule of Accounts Paid – May 2025

#### Summary

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

#### 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

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 <i>Local Government (Financial Management) Regulations 1996</i> , clause 13, which may result in a qualified audit.	Rare (1)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation.

## Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational 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 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 Schedule of Accounts Paid for May 2025 is presented to Council for notation. Below is a summary of activity:

May 2025 Payments		
Payment Type	\$	%
Cheque	0.00	0.00
EFT (incl Payroll)	366,607.63	35.80
Direct Debit	590,915.50	40.83
Credit Card	0.00	0.00
Fuel Card	5,292.78	0.37
Store Cards	0.00	0.00
Total Payments	1,447,113.87	100.00

Regional Payments	\$	%
Non Local/Statutory	968,517.45	66.92
Local Suppliers	99,645.72	6.89
Payroll	378,950.70	26.19
Total	1,447,113.87	100.00

### Voting Requirements

Simple Majority

#### **OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 180625.02**

Moved: Cr Fisher

Seconded: Cr Broad

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

**CARRIED 6/0**

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

Against: Nil

## ACCOUNTS PAID - MAY 2025

	EFT Payments	Date	Name	Description	Invoice Amount	Payment Total	Type
1	EFT25506	01/05/2025	Department of Human Services			\$385.37	
2	100	23/04/2025		Child Support 000453	\$385.37		
3	EFT25507	01/05/2025	Easifleet			\$3,507.85	
4	09/04/2025	29/04/2025		NOVATED LEASE - Various Employees - PPE 07/04/2025	\$1,604.75		
5	23/04/2025	29/04/2025		NOVATED LEASE - Various Employees - PPE 07/04/2025	\$1,604.75		
6	01-31/03/2025	29/04/2025		GST on Novated Leases	\$298.35		
7	EFT25508	01/05/2025	Australian Services Union Western Australian Branch			\$26.50	
8	100	23/04/2025		Union Fees - ASU 000315	\$26.50		
9	EFT25509	15/05/2025	Air Liquide Australia	Medical Oxygen Cylinders - Leisure Centre		\$398.38	
10	NB6244	31/03/2025		Rental Period - 31/03/2025 - 31/03/2026	\$398.38		
11	EFT25510	15/05/2025	Air Response	Air conditioner service - Leisure Centre		\$2,172.50	
12	157768A	24/12/2024		Labour & materials	\$2,172.50		
13	EFT25511	15/05/2025	BCE Surveying	Boundary Surveying		\$8,525.00	
14	15707	31/03/2025		Thomas Hogg Reserve	\$8,525.00		
15	EFT25512	15/05/2025	Cardering	Cognitive & psychological assessment		\$1,552.00	
16	379	15/04/2025		Consultation with client, Report writing	\$776.00		
17	382	30/04/2025		Consultation with client, Report writing	\$776.00		
18	EFT25513	15/05/2025	Coca Cola Euro Pacific	Kiosk stock - Leisure Centre		\$984.91	
19	236664200	07/05/2025		Drinks, Water	\$984.91		
20	EFT25514	15/05/2025	Council on the Ageing (WA) Inc.	Strength for Life Program - Leisure Centre		\$642.80	
21	7233	01/07/2024		Annual Fee - 2024 - 2025	\$642.80		
22	EFT25515	15/05/2025	Earl Street Physiotherapy	Client purchases - CHCP		\$530.00	
23	51031	23/04/2025		Standard consultation	\$85.00		
24	51182	01/05/2025		Pelvic Health Physiotherapy	\$180.00		
25	51283	07/05/2025		Physio Consultation	\$85.00		
26	51292	07/05/2025		Pelvic Health Physiotherapy	\$180.00		
27	EFT25516	15/05/2025	Hancocks Home Hardware	Materials - Leisure Centre		\$89.00	
28	10012936	13/05/2025		Rok 1200W Vacuum Wet & Dry	\$89.00		
29	EFT25517	15/05/2025	Independence Australia Group	Client purchases		\$1,016.30	
30	82795766 01	24/04/2025		Sanitary products	\$438.40		
31	82800325 01	27/04/2025		Continence products	\$112.20		
32	82807512 01	29/04/2025		Continence products	\$138.00		
33	82820750 01	06/05/2025		Continence products	\$130.00		
34	82820750 02	08/05/2025		Continence products	\$197.70		



35	EFT25518	15/05/2025	Initial Hygiene (Cannon)	Sanitary & nappy bin service - Leisure Centre		\$653.66	
36	98247031	14/04/2025		Service period - 29/05/2025 - 28/08/2025	\$653.66		
37	EFT25519	15/05/2025	Keeling Electrical Group	Heat pump replacement works - Leisure Centre		\$13,595.80	L
38	1769	05/04/2025		Labour, Materials, Consumables	\$13,595.80		
39	EFT25520	15/05/2025	Lite n' Easy	Client purchases - CHCP		\$495.74	
40	7955130	29/04/2025		Meals	\$190.11		
41	7992977	29/04/2025		Meals	\$133.52		
42	8004224	06/05/2025		Meals	\$82.73		
43	8004307	06/05/2025		Meals	\$89.38		
44	EFT25521	15/05/2025	MCG Fire Services	Site service fee - Leisure Centre		\$409.75	
	INV 4634	01/05/2025		Fee period - Apr 2025, Monthly EVAC panel, Fault inspections	\$409.75		
45							
46	EFT25522	15/05/2025	Mable	Client purchases - CHCP		\$2,056.13	
47	872606102	30/04/2025		Nursing Services	\$97.16		
48	866810101	07/05/2025		Nursing services	\$809.63		
49	872556102	07/05/2025		Nursing services	\$153.50		
50	872606103	07/05/2025		Nursing services	\$64.77		
51	893817100	07/05/2025		Nursing services	\$259.08		
52	903402100	07/05/2025		Nursing services	\$259.08		
53	793340101	07/05/2025		Nursing services	\$121.44		
54	862156109	07/05/2025		Nursing services	\$291.47		
55	EFT25523	15/05/2025	Melchiorre Plumbing & Gas	Unblock stormwater drain - Leisure Centre		\$479.75	L
56	5647MPG	11/04/2025		Labour & materials	\$479.75		
57	EFT25524	15/05/2025	Narrogin Community Pharmacy	Client purchases - CHCP		\$39.90	L
58	1273912	22/04/2025		Skincare	\$39.90		
59	EFT25525	15/05/2025	Narrogin Meals On Wheels	Client purchases - CHCP		\$1,236.00	L
60	MAR 2025	04/04/2025		Meals - Mar 2025	\$597.00		
61	APR 2025	01/05/2025		Meals - Apr 2025	\$639.00		
62	EFT25526	15/05/2025	New Security Installations Pty Ltd	Alarm Monitoring		\$478.19	L
63	3543	30/04/2025		Period covered - Apr 2025	\$478.19		
64	EFT25527	15/05/2025	PFD Food Services Pty Ltd	Kiosk stock - Leisure Centre		\$317.55	
65	LP842246	06/05/2025		Freezer & dry foods	\$317.55		
66	EFT25528	15/05/2025	Parry's Narrogin	PPE embroidery		\$42.90	L
67	100524	12/03/2025		Refuse site staff	\$42.90		
68	EFT25529	15/05/2025	Perfect Gym Solutions	Perfect Gym package - Leisure Centre		\$907.50	
69	INV 13630	01/05/2025		Package period - May 2025	\$907.50		
70	EFT25530	15/05/2025	Simply Uniforms	Staff Uniforms		\$788.70	
71	INV 15016	23/04/2025		CHCP, CHSP	\$788.70		
72	EFT25531	15/05/2025	St John Ambulance Western Australia Ltd	Staff training		\$2,720.00	L
73	FAINV01289024	14/04/2025		First aid training	\$2,720.00		

74	EFT25532	15/05/2025	Swan Group WA	Refund duplicate BA payment - NGN2425041		\$205.90	
	REFUND	29/04/2025		Building License Fees, Building Services Levy, BSL Commission	\$205.90		
75							
76	EFT25533	16/05/2025	Ampac Debt Recovery (WA)	Rates debt collection - Apr 2025		\$49.50	
77	117962	30/04/2025		Costs	\$49.50		
78	EFT25533	22/05/2025	AFGRI Equipment Australia	Parts - Grader NO.4719		\$628.75	
79	2948880	14/03/2025		Service filters	\$628.75		
80	EFT25534	16/05/2025	Belinda Knight	Acting MCS & Accounts Payable services		\$3,423.75	
81	BK 222	30/04/2025		Offsite, Onsite, Travel	\$3,423.75		
82	EFT25534	22/05/2025	Acorn Trees and Stumps	Street Tree Maintenance		\$37,224.00	
83	359	09/03/2025		Powerline pruning services	\$37,224.00		
84	EFT25535	16/05/2025	Best Office Systems	Copier contract - Visitors Centre		\$171.18	
85	645165	30/04/2025		Black copies, Colour copies	\$171.18		
86	EFT25535	22/05/2025	Allans Bobcat And Truck Hire	Cemetery Grave Digging		\$1,760.00	
87	1783	24/04/2025		Grave no 22647, Grave no 22648, Grave no 22611	\$1,760.00		
88	EFT25536	16/05/2025	Bob Waddell & Associates Pty Ltd	Finance consultant		\$132.00	
89	4516	05/05/2025		Finance assistance	\$132.00		
90	EFT25536	22/05/2025	Australia Post	Postage charges		\$343.27	
91	1013981573	03/05/2025		Administration, Homecare, Library	\$343.27		
92	EFT25537	16/05/2025	Elgas	Gas - Caravan Park		\$333.78	
93	361094498	01/05/2025		Gas supplied	\$333.78		
94	EFT25537	22/05/2025	Australian Services Union Western Australian Branc	Payroll Deductions/Contributions		\$26.50	
95	101	07/05/2025		Union Fees - ASU 000315 Gary Southall	\$26.50		
96	EFT25538	16/05/2025	Initial Hygiene (Cannon)	Sanitary & Nappy Bin Service - Leisure Centre		\$623.13	
97	53202296	15/07/2024		Service perdio - 29/08/2024 - 28/11/2024	\$623.13		
98	EFT25538	22/05/2025	BKS Electrical Pty Ltd	Repair Hot Water System - Swimming Pool		\$2,015.20	
99	4688	19/03/2025		Labour, Materials	\$2,015.20		
100	EFT25539	22/05/2025	C & D Cutri	Bridge Maintenance - Tarwonga Rd		\$9,515.00	
101	291	29/04/2025		Maintenance, Install timber prop span	\$9,515.00		
102	EFT25540	16/05/2025	Moore Australia	Training - Nuts & Bolts Workshop		\$1,430.00	
103	4701	11/04/2025		Admin staff	\$1,430.00		
104	EFT25540	22/05/2025	Cardering	CHCP - Functional & Psychological Assessment		\$977.00	
105	392	13/05/2025		Consultation, Equipment, Report writing	\$977.00		

106	EFT25541	16/05/2025	Narrogin Fruit Trading Pty Ltd	Refreshments - Admin Office		\$901.13	L
107	7059	30/12/2024		Groceries	\$65.50		
108	8039	02/01/2025		Groceries	\$5.95		
109	9453	06/01/2025		Groceries	\$45.26		
110	10296	08/01/2025		Groceries	\$5.95		
111	13036	13/01/2025		Groceries	\$70.19		
112	16258	23/01/2025		Groceries	\$79.30		
113	19343	03/02/2025		Groceries	\$90.00		
114	19410	03/02/2025		Groceries	\$5.95		
115	21600	10/02/2025		Groceries	\$65.50		
116	23687	17/02/2025		Groceries	\$75.31		
117	24937	20/02/2025		Groceries	\$5.95		
118	26043	24/02/2025		Groceries	\$59.50		
119	28938	05/03/2025		Groceries	\$32.75		
120	34992	24/03/2025		Groceries	\$86.06		
121	46746	28/04/2025		Groceries	\$82.01		
122	49155	05/05/2025		Groceries	\$53.55		
123	49299	06/05/2025		Groceries	\$5.95		
124	51204	12/05/2025		Groceries	\$66.45		
125	EFT25541	22/05/2025	Centigrade Services	Install building management system - Leisure Centre		\$43,359.25	
126	423493	31/03/2025		Labour & materials	\$43,359.25		
127	EFT25542	16/05/2025	Power Networx	Greeting message		\$151.80	
128	INVOICE PN18742	05/05/2025		Billing period - May 2025	\$151.80		
129	EFT25542	22/05/2025	Clinton Olsson	Refund - Overpaid Debtor		\$500.00	
130	142941	20/05/2025		Debtor no 834	\$500.00		
131	EFT25543	16/05/2025	Waterlogic Australia	Water Cooler Rental - Leisure Centre		\$64.01	
132	4800788	04/05/2025		Rental period - May 2025	\$64.01		
133	EFT25543	22/05/2025	Department of Human Services	Payroll Deductions/Contributions		\$385.37	
134	101	07/05/2025		Child Support 000453	\$385.37		
135	EFT25544	22/05/2025	Divine You Inc	Donation		\$189.09	
136	DONATION	16/05/2025		Callum Fisher	\$189.09		
137	EFT25545	22/05/2025	Elgas	Gas - Leisure Centre		\$4,697.14	
138	360109380	22/04/2025		Gas supplied	\$4,697.14		
139	EFT25546	22/05/2025	Farmers Centre (Narrogin) Pty Ltd	Plant repairs - Backhoe		\$7,675.75	
140	310829 00	28/04/2025		Repairs & replacement of bushes, pins & retainers	\$7,675.75		
141	EFT25547	22/05/2025	Great Southern Towing	Vehicle towing - Fairway St Goods Yard		\$88.00	
142	12105	25/03/2025		Orange Ford Focus	\$88.00		
143	EFT25548	22/05/2025	Ian Graham	Reimbursement		\$467.50	
144	REIMB	28/04/2025		Pest Treatment - 13 Hough St	\$368.50		
145	REIMB	05/05/2025		Wireless Internet - 13 Hough St	\$99.00		

146	EFT25549	22/05/2025	Keeling Electrical Group	Generator upgrade - Leisure Centre		\$46,909.29	
147	1812	13/05/2025		Labour, Materials	\$46,909.29		
148	EFT25550	22/05/2025	Local Government Professionals Australia WA	Training		\$990.00	
149	42562	20/05/2025		Introduction to Local Government	\$990.00		
150	EFT25551	22/05/2025	MCG Fire Services	Upgrade speakers & cable - Leisure Centre Fire Panel		\$1,593.90	
151	INV 4639	06/05/2025		Labour & materials	\$1,593.90		
152	EFT25552	22/05/2025	Mable	CHCP - Client Purchases		\$540.18	
153	866810102	14/05/2025		Nursing Support	\$64.77		
154	872550100	14/05/2025		Nursing Support	\$345.87		
155	903402101	14/05/2025		Nursing Support	\$129.54		
156	EFT25553	22/05/2025	Main Roads Western Australia	Refund Key Bond		\$360.00	
157	T5	22/05/2025		Key Hall Bonds - Main Roads	\$360.00		
158	EFT25554	22/05/2025	Melchiorre Plumbing & Gas	Plumbing repairs - Town Hall		\$628.98	L
159	5489MPG	05/03/2025		Cleared blockage	\$314.49		
160	5712MPG	24/04/2025		Sewer junction unblocked	\$314.49		
161	EFT25555	22/05/2025	Metal Artwork Badges	Name badges		\$49.78	
162	32384	13/05/2025		ADMIN - Name Badges CHCP - Name Badges, CHSP - Name Badges	\$49.78		
163	EFT25556	22/05/2025	Narrogin Auto Electrics	Plant parts - Excavator		\$796.67	L
164	269704	10/04/2025		Batteries	\$796.67		
165	EFT25557	22/05/2025	Narrogin Smash Repairs	Plant repairs - Light vehicle NGN.11555		\$750.00	L
166	34091	30/04/2025		Front Left Bumper Repair	\$750.00		
167	EFT25558	22/05/2025	Narrogin Toyota	Plant parts - Small plant		\$779.00	L
168	PI23067299	07/03/2025		Trimmer Cord	\$44.00		
169	PI23067381	14/03/2025		Chainsaw chains	\$550.00		
170	PI23067740	07/04/2025		Poly Cut Blade Heads, Poly Blades	\$185.00		
171	EFT25559	22/05/2025	Prime Trophies	Update Council Honour Board		\$13,450.00	
172	17990	09/04/2025		Gold vinyl lettering	\$13,450.00		
173	EFT25560	22/05/2025	Roofsafe Pty Ltd	Good shed roof & wall restoration		\$6,028.00	
174	I2627	21/04/2025		Temp static line hire	\$6,028.00		
175	EFT25561	22/05/2025	T Quip	Plant parts - Toro mower		\$266.70	
176	138354 12	15/04/2025		V-Belt	\$266.70		
177	EFT25562	22/05/2025	Therese Walker	Reimbursement		\$50.62	
178	REIMB	05/05/2025		Parking - Moore Workshop	\$50.62		
179	EFT25563	22/05/2025	Tyrecycle PTY LTD	Tyre recycling - Waste Management Facility		\$6,207.51	
180	227105	09/04/2025		Passenger, Light truck/4WD, Truck, Passenger with rim, Passenger contaminated, Light truck/4WD contaminated, Truck contaminated, Tracking fee	\$6,207.51		
181	EFT25564	22/05/2025	Western Australian Electoral Commission	Refund Key Bond		\$300.00	
182	T5	22/05/2025		Town Hall Key Bond	\$300.00		

183	EFT25565	22/05/2025	Williams Rural Supplies	Drainage maintenance general		\$3,336.82	
184	349203	30/04/2025		Reconstituted plastic drainage pipes	\$3,336.82		
	EFT25566	30/05/2025	CRISP Wireless	Replace power supply for monitoring system - Server room		\$450.00	
185							
186	INV 19432	16/05/2025		Labour & materials	\$450.00		
187	EFT25567	30/05/2025	Farmworks Narrogin Pty Ltd	Various materials		\$3,324.95	L
	112455	12/05/2025		Dog Enclosure Fence - Caravan Park, Ag Pipe court drainage - Leisure Centre	\$3,324.95		
188							
189	EFT25568	30/05/2025	Great Southern Electrical Services	Replace Faulty Globes - Federal St		\$275.69	
190	INV 00016708	13/05/2025		Labour & materials	\$275.69		
191	EFT25569	30/05/2025	Great Southern Fuel Supplies	Bulk diesel		\$28,419.49	
192	APR2025	30/04/2025		Fuel Card purchases	\$5,292.78		
193	D2215838	05/05/2025		Bulk diesel	\$23,126.71		
194	EFT25570	30/05/2025	Independence Australia Group	Client Purchases - CHCP		\$1,178.50	
195	82795763 02	08/05/2025		Food supplements	\$4.95		
196	82825297 01	08/05/2025		Continence Products	\$210.80		
197	82820750 03	09/05/2025		Continence products	\$533.50		
198	82846711 01	20/05/2025		Kylie Chair Pad	\$108.00		
199	82847125 01	20/05/2025		Shear Comfort Pressure Care Assistant	\$118.85		
200	82847208 01	20/05/2025		Wound Care	\$202.40		
201	EFT25571	30/05/2025	Kulker Carpentry And Construction	Good Shed Roof and Wall Restoration		\$20,900.65	L
202	IV1251	11/05/2025		Supply flashings for Good Shed	\$8,712.65		
203	IV1252	19/05/2025		Install sheeting to north & south gable ends	\$11,000.00		
204	IV1253	19/05/2025		Steel for door renewal	\$1,188.00		
205	EFT25572	30/05/2025	LG Best Practices	Training - Admin		\$3,960.00	
	225813	17/04/2025		Rates 101 - Rates Officer, Advanced Rates - Rates Officer	\$3,960.00		
206							
207	EFT25573	30/05/2025	Landgate	Slip subscription		\$2,672.20	
208	1474474	01/05/2025		Annual subscription, Certificates of title	\$2,672.20		
209	EFT25574	30/05/2025	Lite n' Easy	Client Purchases - CHCP		\$1,743.62	
210	7976446	13/05/2025		Meals	\$190.11		
211	8013000	13/05/2025		Meals	\$111.75		
212	8013646	13/05/2025		Meals	\$89.38		
213	8013679	13/05/2025		Meals	\$133.52		
214	8013903	13/05/2025		Meals	\$495.65		
215	8015922	13/05/2025		Meals	\$75.07		
216	8016202	13/05/2025		Meals, GST free items	\$195.26		
217	8017951	20/05/2025		Meals, GST free items	\$99.92		
218	8020751	20/05/2025		Meals	\$134.92		
219	8024034	20/05/2025		Meals	\$134.92		
220	8024615	20/05/2025		Meals, GST free items	\$83.12		
221	EFT25575	30/05/2025	Lotex Filter Cleaning Service	Filter cleaning		\$175.75	
222	11670	17/04/2025		Various plant	\$175.75		



223	EFT25576	30/05/2025	Mable	Client Purchases - CHCP		\$1,343.98	
224	806104102	21/05/2025		Nursing support	\$281.10		
225	862156111	21/05/2025		Nursing support	\$421.01		
226	872556103	21/05/2025		Nursing support	\$145.73		
227	893817101	21/05/2025		Nursing support	\$366.60		
228	903402102	21/05/2025		Nursing support	\$129.54		
229	EFT25577	30/05/2025	Melchiorre Plumbing & Gas	Repair standpipe - Williams Rd		\$2,667.40	L
230	5683MPG	01/05/2025		Labour & materials	\$2,667.40		
231	EFT25578	30/05/2025	Moore Australia	Training - Admin		\$2,310.00	
232	4813	21/05/2025		Financial Management Workshop - MCS	\$2,310.00		
233	EFT25579	30/05/2025	Narrogin & Districts Plumbing Service	Standpipe maintenance		\$2,838.00	L
234	INV 2297	18/05/2025		Testing RPZ Valves, Travel	\$2,838.00		
235	EFT25580	30/05/2025	Narrogin Amcal Chemist	Client Purchases - CHCP		\$178.55	L
236	1165942	07/05/2025		Continence products	\$18.95		
237	1168503	20/05/2025		Continence products	\$159.60		
238	EFT25581	30/05/2025	Narrogin Auto Centre	Plant service - NGN.219		\$470.00	L
239	342087	05/05/2025		Labour & materials	\$470.00		
240	EFT25582	30/05/2025	Narrogin Auto Electrics	Plant parts - NO.592		\$50.00	L
241	269705	02/04/2025		Trailer socket	\$50.00		
242	EFT25583	30/05/2025	Narrogin Gasworx	Client Purchases - CHCP		\$2,999.00	L
243	87158	14/05/2025		Lift Chair, Walker	\$2,999.00		
244	EFT25584	30/05/2025	Narrogin Tennis Club	Community Chest		\$1,500.00	L
245	INV 0499	15/04/2025		Pickleball Equipment	\$1,500.00		
246	EFT25585	30/05/2025	Narrogin Toyota	Parts - Small plant		\$1,821.64	L
247	PI23067418	18/03/2025		Brush Cutter	\$900.00		
248	PI23067576	27/03/2025		Chain	\$35.20		
249	JC24046544	02/05/2025		Repair speed sensor	\$636.44		
250	JC24046957	02/05/2025		Labour & materials	\$250.00		
251	EFT25586	30/05/2025	Narrogin Tyrepower	Plant parts - NGN.93		\$1,168.00	L
252	112876	30/04/2025		Tyres & fitting	\$1,168.00		
253	EFT25587	30/05/2025	Officeworks Ltd	Cleaning supplies - Leisure Centre		\$124.99	
254	621471568	05/05/2025		Cleaning supplies, Delivery fee	\$124.99		
255	EFT25588	30/05/2025	OneMusic Australia	Music Licence		\$1,247.17	
256	ARAU 000049481	01/05/2025		Fee period - 01/05/2025 - 31/07/2025	\$1,247.17		

257	EFT25589	30/05/2025	Parry's Narrogin	PPE - Depot		\$779.21	L
258	101074	31/03/2025		Shirts	\$248.05		
259	101103	02/04/2025		Jacket	\$114.75		
260	101163	04/04/2025		Trousers	\$68.00		
261	301372	04/04/2025		Jacket	\$110.45		
262	301621	23/04/2025		Boots	\$237.96		
263	EFT25590	30/05/2025	RKS Building & Construction	Install downpipes - 13 Hough St		\$1,548.81	
	INV 1105	02/05/2025		Labour, Materials, 2x colourbond Down pipe (Classic Cream) 95x35mm x 3000mm, 4x Down pipe straps, 2x PVC Storm water T-pipes connectors, 2x PVC Downpipe to Storm water connectors, 310g Roof and Gutter Silicone - Translucent, Administration fee	\$1,548.81		
264							
265	EFT25591	30/05/2025	Readytech User Group WA Inc	Training - Admin		\$1,375.00	
	INITV42028	14/03/2025		SynergySoft Introductory Rates & Property Essentials - Rates Officer	\$1,375.00		
266							
267	EFT25592	30/05/2025	Steelo's Guns & Outdoors	PPE - Depot		\$245.00	
268	109982	12/05/2025		Boots	\$245.00		
269	EFT25593	30/05/2025	Telair Pty Ltd	Phone charges - Apr 2025		\$1,621.35	
270	TA10781 070	30/04/2025		Admin Office, CHCP, CHSP, PWO, Library, Fire Control	\$1,621.35		
271	EFT25594	30/05/2025	Tunstall Austalia Pty Ltd	Client purchases - CHCP		\$31.30	
272	INV1248662	01/05/2025		Falls alarm sim renewal	\$31.30		
273	EFT25595	30/05/2025	Uniforms At Work Australia Pty Ltd	Uniforms - Library		\$199.80	
274	37000027	25/04/2025		Jacket & Shirt	\$199.80		
275	EFT25596	30/05/2025	WIN Television Network	Public Relations & Area Promotion		\$1,100.00	
276	1954722 2	31/01/2025		Television Commercials - Jan 2025	\$1,100.00		
277	EFT25597	30/05/2025	YMCA Services Pty Ltd	Kiosk stock - Leisure Centre		\$252.73	
278	50042284	07/05/2025		Polo shirts, Googles, Freight & handling	\$252.73		
279	EFT25598	30/05/2025	Yarranabee Holdings Pty Ltd	Supply Gravel		\$38,500.00	L
280	1 000095	07/05/2025		Highbury South Resheet, Spencer Re-sheet, Sim Rd Resheet, Wiese Road Re-Sheet	\$38,500.00		
<b>EFT TOTAL</b>						<b>\$371,900.41</b>	

	Direct Debit	Date	Name	Description	Invoice Amount	Payment Total	Type
281	DD11503.1	01/05/2025	Les Mills Asia Pacific	Group Fitness Program Licence - Leisure Centre		\$905.00	
282	LMB1279963	01/05/2025		Subscription period - May 2025	\$905.00		
283	DD11519.1	28/05/2025	WA Treasury Corporation	Loan No. 129 - Accommodation Units NCP		\$19,424.67	
284	129	23/05/2025		Loan No. 129 Principal payment - Accommodation Units NCP, Loan No. 129 Interest payment - Accommodation Units NCP	\$19,424.67		
285	DD11532.1	19/05/2025	Australian Taxation Office	PAYG		\$46,996.00	
286	19052025	19/05/2025		Pay period ending - 19/05/2025	\$46,996.00		
287	DD11532.2	19/05/2025	Beam	Superannuation contribution		\$61,528.68	
288	07042025	07/04/2025		Pay period ending - 07/04/2024	\$30,764.34		
289	21042025	21/04/2025		Pay period ending - 21/04/2025	\$30,764.34		
290	DD11532.3	21/05/2025	Australian Taxation Office	PAYG		\$46,758.00	
291	21052025	21/05/2025		Pay period ending - 21/05/2025	\$46,758.00		
292	DD11543.1	31/05/2025	Department of Transport	DoT Transactions - May 2025		\$415,303.15	
293	T1 24/25	31/05/2025		DoT Transactions - May 2025	\$415,303.15		
<b>DIRECT DEBIT TOTAL</b>						<b>\$590,915.50</b>	

	Payroll	Date	Name	Description	Invoice Amount	Payment Total	Type
	PAYROLL		Payroll			\$484,297.96	
				05/05/2025 - Pay 42	\$241,995.72		
				19/05/2025 - Pay 43	\$242,302.24		
<b>TOTAL PAYROLL</b>						<b>\$484,297.96</b>	

ABBREVIATIONS		
L	Local Supplier	
	EFT Total*	\$366,607.63 25.33%
	Direct Debit Total	\$590,915.50 40.83%
	Fuel Cards Total	\$5,292.78 0.37%
	Subtotal	<b>\$962,815.91</b>
	Payroll Total*	\$484,297.96 33.47%
	Subtotal	<b>\$378,950.70</b>
	Synergy List of Accounts - Municipal Bank Account	\$962,815.91
	Payroll	\$484,297.96
	Total	<b>\$1,447,113.87</b> 100.00%
	Non Local Suppliers	\$968,517.45 66.93%
	Local Suppliers	\$99,645.72 6.89%
	Employees	\$378,950.70 26.19%
	Combined Total	<b>\$1,447,113.87</b> 100.00%

### 10.3.2 MONTHLY FINANCIAL REPORT – MAY 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	9 June 2025
Author	Belinda Knight – Acting Manager Corporate Services
Authorising Officer	Ian Graham – Executive Manager Corporate & Community Services
<b>Attachments</b> 1. Monthly Financial Report for May 2025; and 2. Strategic Budget Projects Register as at 30 May 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 May 2025 Monthly Financial Report.

The Monthly Financial Report presented for May 2025 is in the format of a template developed by Moore Australia and the Department Local Government based on the Department's Accounting Manual and the *Local Government (Financial Management) Regulations 1996*.

#### Consultation

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

#### Statutory Environment

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

#### Policy Implications

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

#### 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

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

Council is advised of the following matters:

- Rates received to 31 May 2025 is 89.1% (as at 30 April 2025 was 88.2%) of the total to be collected, with \$693k to be collected as at 31 May 2025. It should be noted that of this amount there is approximately \$200k related to Pensioner Rate Deferments.
- Sundry Debtors: 90+ day Debtors are \$99k as at 31 May 2025 (was \$146k as at 30 April 2025) and are subject to collection action by the EMCCS.
- Term Deposits as 31 May 2025 was \$4.896M, made up of \$0 Municipal Investments and \$4.896M Reserve Investments:

Fund	Investment \$	Maturity Date	Interest Rate	Institution	Investment %
Reserves					
	\$2,448,144	10/06/2025	4.95%	NAB	50%
	\$2,448,143	10/06/2025	4.80%	CBA	50%
TOTAL:	\$4,896,287				100%
Municipal					
	\$0				
TOTAL:	\$0				
GRAND TOTAL:	\$4,896,287				100%
Investment Summary					
	Investment \$			Institution	Investment %
	\$2,448,144			NAB	50%
	\$2,448,143			CBA	50%
TOTAL:	\$4,896,287				100%

- 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 report (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 the financial report 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.

- Following a review of the monthly financial statements to the end of May, the Administration has liaised with the Technical and Rural Services Division and identified an opportunity to reallocate funding for the recently completed Wiese Road gravel resheeting project. Specifically, it is recommended that Council approve budget amendments that utilises \$74,864 of available R2R funding in lieu of municipal funds.

This reallocation would allow the full use of available R2R funding, resulting in equivalent savings to the municipal fund. These savings are proposed to be transferred to the Council's Economic Development Reserve, which has been depleted due to recent strategic land acquisitions.

These amendments will not impact the projected End of Year Surplus, which remains balanced at Nil.

### Strategic Implications

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

### Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to monitor the Shire's ongoing financial performance would increase the risk of a negative impact on the Shire's Financial position. As the monthly report is a legislative requirement, non-compliance may result in a qualified audit.	Rare (1)	Moderate (3)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation.

## Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational 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 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 May 2025 Monthly Financial Report is presented for review.

## Voting Requirements

Simple Majority for Part 1, Absolute Majority for Part 2

### OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 180625.03 PART 1 OF 2

Moved: Cr McNab

Seconded: Cr Pomykala

That with respect to the Monthly Financial Report for May 2025, Council note the Report as presented.

**CARRIED 6/0**

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

Against: Nil



**OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 180625.04 PART 2 OF 2**

Moved: Cr Broad

Seconded: Cr Bartron

That Council approve the following budget amendment;

- 1) Create new Job entitled *R2R224 – Wiese Road Gravel Resheeting (R2R funded)* to the sum of \$74,864;
- 2) Decrease Job entitled *IR224 – Wiese Road Gravel Resheeting (Municipal)* by the sum of \$74,864 from \$132,205, to \$57,341;
- 3) Increase GL number 3120101 R2R Grant Funding from \$350,270 to \$425,134 by the sum of \$74,864;
- 4) Increase GL number 4130550 Transfer to Economic Development Reserve from \$748,809 to \$823,673 by the sum of \$74,864;
- 5) Noting that the budgeted End of Year Surplus remains at Nil.

**CARRIED BY ABSOLUTE MAJORITY 6/0**

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

Against: Nil



## SHIRE OF NARROGIN

### MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)  
For the period ended 31 May 2025

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

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**SHIRE OF NARROGIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2025**

	Supplementary Information	Adopted Budget (a) \$	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
General rates	9	6,049,236	6,046,876	6,046,876	<b>6,038,615</b>	(8,261)	(0.14%)	
Rates excluding general rates		9,313	11,673	11,673	<b>9,313</b>	(2,360)	(20.22%)	
Grants, subsidies and contributions	13	1,977,666	1,978,956	1,833,186	<b>1,879,418</b>	46,232	2.52%	▲
Fees and charges		3,019,686	2,969,686	2,741,798	<b>2,865,083</b>	123,285	4.50%	▲
Interest revenue		524,000	624,000	450,065	<b>393,810</b>	(56,255)	(12.50%)	▼
Other revenue		324,984	324,984	265,586	<b>313,916</b>	48,330	18.20%	▲
Profit on asset disposals	5	48,262	48,262	45,756	<b>48,083</b>	2,327	5.09%	
		<b>11,953,147</b>	<b>12,004,437</b>	<b>11,394,940</b>	<b>11,548,238</b>	153,298	1.35%	
<b>Expenditure from operating activities</b>								
Employee costs		(7,378,981)	(7,309,742)	(6,704,763)	<b>(5,863,976)</b>	840,787	12.54%	▲
Materials and contracts		(3,843,571)	(3,935,810)	(3,502,411)	<b>(2,719,708)</b>	782,703	22.35%	▲
Utility charges		(1,048,742)	(1,048,742)	(1,029,921)	<b>(876,544)</b>	153,377	14.89%	
Depreciation		(3,358,620)	(3,358,620)	(3,078,592)	<b>(3,856,088)</b>	(777,496)	(25.25%)	▼
Finance costs		(73,468)	(73,468)	(66,094)	<b>(31,795)</b>	34,299	51.89%	▲
Insurance		(367,990)	(367,990)	(359,095)	<b>(381,953)</b>	(22,858)	(6.37%)	▼
Other expenditure		(361,761)	(644,562)	(598,014)	<b>(180,147)</b>	417,867	69.88%	▲
Loss on asset disposals	5	(31,343)	(31,343)	(8,721)	<b>(19,115)</b>	(10,394)	(119.18%)	
		<b>(16,464,476)</b>	<b>(16,770,277)</b>	<b>(15,347,611)</b>	<b>(13,929,326)</b>	1,418,285	9.24%	
Non-cash amounts excluded from operating activities	Note 2(b)	3,363,399	3,363,397	3,843,243	<b>3,843,243</b>	0	0.00%	
<b>Amount attributable to operating activities</b>		<b>(1,147,930)</b>	<b>(1,402,443)</b>	<b>(109,428)</b>	<b>1,462,155</b>	1,571,583	1436.18%	
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
Proceeds from capital grants, subsidies and contributions	14	9,531,876	9,779,324	9,269,215	<b>2,256,924</b>	(7,012,291)	(75.65%)	▼
Proceeds from disposal of assets	5	407,000	407,000	407,000	<b>256,850</b>	(150,150)	(36.89%)	▼
		<b>9,938,876</b>	<b>10,186,324</b>	<b>9,676,215</b>	<b>2,513,774</b>	(7,162,441)	(74.02%)	
<b>Outflows from investing activities</b>								
Payments for property, plant and equipment	4	(12,273,640)	(12,494,588)	(10,453,968)	<b>(2,336,194)</b>	8,117,774	77.65%	▲
Payments for construction of infrastructure	4	(4,515,696)	(4,791,695)	(3,779,647)	<b>(2,723,746)</b>	1,055,901	27.94%	▲
<b>Amount attributable to investing activities</b>		<b>(6,850,460)</b>	<b>(7,099,959)</b>	<b>(4,557,400)</b>	<b>(2,546,166)</b>	2,011,234	44.13%	
<b>FINANCING ACTIVITIES</b>								
<b>Inflows from financing activities</b>								
Proceeds from New Borrowings	2	4,346,000	4,346,000	0	<b>0</b>	0	0.00%	
Transfer from reserves	3	2,386,449	2,786,250	0	<b>0</b>	0	0.00%	
		<b>6,732,449</b>	<b>7,132,250</b>	<b>0</b>	<b>0</b>	0	0.00%	
<b>Outflows from financing activities</b>								
Repayment of borrowings	10	(189,114)	(189,114)	(129,144)	<b>(129,144)</b>	0	0.00%	
Payments for principal portion of lease liabilities	11	(23,585)	(23,585)	0	<b>0</b>	0	0.00%	
Transfer to reserves	3	(1,398,208)	(1,666,949)	0	<b>0</b>	0	0.00%	
		<b>(1,610,907)</b>	<b>(1,879,648)</b>	<b>(129,144)</b>	<b>(129,144)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>5,121,542</b>	<b>5,252,602</b>	<b>(129,144)</b>	<b>(129,144)</b>	0	0.00%	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
<b>Surplus or deficit at the start of the financial year</b>		2,876,849	3,249,801	3,249,801	<b>3,249,801</b>	0	0.00%	
Amount attributable to operating activities		(1,147,930)	(1,402,443)	(109,428)	<b>1,462,155</b>	1,571,583	1436.18%	▲
Amount attributable to investing activities		(6,850,460)	(7,099,959)	(4,557,400)	<b>(2,546,166)</b>	2,011,234	44.13%	▲
Amount attributable to financing activities		5,121,542	5,252,602	(129,144)	<b>(129,144)</b>	0	0.00%	
<b>Surplus or deficit after imposition of general rates</b>		<b>0</b>	<b>0</b>	<b>(1,546,171)</b>	<b>2,036,646</b>	3,582,817	231.72%	▲

**KEY INFORMATION**

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

\* Refer to Note 3 for an explanation of the reasons for the variance.

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

**SHIRE OF NARROGIN**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 31 MAY 2025**

	Supplementary Information	30 Jun 2024 \$	31 May 2025 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	2	9,619,705	8,071,070
Trade and other receivables		1,104,738	1,170,449
Inventories	7	41,439	(17,060)
<b>TOTAL CURRENT ASSETS</b>		<b>10,765,882</b>	<b>9,224,459</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables		204,493	204,493
Other financial assets		124,756	124,756
Property, plant and equipment		70,002,194	70,221,483
Infrastructure		90,143,862	90,927,359
Right-of-use assets		47,692	21,421
<b>TOTAL NON-CURRENT ASSETS</b>		<b>160,522,997</b>	<b>161,499,512</b>
<b>TOTAL ASSETS</b>		<b>171,288,879</b>	<b>170,723,971</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	8	1,176,204	864,601
Other liabilities	12	979,522	979,522
Lease liabilities	11	28,524	28,524
Borrowings	10	189,114	59,970
Employee related provisions	12	814,747	814,747
<b>TOTAL CURRENT LIABILITIES</b>		<b>3,188,111</b>	<b>2,747,364</b>
<b>NON-CURRENT LIABILITIES</b>			
Lease liabilities	11	11,055	11,055
Borrowings	10	1,191,331	1,191,331
Employee related provisions		173,220	173,220
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>1,375,606</b>	<b>1,375,606</b>
<b>TOTAL LIABILITIES</b>		<b>4,563,717</b>	<b>4,122,970</b>
<b>NET ASSETS</b>		<b>166,725,162</b>	<b>166,601,001</b>
<b>EQUITY</b>			
Retained surplus		54,845,963	54,721,802
Reserve accounts	3	4,896,290	4,896,290
Revaluation surplus		106,982,909	106,982,909
<b>TOTAL EQUITY</b>		<b>166,725,162</b>	<b>166,601,001</b>

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

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

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

*Local Government Act 1995 requirements*

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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 financial 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 Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and 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 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.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICIES

Significant accounting policies utilised in the preparation of these statements are as described within the 2024/25 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 09 June 2025

**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2025**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

		Amended Budget Opening 30 Jun 2024	Last Year Closing 30 Jun 2024	Year to Date 31 May 2025
<b>(a) Net current assets used in the Statement of Financial Activity</b>				
<b>Current assets</b>		\$	\$	\$
Cash and cash equivalents	2	9,619,705	9,619,705	8,071,070
Trade and other receivables		1,104,738	1,104,738	1,170,449
Inventories	7	41,439	41,439	(17,060)
Other assets	7	(95,252)	(95,252)	0
		10,670,630	10,670,630	9,224,459
<b>Less: current liabilities</b>				
Trade and other payables	8	(1,176,204)	(1,176,204)	(864,601)
Other liabilities	12	(979,522)	(979,522)	(979,522)
Lease liabilities	11	(28,524)	(28,524)	(28,524)
Borrowings	10	(189,114)	(189,114)	(59,970)
Employee related provisions	12	(814,747)	(814,747)	(814,747)
Other provisions	12	62,254	62,254	0
		(3,125,857)	(3,125,857)	(2,747,364)
<b>Net current assets</b>		<b>7,544,773</b>	<b>7,544,773</b>	<b>6,477,095</b>
<b>Less: Total adjustments to net current assets</b>	Note 2(c)	(4,294,973)	(4,294,973)	(4,440,447)
<b>Closing funding surplus / (deficit)</b>		<b>3,249,800</b>	<b>3,249,800</b>	<b>2,036,648</b>

**(b) Non-cash amounts excluded from operating activities**

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

**Non-cash amounts excluded from operating activities**

**Adjustments to operating activities**

		Amended Budget Opening 30 Jun 2024	Last Year Closing 30 Jun 2024	Year to Date 31 May 2025
		\$	\$	\$
Less: Profit on asset disposals	5	(48,262)	(64,360)	(48,083)
Less: Movement in liabilities associated with restricted cash		0	11,969	16,123
Add: Loss on asset disposals	5	31,343	127,329	19,115
Add: Depreciation		3,358,620	3,597,320	3,856,088
Movement in current employee provisions associated with restricted cash		21,696	9,652	
- Pensioner deferred rates		0	1,076	0
- Investment property		0	(2,522)	0
- Employee provisions		0	(10,302)	0
- Other provisions		0	9,139	0
<b>Total non-cash amounts excluded from operating activities</b>		<b>3,363,397</b>	<b>3,679,301</b>	<b>3,843,243</b>

**(c) Current assets and liabilities excluded from budgeted deficiency**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

**Adjustments to net current assets**

		Amended Budget Opening 30 Jun 2024	Last Year Closing 30 Jun 2024	Year to Date 31 May 2025
		\$	\$	\$
Less: Reserve accounts	3	(4,896,290)	(4,896,290)	(4,896,290)
- Payments for financial assets - self supporting loans		0	0	(16,330)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	10	189,114	189,114	59,970
- Current portion of lease liabilities	11	28,524	28,524	28,524
- Current portion of employee benefit provisions held in reserve	3	383,679	383,679	383,679
<b>Total adjustments to net current assets</b>	Note 2(a)	<b>(4,294,973)</b>	<b>(4,294,973)</b>	<b>(4,440,447)</b>

**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. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2025**

**3 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 actual materially.

The material variance adopted by Council for the 2024/25 financial year is exceeding 10% and a value greater than \$15,000.

Description	Var. \$ \$	Var. % %	
<b>Revenue from operating activities</b>			
<b>Grants, subsidies and contributions</b>	46,232	2.52%	▲
<i>Grants yet to be received include CHCP &amp; Other Cultural Grants</i>			
<i>MRWA Direct grant higher than budget (permanent)</i>			
<b>Fees and charges</b>	123,285	4.50%	▲
<i>Fees &amp; charges higher than budget in areas of Sanitation, Sewerage, Planning, Building and Commercial property leases. (permanent)</i>			
<b>Interest revenue</b>	(56,255)	(12.50%)	▼
<i>Investments not due until 27/05/2025 (Muni) and 10/06/2025 (Reserves)</i>			
<b>Other revenue</b>	48,330	18.20%	▲
<i>Other reimbursements relating to recycled water - to be reviewed for accuracy of allocations. (Timing)</i>			
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	840,787	12.54%	▲
<i>Employee costs lower than predicted primarily in area of Fire, CHCP, CHSP, and Admin</i>			
<b>Materials and contracts</b>	782,703	22.35%	▲
<b>Utility charges</b>	153,377	14.89%	▲
<i>This will vary due to timing of utility charges being processed.</i>			
<b>Depreciation</b>	(777,496)	(25.25%)	▼
<i>Non-cash item higher in areas of Infrastructure due to revaluation in previous year (permanent)</i>			
<b>Finance costs</b>	34,299	51.89%	▲
<i>Loans 128 &amp; 129 paid in May</i>			
<b>Insurance</b>	(22,858)	(6.37%)	▼
<i>Increase primarily in area of Workers Compensation. To be reviewed at year end.</i>			
<b>Other expenditure</b>	417,867	69.88%	▲
<i>Underspend primarily in area of debt collection.</i>			
<b>Loss on asset disposals</b>	(10,394)	(119.18%)	▼
<i>Sale of assets yet to occur (timing)</i>			
<b>Inflows from investing activities</b>			
<b>Proceeds from capital grants, subsidies and contributions</b>	(7,012,291)	(75.65%)	▼
<i>NRLC makes up greatest % of this, other projects behind Schedule</i>			
<b>Proceeds from disposal of assets</b>	(150,150)	(36.89%)	▼
<i>Sale of assets yet to occur</i>			
<b>Outflows from investing activities</b>			
<b>Payments for property, plant and equipment</b>	8,117,774	77.65%	▲
<i>Refer to Note 5 for details on Capital Program</i>			
<b>Payments for construction of infrastructure</b>	1,055,901	27.94%	▲
<i>Refer to Note 5 for details on Capital Program</i>			
<b>Surplus or deficit after imposition of general rates</b>	3,582,817	231.72%	▲
<i>Confirmed by Audit - this figure will change from month to month as it compares YTD budget to YTD actual.</i>			

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

▲ Indicates an increase in available funds

▼ Indicates a decrease in available funds

**SHIRE OF NARROGIN**  
**SUPPLEMENTARY INFORMATION**  
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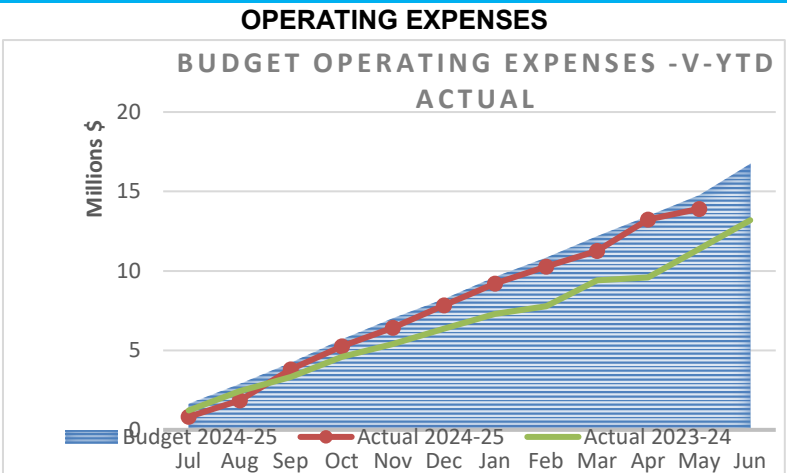
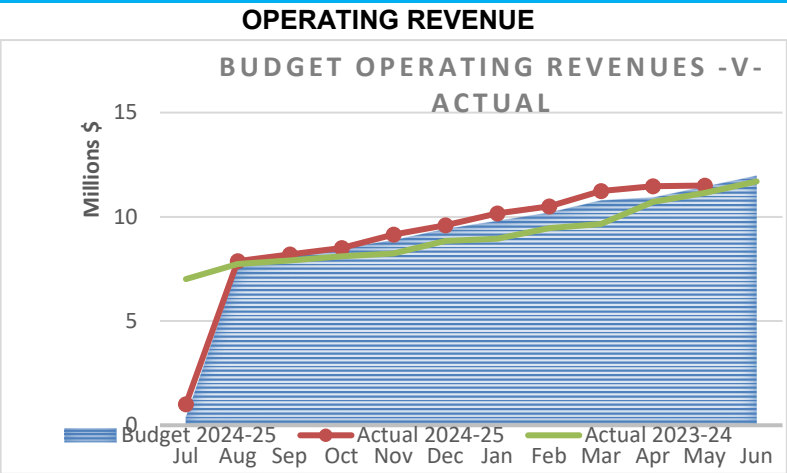
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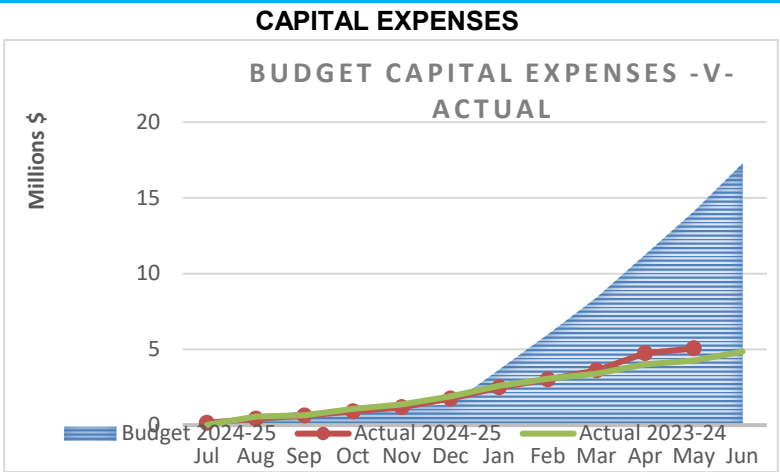
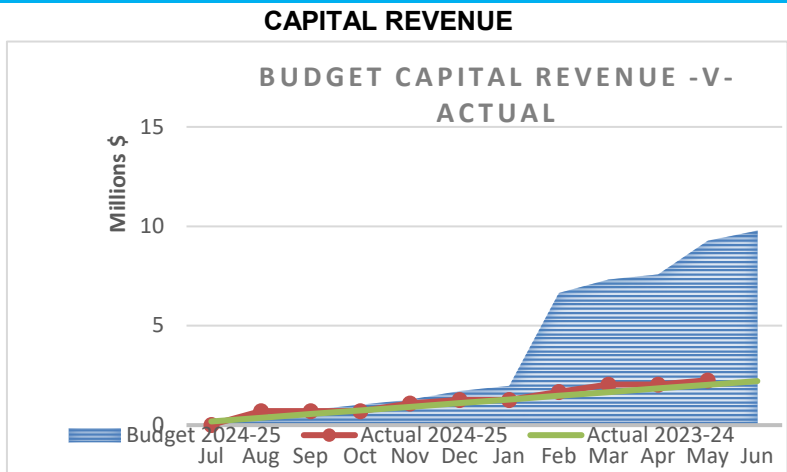
SHIRE OF NARROGIN  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2025

1 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES



INVESTING ACTIVITIES



**SHIRE OF NARROGIN**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 MAY 2025**

**2 CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash at Bank	Cash and cash equivalents	3,174,783		3,174,783		NAB	1.95%	On call
Reserve Funds	Cash and cash equivalents	0	4,896,287	4,896,287		NAB	2.25%	10/06/2025
<b>Total</b>		<b>3,174,783</b>	<b>4,896,287</b>	<b>8,071,070</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		3,174,783	4,896,287	8,071,070	0			
		<b>3,174,783</b>	<b>4,896,287</b>	<b>8,071,070</b>	<b>0</b>			

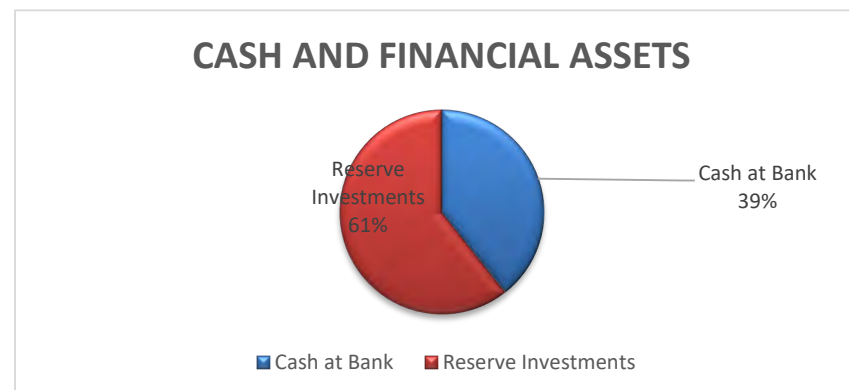
**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**SHIRE OF NARROGIN**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 MAY 2025**

**3 RESERVE ACCOUNTS**

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>										
Refuse Reserve	861,363	48,708	45,000	(85,000)	870,071	861,363	0	0	0	861,363
Community Assisted Transport (CAT) Vehicle Reserve	14,492	819			15,311	14,492	0	0	0	14,492
Building Reserve	159,315	9,009		(50,000)	118,324	159,315	0	0	0	159,315
Regional Recreational Leisure Centre Reserve	375,998	21,262	100,000		497,260	375,998	0	0	0	375,998
Employee Entitlement Reserve	383,679	21,696			405,375	383,679	0	0	0	383,679
Plant, Vehicle & Equipment Reserve	423,281	23,935	445,000	(890,000)	2,216	423,281	0	0	0	423,281
Unspent Grants and Contribution Reserve	140	0		(140)	0	140	0	0	0	140
Economic Development Reserve	82,218	4,649	743,809	(331,168)	499,508	82,218	0	0	0	82,218
IT & Office Equipment Reserve	28,094	1,589			29,683	28,094	0	0	0	28,094
Tourism & Area Promotion Reserve	83,549	4,725	140	(50,000)	38,414	83,549	0	0	0	83,549
HACC Reserve	475,068	0		(475,068)	(0)	475,068	0	0	0	475,068
CHCP Reserve	800,416	45,261		(344,852)	500,825	800,416	0	0	0	800,416
Road Works Reserve	356,468	20,157			376,625	356,468	0	0	0	356,468
Asset Valuation Reserve	33,883	1,916			35,799	33,883	0	0	0	33,883
CHSP Reserve	479,965	27,141		(478,790)	28,316	479,965	0	0	0	479,965
Landcare Reserve	92,969	5,257		(5,000)	93,226	92,969	0	0	0	92,969
Narrogin Airport Reserve	122,115	6,905	25,000		154,020	122,115	0	0	0	122,115
Bridges Reserve	63,519	3,592	48,000	(36,232)	78,879	63,519	0	0	0	63,519
Water Reuse Scheme Reserve	59,758	3,379	10,000	(40,000)	33,137	59,758	0	0	0	59,758
	<b>4,896,287</b>	<b>250,000</b>	<b>1,416,949</b>	<b>(2,786,250)</b>	<b>3,776,986</b>	<b>4,896,290</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,896,290</b>

### 3 RESERVE ACCOUNTS

#### KEY INFORMATION

Refuse Reserve

To fund infrastructure development and rehabilitation costs associates with the Shire's tip site as well the purchase and development a regional waste facility.

Community Assisted Transport (CAT) Vehicle Reserve

To fund the replacement/change over of the CATS vehicle.

Building Reserve

To support the acquisition, upgrade or enhancements of buildings within the district.

Regional Recreational Leisure Centre Reserve

To fund YMCA additional maintenance works as well as acquisitions, upgrades and enhancement of the building, major plant & equipment items.

Employee Entitlement Reserve

To fund current and past employee's leave entitlements and redundancy payouts.

Plant, Vehicle & Equipment Reserve

To support the purchase/replacement of motor vehicles, and heavy plant and equipment.

Unspent Grants and Contribution Reserve

Closed

Economic Development Reserve

To fund economic development projects that will benefit the district.

IT & Office Equipment Reserve

To fund the purchase and upgrade of computer equipment, software and office equipment.

Tourism & Area Promotion Reserve

For the purpose of tourism & district promotion activities, significant events and festivals which includes banner poles, entry statements and outdoor digital screens.

HACC Reserve

To store unspent H.A.C.C grant funds that can fund the purchase of assets, payout of Homecare employee entitlements and other projects that have been approved by the Funding Body.

CHCP Reserve

To store unspent C.H.C.P grant funds that can fund the purchase of assets, payout of Homecare employee entitlements and other projects that have been approved by the Funding Body.

Road Works Reserve

To be used on road construction projects.

Asset Valuation Reserve

To fund asset valuations.

CHSP Reserve

To store unspent C.H.S.P grant funds that can fund the purchase of assets, payout of Homecare employee entitlements and other projects that have been approved by the Funding Body.

Landcare Reserve

To fund future natural resource management activities aligned with the principles established in the former NLCDC letter dated 6/6/17 (ICR1712270).

Narrogin Airport Reserve

For the purpose of supporting and funding infrastructure development, maintenance, acquisition, upgrade or enhancements and grant funding to the Narrogin Airport.

Bridges Reserve

For the purpose of supporting and funding infrastructure development, maintenance, acquisition, upgrade or enhancements and grant funding for bridges within the Shire.

Water Reuse Scheme Reserve

For the purpose of supporting and funding infrastructure development, maintenance, acquisition, upgrade or enhancements and grant funding for infrastructure enabling the re-use of water resources.

#### 4 CAPITAL ACQUISITIONS

	Budget	Amended YTD Budget	YTD Actual	YTD Actual Variance
Capital acquisitions	\$	\$	\$	\$
Land & Buildings	9,325,297	7,566,975	395,417	(7,171,558)
Furniture and equipment	97,400	95,313	64,559	(30,754)
Plant and equipment	3,071,891	2,791,680	1,876,218	(915,462)
<b>Acquisition of property, plant and equipment</b>	<b>12,494,588</b>	<b>10,453,968</b>	<b>2,336,194</b>	<b>(8,117,774)</b>
Infrastructure - roads	2,627,396	2,064,206	2,284,234	220,028
Footpaths	277,599	273,586	131,237	(142,349)
Drainage	0	0	(544)	(544)
Parks & Ovals	611,700	395,855	308,819	(87,036)
Bridges	1,275,000	1,046,000	0	(1,046,000)
<b>Acquisition of infrastructure</b>	<b>4,791,695</b>	<b>3,779,647</b>	<b>2,723,746</b>	<b>(1,055,901)</b>
<b>Total capital acquisitions</b>	<b>17,286,283</b>	<b>14,233,615</b>	<b>5,059,940</b>	<b>(9,173,675)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	9,779,324	9,269,215	2,256,924	(7,012,291)
Borrowings	4,346,000	0	0	0
Other (disposals & C/Fwd)	407,000	407,000	256,850	(150,150)
Reserve accounts				
Refuse Reserve	85,000		0	0
Building Reserve	50,000		0	0
Plant, Vehicle & Equipment Reserve	890,000		0	0
Unspent Grants and Contribution Reserve	140		0	0
Economic Development Reserve	331,168		0	0
Tourism & Area Promotion Reserve	50,000		0	0
HACC Reserve	475,068		0	0
CHCP Reserve	344,852		0	0
CHSP Reserve	478,790		0	0
Landcare Reserve	5,000		0	0
Bridges Reserve	36,232		0	0
Water Reuse Scheme Reserve	40,000		0	0
Contribution - operations	(32,291)	4,557,400	2,546,166	(2,011,234)
<b>Capital funding total</b>	<b>17,286,283</b>	<b>14,233,615</b>	<b>5,059,940</b>	<b>(9,173,675)</b>

#### SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expenses immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

#### Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

#### Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

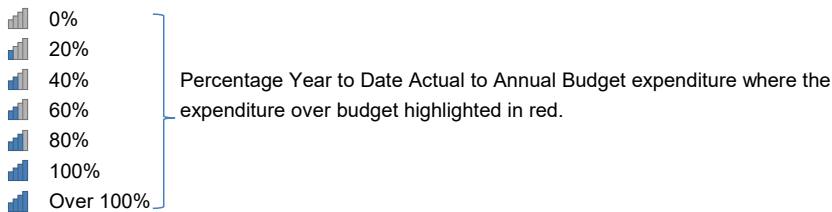
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction and fixed overheads.

**SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2025**

**4 CAPITAL ACQUISITIONS - DETAILED**

**Capital expenditure total**

**Level of completion indicators**



Level of completion indicator, please see table at the end of this note for further det:

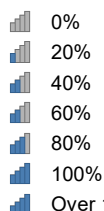
			Amended		Variance
Account Description			Budget	YTD Budget	(Under)/Over
			\$	\$	\$
BC265	SES Training / Meeting Room		55,483	46,235	0
BC292	Senior Citizen Centre Roof Repair		50,000	29,165	47,527
BC293	Senior Citizen Centre Air Conditioning		15,000	12,500	0
BC274	Recycling shed (Tip Shop)		50,000	41,665	0
BC294	Thomas Hogg Ablutions & Sewerage Project		35,000	29,165	22,750
BC295	Thomas Hogg Effluent Tank Upgrade		25,000	25,000	11,889
BC181	Town Hall Upgrade Work (to be agreed by Council)		90,118	75,095	7,160
BC296	NRLC Energy Efficiency and Upgrade Project		6,792,000	5,660,000	0
IO080B	Library Extension		147,245	110,433	0
BC236	Caravan Park Accommodation Units		1,500,000	1,000,000	3,112
LB030	Land Development Opportunity		232,000	232,000	24,046
BC278	Good Shed Roof and Wall Restoration		333,450	305,668	278,933
PE089	Ockley Water Tank 130,000 litre		17,000	17,000	18,195
PE090	Ockely Weather Station		5,000	5,000	4,663
PA950	Acquisition of Incident Control Vehicle		881,900	734,915	0
PA951	Acquisition of General Rescue Utility		110,200	91,830	0
PA953	Mobile Standpipe-BFB ( Fast fill Trailer)		8,000	7,326	7,273
FE037	Additional Public CCTV Camera's - Installation		100,000	83,335	0
PE087	Acquisition of Speed Signs (2 Sets of 2)		30,000	30,000	30,440
PA004F	Purchase of REHO Vehicle 2024		35,000	35,000	45,283
PA072A	P56 Fuso Rosa (Bus)		141,000	141,000	128,200
PE077	NRLC Courts - Electric Winders		20,000	20,000	10,585
PE079	NRLC Fire Panel Emergency Warning System		40,000	40,000	36,813
PE084	NRLC Upgrade Works (Pool Covers \$120k) (Glazing \$50k) (\$25kDiscr) LRCII		195,000	162,500	160,887
PE088	NRLC Glass Backboards and Snapdown Rings Cts 1&3		26,036	26,036	31,755
PE162	NRLC LRCIP 3 Upgrade Works		252,755	187,755	199,554
PA026C	Maintenance Foreman 4x4 Vehicle (P26)		60,000	60,000	56,126
PA59B	Replacement of 2022 Torro 7210 Mower (P59)		40,000	40,000	50,470
PA025B	8T Side Tipping Truck		140,000	140,000	141,884
PA970	New Tractor Herbicide Trailer		15,000	15,000	9,518
PA8164B	Construction Foreman 4x4 Vehicle (p8164)		60,000	60,000	56,126
PA8165A	NO023 Toyota Dual Cab 4x4		35,000	35,000	0
PA967H	NO01 MO Vehicle (p967)		65,000	65,000	62,525
PA968A	NO2731 Four Axle Side Tipping Trailer		150,000	150,000	163,155
PA969A	NO2706 Four Axle Side Tipping Trailer		150,000	150,000	163,155
PA979	Replacement John Deere 670G Grader		460,000	460,000	455,000
PA047	Building Surveyor Vehicle		35,000	35,000	44,610
FE110	Support at Home IT System Update		10,000	10,000	0
FE107	NRLC Replacement Carpet in NRLC and Squash Courts		18,000	18,000	22,650
FE040	Library - Community Access Hublet Tablets (6)		15,600	15,600	14,170
FE109	Portable Library Shelving		9,300	9,300	8,495
FE102	Replacement Printer/Copiers (NDVC, Depot, Admin Office)		19,500	19,500	17,398
FE103	IT Upgrades as per Asset Management Plan( Altus PO & Other IT Assets)		25,000	22,913	1,845
IR048	Construct Highbury Rest Area		57,729	57,729	34,207
IR131	Morcombe Re-Sheet SLK 2.00 to 3.88		90,986	60,652	37,473
IR132	Sim Rd Resheet SLK 0.0 to 1.53		39,628	26,416	43,248
IR133	Spencer Re-sheet SLK 1.7 to 3.17		39,628	26,416	17,161
IR134	Highbury South Resheet SLK 0.0 to 6.19		75,551	50,364	34,622
IR135	Argus Street Widening		27,905	27,905	0
IR224	Wiese Road Re-Sheet SLK 1.45 to 7.9		132,205	88,134	129,722

**SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2025**

**4 CAPITAL ACQUISITIONS - DETAILED**

**Capital expenditure total**

**Level of completion indicators**



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

	R2R006	Ensign Street SLK 0.0 to 1.56 (R2R)	70,200	46,800	59,243	12,443
	R2R035	Lefroy Street SLK 0.24 to 1.27	75,698	50,464	52,199	1,735
	R2R079	Town Street Reseal SLK 0.0 to 0.21	6,300	4,200	7,404	3,204
	R2R202	Congelin Road - SLK 0.0 to 1.5	61,857	41,238	56,718	15,480
	R2R204	Tarwonga Road - SLK 3.04 to 4.04	84,915	56,610	63,366	6,756
	R2R303	Graham Road - SLK 0.0 to 0.81 (Town)	51,030	51,030	33,494	(17,536)
	RRG205	Whinbin Rock Rd Construction	1,012,500	674,998	1,015,924	340,926
	WSFN332	Wandering Road Construction	801,265	801,265	698,571	(102,694)
	IB204	Tarwonga Rd Bridge 4551	687,000	458,000	0	(458,000)
	IB205	Whinbin Rock Rd Bridge 3125	588,000	588,000	0	(588,000)
	IO037	Boundary Fencing Bannister Reserve	40,000	30,000	7,750	(22,250)
	IO188	Design & Construction new liquid waste ponds	35,000	29,165	0	(29,165)
	IO136	Rail Heritage (Relocation of PM706)	75,000	75,000	78,287	3,287
	IO193	Narrogin to Williams Rail Trail Feasibility Study	27,700	27,700	27,100	(600)
	IO062	Lions Park Upgrade - Shade Sails	25,000	25,000	16,325	(8,675)
	IO138	Narrogin Speedway Lighting Upgrade Project	200,000	0	0	0
	IO137	Filter & Pipe Replacement for Clayton Oval Treated Water Reticulation	15,000	15,000	12,220	(2,780)
	IO113	Public Art Strategy - Implementation	124,000	124,000	117,293	(6,707)
	IO196	Dog Enclosure Fence in Caravan Bay at Caravan Park	5,000	5,000	2,505	(2,496)
	IO194A	Card operated water standpipe system at Narrogin Townsite (Works Depot)	40,000	40,000	35,630	(4,370)
	IO194B	Card operated water standpipe system at Tarwonga Road	25,000	25,000	11,710	(13,290)
	IF059	Railway Station Footpath to BP Crossing	25,000	25,000	10,000	(15,000)
	IF060	Footpath - Butler Street. Homer to Southern Bus Stop 132m	17,900	17,900	0	(17,900)
	IF101	Federal Street - Footpath Construction	15,000	15,000	0	(15,000)
	IF161	Falcon Street. Federal St to Glyde St. 130m	48,116	44,110	47,034	2,924
	IF162	Homer Street. Butler St to Argus St. 130m	18,584	18,584	0	(18,584)
	IF163	Gray Street. Kipling St to Doney St. 434m	60,760	60,760	0	(60,760)
	IF164	Butler Street. Doney St to Hansard St. 130m	20,652	20,652	0	(20,652)
	IF165	Dalglish Street. Clayton Rd to Ensign St. 340m	19,848	19,848	34,405	14,557
	IF166	Forrest Street. 82 Forrest St to Narrakine Rd. 340m	51,739	51,739	40,137	(11,602)
			<b>17,286,283</b>	<b>14,233,615</b>	<b>5,059,940</b>	<b>(9,173,675)</b>

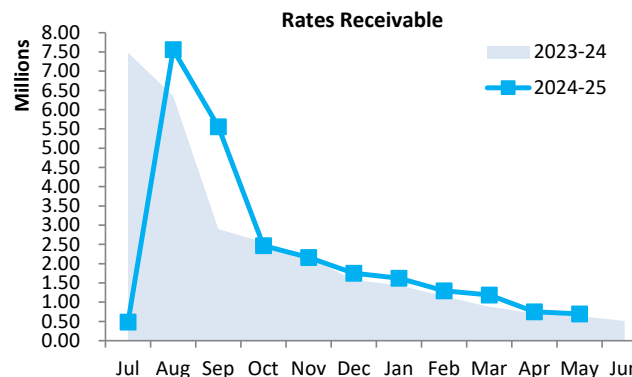
## OPERATING ACTIVITIES

		Amended Budget				YTD Actual			
Asset Ref.	Asset description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	Plant and equipment	390,081	407,000	48,262	(31,343)	227,880	256,850	48,084	(19,114)
		<b>390,081</b>	<b>407,000</b>	<b>48,262</b>	<b>(31,343)</b>	<b>227,880</b>	<b>256,850</b>	<b>48,084</b>	<b>(19,114)</b>
Asset Ref.	Asset description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Transport</b>								
	<b>Plant Disposals</b>	390,081	407,000	48,262	(31,343)	0	0	0	0
9231B	2022 Toyota Hilux					38,340	35,455	0	(2,885)
2942C	Toyota Hilux Dual Cab					36,567	36,818	251	0
9221G	Toyota Hilux					37,258	43,636	6,378	0
9996hybrid	Mitsubishi Eclipse Cross					38,956	22,727	0	(16,229)
2963A	Toro Mower					7,788	16,500	8,712	0
2,958	Mitsubishi Bus					37,500	47,591	10,091	0
	Fuso Tipping Truck					31,471	54,123	22,652	0
	<b>Land</b>					0	0	0	0
						0	0	0	0
						0	0	0	0
		<b>390,081</b>	<b>407,000</b>	<b>48,262</b>	<b>(31,343)</b>	<b>227,880</b>	<b>256,850</b>	<b>48,084</b>	<b>(19,114)</b>



## 6 RECEIVABLES

Rates receivable	30 Jun 2024	31 May 2025
	\$	\$
Opening arrears previous years	453,194	313,250
Levied this year	5,753,519	6,038,615
Less - collections to date	(5,693,463)	(5,658,662)
Gross rates collectable	<b>513,250</b>	<b>693,203</b>
Allowance for impairment of rates receivable	(200,000)	(200,000)
<b>Net rates collectable</b>	<b>313,250</b>	<b>493,203</b>
% Collected	91.7%	89.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(375)	269,187	224,456	57,646	99,155	650,069
Percentage	(0.1%)	41.4%	34.5%	8.9%	15.3%	
<b>Balance per trial balance</b>						
Trade receivables	(375)	269,187	224,456	57,646	99,155	650,069
GST receivable		13,447				13,447
Receivables for employee related provisions					13,730	13,730
Allowance for credit losses of other receivables					(200,000)	(200,000)
<b>Total receivables general outstanding</b>						<b>477,246</b>

Amounts shown above include GST (where applicable)

### KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

### Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

## 7 OTHER CURRENT ASSETS

	Opening Balance 01 Jul 2024	Asset Increase	Asset Reduction	Closing Balance 31 May 2025
<b>Other current assets</b>	\$	\$	\$	\$
<b>Inventory</b>				
Fuel	41,439	(58,499)		(17,060)
<b>Total other current assets</b>	<b>41,439</b>	<b>(58,499)</b>	<b>0</b>	<b>(17,060)</b>
<b>Amounts shown above include GST (where applicable)</b>				

### KEY INFORMATION

*Fuel delivered in May - invoice yet to be processed*

#### Inventory

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.

## 8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	118,072	143,931	46,751	269,540	578,294
Percentage	0.0%	20.4%	24.9%	8.1%	46.6%	
<b>Balance per trial balance</b>						
Sundry creditors	0	118,072	143,931	46,751	269,540	578,294
Accrued salaries and wages					62,792	62,792
ATO liabilities		36,185				36,185
Other payables		(24,078)				(24,078)
Rates paid in Advance					155,040	155,040
Bonds & Deposits					56,368	56,368
<b>Total payables general outstanding</b>						<b>864,601</b>

Amounts shown above include GST (where applicable)

### KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services.

The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

## 9 RATE REVENUE

### General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Reassessed	Revenue	Revenue	Reassessed	Revenue
				\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>									
Urban	0.117572	1,762	32,142,176	3,779,020	1,500	3,780,520	3,779,019	(1,605)	3,777,415
Rural	0.097665	50	1,031,000	100,693	0	100,693	100,693		100,693
Rural - Highbury	0.097665	31	446,208	43,579	0	43,579	43,579		43,579
Non-Rateable/Exempt	0.000000	317	1,754,991	0	0	0	0		0
<b>Unimproved value</b>									
Unimproved Value	0.003816	251	344,372,000	1,314,123	1,260	1,315,383	1,314,124	0	1,314,124
<b>Sub-Total</b>		<b>2,411</b>	<b>379,746,375</b>	<b>5,237,415</b>	<b>2,760</b>	<b>5,240,175</b>	<b>5,237,415</b>	<b>(1,605)</b>	<b>5,235,811</b>
<b>Minimum payment</b>									
<b>Gross rental value</b>									
Urban	1,299	386	2,913,272	505,311		505,311	501,414		501,414
Rural	1,153	16	90,570	18,448		18,448	18,448		18,448
Rural - Highbury	921	3	14,740	2,763		2,763	2,763		2,763
<b>Unimproved value</b>									
Unimproved Value	1,153	243	41,116,200	280,179		280,179	280,179		280,179
<b>Sub-total</b>		<b>648</b>	<b>44,134,782</b>	<b>806,701</b>	<b>0</b>	<b>806,701</b>	<b>802,804</b>	<b>0</b>	<b>802,804</b>
<b>Amount from general rates</b>						<b>6,046,876</b>			<b>6,038,615</b>
Ex-gratia rates						11,673			9,313
<b>Total general rates</b>						<b>6,058,549</b>			<b>6,047,928</b>

10 BORROWINGS

Repayments - borrowings

Information on borrowings

Particulars	Loan No.	01 Jul 2024	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>New Administration Building</b>	128									
Repayments due November & May		99,867			(24,469)	(49,266)	75,398	50,601	(1,454)	(2,944)
<b>Staff Housing</b>	132									
Repayments Due July & January		476,766			(16,439)	(16,352)	460,327	460,414	(12,906)	(29,161)
<b>Upgrade TWIS</b>	130									
Repayments due December & June		128,740			(8,764)	(17,723)	119,976	111,017	(1,369)	(2,568)
<b>NRLC Energy Efficiency Project</b>	New									
Repayments Due November & May		0		2,846,000	0	0	0	2,846,000	0	0
<b>Industrial Land Purchase</b>	127									
Repayments Due December & June		59,289			(6,849)	(13,852)	52,440	45,437	(1,522)	(2,938)
<b>Accommodation Units NCP</b>	129									
Repayments Due November & May		183,829			(35,296)	(35,296)	148,533	148,533	(3,846)	(4,756)
<b>Accommodation Units NCP</b>	133									
Repayments Due December & June		431,953		1,500,000	(37,326)	(56,624)	394,627	1,875,329	(10,699)	(30,846)
<b>Total</b>		<b>1,380,444</b>	<b>0</b>	<b>4,346,000</b>	<b>(129,144)</b>	<b>(189,114)</b>	<b>1,251,300</b>	<b>5,537,330</b>	<b>(31,795)</b>	<b>(73,213)</b>
Current borrowings		189,114					59,970			
Non-current borrowings		1,191,330					1,191,330			
		<b>1,380,444</b>					<b>1,251,300</b>			

All debenture repayments were financed by general purpose revenue.

New borrowings 2024/25

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
<b>NRLC Energy Efficiency Project</b>										
Repayments Due November & May		2,846,000	WATC	Debenture	10	719,587	4.5			
<b>Accommodation Units NCP</b>										
Repayments Due December & June		1,500,000	WATC	Debenture	10	379,262	4.5			
	<b>0</b>	<b>4,346,000</b>				<b>1,098,849</b>		<b>0</b>	<b>0</b>	<b>0</b>

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

## 11 LEASE LIABILITIES

### Movement in carrying amounts

Information on leases Particulars	Lease No.	01 Jul 2024	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>							0	0		0
8 Parry Crt, Narrogin	2	12,120			0	(7,182)	12,120	4,938	0	18
68 Williams Rd, Narrogin	3	27,458			0	(16,403)	27,458	11,055	0	237
<b>Total</b>		<b>39,578</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(23,585)</b>	<b>39,578</b>	<b>15,993</b>	<b>0</b>	<b>255</b>
Current lease liabilities		28,524					28,524			
Non-current lease liabilities		11,055					11,055			
		<b>39,579</b>					<b>39,579</b>			

All lease repayments were financed by general purpose revenue.

### KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

## 12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 01 Jul 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 May 2025
		\$	\$	\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Contract liabilities		979,522	0	0	0	979,522
<b>Total other liabilities</b>		979,522	0	0	0	979,522
<b>Employee Related Provisions</b>						
Provision for annual leave		461,728	0	0	0	461,728
Provision for long service leave		353,019	0	0	0	353,019
<b>Total Provisions</b>		814,747	0	0	0	814,747
<b>Total other current liabilities</b>		<b>1,794,269</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,794,269</b>

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

### KEY INFORMATION

#### Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

#### Employee Related Provisions

##### Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

##### Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

#### Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

#### Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD Revenue
	1 Jul 2024	Liability	Liability	31 May 2025	Liability	Budget	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>								
General purpose funding				0	0	131,290	131,290	98,468
Law, order, public safety				0	0	186,000	170,489	68,802
Education and welfare				0	0	1,350,101	1,223,816	1,374,897
Recreation and culture				0	0	61,450	60,688	109,999
Transport				0	0	211,615	211,615	229,752
Other property and services				0	0	38,500	35,288	(2,500)
	0	0	0	0	0	1,978,956	1,833,186	1,879,418
<b>Grant Detail</b>								
GENGRANT - Financial Assistance Grant - General				0	0	53,445	53,445	40,084
GENGRANT - Financial Assistance Grant - Roads				0	0	77,845	77,845	58,384
FIRE - Bush Fire Mitigation Activity Grant fund				0	0	106,000	97,163	0
ESL - SES Subsidy (Operating) Grant				0	0	15,000	13,750	11,625
ESL - Bush Fires Subsidy (Operating) Grant				0	0	65,000	59,576	57,177
CHCP - Recurrent Grant Funding				0	0	699,998	641,652	978,073
CHSP - Recurrent Grant Funding				0	0	635,003	582,076	396,806
CHSP - Contributions & Donations				0	0	100	88	10
AGEDSNRS - Contributions & Donations				0	0	15,000	0	0
AGEOTHER - CATS Contributions & Donations				0	0	0	0	8
REC - Contributions & Donations				0	0	3,000	2,250	2,727
LIB - Contributions & Donations				0	0	5,100	5,088	406
LIB - Grant - Regional Library Services .				0	0	4,350	4,350	4,350
OTHCUL - Grants - Other Culture				0	0	49,000	49,000	97,970
ROADM - Direct Road Grant (MRWA)				0	0	194,115	194,115	229,752
ROADM - Street Lighting Subsidy				0	0	17,500	17,500	0
ADMIN - Contributions & Donations				0	0	0	0	(2,500)
ADMIN - Grants	38,000			38,000	0	38,500	35,288	0
HERITAGE - Contributions & Donations				0	0	0	0	4,545
	38,000	0	0	38,000	0	1,978,956	1,833,186	1,879,418



14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 Jul 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 May 2025	Current Liability 31 May 2025	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
Law, order, public safety				0		1,312,899	1,312,899	20,000
Education and welfare				0		10,000	10,000	0
Recreation and culture				0		4,852,359	4,599,180	182,353
Transport				0		3,315,116	3,058,648	2,039,092
Economic services				0		288,950	288,488	15,479
	0	0	0	0	0	9,779,324	9,269,215	2,256,924
<b>Capital Grant Detail</b>								
FIRE - Government Grants				0		135,316	135,316	0
ESL - SES Capital Grant				0		992,100	992,100	0
CHCP - Other Grants				0		10,000	10,000	0
NRLC - Grants	241,043			241,043		4,497,755	4,245,000	0
OTHCUL - Contributions & Donations - Other Culture				0		5,000	4,576	0
OTHCUL - Grants - Other Culture				0		9,175	9,175	0
ROADC - Regional Road Group Grants (MRWA)				0		675,000	618,750	675,000
ROADC - Roads to Recovery Grant	42,085			42,085		350,270	321,079	350,000
ROADC - Other Grants - Footpaths				0		237,599	237,599	0
TOUR - Grants				0		5,500	5,038	0
FIRE - Contribution and Donations				0		22,000	22,000	20,000
SES Capital Grant				0		63,483	63,483	0
OLOPS - Crime Prevention Grant				0		100,000	100,000	0
REC - Capital Grants (DLGSCI/CSRFF)				0		66,666	66,666	0
REC - Contribution and Donations				0		66,666	66,666	0
LIB - Capital Grant - LRCIP	154,573			154,573		147,245	147,245	149,435
HERITAGE GRANTS	111,821			111,821		14,852	14,852	0
HERITAGE- Contributions and Donations				0		45,000	45,000	32,918
ROADC - Capital Grants-WSFN				0		748,382	686,015	681,001
ROADC - Capital Contributions				0		28,865	26,455	0
ROADC - Capital Grants( Bridges) WALGCG& \$ MRWA-AF	392,000			392,000		1,275,000	1,168,750	333,091
ECONOM - Capital Grants				0		283,450	283,450	15,479
	941,522	0	0	941,522	0	9,779,324	9,269,215	2,256,924

**SHIRE OF NARROGIN**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 MAY 2025**

**15 BUDGET AMENDMENTS**

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

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
<b>Budget adoption</b>						
Decrease GL 2040226 Valuation Expenses by \$15,000 from \$20,000 to \$5,000	250924.04	Operating Expenses		372,951		372,951
		Operating Expenses		15,000		387,951
Increase GL 2050420 Expenditure for Natural Disaster Relief by \$15,000 from Nil to \$15,000	250924.04	Operating Revenue			(15,000)	372,951
Decrease GL 3110218 User Fees – Group Fitness Classes by \$6,500 from \$14,549 to \$8,049	250924.04	Operating Revenue			(6,500)	366,451
Increase GL 3110211 User Fees – Health Club by \$6,500 from Nil to \$6,500	250924.04	Operating Revenue		6,500		372,951
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	Capital Expenses			(17,000)	355,951
A new Capital Job worth \$5,000 for the purchase and installation of a weather station to support fire monitoring and safety.	231024.04	Capital Expenses			(5,000)	350,951
Increase GL NEW Capital Revenue - Contributions & Donations from Nil to \$22,000.	231024.04	Operating Revenue		22,000		372,951
Final WALGGC advice Decrease in forecast income from \$126,000 to \$53445 = \$72,555	271124.13	Operating Revenue			(72,555)	300,396
Final WALGGC advice Increase in forecast income from \$68,000 to \$77,845	271124.13	Operating Revenue		9,845		310,241
Overestimate of expenditure remove budget.	271124.13	Capital Expenses		5,000		315,241
Increase in forecast expenditure of \$40,000 Estimate based on quote	271124.13	Capital Expenses			(40,000)	275,241
Increase in forecast expenditure of \$40,000 Donations for PM 706	271124.13	Operating Revenue		40,000		315,241
		Operating Revenue		49,000		
Increase in forecast income of \$49,000 \$10k contribution from CBH & \$39k Lotterywest state grant	271124.13					364,241
Increase in forecast income of \$196,000 Whinbin Rock Rd Bridge MRWA Contribution (in-kind donation) not budgeted	271124.13	Operating Revenue		196,000		560,241
Increase in forecast expenditure of \$196,000 Whinbin Rock Rd Bridge MRWA Contribution (in-kind donation) not budgeted	271124.13	Capital Expenses			(196,000)	364,241
Decrease in income of \$32,500 No Standpipe Grants Received	271124.13	Operating Revenue			(32,500)	331,741
Increase in Expenditure \$8,000 Underestimate of required budget expense	271124.13	Operating Expenses			(8,000)	323,741
Decrease in expenditure of \$70,000 Incorrect allocation to the GL	271124.13	Operating Expenses		70,000		393,741
Increase in Expenditure \$70,000 Correction to allocation to the right job & GL	271124.13	Operating Expenses			(70,000)	323,741
Increase in Expenditure \$333,450 Goods Shed Restoration	271124.13	Capital Expenses			(50,000)	273,741
Increase in Expenditure (Transfer to Reserve) from \$475,068 to \$748,809 to Build Economic Development Reserve	271124.13	Capital Expenses			(273,741)	0
Increase in forecast income of \$100,000 of Interest Revenue	190225.1	Operating Revenue		100,000		100,000
Boundary Fencing Bannister Reserve	190225.1	Capital Expenses			(40,000)	60,000
Budget Savings	190225.1	Capital Expenses		20,000		80,000
Budget Savings	190225.1	Operating Expenses		35,000		115,000
Support At Home IT System Upgrade	190225.1	Capital Expenses			(10,000)	105,000
<b>Grant Support At Home IT System Upgrade</b>	190225.1	Operating Revenue		10,000		115,000
New Budget for CATS (not CHSP)	190225.1	Operating Expenses			(2,500)	112,500
Refund to be paid (invoice received from DHAC)	190225.1	Operating Expenses			(267,801)	(155,301)
Refund to be paid (invoice received from DHAC)	190225.1	Capital Revenue		267,801		112,500
13 Hough Street - Security cameras, additional	190225.1	Operating Expenses			(8,000)	
downpipes, flyscreen repairs						

**SHIRE OF NARROGIN**  
**SUPPLEMENTARY INFORMATION**  
**FOR THE PERIOD ENDED 31 MAY 2025**

**15 BUDGET AMENDMENTS**

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

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Library sewer realignment (project amended)	190225.1	Operating Expenses		240,807		345,307
Library sewer realignment (project amended)	190225.1	Operating Revenue			(240,807)	104,500
Elec Heat Pump \$105k, Generator \$46.9k, BMS \$90k,		Capital Expenses			(252,755)	
Elec Board Upgrade \$10k	190225.1					(148,255)
LRCIP Phase 3 Grant	190225.1	Operating Revenue		252,755		104,500
Reduction in budgeted pool entry fees	190225.1	Operating Revenue			(50,000)	54,500
Budget saving	190225.1	Operating Expenses		13,000		67,500
No Original Budget	190225.1	Operating Expenses			(2,000)	65,500
No Original Budget	190225.1	Operating Expenses			(2,000)	63,500
Additional Plant Operating Costs	190225.1	Operating Expenses			(50,000)	13,500
Budget saving	190225.1	Operating Expenses		13,500		27,000
Budget amendment	190225.1	Capital Expenses			30,000	57,000
Budget amendment	190225.1	Capital Expenses		(30,000)		27,000
Contract Building Surveyor	190225.1	Operating Expenses			(15,000)	12,000
Contract Building Surveyor	190225.1	Operating Expenses		35,000		47,000
Transfer to correct GL (close GL 3130301)	190225.1	Operating Revenue			(500)	46,500
Transfer to correct GL (close GL 3130301)	190225.1	Operating Expenses		500		47,000
Budget saving	190225.1	Operating Expenses		17,500		64,500
Additional Printing & Stationery costs	190225.1	Operating Expenses			(4,500)	60,000
Original Budget error	190225.1	Operating Expenses			(31,503)	28,497
Original Budget error	190225.1	Operating Revenue		31,503		60,000
Additional use of consultants	190225.1	Operating Expenses			(90,000)	(30,000)
Budget savings	190225.1	Operating Expenses		30,000		0
Additional Plant Operating Costs	190225.1	Operating Expenses			(50,000)	(50,000)
Additional Plant Operating Costs	190225.1	Capital Revenue		50,000		0
				<b>1,873,662</b>	<b>(1,873,662)</b>	<b>0</b>

Strategic Budget Projects Register 2024/25



AS AT 31/05/2025

	Project Title/Task	COA	Job	Original Budget Adopted by Council	Current Budget varied by Council	Actual Exp / Income to 31/05/25	Outstanding PO Exp to 31/05/25 (calc column)	Total Committed Exp or Income Rec'd (calc column)	Budget Remaining (incl P/Os) (calc column)	Risk of NOT completing by 30/6. H=Likely	Comments	Accountability	Status	% Complete	Start Date	Due Date
1	Projects that are either strategic (plans/projects) or critical to implement and manage or of an asset renewal or creation (Capital) in nature that have a budget provision in the current Budget. All CAPEX and a few CEO identified OPEX.			UV Code? To be added manually Copy/paste... A	UV Code? To be added manually Copy/paste... B	UV Code? To be added manually Copy/paste... C	UV Code? To be added manually Copy/paste... D	Calc column (do not enter) E (E= C + D)	Calc column (do not enter) F (B - E)		Crisp, Clear, Concise, Date format entry eg 13/7 - Project commenced and no issues expected.	Select from one of the 4 Departments	- On Track - Off Track - Complete - In Trouble - On Hold	%	Anticipated start date of the Project	Anticipated completion date of the Project
6		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	\$7,750.00	\$30,360.00	\$38,110.00	\$1,890.00	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	20%	21/02/25	30/06/25
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. 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Development & Regulatory Services	No Longer Proceeding This Budget	50%	01/07/24	30/06/25
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. 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Development & Regulatory Services	No Longer Proceeding This Budget	50%	01/07/24	30/06/25
11	Mobile Stand Pipe - BFB (Fast Fill Trailer)	4050255	PA953	\$8,000.00	\$8,000.00	\$0.00	\$7,272.73	\$7,272.73	\$727.27	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	30/06/25
12	SES Building Project	4050260	BC265	\$55,483.00	\$55,483.00	\$0.00	\$0.00	\$0.00	\$55,483.00	High	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 19/05/2025 - included in carryovers in 2025-26 proposed Capex report to May 2025 MBS.	Development & Regulatory Services	No Longer Proceeding This Budget	10%	01/07/24	30/06/25
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 EMCCS sent request to CEDC regarding available grants (if any), current year and 2025/26 (potential carryover to 2025/26 year). 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Corporate & Community Services	No Longer Proceeding This Budget	0%	01/07/24	30/06/25
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	High	15/4/2025 awaiting grant agreement via email 23/04/2025 - still awaiting Grant Agreement. 29/4/25 - grant agreement delayed 11/03/2025 - confirmed application for grant was successful. 19/05/2025 - awaiting confirmation of Sadwai upgrades as eligible expenditure.	Corporate & Community Services	In Trouble	10%	21/02/25	30/06/25
21	Senior Citizen Centre Roof Repair	4080650	BC292	\$35,000.00	\$50,000.00	\$0.00	\$47,526.75	\$47,526.75	\$2,473.25	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	50%	01/07/24	30/06/25
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.	Development & Regulatory Services	On Track	10%	01/07/24	30/06/25
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 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Development & Regulatory Services	No Longer Proceeding This Budget	0%	30/08/24	30/06/25
26	Design & Construction new liquid waste ponds	4100165	IO188	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	High	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. 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Development & Regulatory Services	No Longer Proceeding This Budget	10%	30/08/24	30/06/25
29	Thomas Hogg Ablutions and Sewerage Project	4100850	BC294	\$35,000.00	\$35,000.00	\$22,750.00	\$8,967.36	\$31,717.36	\$3,282.64	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	30/06/25

	Project Title/Task	COA	Job	Original Budget Adopted by Council	Current Budget varied by Council	Actual Exp / Income to 31/05/25	Outstanding PO Exp to 31/05/25 (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
30	Thomas Hogg Effluent Tank Upgrade	4100360	BC295	\$25,000.00	\$25,000.00	\$11,889.00	\$13,025.54	\$24,914.54	\$85.46	Completed	Purchase order issued to supplier by MOPs. Expected supply and install by early April 2025. 10/3/25 No change to status 23/4/25 Tank to be installed mid May.	Technical & Rural Services	Complete	100%	01/07/24	31/05/25
32	Rail Heritage (Relocation of PM706)	4110670	IO136	\$35,000.00	\$75,000.00	\$78,286.55	\$0.00	\$78,286.55	-\$3,286.55	Completed	\$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. 20/3/25 - ARM 357 Carriage has arrived. Project Stage one - bring back loco, complete.	Office of CEO	Complete	100%	30/08/24	28/03/25
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	Completed	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 - April 23/4/25 Effluent retic is now turned off. The new filter was installed 22/4/25 and will be completed 28/4/25	Technical & Rural Services	Complete	100%	01/07/24	31/05/25
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	\$7,160.00	\$1,849.09	\$9,009.09	\$81,109.91	High	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. 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Development & Regulatory Services	No Longer Proceeding This Budget	10%	30/08/24	30/06/25
41	Replacement Carpet in NRLC Reception and Squash Courts	4110250	FE107	\$18,000.00	\$18,000.00	\$22,650.00	\$0.00	\$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	Completed	Vendor identified and PO to be raised for Purchase of Winders for Court 1. 19/3/2025- installation to commence	Corporate & Community Services	Complete	100%	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	\$160,887.27	\$42,171.17	\$203,058.44	-\$8,058.44	Completed	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	Complete	100%	01/07/24	30/06/25
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	Completed	Vendor identified and PO to be raised for Items for Courts 1 & 3. 19/03/2025- installation to commence	Corporate & Community Services	Complete	100%	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	\$199,554.43	\$40,955.32	\$240,509.75	\$12,245.25	Completed	21/03/2025- aquatic services installation of heat pump 21/03/2025- Keeling Electrical upgrade board with connecting heat pump to electrical sub meter 26/03/2025- Centigrade commence BMS and Mechanical repairs	Corporate & Community Services	Complete	100%	20/02/25	30/06/25
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	High	Awaiting outcome of grant applications before commencement. 03/03/25 - confirmed that CSRFF grant application was not successful. 23/4/25 - submitting alternate grant to Feds Round 2 - June. 14/05/2025 Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Corporate & Community Services	No Longer Proceeding This Budget	0%	01/07/24	30/06/25
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	High	Awaiting outcome of grant application before commencement. 15/4/25 - Speedway have not submitted grant application as yet. 23/4/25 - will need to carryover to CBP / LTFP. No grant submitted as yet by applicant. 23/4/25 - Speedway have submitted Capex application for 2025/26 year, added to draft Capex spreadsheet for 2025/26 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Corporate & Community Services	No Longer Proceeding This Budget	0%	30/08/24	NA
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	High	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. 31/03/25 - DRS advise quote obtained, currently clarifying traffic management costs. 23/04/2025 - emailed EMDRS for update. 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Corporate & Community Services	No Longer Proceeding This Budget	10%	30/08/24	30/06/25
56	Public Art Strategy Implementation	4110860	IO113	\$124,000.00	\$124,000.00	\$117,293.09		\$117,293.09	\$6,706.91	Completed	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. 31/03/25 - lights and paving installed. 23/4/25 - CDEC negotiating with Ross Storey re artwork addition to Smith St Toilets as addendum / value add to project per MBS.	Corporate & Community Services	Complete	100%	30/08/24	30/06/25
60	Wandering Road Construction SLK0.0 to 3.0	4120164	WSFN332	\$801,266.00	\$801,266.00	\$661,069.57	\$18,820.00	\$679,889.57	\$121,376.43	Completed	Starting February 2025 10/3/25 seal now complete, line marking booked and guide posts to go back in 26/3/25 Works complete	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
61	Construct Highbury Rest Area (C/F)	4120165	IR048	\$57,729.00	\$57,729.00	\$14,605.03	\$18,513.00	\$33,118.03	\$24,610.97	Completed	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 first week of April to complete the seal. 15/4/25 Seal complete, minor kerbing to be laid mid May	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
62	Morcombe Re-Sheet SLK 2.00 to 3.88	4120165	IR131	\$90,986.00	\$90,986.00	\$6,151.90	\$0.00	\$6,151.90	\$84,834.10	Completed	Starting May 2025 4/4/25 Started April	Technical & Rural Services	Complete	100%	30/08/24	30/05/25



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63	Sim Rd Resheet SLK 0.0 to 1.53		4120165 IR132	\$39,628.00	\$39,628.00	\$22,364.80	\$0.00	\$22,364.80	\$17,263.20	Completed	Starting May 2025	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
64	Spencer Re-sheet SLK 1.7 to 3.17		4120165 IR133	\$39,628.00	\$39,628.00	\$4,275.90	\$0.00	\$4,275.90	\$35,352.10	Completed	Starting May 2025	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
65	Highbury South Resheet SLK 0.0 to 6.19		4120165 IR134	\$75,551.00	\$75,551.00	\$5,181.83	\$6,727.27	\$11,909.10	\$63,641.90	Low	Starting May 2025	Technical & Rural Services	On Track	70%	30/08/24	30/06/25
66	Argus Street Widening		4120165 IR135	\$27,905.00	\$27,905.00	\$0.00	\$0.00	\$0.00	\$27,905.00	High	May need to be a carry forward to 2025/26 Budget 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Technical & Rural Services	No Longer Proceeding This Budget	0%	30/08/24	30/06/25
67	Wiese Rd Re-Sheet SLK 1.45 to 7.9		4120165 IR224	\$132,205.00	\$132,205.00	\$80,581.81	\$18,181.82	\$98,763.63	\$33,441.37	Completed	Starting May 2025 To be partially funded (\$75K) by R2R via a budget amendment to Council May OCM 27/5/25 Works complete.	Technical & Rural Services	Complete	100%	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	\$59,243.44	\$10,956.56	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	\$63,365.68	\$2,714.32	\$66,080.00	\$18,835.00	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	Completed	Pending grant or March 2025	Technical & Rural Services	Complete	100%	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	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
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 6/5/25 Contractor advises that this footpath will be done when the current footpaths are finished May/June 2025	Technical & Rural Services	On Track	25%	30/08/24	30/06/25
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	Completed	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. 4/4/25 started 75% complete 15/4/25 footpath laid	Technical & Rural Services	Complete	100%	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	50%	30/08/24	30/06/25
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	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
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	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
85	Dalglish Street. Clayton Rd to Ensign St. 340m		4120175 IF165	\$49,848.00	\$19,848.00	\$34,405.00	\$0.00	\$34,405.00	-\$14,557.00	Completed	Purchase order issued to NEC 15/1/25 NEC advise start date Feb and finish date 30 May 2025. 4/4/25 Works complete 9/5/25 - over budget but balanced by unders in footpath program - all grant funded program	Technical & Rural Services	Complete	100%	30/08/24	30/05/25
86	Forrest Street. 82 Forrest St to Narrakine Rd. 340m		4120175 IF166	\$51,739.00	\$51,739.00	\$39,798.00	\$0.00	\$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	Medium	MRWA and Fed Gov funded project managed by MRWA - started by MRWA May 2025 - need expense advice for asset register. 6/5/25 MRWA advise works will commence in May/June 2025	Technical & Rural Services	On Track	20%	30/08/24	30/06/25
92	Caravan Park Accommodation Units		4130260 BC236	\$1,500,000.00	\$1,500,000.00	\$3,112.40	\$1,429,446.00	\$1,432,558.40	\$67,441.60	High	\$1.5M in 2024/25 Budget. 10/3/25 CEO to approve RFT 23/4/25 CEO proof reading Tender doc ready for advertising 6/5/25 Tender now advertised closing 12 May 2025. 14/05/2025 - included in carryovers for 2025/26 at May 2025 MBS. 19/5/25 Awarding of Tender Report to Council OCM May 2025. 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Technical & Rural Services	On Track	5%	30/08/24	30/06/25
93	Dog Enclosure Fence in Caravan Bay at Caravan Park		4130265 IO196	\$5,000.00	\$5,000.00	\$2,504.50	\$0.00	\$2,504.50	\$2,495.50	Low	April 2025 4/4/25 Fencing wire ordered 24/4/25 Fence to be installed late May 2025	Technical & Rural Services	On Track	50%	30/08/24	30/06/25
94	Purchase of Residential Land (Conversion of Reserves into Freehold)		4130640 LB030	\$100,000.00	\$232,000.00	\$24,045.76	\$0.00	\$24,045.76	\$207,954.24	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. Written numerous letters seeking interest in selling. Approval obtained to purchase 37 & 39 Hough from DBCA, seeking valuation before report to Council. Report to Council OCM April re purchase of lots 1058 and 1059, 38 Furnival St.	Office of CEO	On Track	75%	30/08/24	30/06/25
95	Good Shed - Roof and Wall Restoration		4130650 BC278	\$283,450.00	\$333,450.00	\$278,933.37	\$20,451.82	\$299,385.19	\$34,064.81	Low	16/9/24 - RFQ with CEO for consideration prior to advertising. 4/12/24 - Works Crew and Kulker Carpentry undertaking. 24/3/25 - Platform resurfaced - that aspect complete.	Office of CEO	On Track	75%	30/08/24	30/06/25
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	Completed	Items on order. 23/04/2025 - EMCCS following up on order. 19/05/2025 - completed.	Corporate & Community Services	Complete	100%	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	\$21,750.00	\$23,595.45	\$1,404.55	Low	Yet to commence Quote for new laptops requested 08/04/2025. 34/04/2025 EMCCS following up on quote. 12/05/2025 RFQ issued via VendorPanel, closing 23/05/2025.	Corporate & Community Services	On Track	75%	30/08/24	30/06/25
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	\$32,412.73	\$32,412.73	\$2,587.27	Medium	P/O issued March 2025, delivery expect mid May2025	Technical & Rural Services	On Track	90%	30/08/24	30/06/25
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

	Project Title/Task	COA	Job	Original Budget Adopted by Council	Current Budget varied by Council	Actual Exp / Income to 31/05/25	Outstanding PO Exp to 31/05/25 (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
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	Completed	P/O issued to AFGRI. Expected delivery date for the grader is April 2025. 4/4/25 Currently being registered, mid April delivery. 15/7/25 New Grader delivered.	Technical & Rural Services	Complete	100%	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	-\$52,000.00	-\$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	-\$17,154.00	NA	-\$17,154.00	\$2,154.00	Medium	To be disposed of when new is delivered May 2025	Technical & Rural Services	On Track	90%	30/08/24	30/06/25
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	Completed	To be auctioned when new trailers arrive April 2025 15/4/25 Trailer sent to public auction. 6/5/25 Auction finished 6/5/25, awaiting outcome. 8/5/25 Sold for \$32,000 which is \$17k above the budgeted amount minus auction fees.	Technical & Rural Services	Complete	100%	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	Completed	To be auctioned when new trailers arrive April 2025 15/4/25 Trailer sent to public auction. 6/5/25 Auction finished 6/5/25, awaiting outcome. 8/5/25 Sold at auction for \$30,000 which is \$15k above the budgeted amount minus auction fees.	Technical & Rural Services	Complete	100%	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 6/5/25 to be auctioned May / June 2025	Technical & Rural Services	On Track	90%	30/08/24	30/06/25
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	2050120	\$106,000.00	\$106,000.00	\$95,831.82	\$0.00	\$95,831.82	\$10,168.18	Low	Being acquitted	Development & Regulatory Services	On Track	95%	01/07/24	30/06/25
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 10/04/2025 - discussed progress with MCYS and CEDC - currently looking at options for external assistance to facilitate completion. 09/06/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025.	Corporate & Community Services	No Longer Proceeding This Budget	10%	01/07/24	30/06/25
134																
135																
136																
137																
138																
139																
140																
141																

### 10.3.3 SHIRE OF NARROGIN DIFFERENTIAL RATING 2025/26

File Reference	12.4.1
Disclosure of Interest	Neither the Author nor the Authorising Officer has any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	3 June 2025
Author	Belinda Knight – Acting Manager Corporate Services
Authorising Officer	Ian Graham – Executive Manager Corporate & Community Services
<b>Attachments</b> 1. Modelled Rates Income and Parameters; and 2. Notice of Intention to Levy Differential Rates 2025/26.	

#### Summary

This agenda item outlines the process of setting of Gross Rental Valuation (GRV) Differential Rates for the 2025/26 financial year and the advertising of the Shire's Notice of Intention to Levy Differential Rates for 2025/26.

#### Background

During the merger negotiations between the former Town of Narrogin and former Shire of Narrogin, it was agreed to a phasing-in period of ten (10) years to achieve the same GRV rate in the dollar between the Shire and Town ratepayers. It was also agreed that the Shire's Highbury residents GRV Minimum would be set to 75% of the Town's Minimum Payments at year 10. To achieve this outcome, differential rating for GRV properties was introduced in the 2016/17 financial year. The parity rate increase will be in addition to any across-the-board rating increase that are imposed on all rate payers.

Differential rating is required when a local government wishes to have two or more different rates in the dollar for the same rating category i.e., Unimproved Valuation (UV) or GRV. The Local Government Act (WA) 1995 sets out which characteristics must be used to determine how individual rating assessments can be grouped together.

Those approved characteristics can be summarised as follows:

- Town planning zone;
- Purpose or land usage;
- Vacant land, and
- Newly amalgamated/merged local governments.

The *Local Government Act 1995* places several constraints on the setting of both a differential rate in the dollar and differential minimum payments as well as advertising and other reporting requirements.

To achieve the agreed 10-year rate parity, Council has adopted Policy 3.6 Rating – Merger Parity Transition. This policy describes the methodology of achieving rating equity between the two former local Governments.



The transition period in the policy was subsequently extended to eleven (11) years due to the Covid-19 pandemic and the decision by Council not to increase rates in the 2020/21 financial year. The 2025/26 financial year is the tenth year of implementation of the MOU agreement.

Whilst the policy reflects the Memorandum of Understanding between the former Shire of Narrogin and former Town of Narrogin (MOU), Council should be aware that *Local Government (Financial Management) Regulations 1996*, Regulation 52A - Characteristics prescribed for differential general rates (*Local Government Act 1995* s. 6.33) limits the use of those characteristics described in the MOU for a maximum of five (5) years.

It should be noted the current land zoning and land usage allows the continuation of arrangements negotiated in the MOU and carried forward into Council Policy 3.6 – Merger Parity Transition.

## Consultation

Consultation has been undertaken with the following officers:

- Elected Members via the Monthly Briefing Session held in May;
- Chief Executive Officer;
- Executive Manager Corporate & Community Services; and
- Acting Manager Corporate Services.

## Statutory Environment

*Local Government Act 1995:*

- Section 6.32 Rates and service charges;
- Section 6.33 Differential general rate;
- Section 6.35 Minimum payment;
- Section 6.36 Local government to give notice of certain rates;
- Section 5.63 (1)(b) Some interests need not be disclosed; and
- Local Government (COVID19 Response) Order 2020 (Order) published 8 May 2020.

*Local Government (Financial Management) Regulations 1996:*

- Part 3 - 23 Rates information required;
- Part 5 - 52A Characteristics prescribed for differential general rates (Act s. 6.33); and
- Part 5 - 56 Rate notice, content of etc. (Act s. 6.41).

Department of Local Government, Sport and Cultural Industries' Rating Policies:

- Differential Rates; and
- Minimum Payments.

The proposed differential rate schedule must be advertised for a minimum of 21 days. This period allows ratepayers the ability to consider the proposed rates and make any submissions prior to Council adopting the rates in the dollar as part of the budget adoption process.

The first day it is possible to publicly advertise the proposed rates in dollar, is Thursday 19 June 2025 and allowing for 21 full days, the submission period would end on Friday 11 July 2025.

As the highest rate in the dollar in each rating class is not more than twice the lowest, Ministerial approval is not required.

## Policy Implications

Council Policy 3.6 Rating – Merger Parity Transition. This policy describes the methodology of achieving rating equity between the two former local Governments.

## Sustainability & Climate Change Implications

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

*Economic* - The proposed differential rates may affect ratepayers in the community, including external businesses and landowners, by altering their rates burden. However, the changes are modest and part of a long-term transition strategy. There are no significant adverse economic impacts expected.

*Social* - The rating structure supports equity across urban and rural communities through a transitional approach consistent with merger agreements. There are no significant identifiable negative social impacts arising from adoption of the officer's recommendation.

## Financial Implications

The rate level set by Council will underpin its ability to provide services and facilities for the 2025/26 Financial Year (and into the future).

The annualised Consumer Price Index (CPI) for March 2025 (Perth) is 2.9% pa. The estimated Local Government Cost Index for 2025/26 is 3.2% and in early June 2025 the Fair Work Commission announced a 3.5% increase to the National Minimum Wage and minimum award wages.

Council Policy prescribes the parity annual percentage increase as described below:

Annual Parity Factor Compounding % Increase	Annual % Increase - Compounding
Unimproved Value	3.21%
Unimproved Value - Minimum	5.48%
Gross Rental Value	6.92%
Gross Rental Value - Minimum	5.48%
Minimum – Rural Townsite (75%) Lesser Minimum	2.49%

Three (3) rating models have been prepared using the methodology (Attachment 1) of Council Policy 3.6 Rating – Merger Parity Transition which has premised an overall rate revenue increase of 3% (Model A), 4% (Model B) or 4.5% (Model C). Due to the compounding differentials mentioned above, the effective rate increase for the majority of urban ratepayers of the Shire of Narrogin, will be in the order of 3.7%. On an average household rates bill in the Shire of Narrogin, this equates to \$62.90 per annum, \$1.21 per week, or approximately, the cost of a cup of coffee per month.

Unimproved Valuations (UV) are reviewed by Landgate annually. For 2025/26 the UV valuations have increased overall by 20.12% and take effect from 1 July 2025. Valuation changes for individual assessments may vary affecting ratepayers differently, either positively or negatively.

Gross Rental Valuations (GRV) are reviewed by Landgate every five (5) years, with the last revaluation being dated 1 August 2023 with effect from 1 July 2024 for 2024/25. Valuation changes for individual assessments may vary affecting ratepayers differently, either positively or negatively.

In accordance with Council practice, annual valuation movements have been factored back to eliminate any increase/decrease in Shire rate revenue from such valuation changes. Rate in the dollar changes are based on the factor back figure.

### 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

### Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Council does not endorse the rate in the dollar recommendation, resulting in reduced proposed revenue for 2025/26.	Rare (1)	Minor (2)	Low (1-4)	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 two (2) 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

Model C (Attachment 1) is the preferred funding model as it allows for satisfactory levels of asset management to occur and community service levels to be maintained. The Administration is recommending Model C for advertising.

## Voting Requirements

Simple Majority

### OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 180625.05

Moved: Cr Pomykala

Seconded: Cr Fisher

That with respect to the differential rating proposed for the Financial Year 2025/26, Council:

- 1) Advertise its intention, in accordance with section 6.36 of the *Local Government Act 1995*, to adopt the following rates in the dollar and minimum rates for the differential rating categories specified for the 2025/26 Financial Year:

Rating Class	Rate in the Dollar	General Minimum Payment \$	Lesser Minimum Payment \$
Urban Gross Rental Value	12.2860c	1,360	N/A
Rural Gross Rental Value	10.8818c	1,270	985

- 2) Adopt the Objects and Reasons for the proposed Differential Rates as per Attachment 2.

**CARRIED 6/0**

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

Against: Nil

Rating Income					
Differential Rating Category	Previous year (2024/25)	Rates adjustment to bring to 2024/25 Income (0% increase)	A	B	C
			3.0%	4.0%	4.5%
Rates Income Models					
GRV - Urban	4,280,233	4,283,552	4,407,791	4,450,696	4,473,363
Percent Increase		0.00%	2.90%	3.79%	4.26%
GRV - Rural	165,483	165,483	181,499	183,206	184,021
Percent Increase		0.00%	9.68%	9.76%	10.12%
UV	1,594,303	1,594,395	1,692,553	1,709,865	1,718,188
Percent Increase		0.00%	6.16%	6.82%	7.24%
TOTAL RATES	6,040,219	6,043,430	6,281,843	6,343,767	6,375,572

Rating Parameters					
Differential Rating Category	Previous year (2023/24)	Rates adjustment to bring to 2024/25 Income (0% increase)	A	B	C
			3.0%	4.0%	4.5%
GRV – Urban					
Rate in \$	11.1800		12.1090	12.2275	12.2860
Minimum	1,299.00		1,325.00	1,340.00	1,360.00
GRV – Rural					
Rate in \$	10.3079		10.7353	10.8330	10.8818
Minimum	1,095.00		1,250.00	1,265.00	1,270.00
Minimum	930.00		972.00	980.00	980.00,
UV					
Rate in \$	0.3543		0.3356	0.3389	0.3430
Minimum	1,095.00		1,250.00	1,265.00	1,270.00



## NOTICE OF INTENTION TO LEVY DIFFERENTIAL RATES 2025/26

INCLUDING STATEMENT OF RATING INFORMATION

JUNE 2025



## NOTICE OF INTENTION TO LEVY DIFFERENTIAL RATES 2025/26

In accordance with section 6.36 of the Local Government Act 1995, the Shire of Narrogin hereby gives notice of its intention to impose the following differential rates and minimum payments.

Rate Code Description	Rate in the \$	Minimum Payment \$
GRV Urban	12.2860c	1,360.00
GRV Rural	10.8818c	1,270.00
GRV Rural – Highbury Townsite	10.8818c	985.00

The figures shown above are estimates and may change as part of Council deliberations after consideration of any submissions and the requirements of meeting the next year's Budget.

Electors and Ratepayers are invited to make written submissions on the proposed differential and minimum rates and any related matters for Council's consideration by **4:00pm Friday 11 July 2025** via email [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au). Alternatively, they can be submitted to the undersigned before the due date.

Electors and ratepayers may view a document describing the objects and reasons for each proposed rate and the minimum payment at the Shire of Narrogin offices and libraries during normal working hours or at <https://www.narrogin.wa.gov.au/news/>.

Dale Stewart  
**Chief Executive Officer**  
Shire of Narrogin  
PO Box 1145 Narrogin WA 6312  
[enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)  
[www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)

## **SUPPORTING STATEMENT OF RATING INFORMATION 2025/26**

### **(Including Objects and Reasons for the Rating Structure)**

This Statement is published by the Shire of Narrogin in accordance with Section 6.36 of the Local Government Act 1995 to advise the public of its objectives and reasons for implementing differential rates.

The purpose of levying property rates is to meet Council's budget requirements in each financial year and in future periods, to deliver services, facilities and community infrastructure to the district as a whole. Property valuations provided by the Valuer General (Landgate) are used as the basis for the calculation of rates each year.

Section 6.36 of the Local Government Act provides the ability to differentially rate properties based on certain characteristics. The application of differential rating maintains equity in the rating of properties across the Shire.

During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former Shire Rate Payers will be provided a 10-year period to achieve rating parity with the former Town of Narrogin Rate Payers. It is noted that 2024/25 will be the eighth year of this 10-year period.

### **Powers to Rate Property**

There are two property valuation methods available under Section 6.28 of the Act, Gross Rental Value (GRV) and Unimproved Value (UV).

GRV is 'the gross annual rental that the land might reasonably be expected to realise if let on a tenancy agreement from year to year upon condition that the landlord is liable for all rates, taxes and other charges thereon and the insurance and other outgoings necessary to maintain the value of the land'.<sup>1</sup>

UV land is 'valued as if it has had no improvements (as though) it remains in its original, natural state, any land degradation is taken into account'.<sup>1</sup>

As a default, a local government sets a single general rate in the dollar for each valuation type (GRV and UV). This is termed a uniform general rate in the valuation dollar and applied to all properties within a valuation type regardless of their land use.

Rather than adopting a single uniform general rate, a local government may apply different rates in the dollar within either valuation category (GRV or UV). A differential rate can be applied using the following characteristics, or combination thereof:

- The zoning of the land;
- The predominant use (as determined by the local government);
- If the land is vacant or not.

Location can only be used as a characteristic in setting a differential rate in very limited circumstances (namely a Lesser minimum rate).

<sup>1</sup> Landgate, Rating and Taxing Valuations Publication , February 2012



### **Objections and Appeals to a Valuation**

Objections to valuations must be lodged with the Valuer General's Office within 60 days after issue of the rates notice. Rates are still required to be paid by the due date if an objection is lodged with a refund paid if the objection is successful. Forms are available from the Shire Office or on the Shire website.

Under the provisions of the Local Government Act 1995, a property owner is able to lodge an objection to rates imposed by a Council on the following grounds:

- There is an error on the rate assessment, either in respect to the owners or property details; or
- The characteristics of the land differ from that used in the differential rating system.

The objection is to be received within 60 days of the issue of the rate notice. Please contact Landgate staff if you would like to discuss this matter further.

### **Exemptions, Instalments, Concessions and Waivers**

The Shire requires organisations seeking exemption from rates in accordance with section 6.26 of the Act to make application to the Council for determination.

The Shire will provide concessions to Pensioners in accordance with the requirements of the Rates and Charges (Rebates and Deferrals) Act 1992.

The Council will offer two rate payment options as follows:

- Payment in full 35 days after the date of service appearing on the rate notice; and
- Four instalments.

Interest on overdue rates not paid in accordance with the two payment options will be subject to an overdue interest rate set by the Council at the time of adoption the annual budget.

Ratepayers with unpaid and overdue rates may be offered a scheme of arrangement for payment, subject to the approval of the Chief Executive Officer.

### **GROSS RENTAL VALUES (GRV)**

The Local Government Act 1995 provides that properties of a non-rural purpose be rated using the Gross Rental Valuation (GRV) as the basis for the calculation of annual rates. Property values are independently assessed for all GRV properties every five years in rural (non-metropolitan) areas of WA.

The base GRV valuation is effective from 1 July 2024. Interim valuations are provided to the Shire regularly by the Valuer General if changes, such as subdivisions or strata title of property, amalgamations, building constructions, demolition, additions and/or property rezoning occur during the year. In such instances, the Shire amends the valuation on record and recalculates the rates for the affected properties for the purpose of issuing an interim rate notice.

The general rates for the 2025/26 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

### GRV – Differential Rates

The Council intends to adopt differential rating principles for GRV category properties based upon the land use as follows:

#### GRV Urban

GRV properties used as General Residential, Commercial, Vacant, Miscellaneous, Multi Residential, Industrial under the former Town of Narrogin's Town Planning Scheme No 2.

#### Objects and Reasons

To allow the Shire to impose a higher rate in the dollar to the GRV - Urban ratepayers to allow the phasing in of rate parity with Urban Ward ratepayers.

During the merger negotiations between the former Shire and Town of Narrogin, it was agreed that the former Shire ratepayers will be allowed a 10-year period to achieve rating parity with the former Town of Narrogin Rate Payers.

Differential Rate Category	Rate in the \$	General Minimum Payment
GRV Urban	12.2860c	\$1,360.00

#### GRV Rural

GRV Properties zoned Rural Townsite, Industrial and Special Rural under the former Shire of Narrogin's Town Planning Scheme No 2.

#### Objects and Reasons

To allow the Shire to set a lower rate in the dollar to GRV - Rural ratepayers to allow for the phasing in of rating parity over a 10-year period.

During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former Shire Rate Payers will be allowed a 10-year period to achieve rating parity with the former Town of Narrogin Rate Payers.

Differential Rate Category	Rate in the \$	General Minimum Payment
GRV Rural	10.8818c	\$1,270.00

### UNIMPROVED VALUES (UV)

The Shire does not intend to differentially rate UV category properties.

#### Minimum Payments

Applying a minimum payment seeks to ensure all ratepayers contribute to basic services and facilities and Council has determined two levels of General minimums and one Lesser minimum.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

#### Lesser Minimum Payment

A Lesser minimum of \$985.00 is proposed for assessments in the Highbury Townsite. During the merger negotiations between the Shire and Town of Narrogin, it was agreed that the former

Shire Ratepayers will be allowed a 10-year period to achieve rating parity with the former Town of Narrogin Ratepayers to reflect their smaller impact on services.

End

### 10.3.4 COMMONWEALTH HOME CARE PACKAGE (CHCP) FEES & CHARGES FOR 2025-26 ANNUAL BUDGET

File Reference	12.4.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	6 June 2025
Author	Ian Graham – Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
<b>Attachments</b> 1. Amended Commonwealth Home Care Package (CHCP) Fees & Charges for Budget 2025/26	

#### Summary

Following the announcement of the deferment of the commencement of the new Aged Care Act 2024 and Support at Home, Shire Administration reviewed the adopted fees and charges and determined that a schedule of fees and charges is required for CHCP for the period 1 July 2025 to 31 October 2025. The fees and charges subsequently now recommended are the 2024/25 CHCP Fees and Charges, plus a CPI increase of 4% being applied.

#### Background

At the Ordinary Council Meeting held on 28 May 2025, Council adopted the proposed 2025/26 Fees and Charges as per Council Resolution 280525.11.

The adopted 2025/26 Fees and Charges included new fees and charges for Commonwealth Home Care Packages (CHCP) as per the requirements of the new Aged Care Act 2024 and Support at Home (replacing CHCP), which were to take effect from 1 July 2025.

On the 4 June 2025 the Shire received advice from the Department of Health, Disability and Ageing as follows:

*The Australian Government has announced that the new Aged Care Act 2024 will be briefly deferred. The government will recommend to the Governor-General, Her Excellency the Honourable Sam Mostyn AC, that she proclaim the commencement of the new Act to be to 1 November 2025.*

#### Consultation

In reviewing the requirement for a schedule of 2025/26 CHCP fees and charges, the following consultation occurred:

- Chief Executive Officer;
- Acting Manager Corporate Services;
- Manager Community Services; and
- Homecare Services Coordinator.

## Statutory Environment

*Local Government Act 1995*, Section 6.16 (Imposition of Fees and charges), 6.17 (Setting level of fees and charges) and 6.19 (Local government to give notice of fees and charges). *Local Government Act 1995*, Section 1.7 (Local public notice).

## Policy Implications

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

## Sustainability & Climate Change Implications

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

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

*Social* - The officer's recommendation ensures service continuity for vulnerable older residents. By maintaining fair and predictable fee structures for the transition period (with only a CPI adjustment), the recommendation supports community wellbeing and service access.

## Financial Implications

The revenue raised from fees and charges set by Council will underpin to a degree, its ability to provide services and facilities for the following financial year and into the future.

## 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 effectively review the Shire's Fees and Charges for 2025/26 could result in undercharging, which would have a detrimental effect on service sustainability and subsequent additional draw on municipal funds.	Unlikely (2)	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 six (6), has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

## Comment/Conclusion

A proposed 2025/26 Schedule of CHCP Fees and Charges is attached.

## Voting Requirements

Absolute Majority

### OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 180625.06

Moved: Cr Broad

Seconded: Cr Bartron

That with respect to the proposed 2025/26 Schedule of Fees and Charges for Commonwealth Home Care Packages for the 2025/26 Annual Budget (Attachment 1), Council:

- 1) Include the Fees and Charges in the 2025/26 Annual Budget; and
- 2) Undertake advertising by local public notice, pursuant to Section 6.19 of the *Local Government Act 1995*, for the information of the public, prior to 30 June 2025, enabling them to take effect on and from 1 July 2025.

**CARRIED BY ABSOLUTE MAJORITY 6/0**

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

Against: Nil

## DRAFT Schedule of Fees and Charges 2025/26

DESCRIPTION	Legislative Authority	GST (inc)	Statutory fee "S"	Statutory fee by law "Public Disclosure Statement"	2024/25	Proposed 2025/26	Comment	Responsible Executive	Responsible Officer	Income GL/Job	% Increase
COMMONWEALTH HOME CARE PACKAGES (CHCP)											
Admin fee (client cost Package Management)	S3.3 ACA		S		10%	10%		EMCCS	MCYS	3080400	
Co-ordination fee (Care Management)	S3.3 ACA		S		20%	20%		EMCCS	MCYS	3080400	
Personal Care	S3.3 ACA				\$90.00	\$94.00	Increase applied and rounded	EMCCS	MCYS	3080400	4%
Home Maintenance	S3.3 ACA				\$90.00	\$94.00	Increase applied and rounded	EMCCS	MCYS	3080400	4%
Support worker (week day) per hour (include DA & SSI)	S3.3 ACA				\$85.00	\$88.00	Increase applied and rounded	EMCCS	MCYS	3080400	4%
Support worker (week day after 7pm) per hour (include Personal Care and Home Maintenance)	S3.3 ACA				\$95.00	\$100.00	Increase applied and rounded	EMCCS	MCYS	3080400	5%
Support worker (Saturday)	S3.3 ACA				\$125.00	\$130.00	Increase applied and rounded	EMCCS	MCYS	3080400	4%
Support worker (Sunday) per hour	S3.3 ACA				\$150.00	\$156.00	Increase applied and rounded	EMCCS	MCYS	3080400	4%
Support worker (Public Holiday) per hour	S3.3 ACA				\$170.00	\$176.00	Increase applied and rounded	EMCCS	MCYS	3080400	4%
Social Support Group Weekdays (per day) (km will be charged separately for 40km+)	S3.3 ACA				\$160.00	\$166.00	Increase applied and rounded	EMCCS	MCYS	3080400	4%
Social Support Group Weekdays (per half day) (km will be charged separately for 40km+)	S3.3 ACA				\$70.00	\$73.00	Increase applied and rounded	EMCCS	MCYS	3080400	4%
Social Support Group (Saturday) per day	S3.3 ACA				\$240.00	\$250.00	Increase applied and rounded	EMCCS	MCYS	3080400	4%
Social Support Group (Sunday and Public Holidays) per day	S3.3 ACA				\$280.00	\$290.00	Increase applied and rounded	EMCCS	MCYS	3080400	4%
Shoppers Bus Support Group	S3.3 ACA				\$45.00	\$47.00	Increase applied and rounded	EMCCS	MCYS	3080400	4%
Social Support Group transport 0 - 10km per trip (Driver Included) (Base Rate)	S3.3 ACA				\$42.00	\$44.00	Increase applied and rounded	EMCCS	MCYS	3080400	5%
Social Support Group Transport per trip 11 - 20 kms Driver Included	S3.3 ACA				\$62.00	\$65.00	Increase applied and rounded	EMCCS	MCYS	3080400	5%
Social Support Group Transport per trip 21- 40kms Driver Included	S3.3 ACA				\$82.50	\$86.00	Increase applied and rounded	EMCCS	MCYS	3080400	4%
Travel per service over 40 kms per km: <b>Note:</b> the applicable Support Worker Charge will also be incurred.	S3.3 ACA				1.45 per km	\$1.55 per km	Increase applied and rounded	EMCCS	MCYS	3080400	0%
Meals delivered by NRHC	S3.3 ACA				\$36.50	\$38.00	Increase applied and rounded	EMCCS	MCYS	3080400	4%
Travel per service per one way 0 - 10kms (Driver included) (Base Rate)	S3.3 ACA				\$42.00	\$44.00	Increase applied and rounded	EMCCS	MCYS	3080400	5%
Transport per service, one way 11 - 20 kms Driver Included	S3.3 ACA				\$62.00	\$65.00	Increase applied and rounded	EMCCS	MCYS	3080400	5%
Transport per service, one way 21-40 kms Driver included	S3.3 ACA				\$82.50	\$86.00	Increase applied and rounded	EMCCS	MCYS	3080400	4%
Travel per service over 40 kms per km. <b>Note: the applicable Support Worker Charge will also be incurred.</b>	S3.3 ACA				1.45 per km	\$1.55 per km	Increase applied and rounded	EMCCS	MCYS	3080400	0%
Clinical Nursing Care	S3.3 ACA				\$170.00	\$180.00	Increase applied and rounded	EMCCS	MCYS	3080400	6%

### 10.3.5 ANNUAL (NON RATE) DEBTORS REVIEW / WRITE OFF REPORT

File Reference	12.7.1
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	6 June 2025
Author	Belinda Knight – Acting Manager Corporate Services
Authorising Officer	Ian Graham – Executive Manager Corporate & Community Services
Attachments 1. Non-Rate Debtor Write Offs - Confidential Attachment (under separate cover)	

#### Summary

The following information is presented to Council for authorisation to write off any sundry outstanding debts.

#### Background

As part of the preparation of the Shire's end of year finance accounts, a review of the Shire's outstanding sundry debts has been undertaken.

All outstanding sundry debtor invoices followed the Shire's debt recovery process, including an offer to contact the Shire should the customer be experiencing any difficulty in making payment. No further action was taken with the invoices as it would cost the Shire more in debt recovery costs than the outstanding amounts.

#### Consultation

Consultation has been undertaken with the following Officers:

- Executive Manager Corporate & Community Services;
- Manager Community Services; and
- Senior Ranger.

#### Statutory Environment

Sections 6.5 and 6.10 relate, further, 6.12 (1) (c) of the *Local Government Act 1995* states that “a local government may write off any amount of money, which is owed to the local government”.

Further, Regulation 42 (d) of the *Local Government (Financial Management) Regulations 1996*, requires the local government to report any rate or prescribed service charges write-offs in their annual report.

Unrecoverable debts up to the individual value of \$100.00 may be written off under Council Delegation 3.7, whilst those over \$100.00 are to be brought to Council for write off on at least an annual basis pursuant the Shire's Compliance & Governance Calendar.



## Policy Implications

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

## Sustainability & Climate Change Implications

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

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

*Social* - The write-off of small, unrecoverable debts acknowledges administrative efficiency and fairness. There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

## Financial Implications

Details of the proposed write offs are shown in the Confidential Attachment. If authorised, the write-offs will reduce the revenue expected to be collected in the 2024/25 financial year by \$436.50.

## 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

## Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Whilst the amount is relatively small, if the Council does not write off debts deemed by management as uncollectable it could result in the Shire incurring additional irrecoverable costs in attempting to collect, and or artificially raises the end of year surplus position, giving an inflated view of that position.	Rare (1)	Minor (2)	Low (1-4)	Asset Sustainability	Proceed with the proposed write-offs.

## 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 two (2) 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 debts requested to be written off in this report are deemed irrecoverable and considered to be minor in value. Please refer to the confidential Attachment 1 provided for details.

## Voting Requirements

Simple Majority

### OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 180625.07

Moved: Cr Fisher

Seconded: Cr Pomykala

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

- 1) Authorise the Administration to write off amounts deemed uneconomic to recover, totaling \$436.50 as per Confidential Attachment 1; and
- 2) Request the Administration to ensure that any write-offs related to rates or prescribed service charges are referenced in the Annual Financial Report, as required by the aforementioned regulation.

**CARRIED 6/0**

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

Against: Nil

### 10.3.6 CORPORATE BUSINESS PLAN – 2025 REVIEW

File Reference	4.2.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	9 June 2025
Author	Ian Graham – Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Corporate Business Plan 2025-2029	

#### Summary

To consider the annual review of the Corporate Business Plan as required by the *Local Government Act 1995*.

#### Background

The Corporate Business Plan (CBP) and the Strategic Community Plan are two core components of integrated planning for the future. They are supported by informing strategies such as the Long Term Financial Plan, Workforce Plan and Asset Management Plans.

#### Consultation

Consultation has been undertaken with the following Officers:

- Chief Executive Officer;
- Executive Manager Technical & Rural Services;
- Executive Manager Development & Regulatory Services;
- Acting Manager Corporate Services; and
- The Management Leadership Team.

#### Statutory Environment

The following legislation applies:

- *Local Government Act 1995*:
  - Section 5.56 (1) – A local government is to plan for the future of the district.
  - Section 6.2 – Local government to prepare annual budget.
- *Local Government (Administration) Regulations 1996*:
  - Regulation 19DA (4) – A local government is to review the current corporate business plan for its district every year.

#### Policy Implications

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

### Sustainability & Climate Change Implications

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

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

*Social* - The Corporate Business Plan reflects strategic priorities that support social cohesion and community services. There are no significant identifiable negative social impacts arising from adoption of the officer's recommendation.

### Financial Implications

All the proposed modifications for year 1 of the CBP will be reflected in the Draft Annual Budget for 2025/26.

### 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)
That the Council does not adopt the Corporate Business Plan at (all) or delaying its adoption, resulting in non-compliance with the <i>Local Government Act 1995</i> and/or delay in the adoption of the Budget.	Possible (3)	Minor (2)	Medium (5-9)	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; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of six (6) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

## Comment/Conclusion

The current Corporate Business Plan was adopted by Council on 26 June 2024.

The Plan has been updated by:

- Forecast Statement of Funding and Capital Program:
  - Updating of 2025/26, 2026/27 and 2027/28 financial data from the current Long Term Financial Plan; and
  - Inclusion of 2028/29 financial data from the current Long Term Financial Plan.
- Service Delivery:
  - Updating of 2025/26, 2026/27 and 2027/28 planned actions; and
  - Inclusion of 2028/29 planned actions.

The Capital Projects have been amended to consider projects brought forward or deferred.

Approximately \$34.5M of capital spend, has been identified for capital projects in 2025/26 and proposed works and projects in the Corporate Business Plan include:

- Roads to Recovery, Regional Road Group and Municipal Funded Road Works;
- Various Footpath Projects;
- Plant Purchases as per the adopted Plant Replacement Program;
- Installation of Solar PV and Roof Purlin repairs at the Narrogin Regional Leisure Centre;
- Football Pavilion;
- Housing Development;
- Joint SES and BFB Building;
- Re-roofing of the Shire Administration building; and
- Town Hall upgrades.

## Voting Requirements

Absolute Majority

### **OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 180625.08**

Moved: Cr Bartron

Seconded: Cr McNab

That pursuant to regulation 17DA (4) of the *Local Government (Administration) Regulations 1996*, Council adopt the Corporate Business Plan 2025-2029 as presented.

**CARRIED BY ABSOLUTE MAJORITY 6/0**

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

Against: Nil



## Corporate Business Plan 2025 – 2029 DRAFT





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Review adopted at Ordinary Meeting of Council held 27 June 2018

Review adopted at Ordinary Meeting of Council held 24 July 2019

Review adopted at Ordinary Meeting of Council held 28 July 2020

Review adopted at Ordinary Council Meeting held 27 July 2022

Review adopted at Ordinary Council Meeting held 24 May 2023

Review adopted at Ordinary Council Meeting held 26 June 2024

Review presented to Ordinary Council Meeting held 18 June 2025





## ***Our Vision:***

***“A leading regional economic driver and a socially interactive and inclusive community”***

**Our 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.

## Foreward

The Strategic Community Plan outlines community long term (10+ years) vision, values, aspirations and priorities, with reference to other Shire plans, information and resourcing capabilities.

This plan, the Corporate Business Plan, provides the internal business planning tool that translates Council priorities into operations within the resources available. It details the services, operations, projects, and the associated cost, the Shire intends to deliver over the next four years.



Leigh Ballard  
Shire President

18 June 2025



Dale Stewart  
Chief Executive Officer

*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.*

# Planning Framework

This Corporate Business Plan 2025-2029, together with the Strategic Community Plan 2017-2027, is the Shire of Narrogin's Plan for the Future and has been prepared to achieve compliance with *the Local Government (Administration) Regulations 1996*.

Under *Local Government (Administration) Regulations 1996* Regulation 19DA (3),

"A Corporate Business Plan for a district is to:

- a) set out, consistently with any relevant priorities in the Strategic Community Plan, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning."

In the preparation of the annual budget the local government is to have regard to the contents of the Plan for the Future as per Section 6.2(2) of the *Local Government Act 1995*.

Development of the Plan has also been influenced by the Department of Local Government, Sport and Cultural Industries Framework and Guidelines for Integrated Planning and Reporting.

## Strategic Community Plan

The Narrogin community had a strong involvement and voice in the development of the Strategic Community Plan. Commencing in January 2017, the community were invited to share their visions and aspirations for the future of Narrogin, and the Plan has subsequently been reviewed and updated to reflect the community aspirations.

The community shared what they considered most special about the district and their aspirations for the future. The sense of community and a country town feel was highly regarded along as was the multicultural community and the history of the district. It was evident the community values their natural environment and the many native reserves. High quality regional sporting and recreation facilities, along with medical and education services available in Narrogin were also important.

The community strongly identified their desire for further economic development, supporting current local industry whilst pursuing opportunities for economic diversity and growth.

This information provided a valuable insight into the key issues and aspirations, as perceived by the local community. Importantly for the Council, these views have helped establish clear priorities and shaped the visions, values, objectives and strategies contained within the Strategic Community Plan 2017 - 2027.

# Planning Framework (continued)

## Corporate Business Plan

Achieving the community's vision and the Shire's strategic objectives requires the development of actions to address each strategy contained within the Strategic Community Plan. Careful operational planning and prioritisation is required to achieve the outcomes due to the constraints of limited resources. This planning process is formalised by the development of this Corporate Business Plan. The Corporate Business Plan then, in turn, converts the Strategic Community Plan into action via the adoption of an Annual Budget.

The Corporate Business Plan must be reviewed annually to assess the progress of projects and realign the Plan's actions and priorities based on current information and available funding.

Actions requiring funding will only be undertaken once approved within the statutory budget and subject to funding availability. Along with achieving the community aspirations and objectives the Corporate Business Plan draws on information contained within the following strategic documents.

## Asset Management Plans

The Shire has developed Asset Management Plans for major asset classes in accordance with the Asset Management Policy. The Asset Management Plans form a component of an overall Asset Management Strategy which addresses the Shire's current asset management processes and sets out the steps required to continuously improve the management of Shire controlled assets.

Capital renewal estimates contained within the Asset Management Plans have been considered to the extent the financial and workforce resources are available to enable the renewals to occur.

## Workforce Plan

The Workforce Plan provides the workforce management and resource strategies necessary to deliver the objectives, outcomes and strategies of the Shire's Strategic Community Plan.

Workforce issues have been considered during the development of this Corporate Business Plan and the financial impacts of the Workforce Plan captured within the Long Term Financial Plan. A combination of workforce and financial constraints has influenced the prioritisation of actions within this Plan.

## Long Term Financial Plan

The Shire of Narrogin is planning for a positive and sustainable future. The Shire seeks to maintain, and where possible, improve service levels into the future while maintaining a healthy financial position.

During the development of this Corporate Business Plan, the Long Term Financial Plan was updated to confirm the financial capability to undertake the planned actions and ensure integration with this Plan. The results of this update are reflected within the Forecast Statement of Funding on the following page.

## Review of Plan

In accordance with statutory requirements, the Corporate Business Plan is reviewed and updated annually. The review of this Plan occurred following a major review of the Strategic Community Plan in 2017.

## Forecast Statement of Funding

The following Statement is extracted from the Long Term Financial Plan and draft budget 2025/26 to provide an indication of the activities proposed in the Corporate Business Plan. This forecast is underpinned by a number of assumptions that provide a reasonable estimate of activity and should not be construed as final or relied upon for investment activities.

### RATE SETTING STATEMENT

	2025/26 Estimated	2026/27 Estimated	2027/28 Estimated	2028/29 Estimated
<b>Net current assets at start of financial year - Surplus/(Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>REVENUE</b>				
Governance	\$3,300	\$3,300	\$3,300	\$3,300
General purpose funding	\$2,382,051	\$2,535,578	\$2,742,428	\$3,313,985
Law, order, public safety	\$226,253	\$226,321	\$226,389	\$226,457
Health	\$55,301	\$56,114	\$56,939	\$57,776
Education and welfare	\$2,084,787	\$2,087,497	\$2,115,211	\$2,223,426
Housing	\$23,835	\$24,279	\$24,730	\$25,190
Community amenities	\$1,328,560	\$1,358,760	\$1,385,831	\$1,398,303
Recreation and culture	\$771,521	\$779,622	\$787,808	\$796,080
Transport	\$891,289	\$900,648	\$910,105	\$919,661
Economic services	\$678,864	\$683,141	\$687,445	\$691,776
Other property and services	\$178,258	\$267,564	\$269,222	\$361,508
	<b>\$8,624,020</b>	<b>\$8,922,823</b>	<b>\$9,209,407</b>	<b>\$10,017,461</b>
<b>EXPENSES</b>				
Governance	-\$384,883	-\$388,116	-\$391,376	-\$394,664
General purpose funding	-\$767,683	-\$778,757	-\$779,848	-\$780,939
Law, order, public safety	-\$884,439	-\$900,807	-\$907,293	-\$913,825
Health	-\$329,567	-\$329,962	-\$330,358	-\$330,755
Education and welfare	-\$2,090,674	-\$2,114,836	-\$2,196,557	-\$2,209,759
Housing	-\$103,751	-\$103,200	-\$102,629	-\$102,038
Community amenities	-\$1,643,043	-\$1,653,613	-\$1,689,251	-\$1,680,122
Recreation and culture	-\$5,222,990	-\$5,432,957	-\$5,802,618	-\$5,963,493
Transport	-\$3,899,240	-\$4,064,666	-\$4,023,982	-\$4,192,307
Economic services	-\$1,353,423	-\$1,365,577	-\$1,372,588	-\$1,379,787
Other property and services	-\$30,082	-\$89,943	-\$91,760	-\$93,613
	<b>-\$16,709,774</b>	<b>-\$17,222,434</b>	<b>-\$17,688,258</b>	<b>-\$18,041,304</b>
	<b>-\$8,085,755</b>	<b>-\$8,299,611</b>	<b>-\$8,478,851</b>	<b>-\$8,023,843</b>



**Non-Cash Expenditure and Revenue  
Excluded from Budget (Note 24(a))**

Profit on Asset Disposals	-\$15,000	-\$42,697	-\$43,061	-\$41,656
Movement in liabilities associated with restricted cash	\$15,000	\$10,000	\$12,500	\$10,000
Movement in employee benefit provisions (non-current)	-\$10,590	-\$17,022	-\$8,539	-\$5,149
Loss on disposal of assets	\$30,000	\$32,400	\$32,400	\$32,400
Depreciation on Assets	\$5,247,588	\$4,174,660	\$4,308,694	\$4,339,419
	<b>\$5,266,998</b>	<b>\$4,157,341</b>	<b>\$4,301,994</b>	<b>\$4,335,014</b>

**Investing Activities -Capital  
Expenditure and Revenue**

Non-operating grants, subsidies and contributions	\$20,644,567	\$3,254,443	\$9,637,223	\$986,225
Purchase Land and Buildings	-\$26,570,834	-\$2,650,000	-\$500,000	-\$800,000
Purchase Plant and Equipment	-\$2,359,600	-\$752,500	-\$781,500	-\$542,500
Purchase Furniture and Equipment	-\$265,400	-\$15,000	-\$15,000	\$0
Purchase Infrastructure Assets - Roads	-\$2,695,959	-\$1,581,943	-\$1,449,723	-\$1,763,725
Purchase Infrastructure Assets - Other	-\$2,918,016	-\$411,700	-\$9,372,420	-\$342,320
Proceeds from Disposal of Assets	\$437,000	\$372,000	\$409,500	\$354,000

**Amount Attributable to investing  
activities**

**-\$13,728,242    -\$1,784,700    -\$2,071,920    -\$2,108,320**

**Financing Activities**

Repayment of Debentures	-\$279,183	-\$316,789	-\$334,215	-\$331,419
Proceeds from New Debentures	\$10,533,333	\$0	\$0	\$0
Payments for principal portion of lease liabilities	-\$18,000	\$0	\$0	\$0
Self-Supporting Loan Principal Income	\$0	\$0	\$0	\$0
Transfers to Reserves (Restricted Assets)	-\$675,543	-\$831,667	-\$698,052	-\$1,374,577
Transfers from Reserves (Restricted Assets)	\$685,500	\$522,500	\$466,000	\$415,500

**Amount Attributable to financing  
activities**

**\$10,246,107    -\$625,956    -\$566,267    -\$1,290,496**

**Surplus/(Deficiency) Before Rates**

**-\$6,300,891    -\$6,552,926    -\$6,815,044    -\$7,087,645**

**Add Rates Raised**

**\$6,300,891    \$6,552,927    \$6,815,044    \$7,087,645**

**Net current Assets at 30 June c/fwd -  
surplus (deficit)**

**0    0    0    0**

**Rates Increase:**

**4.00%    4.00%    4.00%    4.00%**

## Capital Program

Capital expenditure activities are summarised below along with an indication of the forecast capital expenditure extracted from the Long-Term Financial Plan.

Key projects within the Plan are:

Description	Proposed Estimates			
	2025/26 \$	2026/27 \$	2027/28 \$	2028/29 \$
<b>05 LAW, ORDER &amp; PUBLIC SAFETY</b>				
Construction of SES & BFB Joint Facilities	4,473,000	0	0	0
SES Building Project	54,724	0	0	0
Additional Public CCTV Cameras	100,000	0	0	0
Acquisition of Incident Control Vehicle	881,900	0	0	0
Acquisition of General Rescue Utility Vehicle	110,200	0	0	0
Drone (Ranger)	5,000	0	0	0
Utility (CESM)	55,000	0	0	55,000
Utility (Ranger)	30,000	0	0	35,000
Utility (Senior Ranger)	45,000	0	0	45,000
Dog Park (Gnarojin Park)	30,000	0	0	0
Dog Pound Improvements	12,000	0	0	0
Speed Signs (x2)	20,000	0	0	0
Future years estimated (other)		0	0	0
<b>08 EDUCATION &amp; WELFARE</b>				
Replacement CATS Vehicle (P14)	35,000	0	0	35,000
Replacement Homecare Minibus (P11)	90,000	0	0	90,000
Future years estimated (other)		0	0	0
<b>09 HOUSING</b>				
Residential Land Acquisition	200,000	0	0	0
Housing Project	12,500,000	0	0	0
Future years estimated (other)		0	0	0
<b>10 COMMUNITY AMENITIES</b>				
Narrogin Cemetery Additional Toilets	90,000	0	0	0
Narrogin Cemetery Stormwater Drain Beautification	18,000	0	0	0
Recycling Shed (Tip Shop)	50,000	0	0	0
Liquid Waste Ponds	35,000	0	0	0
Future years estimated (other)	0	0	0	0
<b>11 RECREATION &amp; CULTURE</b>				
NRLC - Additional CCTV	15,000	0	0	0
NRLC - Foyer A/C Units	23,000	0	0	0
NRLC - 24/7 Gym Access	25,000	0	0	0
NRLC - Replacement Changing Room Bench Seats	13,900	0	0	0
NRLC - Energy Efficiency (Solar) Project	1,070,761	0	0	0
NRLC - Upgrade Project (Swimming pool roof purlins)	2,805,000	0	0	0

Narrogin Speedway Lighting Upgrade	200,000	0	0	0
Ride on Mower (Parks)	10,000	0	0	0
Utility (Turf Curator Parks)	35,000	0	0	35,000
Alby Park - Flagpoles (x3)	10,000	0	0	0
Thomas Hogg Oval - Light Pole Structure Upgrade	10,000	0	0	0
Alby Park - Soundshell	75,000	0	0	0
Hawks Football Pavilion	4,000,000	0	0	0
Gnarojin Park - lighting upgrade	12,000	0	0	0
Sewerage Realignment - Admin Building to Library	147,245	0	0	0
Library - Interactive Panel	6,000	0	0	0
Library - Mobile Shelving	12,500	0	0	0
Narrogin to Williams Rail Trail	400,000	0	0	0
Museum (repairs to wall)	110,000	0	0	0
Town Hall Improvements - Rigging, Lights, Power	81,110	0	0	0
Town Hall Improvements - Reverse Cycle A/C for Mayors Palour	N/A	0	0	0
Town Hall Improvements - Main Switchboard Upgrade	250,000	0	0	0
Town Hall Improvements - Rigging Upgrade	150,000	0	0	0
39, 41-43, & 45 Federal Street - Shire Owned Buildings Façade Refurbishment	30,000	0	0	0
John Higgins Centre - Kitchen Redesign	7,000	0	0	0
Public Art Strategy Implementation	50,000	25,000	25,000	25,000
UGHSA Ablutions and Pitch Resurfacing	0	835,000	0	0
Gymnastics Club relocation	0	1,500,000	0	0
Gnarojin Park re-design and landscape	0	0	8,000,000	0
RSL Refurbishment	0	0	0	300,000
Future years estimated (other)	0	300,000	550,000	500,000
<b>12 CONSTRUCTION MAINTENANCE &amp; TRANSPORT</b>				
<b>RRG Projects</b>				
Clayton Road Rehab SLK 0.0 to 6.3	740,750	0	0	0
Narrogin Harrismith Rehab SLK 28.4 to 30.2	400,000	0	0	0
Future years estimated		532,500	532,500	532,500
<b>Muni-funded Road Projects</b>				
Narrogin Valley Construction SLK 6.3 to 8.3	358,367	0	0	0
Argus Street widening	27,605	0	0	0
Future years estimated		500,000	500,000	400,000
<b>Muni-funded Drainage Projects</b>				
Stormwater Diversion to Railway Dam	10,000	0	0	0
Future years estimated		50,000	70,000	50,000
<b>R2R Projects</b>				
Wagin Wickpin Rd Reseal 0.0 to 2.5	91,350	0	0	0
Narrogin Harrismith Rd Reseal 4.3 to 5.8	105,948	0	0	0



Congelin Rd Reseal 4.3 to 5.8	63,000	0	0	0
Dowsett St Reseal 0.0 to 0.09	3,129	0	0	0
Halo St Reseal 0.0 to 0.1	3,960	0	0	0
Harbour St Reseal 0.0 to 0.05	3,927	0	0	0
Harris St Reseal 0.0 to 0.16	7,392	0	0	0
Hive St Reseal 0.0 to 0.15	4,015	0	0	0
James St Reseal 0.0 to 0.17	8,415	0	0	0
Lydeker Way Reseal 0.0 to 0.41	16,907	0	0	0
Fairway St Reseal 0.39 to 0.72	16,335	0	0	0
Furnival St Reseal 0.0 to 0.05	7,920	0	0	0
Fortune St Reseal 0.3 to 0.53	17,702	0	0	0
Cooraminning Rd Resheet 2.8 to 12.2	198,873	0	0	0
Contine Rd Resheet 5.15 to 7.75	107,113	0	0	0
Narrakine South Rd Resheet 10.0 to 12.50	52,510	0	0	0
Pioneer Drive slip lane	165,740	0	0	0
Havelock Street Culvert Upgrade	295,000	0	0	0
R2R Projects future years estimated		300,000	318,000	330,000
<b>Plant Purchases</b>				
Wheel Loader	350,000	0	0	0
Utility (Construction)	35,000	0	0	35,000
Utility (Building Maintenance)	45,000	0	0	45,000
Trailer 6x4 (Works)	2,500	0	0	0
Plant replacement future years (Plant Rep. Program)		767,500	866,500	407,500
<b>Footpaths</b>				
Footpath Construction Homer St (Grey to Butler)	19,000	0	0	0
Footpath Construction Falcon St (Glyde to Johnston)	27,000	0	0	0
Footpath Construction Narrakine Rd (Clayton to Elliot)	35,000	0	0	0
Footpath Construction Grey St ( Hansard to Homer)	17,010	0	0	0
LED Lighting Upgrade to Footbridge	20,000	0	0	0
Future years estimated		51,700	57,420	67,320
<b>Bridges</b>				
Tarwonga Bridge (4551)	687,000			
Future years estimated		0	0	0
<b>13 ECONOMIC SERVICES</b>				
Narrogin Railway Precinct Pathway	65,000	0	0	0
45 Federal Street renovations	20,000	0	0	0
39-45 Federal Street renovations- repaint exterior	10,000	0	0	0
Façade Refurbishments (Shire owned Buildings)	30,000	0	0	0
Goods Shed - Roof and Wall Restoration	50,000	0	0	0
Caravan Park Accomodation Units	1,830,000	0	0	0

RV Dump Point (Railway Dam)	8,000	0	0	0
Ride on Mower (Caravan Park)	10,000	0	0	0
Future years estimated		75,000	75,000	75,000
<b>14 OTHER PROPERTY &amp; SERVICES</b>				
Re-Roof of Shire Admin Building	140,000	0	0	0
Administration Office - repair cracks in walls	30,000	0	0	0
Administration Office - shade structure at rear over table	10,000	0	0	0
New PC's/Laptops	15,000		0	20,000
Records Management	30,000	0	0	0
CEO Vehicle	70,000	0	70,000	0
EMCCS Vehicle	55,000	0	55,000	0
EMTRS Vehicle	55,000	0	55,000	0
EMDRS Vehicle	55,000	0	55,000	0
Future years estimated (other)		50,000	300,000	50,000
<b>TOTAL ESTIMATED:</b>	<b>34,809,809</b>	<b>5,400,000</b>	<b>12,000,000</b>	<b>3,400,000</b>

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## Service Delivery

The Shire of Narrogin delivers services to its community in line with its mission, values and four key strategic objectives as set out within the Strategic Community Plan.

Each of the four objectives has several outcomes the Shire seeks to achieve over the 10+ years of the Strategic Community Plan. For each objective, one or more desired outcomes has been defined along with strategies to achieve the outcomes.

The outcomes were developed after considering the community engagement process and other external factors such as the available plans published by other government agencies.

The tables on the following pages detail future actions to be undertaken for each strategy. Prioritisation of the actions is reflected by the square indicating when the action is planned to be undertaken. This prioritisation guides the delivery of services and implementation of the actions.

The table below summarises the desired outcomes under each of the four key themes and strategic objectives.

	Objectives	Outcomes
ECONOMIC	<i>Support growth and progress, locally and regionally</i>	<b>Outcome 1.1</b> Growth in revenue opportunities <b>Outcome 1.2</b> Increased tourism <b>Outcome 1.3</b> An effective well maintained transport network <b>Outcome 1.4</b> Agriculture opportunities maintained and developed
SOCIAL	<i>To provide community facilities and promote social interaction</i>	<b>Outcome 2.1</b> Provision of youth services <b>Outcome 2.2</b> Build a healthier and safer community <b>Outcome 2.3</b> Existing strong community spirit and pride is fostered, promoted and encouraged <b>Outcome 2.4</b> Cultural and heritage diversity is recognised <b>Outcome 2.5</b> A broad range of quality education services and facilities servicing the region
ENVIRONMENT	<i>Conserve, protect and enhance our natural and built environment</i>	<b>Outcome 3.1</b> A preserved natural environment <b>Outcome 3.2</b> Effective waste services <b>Outcome 3.3</b> Efficient use of resources <b>Outcome 3.4</b> A well maintained built environment
CIVIC LEADERSHIP	<i>Continually enhance the Shire's organisational capacity to service the needs of a growing community</i>	<b>Outcome 4.1</b> An efficient and effective organisation <b>Outcome 4.2</b> An employer of choice

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# Economic Objective

## Support growth and progress, locally and regionally

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

Strategy	Action No.	Actions	2025/26	2026/27	2027/28	2028/29	2029 Onwards
Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business	1.1.1.1	Develop and implement an economic development strategy	■	■	■	■	→
	1.1.1.2	Development of new industrial area		■	■	■	→
	1.1.1.3	Develop stakeholder relationships for exporting		■			
	1.1.1.4	Lobby for improved communication services within the district	■	■	■	■	→
	1.1.1.5	Engage with potential investors	■	■	■	■	→
	1.1.1.6	Advocate for Narrogin to be a centre for provision of Government services	■	■	■	■	→
Promote Narrogin and the Region	1.1.2.1	Review and update the Business Prospectus	■			■	→
	1.1.2.2	Maintain relationships with key stakeholders	■	■	■	■	→
	1.1.2.3	Investigate development of regional industrial hub		■			
	1.1.2.4	Engage with regional organisations for the promotion of the Region	■	■	■	■	→
	1.1.2.5	Finalise & activate the Local Planning Scheme & Local Planning Strategy - Endorsed by WA Planning Commission 07/20		Completed			
Promote Narrogin's health and aged services including aged housing	1.1.3.1	Advocate for increased provision of health and aged services in the Shire of Narrogin	■	■	■	■	→
	1.1.3.2	Advocate for the provision of specialist surgical services	■	■	■	■	→
	1.1.3.3	Identify and promote the development of further aged housing			■		
	1.1.3.4	Continue to support the provision of Home & Community Care and aged services including relocation of Jessie House activities to more appropriate location to enable expansion and improvements	■	■	■	■	→

## Economic Objective (continued)

Strategy	Action No.	Actions	2025/26	2026/27	2027/28	2028/29	2029 Onwards
Promote, develop tourism and maintain local attractions	1.2.1.1	Develop and activate a Tourism Strategy - Adopted 25/5/20			Completed		
	1.2.1.2	Support tourism activities within the district in accordance with Strategy	■	■	■	■	→
	1.2.1.3	Support sport, art and cultural events, recognising the economic benefit they provide	■	■	■	■	→
	1.2.1.4	Review and update the Caravan Park Master Plan			Completed		
	1.2.1.5	Maintain Shire controlled local tourist attractions	■	■	■	■	→
	1.2.1.6	Support and encourage local micro tourism	■	■	■	■	→

Strategy	Action No.	Actions	2025/26	2026/27	2027/28	2028/29	2029 Onwards
Maintain and improve road network in line with resource capacity	1.3.1.1	Maintain and improve road network in line with Asset Management Plans	■	■	■	■	→
Review and implement the Airport Master Plan	1.3.2.1	Implement Airport Master Plan	■	■	■	■	→
	1.3.2.2	Review Airport Master Plan				■	

Strategy	Action No.	Actions	2025/26	2026/27	2027/28	2028/29	2029 Onwards
Support development of agricultural services	1.4.1.1	Continue to engage with stakeholders within agricultural industry to ensure appropriate service provision	■	■	■	■	→
	1.4.1.2	Ensure appropriate consideration of the agricultural industry requirements in the preparation of the Local Planning Scheme and Local Planning Strategy	■	■	■	■	→
	1.4.1.3	Ensure agriculture is an integral element of the proposed Economic Development Strategy			■		
	1.4.1.4	Advocate for the interests of agriculture as a critical component of our economy	■	■	■	■	→

# Social Objective

## To provide community facilities and promote social interaction

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

Strategy	Action No.	Actions	2025/26	2026/27	2027/28	2028/29	2029 Onwards
Develop and implement a youth strategy	2.1.1.1	Finalise youth strategy and engage with stakeholders. Youth Engagement, Strategy and Development Plan 2019/20 Adopted 27/10/20			Completed		
	2.1.1.2	Provide youth services and facilities in accordance with the youth strategy	■	■	■	■	→
	2.1.1.3	Work with local youth service providers	■	■	■	■	→

Strategy	Action No.	Actions	2025/26	2026/27	2027/28	2028/29	2029 Onwards
Support the provision of community security services and facilities	2.2.1.1	Develop a community safety and security strategy				■	
	2.2.1.2	Maintain and further develop the CCTV network	■	■	■	■	→
	2.2.1.3	Advocate for increased police and justice services	■	■	■	■	→
Advocate for mental health and social support services	2.2.2.1	Lobby for increased mental health support services	■	■	■	■	→
	2.2.2.2	Lobby for increased social support services	■	■	■	■	→
Continue and improve provision of in-home care services	2.2.3.1	Continue to support the provision of Home and Community Care and aged services	■	■	■	■	→
	2.2.3.2	Lobby for increased funding for Home and Community Care and in-home care services	■	■	■	■	→

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## Social Objective (continued)

Strategy	Action No.	Actions	2025/26	2026/27	2027/28	2028/29	2029 Onwards
Develop and activate Sport and Recreation Master Plan	2.3.1.1	Develop Narrogin Regional Leisure Centre and Clayton Oval Concept Plan for Precinct	■	■	■	■	→
	2.3.1.2	Activate Sport and Recreation Master Plan / Concept Plans	■	■	■	■	→
Engage and support community groups and volunteers	2.3.2.1	Continue to provide the community chest	■	■	■	■	→
	2.3.2.2	Advocate on behalf of volunteer and community groups	■	■	■	■	→
	2.3.2.3	Continue to support emergency services including improved facilities	■	■	■	■	→
Facilitate and support community events	2.3.3.1	Continue to support existing community events	■	■	■	■	→
	2.3.3.2	Investigate opportunities and support for new community events	■	■	■	■	→
Provide improved community facilities (e.g. library/recreation)	2.3.4.1	Improve and continue to provide community facilities in line with Asset Management Plans	■	■	■	■	→
	2.3.4.2	Consider expanding services and facilities at the Library			■		
Encourage and support continued development of arts and culture	2.3.5.1	Continue to support arts and cultural activities within the district	■	■	■	■	→

Strategy	Action No.	Actions	2025/26	2026/27	2027/28	2028/29	2029 Onwards
Maintain and enhance heritage assets	2.4.1.1	Review Municipal Heritage List New List adopted 27/11/19			Completed		
	2.4.1.2	Maintain heritage assets in line with AMP's	■	■	■	■	→
	2.4.1.3	Seek and support initiatives for enhancement of heritage assets in the district	■	■	■	■	→
Support our Narrogin cultural and Indigenous community	2.4.2.1	Continue to engage with cultural and Indigenous community	■	■	■	■	→
	2.4.2.2	Adopt a Community Engagement Strategy. Policy adopted 8/10/19			Completed		
	2.4.2.3	Lobby for long term funding in support of cultural and indigenous initiatives	■	■	■	■	→

## Social Objective (continued)

Strategy	Action No.	Actions	2025/26	2026/27	2027/28	2028/29	2029 Onwards
Advocate for increased and improved education facilities for the region	2.5.1.1	Continue lobbying for increased and improved education facilities	■	■	■	■	→
Advocate for and support increased and improved education services	2.5.2.1	Continue lobbying for increased and improved education services	■	■	■	■	→

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# Environment Objective

## Conserve, protect and enhance our natural and built environment

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

Strategy	Action No.	Actions	2025/26	2026/27	2027/28	2028/29	2029 Onwards
Conserve, enhance, promote and rehabilitate the natural environment	3.1.1.1	Develop and implement a Local Biodiversity Strategy				■	→
	3.1.1.2	Develop and implement Natural Resource Plans				■	→
	3.1.1.3	Continue to implement and support Foxes Lair Management Plan	■	■	■	■	→
	3.1.1.4	Continue to implement and support Railway Dam Management Plan	■	■	■	■	→
	3.1.1.5	Continue Landcare Tree Planting Grants (as Reserve Funds allow)	■	■	■	■	→

Strategy	Action No.	Actions	2025/26	2026/27	2027/28	2028/29	2029 Onwards
Support the provision of waste services	3.2.1.1	Continue to investigate regional waste facility			Discontinued		
	3.2.1.2	Continue to implement the waste management plan	■	■	■	■	→
	3.2.1.3	Undertake improved education and support for community and individual recycling initiatives	■	■	■	■	→

Strategy	Action No.	Actions	2025/26	2026/27	2027/28	2028/29	2029 Onwards
Increase resource usage efficiency	3.3.1.1	Seek funding to improve and expand treated waste water irrigation system - Completed 2021			Completed		
	3.3.1.2	Continue to work with research institutes and / or other organisations to promote and support the use of alternative energy	■	■	■	■	→
	3.3.1.3	Seek funding to harvest and reutilise storm water and implement – Completed 2022			Completed		

Strategy	Action No.	Actions	2025/26	2026/27	2027/28	2028/29	2029 Onwards
Improve and maintain built environment	3.4.1.1	Maintain and implement Asset Management Plans	■	■	■	■	→
	3.4.1.2	Investigate and implement Shire of Narrogin (incorporating Narrogin and Highbury) Townscape Plan	■	■	■	■	→

Strategy	Action No.	Actions	2025/26	2026/27	2027/28	2028/29	2029 Onwards
	3.4.1.3	Review the Shire of Narrogin Townscape Plan		■			
	3.4.1.4	Refurbish Railway Station and activate heritage precinct		Completed			

(This space is intentionally blank).

# Civic Leadership Objective

## Continually enhance the Shire's organisational capacity to service the needs of a growing community

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

Strategy	Action No.	Actions	2025/26	2026/27	2027/28	2028/29	2029 Onwards
Continually improve operational efficiencies and provide effective services	4.1.1.1	Provide quality customer service	■	■	■	■	→
	4.1.1.2	Review, update and maintain strategic and operational plans	■	■	■	■	→
	4.1.1.3	Continue to provide quality regulatory services (planning/building /health/ranger services)	■	■	■	■	→
	4.1.1.4	Continue to utilise technological developments to enhance efficiencies	■	■	■	■	→
	4.1.1.5	Continue to develop shared service provision	■	■	■	■	→
	4.1.1.6	Support and provide training and development opportunities for Elected Members and staff	■	■	■	■	→
Continue to enhance communication and transparency	4.1.2.1	Promote participation of community stakeholders	■	■	■	■	→
	4.1.2.2	Utilise diverse communication channels	■	■	■	■	→
	4.1.2.3	Build increased awareness of Shire operations and services	■	■	■	■	→
	4.1.2.4	Encourage community interest in Local Government Elected Member leadership	■	■	■	■	→

Strategy	Action No.	Actions	2025/26	2026/27	2027/28	2028/29	2029 Onwards
Provide a positive, desirable workplace	4.2.1.1	Provide an attractive and safe work environment	■	■	■	■	→
	4.2.1.2	Maintain a positive work culture and teamwork	■	■	■	■	→



## Measuring Success

The intended outcome of this Plan is to align the community's visions and aspirations for the future of the Shire of Narrogin to the Shire's objectives. Success will be measured by both quantifiable and non-quantifiable outcomes.

Key performance measures provide an indication of whether the Shire is meeting the objectives and will be monitored and reported. The measures for each objective are provided in the table below.

	Objectives	Key Performance Measures
ECONOMIC	<i>Support growth and progress, locally and regionally</i>	<ul style="list-style-type: none"> <li>Population statistics</li> <li>No. of development approvals</li> <li>Assessed vacancy rates (business and residential)</li> <li>No. of building approvals</li> </ul>
SOCIAL	<i>To provide community facilities and promote social interaction</i>	<ul style="list-style-type: none"> <li>Social media activity</li> <li>Community participation levels in recreation activities and events</li> <li>Recreation Centre usage rates</li> <li>Reduction in anti-social behaviour</li> </ul>
ENVIRONMENT	<i>Conserve, protect and enhance our natural and built environment</i>	<ul style="list-style-type: none"> <li>Statutory asset management ratios</li> <li>Compliance with statutory reviews required by the Local Planning Framework</li> <li>Compliance with statutory requirements for the review of the Municipal Heritage Inventory</li> </ul>
CIVIC LEADERSHIP	<i>Continually enhance the Shire's organisational capacity to service the needs of a growing community</i>	<ul style="list-style-type: none"> <li>Statutory financial ratios</li> <li>Employee retention rates</li> <li>Volunteer levels</li> </ul>

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## Services and Facilities

Services and facilities provided by the Shire are linked with the relevant strategy of the Strategic Community Plan in the following table. The table reflects the strong connection between the services and facilities provided by the Shire and the desired outcomes and community vision.

Services/Facilities	Associated Strategic Reference	Services/Facilities	Associated Strategic Reference
<b>Community Facilities</b>		<b>Shire Services</b>	
Caravan park	1.2.1   3.4.1	Building control	4.1.1
Children's playgrounds	2.3.4   3.4.1	Community consultation & engagement	2.4.2   4.1.2
Gnarojin park	1.2.1   2.3.4   3.4.1	Council's customer service & payments	4.1.1
Library	2.3.4   3.4.1	Economic development	1.1.1   1.1.2   1.1.3   1.2.1   1.4.1   3.1.1
Narrogin Regional Leisure Centre	1.1.2   1.2.1   2.3.1   3.4.1	Environmental initiatives	3.1.1   3.2.1   3.3.1
Outdoor gym	2.3.1   2.3.4	Festival & event management	2.3.3
Parks, gardens & ovals	2.3.4   3.4.1	Financial management	4.1.1
Public toilets	2.3.4   3.4.1	Fire control & emergency management	2.3.2   3.1.1
Reserves & public open spaces	1.2.1   3.1.1	Governance & advocacy	1.1.1   1.1.3   2.2.1   2.2.2   2.2.3   2.3.2   2.4.1   2.4.2   3.1.1   4.1.1   4.1.2   4.2.1
Skate park	2.1.1   2.3.1   2.3.4	Health administration, inspection & education	4.1.1
Sport & recreation facilities	2.3.1   2.3.4	Household waste and recycling	3.2.1
Town hall complex	2.3.4   3.4.1	Litter Control	1.2.1   3.2.1
<b>Community Support &amp; Services</b>		Long term planning	4.1.1
Aged care & home-care	1.1.3   2.2.3	Maintenance - other infrastructure	3.4.1
Arts & culture	1.1.2   1.2.1   2.3.2   2.3.3   2.3.5   2.4.2	Maintenance - roads	1.3.1   3.4.1
Community Assisted Transport Service	1.1.3	Natural resource management	3.1.1
Crime prevention	2.2.1	Parking control	1.1.2
Disability services	1.1.3   2.2.2	Pest control	3.1.1   4.1.1
Sport & recreation club development	2.3.1   2.3.2   2.3.3   2.3.5	Ranger and animal services	4.1.1
<b>Infrastructure</b>		Refuse site	3.2.1
Airport	1.3.2	Regional collaboration	1.1.1   1.1.2   1.4.1
CBD infrastructure (footpaths, seating, etc.)	1.2.1   3.4.1	Streetscape and gardens	1.2.1   2.3.4   3.4.1
CBD street lighting	3.4.1	Tourism	1.2.1
Cemetery	3.4.1	Town planning	1.4.1   3.4.1
Drainage & storm water	1.3.1	Transport, licensing & coach ticketing	4.1.1
Roads, verges & footpaths	1.3.1   3.4.1		



For further details on the Corporate Business Plan please contact

Shire of Narrogin

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Narrogin WA 6312

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

## 10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 10.4.1 LICENCE TO OCCUPY – NARROGIN RACE AND PACE – OFFICE AND TOTE ROOM JOHN HIGGINS CENTRE

File Reference	A105213
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Narrogin Race and Pace
Previous Item Numbers	Nil
Date	9 June 2026
Author	Danielle van Rooyen – Business Development and Innovation Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Draft Licence to occupy Narrogin Race and Pace Inc. – Tote Room and Office 8

#### Summary

This report seeks Council's approval to enter into a new licence agreement with Narrogin Race and Pace for the continued use of Office 8 and the Tote Room at the John Higgins Centre, located at the Narrogin Regional Leisure Centre.

This arrangement replaces a previous Memorandum of Understanding (MOU), which has now expired. The new licence formalises ongoing occupancy and use under updated terms and responsibilities, recognising Narrogin Race and Pace's historic and continuing contribution to the use and development of the Tote Room facility.

The proposed licence commences on 1 July 2025 and continues until 29 June 2032 (a seven-year term), with an annual licence fee of \$1 (plus GST). As the term exceeds two years, formal approval of Council is required in accordance with the Council's Delegations Register.

The agreement confirms the Licensee's entitlement to exclusive use of the Tote Room, shared access to common amenities, and responsibilities for maintenance and insurance. It ensures clarity of rights and obligations while supporting the ongoing presence of an active regional racing organisation at the facility.

#### Background

Narrogin Race and Pace has been a long-standing dedicated exclusive user of Office 8 and the Tote Room, located within the John Higgins Centre at the Narrogin Regional Leisure Centre (NRLC). Their use of these areas was previously governed by a Memorandum of Understanding (MOU) with the Shire of Narrogin, which expired in 2015.

Since that time, the organisation has continued to occupy the spaces under informal arrangements. The proposed Licence to Occupy seeks to formalise this ongoing use and is provided in recognition of Narrogin Race and Pace's contribution to the original construction of the John Higgins Centre. This therefore does beg the question, in the absence of sighting any agreement in relation to the

contribution made many years ago, and also in considering the MOU, which expired in 2015, whether the contribution has been effectively 'exhausted'? In the absence of there being a clear answer to this question at the present, the Administration has recommended the continuation of the current arrangement to coincide with the end of the lease (2032).

The proposed licence covers the period 1 July 2025 to 29 June 2032, aligning with the existing lease period for the surrounding facilities and ensuring consistency across tenancy agreements at the site. As the licence exceeds two years in duration, formal Council approval is required under the Council's Delegations Register.

### Consultation

Consultation regarding the lease renewal included:

- The Chief Executive Officer;
- Business Development and Innovation Officer;
- Manager Recreation Services; and
- Manager Narrogin Race and Pace.

### Statutory Environment

The proposed licence is considered a disposition of property under Section 3.58 of the *Local Government Act 1995*. Section 3.58 typically requires local governments to give public notice of any proposed disposition, including leases and licences.

An exemption to the public notice requirement applies under Regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996*, which allows exemptions for dispositions. Narrogin Race and Pace is a not-for-profit community organisation with a recreational and sporting focus, and therefore qualifies for the exemption under Regulation 30(2)(b).

The Shire of Narrogin Delegation's Register – Delegation 3.4 authorises the Chief Executive Officer to approve leases and licences up to two years in duration.

As the proposed licence term is seven years (1 July 2025 – 29 June 2032), it exceeds the CEO's delegation, and Council approval is required.

### Policy Implications

The proposed licence aligns with the Council's adopted policy framework and supports good governance and community engagement through the following:

- Policy 1.14 – Community Engagement: The formalisation of the licence with Narrogin Race and Pace reflects the Shire's dedication to engaging with and supporting community-based organisations, ensuring their contributions are recognised and sustained.
- Policy 1.16 – Fraud and Corruption Prevention: By formalising the occupancy arrangement through a licence agreement, the Shire upholds principles of transparency and accountability, mitigating risks associated with informal agreements.
- Policy 2.8 – Enterprise Risk Management: The licence agreement contributes to the Shire's risk management framework by clearly defining the responsibilities and expectations of both parties, thereby reducing potential liabilities.

## Sustainability & Climate Change Implications

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

*Economic* - The licence provides continued access to Shire facilities for a valued community organisation at a nominal fee of \$1 per annum, recognising Narrogin Race and Pace's past contribution to the construction of the John Higgins Centre. While the arrangement does not generate significant revenue, it supports the local racing industry and associated economic activity, including events that attract participants and visitors to Narrogin, offering indirect economic benefit.

*Social* - The licence supports the continued presence of Narrogin Race and Pace, a well-established community organisation that contributes to local identity, social cohesion, and recreational engagement. Their activities foster community participation through racing events and volunteer involvement, helping maintain Narrogin's role as a regional hub for sporting and social activity. Formalising the arrangement also recognises and sustains a long-standing community partnership.

## Financial Implications

The proposed licence includes a nominal licence fee of \$1 per annum (plus GST), in recognition of Narrogin Race and Pace's historical contribution to the construction of the John Higgins Centre.

## 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:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2	Engage and support community groups and volunteers
Strategy:	2.3.3	Facilitate and support community events

## Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to approve the proposed licence may disrupt the continued occupancy of Narrogin Race and Pace at the John Higgins Centre, potentially affecting the delivery of regional racing events and the organisation's ability to operate locally. This could undermine the Shire's strategic objectives relating to community engagement, volunteer participation, and regional recreational activity. Formalising the arrangement reduces risk by clearly outlining responsibilities, access, and expectations.	Unlikely (2)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation to provide a new licence.

## Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of four (4) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

## Comment/Conclusion

The proposed Licence to Occupy represents a fair and practical continuation of the long-standing arrangement between the Shire of Narrogin and Narrogin Race and Pace, while acknowledging the organisation's historical contribution to the original development of the John Higgins Centre.

### Why a Licence and Not a Lease?

There is a well-established precedent for issuing annual Licences to Occupy at the John Higgins Centre, granted under delegated authority by the Chief Executive Officer. Over many years, various organisations, including the Upper Great Southern Hockey Association, Narrogin Agricultural Society, Netball Association, Parents Next, and the Department of Sport and Recreation, have been granted such licences, including for exclusive use of specific areas within the facility.

In line with this consistent administrative approach, it is proposed that the two rooms currently used exclusively by Narrogin Race and Pace be governed under a similar licence arrangement. In this case, the licence would be issued for a longer term, aligning with the expiry of the organisation's existing lease over adjoining premises.

The Administration had initially considered recommending an amendment to the existing lease to incorporate the additional rooms. However, on balance, it was concluded that a separate licence would offer a more appropriate and consistent structure, particularly given the shared-use nature of the wider facility and the Shire's ongoing ability to allocate other areas for community or commercial hire when not in use by Narrogin Race and Pace.

It is further noted that Narrogin Race and Pace contributed financially to the then Town of Narrogin around 1998, coinciding with the construction of the John Higgins Centre. However, the current Administration is not privy to the details of this contribution, including its monetary value or any associated conditions or expectations. This reinforces the need to formalise the current use through a clearly articulated and transparent agreement.

The proposed licence provides an appropriate legal and operational framework to define rights and responsibilities, ensure ongoing transparency, and protect the interests of both parties. It will also allow Narrogin Race and Pace to continue delivering a valued regional sporting program that provides social, cultural, and economic benefits to the local community.

The approach aligns with the Shire's broader commitment to supporting not-for-profit, community-based organisations, and contributes to key outcomes related to regional vitality, volunteer engagement, and activation of Shire-owned community assets.

As the term of the proposed licence exceeds two years, it falls outside the Chief Executive Officer's delegated authority and is therefore presented to Council for formal consideration and approval. Endorsing this agreement will provide certainty and continuity for both parties and allow Narrogin Race and Pace to continue its valued role in the life of the community.

## Voting Requirements

Simple Majority

### **OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 180625.09**

Moved: Cr McNab

Seconded: Cr Broad

That with respect to the proposed Licence to Occupy between the Shire of Narrogin and Narrogin Race and Pace for use of Office 8 and the Tote Room within the John Higgins Centre at the Narrogin Regional Leisure Centre, Council:

- 1) Authorise the Chief Executive Officer to enter into a Licence to Occupy agreement with Narrogin Race and Pace for the period of 1 July 2025 to 29 June 2032, in accordance with the substantive terms outlined in the draft agreement.

**CARRIED 6/0**

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

Against: Nil

YOUR REF:

OUR REF: A105213 – LM2517099

ENQUIRIES: Danielle van Rooyen



9 June 2025

Cathi Trefort  
Manager  
Narrogin Race and Pace  
22 Clayton Road  
Narrogin WA 6312

89 Earl Street, Narrogin  
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Dear Cathi

## **LICENCE TO OCCUPY – NARROGIN REGIONAL LEISURE CENTRE - JOHN HIGGINS CENTRE - OFFICE 8 AND TOTE ROOM**

On behalf of the Shire of Narrogin I hereby offer to allow the Licensees to continue to occupy and use the abovementioned property on the following conditions.

If you are in agreement with the proposed licence, please returned a signed copy to us.

### **1. DEFINITIONS AND INTERPRETATION**

#### **1.1 In the Licence:**

**"Date of Entry"** means 01 July 2025;

**"Date of Termination"** means the date upon which the Licence terminates;

**"Interest"** means interest on the sum in question at 4% per annum above the base rate from time to time from the date that such sum is due for payment or, if there is no such date specified, the date of demand for such sum until such sum is paid;

**"Licence"** means the licence to occupy the Property constituted by this offer and all duly executed letters following on from it;

**"Licence Fee"** means the sum of \$1 per calendar year (plus. GST);

**"Licensees"** means Narrogin Race and Pace  
and having their Registered Office at 22 Clayton Road, Narrogin WA 6312

**"Licensors"** means Shire of Narrogin, incorporated under the Local Government Act 1995 and having their Registered Office at 89 Earl Street, Narrogin;

**"Parties"** means the Licensors and the Licensees;

**"Permitted Use"** means Office space only.

**"Plan"** means the demonstrative plan annexed to this offer;

**"Property"** means the office area, approximately as shown in yellow on the attached Plan (Annexure 2).



**"Schedule of Condition and additional Conditions"** means the schedule of condition annexed to this offer (Annexure 1);

**"Working Day"** means any day on which the Shire of Narrogin Administration office is open for normal business.

- 1.2 In the Licence, unless otherwise specified or the context otherwise requires:
  - 1.2.1 any reference to one gender includes all other genders;
  - 1.2.2 words in the singular only include the plural and *vice versa*;
  - 1.2.3 any reference to the whole is to be treated as including reference to any part of the whole;
  - 1.2.4 any reference to a person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality) and words importing individuals include corporations and *vice versa*;
  - 1.2.5 any reference to a statute or statutory provision includes any subordinate legislation which is in force from time to time under that statute or statutory provision;
  - 1.2.6 any reference to any statute, statutory provision or subordinate legislation is a reference to it as it is in force from time to time taking account of any amendment or re-enactment;
  - 1.2.7 any phrase introduced by the words "including", "include", "in particular" or any similar expression is to be construed as illustrative only and is not to be construed as limiting the generality of any preceding words; and
  - 1.2.8 where at any one time there are two or more persons included in the expression "Licensees" obligations contained in the Licence which are expressed to be made by the Licensees are binding jointly and severally on them and their respective executors and representatives whomsoever without the necessity of discussing them in their order.
- 1.3 The headings in the Licence are included for convenience only and are to be ignored in construing the Licence.
2. **LICENCE**
  - 2.1 Subject to due compliance by the Licensees with their obligations under the Licence, the Licensors will permit the Licensees to occupy and use the Property for the Permitted Use with all necessary non-exclusive rights of access to and egress from the Property subject to all title conditions and rights of whatever nature affecting it.
  - 2.2 The Licensees will occupy the Property as mere licensee only and acknowledge that possession of the Property is retained by the Licensors subject to the rights created by the Licence.
  - 2.3 The Parties agree that the Licence is not a lease and does not confer any tenancy rights on the Licensees.
3. **DURATION**
  - 3.1 The Licence will commence on the Date of Entry and will continue to 29 June 2032 and year to year after that until terminated by either Party on delivering to the other Party not less than one month's written notice to the effect that they are terminating the Licence at the expiry of the period specified in the notice.

3.2 At the Date of Termination, the Licensees will:

- 3.2.1 remove from the Property with their whole equipment and other items, without the need for any notice from the Licensors, and
- 3.2.2 leave the Property in a condition consistent with full compliance with their obligations under the Licence.

#### 4. **PAYMENTS**

4.1 The Licensees will pay the Licence Fee to the Licensors by equal instalments in advance on the first day of each month, the first payment being due on the Date of Entry in respect of the period from the Date of Entry to the next payment date, and monthly after that, by banker's order if so required by the Licensors.

4.2 The Licensees will pay for the duration of the Licence:

- 4.2.1 all rates, taxes, duties, levies, charges, assessments, impositions and outgoings whatsoever imposed on or payable in respect of the Property or on its owner or occupier;
- 4.2.2 all insurance premiums payable under the insurances effected by the Licensors in relation to the Property (including any additional premiums payable by reason of the Permitted Use);
- 4.2.3 a proper proportion attributable to the Property (as certified by the Licensors or the Licensors' surveyor, whose certificate will be conclusive and binding on the Licensees except in the case of manifest error) of the following costs in relation to the premises of which the Property forms part:
  - (a) all rates, taxes, duties, levies, charges, assessments, impositions and outgoings whatsoever imposed on or payable in respect of such premises or on the owner or the occupier; and
  - (b) all insurance premiums payable under the insurances effected by the Licensors in relation to such premises; and
  - (c) all expenditure incurred by the Licensors in relation to services provided to such premises, including maintenance, repair, renewal, cleaning, lighting, decorating, security, provision of plant and equipment, compliance with statute, employment of staff, provision of electricity, water and other utilities and general management.
- 4.2.4 all costs incurred by the Licensors in procuring the remedy of any breach of any obligation of the Licensees under the Licence.

4.3 All sums payable under the Licence, are exclusive of Goods & Services Tax, which, if payable, is payable in addition in return for a valid Goods & Services Tax invoice.

4.4 If:

- 4.4.1 the Licence Fee is not paid on the due date; or
- 4.4.2 any sums due by the Licensees are not paid within ten Working Days after the due date

then the Licensees will pay to the Licensors Interest on the outstanding money.

#### 5. **USE**

5.1 The Licensees will use the Property for the Permitted Use and for no other purpose.

- 5.2 The Licensors give no warranty that:
- 5.2.1 the Property is suitable for the Permitted Use; or
  - 5.2.2 the Permitted Use is or will remain the permitted use of the Property within the provisions of the planning or other relevant legislation from time to time.
- 5.3 The Licensees will not do or permit to be done upon or in connection with the Property anything which would be a legal nuisance or cause of damage to the Licensors or the other occupiers of any neighbouring premises or both.
- 5.4 The Licensees will comply with:
- 5.4.1 all statutes, local laws and other regulations affecting the Property or the Licensees' use of the Property;
  - 5.4.2 all obligations, restrictions, reservations and other conditions in the titles of the Property; and
  - 5.4.3 all reasonable regulations which may be issued from time to time by the Licensors or their agents in relation to the Property, including in respect of health and safety, risk management and security.
6. **INDEMNITY AND INSURANCE**
- 6.1 The Licensees will indemnify and keep indemnified the Licensors on demand from all liability in respect of:
- 6.1.1 any injury to or death of any person;
  - 6.1.2 damage or loss which may be suffered by any persons by reason of or arising out of the use of the Property by the Licensees;
  - 6.1.3 any breach by the Licensees of their obligations under the Licence; and
  - 6.1.4 local authority rates and other costs associated with the occupancy of the Property.
- 6.2 The Licensees will take out insurance cover:
- 6.2.1 such as is necessary to give full indemnification to the Licensors in respect of the matters referred to in Clause 6.1; and
  - 6.2.2 against public liability in at least the sum of \$10m for each and every claim
- and, in both cases, will produce written evidence of such insurance to the Licensors on demand.
- 6.3 The Licensees will not do anything which vitiates or makes void or voidable any insurance policy for the Property effected by the Licensors, or causes monies otherwise payable under such policy to be irrecoverable or refused or withheld, or an increased premium or loading to be payable in respect of such policy.
- 6.4 Should the use or non-use of the Property cause any increase in the cost of insuring any adjacent premises of the Licensors the Licensees will on demand from time to time pay to the Licensors the amount of any such increase.

7. **ALIENATION**

- 7.1 The Licence is personal to the Licensees and the Licensees will not (either wholly or partially) assign, sub-let, part with or share occupation or otherwise deal in any way with their interest in the Licence.
- 7.2 The Licensors will be entitled to assign their interest under the Licence.

8. **CONDITION**

- 8.1 The Licensees accept the Property in its present condition as evidenced by the Schedule of Condition as being fit in all respects for the Permitted Use.
- 8.2 The Licensees will:
- 8.2.1 at their own cost, repair and maintain the Property in good repair and condition as evidenced by the Schedule of Condition so that it is at all times in at least such condition and, when necessary, but only in so far as required to maintain the Property in such condition, renew and rebuild the Property (other than damage caused by risks against which the Licensors have effected insurance except to the extent their insurance has been invalidated by the Licensees or those for whom they are responsible); and
- 8.2.2 leave the Property in such condition at the Date of Termination;
- all to the satisfaction of the Licensors (acting reasonably).
- 8.3 If the Licensees fail to carry out any works to the Property for which they are responsible in terms of the Licence after a written demand has been made by the Licensors, the Licensors may carry out such works (without prejudice to their other rights including their rights to terminate the Licence) and the Licensees will pay to the Licensors on demand the whole proper costs incurred by the Licensors in so doing, together with Interest.
- 8.4 The Licensors will have no liability to repair, maintain, renew or replace the Property.

9. **ALTERATIONS**

- 9.1 The Licensees will not carry out any alterations or additions to the Property without the prior written approval of the Licensors (which will not be unreasonably withheld or delayed in respect of internal non-structural alterations only).
- 9.2 To the extent requested by the Licensors, the Licensees will remove any alterations and additions carried out by them and reinstate the Property at the Date of Termination to the condition they were in before such alterations and/or additions were made.

10. **ACCESS**

When taking access to the Property, the Licensors will, and will procure that any other parties exercising such rights of access will:

- 10.1 cause minimum interference reasonably practicable with the Licensees' use of the Property and
- 10.2 make good to the Licensees' satisfaction (acting reasonably) any damage caused to the Property and the Licensees' fixtures and fittings.

11. **REGISTRATION**

The Licensors will:

- 11.1 register the Licence in the Books of the Shire of Narrogin;
- 11.2 order two extracts; and
- 11.3 deliver one of the extracts to the Licensees (or their solicitors on their behalf) as soon as reasonably practicable following receipt of the extracts.

## 12. **EARLY TERMINATION**

If:

- 12.1 any sums due under the Licence (including the Licence Fee) or any part of them are not paid on the due dates, or
- 12.2 the Licensees fail to implement any of their other obligations under the Licence, or
- 12.3 the Licensees:
  - 12.3.1 go into liquidation, receivership or administration;
  - 12.3.2 sign a trust deed for creditors, are sequestrated or enter into a voluntary arrangement;
  - 12.3.3 become insolvent or apparently insolvent; or
  - 12.3.4 are wound up or dissolved

then, in each case, the Licensors may, at their option, at any time by notice in writing to the Licensees terminate the Licence with effect from the date specified in the notice but reserving to the Licensors their right of action in respect of any antecedent breach of the Licensees' obligations.

## 13. **NOTICES**

- 13.1 Any notice, demand, request or certificate required under the Licence must be in writing and may be delivered personally, or sent by post or emailed to the relevant Party using the relevant details specified in Clause 13.3.
- 13.2 Any notice, demand, request or certificate will be deemed to be received:
  - 13.2.1 if delivered personally, (with proof of delivery) at the time of delivery; and
  - 13.2.2 if sent by recorded delivery post, 48 hours after the date of posting;

Provided that if, in the case of personal delivery, such delivery or transmission occurs with normal business hours on a Working Day or on a day which is not a Working Day, delivery will be deemed to occur on the next Working Day.

- 13.3 The details referred to in Clause 13.1 are:

Licensees: Narrogin Race and Pace, 22 Clayton Road, Narrogin WA 6312  
narroginracing@gmail.com

Licensors: Shire of Narrogin, 89 Earl Street, Narrogin  
[enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)

or such other address or person as may be notified in writing from time to time by the relevant Party to the other Party for the purposes of this Clause.

14. **NO LIABILITY**

The Licensors are not liable to the Licensees for any loss, injury or damage which the Licensees may sustain from a deficiency in any part of the Property or the death of or injury to any person or for damage to any property or for any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Licensees in the exercise or purported exercise of the rights conferred on the Licensees under the Licence.

15. **FORMAL DOCUMENTATION**

15.1 Neither the Licensees nor the Licensors will be bound by any acceptance of this offer or any other letter purporting to form part of the Licence or any amendment or variation of the Licence unless it is duly executed.

15.2 The Licence represents the entire agreement between the Parties relating to the licence of the Property and supersedes any previous agreements between the Parties relating to it. Neither of the Parties has been induced to enter into the Licence on account of any prior warranties or representations made which are not embodied in the Licence and no representation, warranty or undertaking of any description in respect of the Property, whether in relation to title, state of repair, compliance with statutes or other matters, the existence of local authority or other proposals or orders, or otherwise, is given in the Licence except insofar (if at all) as expressly stated in the Licence.

16. **COSTS**

16.1 Each of the Parties will bear their own costs and expenses in connection with the preparation and completion of the Licence.

17. **PROPER LAW AND PROROGATION**

The Licence and the rights and obligations of the Licensors and the Licensees are governed by and are to be construed in accordance with the laws of Western Australia and the Licensors and the Licensees are deemed to have agreed to submit to the non-exclusive jurisdiction of the Australian courts.

18. **CONSENT TO REGISTRATION**

The Parties consent to registration of the Licence for preservation and execution.

Should you require further information or clarification on the above, please contact myself via email [ceo@narrogin.wa.gov.au](mailto:ceo@narrogin.wa.gov.au) or telephone 9890 0900.

Yours sincerely

Dale Stewart  
**Chief Executive Officer**

Attached

## AGREEMENT

I, ..... (insert full name), being the ..... (insert position) of the Narrogin Race and Pace, of ..... (insert postal address) hereby agree to the above conditions of licence inclusive of Annexure 1 and Annexure 2. Service Address for notices and licence fees is:

..... (insert service address).

Date ...../...../.....

### Annexure 1: Schedule of Condition and additional Conditions

- This licence expires on the same date at the lease between the Shire of Narrogin and Narrogin Race and Pace expires and the former Memorandum of Understanding between the two entities that expired on 30 June 2015, no longer has effect.
- The Tote Room and Office are in sound and good condition.
- Keys have been previously supplied.
- Rates and other outgoings referenced in Clause 4.2 are not applicable.
- Payments are to be made annually if demanded and do not follow the schedule outlined in Clause 4.1.
- The licence is non-transferable.
- Any signage must comply with the Shire's local laws and signage policies.
- The Tote Room and Office are provided at the nominal licence fee stated, in recognition of the initial valuable contribution by Narrogin Race and Pace towards the construction of the John Higgins Centre. This arrangement acknowledges that Narrogin Race and Pace may have exclusive use of the Tote Room and Office. However, the Shire of Narrogin retains the right to install communication equipment within the Tote Room space if required.
- Narrogin Race and Pace are to keep the Tote Room and Office area clean and free of debris to ensure that no potential fire risks and increased liabilities are generated to the Shire of Narrogin.
- Narrogin Race and Pace are to insure all items owned by them contained within the Tote Room and Office as the Shire of Narrogin will not accept any responsibility for these items by way of damage through fire, theft, storm etc whatsoever..

### Annexure 2: Map



#### 10.4.2 LEASE RENEWAL, 86 FEDERAL STREET, LUMEN WHEATBELT REGIONAL UNIVERSITY CENTRE

7:48pm – Cr Pomykala left the Chamber

File Reference	A315500
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Regional Development Australia Wheatbelt (Lumen Wheatbelt Regional University Centre)
Previous Item Numbers	Nil
Date	9 June 2025
Author	Danielle van Rooyen – Business Development and Innovation Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
<b>Attachments</b> 1. Draft Lease - Lease Shop 1, Town Hall Complex, 86 Federal Street, Narrogin - Regional Development Australia	

#### Summary

This report seeks Council's endorsement to lease Shop 1, portion of the Town Hall Complex, and being 86 Federal Street, Narrogin, to Regional Development Australia Wheatbelt Inc., for the purposes of continuing to operate the Lumen Wheatbelt Regional University Centre. The organisation has been occupying the premises since January 2023, and the proposed lease will formalise their ongoing use of the facility for a period concluding on 30 June 2028. The Centre supports access to tertiary education and contributes to broader community development outcomes in the region. As Regional Development Australia Wheatbelt is a not-for-profit organisation with charitable and educational objectives, the lease qualifies for exemption from public advertising under Section 3.58(5)(d) of the *Local Government Act 1995*.

#### Background

Regional Development Australia Wheatbelt (RDA Wheatbelt) has occupied Shop 1 of the Town Hall Complex at 86 Federal Street, Narrogin, since January 2023 for the purpose of operating the Lumen Wheatbelt Regional University Centre.

The Centre forms part of a Commonwealth-supported initiative aimed at improving access to tertiary education in regional areas by providing dedicated learning spaces, academic support, and connectivity for local students undertaking university studies remotely. The partnership between RDA Wheatbelt, the Shire of Narrogin, and Lumen University, enables delivery of a broad range of services aligned with educational, community, and regional development outcomes.

The current lease expires on 30 June 2025, and RDA Wheatbelt has requested to continue its occupancy under a new lease arrangement. The proposed lease will formalise the arrangement through to 30 June 2028, supporting the ongoing delivery of regional education services and ensuring compliance with legislative and governance requirements.



## Consultation

Consultation regarding the lease renewal included:

- The Chief Executive Officer; and
- Director University Study Hubs.

## Statutory Environment

The proposed lease constitutes a disposition of property under Section 3.58 of the *Local Government Act 1995*, which generally requires local governments to give public notice of the intention to lease or sell land. However, this requirement does not apply in this instance due to the exemption provided under:

- Section 3.58(5)(d) of the *Local Government Act 1995*, which excludes dispositions to organisations with charitable, benevolent, educational, or similar objectives where members are not entitled to receive a pecuniary profit; and
- Regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996*, which further supports exemptions for dispositions to not-for-profit community organisations.

In addition, the Shire's Delegations Register – Delegation 3.4: Disposing of Land – Leases, Rentals etc., authorises the Chief Executive Officer to approve dispositions by lease for a term of up to two years. As the proposed lease term exceeds two years (to 30 June 2028), Council approval is required.

## Policy Implications

The Council's Policy Manual contains no policies that relate to this matter.

## Sustainability & Climate Change Implications

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

*Economic* - The lease provides a small rental income and ensures productive use of Shire-owned space. The Centre supports local workforce development and helps retain students in the region, contributing to long-term economic growth.

*Social* - The lease supports equitable access to tertiary education in the Wheatbelt, helping reduce isolation and improve local learning opportunities. It contributes to community wellbeing by supporting youth retention, skills development, and regional aspiration.

## Financial Implications

The lease will generate rental income at 50% of the assessed market rental value, payable monthly in advance. The rent is based on a market appraisal dated 11 February 2021. Whilst this valuation is somewhat dated, the Administration has taken the view that it is not necessary to pay for a current valuation. This arrangement supports the community-focused nature of the service while ensuring cost recovery for the Shire.

## Strategic Implications

The only potential strategic issue is the long term usage of the building on the property. The lot is part of a Crown Grant in Trust granted to the Shire by the Crown (the State Government). If for any reasons the Council needs to vacate the premises or modify it in such way or form that renders it unsuitable for the current lessee, the Shire does have a clause, numbered 31, 'Right to terminate upon notice' for any reason, by giving 6 months' notice. This is exercisable by either party.

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.1	Growth in revenue opportunities
Strategy:	1.1.1	Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
Strategy:	1.1.2	Promote Narrogin and the Region
Objective:	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.5	A broad range of quality education services and facilities servicing the region
Strategy:	2.5.1	Advocate for increased education facilities for the region
Strategy	2.5.2	Advocate for and support increased education services

## Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to approve the new lease may disrupt delivery of tertiary education support through the Lumen Wheatbelt Regional University Centre, which could negatively impact local students and regional education access. This may undermine the Shire's strategic objectives relating to education, youth retention, and community development.	Unlikely (2)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation to provide a new 3 year lease.

## Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of four (4) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

## Comment/Conclusion

The proposed lease supports the continued operation of the Lumen Wheatbelt Regional University Centre in Narrogin, delivering meaningful educational and social benefits to the local and wider Wheatbelt community. The party to the lease is a not-for-profit organisation with charitable and educational objectives, the arrangement aligns with Council's strategic goals and qualifies for exemption from public advertising requirements under the *Local Government Act 1995*. Formalising the lease ensures ongoing compliance, clarity, and continuity of service delivery through to 30 June 2028. It is therefore recommended that Council endorses the lease as outlined.

## Voting Requirements

Simple Majority

### OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 180625.10

Moved: Cr Bartron

Seconded: Cr McNab

That with respect to the proposed lease for Shop 1, Town Hall Complex, 86 Federal Street, to Regional Development Australia Wheatbelt Inc. for the continued operations of the Lumen Wheatbelt Regional University Centre, Council:

- 1) Approve the lease of Shop 1, Town Hall Complex, 86 Federal Street, Narrogin to Regional Development Australia Wheatbelt Inc., for a term concluding on 30 June 2028, in accordance with the substantive terms outlined in Attachment 1; and
- 2) Authorise the Shire President and Chief Executive Officer to sign and affix the Common Seal to the lease.

**CARRIED 5/0**

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

Against: Nil

7:50pm – Cr Pomykala returned to the Chamber

# **Lease Shop 1, Town Hall Complex, 86 Federal Street, Narrogin**

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Shire of Narrogin  
&  
Regional Development Australia Wheatbelt Inc

# Disclaimer

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This document has been prepared as a template for the Shire of Narrogin (**Shire**).

McLeods cannot be held responsible for any errors of the Shire in preparing this document.

If something arises which is not addressed in the template then we advise the Shire to contact us to seek advice.

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# Details

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## Parties

### **Shire of Narrogin**

of PO Box 1145, Narrogin, Western Australia  
(Lessor)

### **Regional Development Australia Wheatbelt Inc**

Of 3 Constable Street, Gingin, Western Australia  
(Lessee)

## Background

- A The Lessor is registered as the proprietor of the land.
- B The Lessor has agreed to lease and the Lessee has agreed to take a lease of the Premises upon the terms and conditions contained in this Deed.

## Agreed terms

---

### 1. Definitions

In this Lease, unless otherwise required by the context or subject matter:

**Amounts Payable** means the Rent and any other money payable by the Lessee under this Lease;

**Authorised Person** means:

- (a) an agent, employee, licensee or invitee of the Lessor; and
- (b) any person visiting the Premises with the express or implied consent of any person mentioned in paragraph (a);

**CEO** means the Chief Executive Officer for the time being of the Lessor or any person appointed by the Chief Executive Officer to perform any of her or his functions under this Lease;

**Commencement Date** means the date of commencement of the Term specified in **Item 4** of the Schedule;

**Contaminated Sites Act** means the *Contaminated Sites Act 2003 (WA)*;

**CPI** means the Consumer Price Index (All Groups) Perth number published from time to time by the Australian Bureau of Statistics;

**DER** means the Department of Water and Environmental Regulation of Western Australia;

**Environmental Contamination** has the same meaning as the word “contaminated” in the Contaminated Sites Act;

**EPA** means the Environment Protection Agency of Western Australia;

**Encumbrance** means a mortgage, charge, lien, pledge, easement, restrictive covenant, writ, warrant or caveat and the claim stated in the caveat;

**Further Term** means each further term specified in **Item 3** of the Schedule;

**Good Repair** means good and substantial tenantable repair and in clean, good working order and condition;

**Interest Rate** means the rate at the time the payment falls due being 2% greater than the Lessor’s general overdraft rate on borrowings from its bankers on amounts not exceeding \$100,000.00;

**Land** means the land described at **Item 1** of the Schedule;

**Lease** means this deed as supplemented, amended or varied from time to time;

**Lessee’s Agents** includes:

- (a) the sublessees, employees, agents, contractors, invitees and licensees of the Lessee; and
- (b) any person on the Leased Premises by the authority of a person specified in paragraph (a);

**Lessee’s Covenants** means the covenants, agreements and obligations set out or implied in this Lease or imposed by law to be performed and observed by any person other than the Lessor;

**Lessor’s Covenants** means the covenants, agreements and obligations set out or implied in this Lease, or imposed by law to be observed and performed by the Lessor;

**Notice** means each notice, demand, consent or authority given or made to any person under this Lease;

**Party** means the Lessor or the Lessee according to the context;

**Premises** means the premises described at **Item 1** of the Schedule;

**Rent** means the rent specified in **Item 5** of the Schedule;

**Schedule** means the Schedule to this Lease;

**Term** means the term of years specified in **Item 2** of the Schedule and any Further Term; and

**Termination** means expiry by effluxion of time or sooner determination of the Term or any period of holding over.

## 2. Interpretation

In this Lease, unless expressed to the contrary:

- (a) words importing:
  - (i) the singular includes the plural and vice versa; and
  - (ii) a gender or genders include each other gender;
- (b) if a word or phrase is assigned a particular meaning, other grammatical forms of that word or phrase have a corresponding meaning;
- (c) a reference to:
  - (i) a natural person includes a body corporate or local government;
  - (ii) a body corporate or local government includes a natural person;
  - (iii) a professional body includes a successor to or substitute for that body;
  - (iv) a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;
  - (v) a statute, includes an ordinance, code, regulation, award, town planning scheme, regulation, local law, by-law, requisition, order or other statutory instruments made under any of them and a reference to any of them, whether or not by name, includes any amendments to, re-enactments of or replacements of any of them from time to time in force;
  - (vi) a right includes a benefit, remedy, discretion, authority or power;
  - (vii) an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
  - (viii) this Lease or provisions of this Lease or any other deed, agreement, instrument or contract includes a reference to:
    - (A) both express and implied provisions; and
    - (B) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;
  - (ix) writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;
  - (x) any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them; and
  - (xi) a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure is a reference to, respectively, a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure of this Lease;

- (d) the covenants and obligations on the part of the Lessee not to do or omit to do any act or thing include:
  - (i) covenants not to permit that act or thing to be done or omitted to be done by a Lessee's Agent; and
  - (ii) a covenant to take all reasonable steps to ensure that that act or thing is not done or omitted to be done;
- (e) the meaning of general words or phrases is not limited by specific examples introduced by 'including', 'for example' or similar expressions; and
- (f) if a Party comprises two or more persons, the covenants and agreements on their part bind them and must be observed and performed by them jointly and each of them severally, and may be enforced against any one or more of them.

### 3. Minister for Lands Consent

Clause not applicable.

### 4. Grant of lease

The Lessor, subject to clause 3 of this Lease, leases to the Lessee the Premises for the Term subject to:

- (a) all Encumbrances;
- (b) the payment of the Amounts Payable; and
- (c) the performance and observance of the Lessee's Covenants.

### 5. Quiet enjoyment

Except as provided in the Lease, and subject to the performance and observance of the Lessee's Covenants the Lessee may quietly hold and enjoy the Premises during the Term without any interruption or disturbance from the Lessor or persons lawfully claiming through or under the Lessor.

### 6. Rent and other payments

The Lessee covenants with the Lessor:

#### **Rent**

To pay to the Lessor the Rent in the manner set out at **Item 5** of the Schedule on and from the Commencement Date clear of any deductions.

#### **Outgoings**

- (1) To pay to the Lessor or to such person as the Lessor may from time to time direct punctually all the following outgoings or charges, assessed or incurred in respect of the Premises:
  - (a) local government rates, specified area rates, taxes, service and other charges and including charges for rubbish and garbage removal;

- (b) water, drainage and sewerage rates, charges for disposal of stormwater, meter rent and excess water charges;
  - (c) telephone, electricity, gas and other power and light charges including but not limited to meter rents and the cost of installation of any meter, wiring, internet connections or telephone connection;
  - (d) land tax and metropolitan regional improvement tax on a single ownership basis;
  - (e) premiums, excess and other costs arising from the insurance obtained by the Lessor pursuant to **clause 8.2**. For the avoidance of doubt, the parties agree:
    - (i) that if such premium or cost does not include a separate assessment or identification of the Premises or the Land, the Lessee must pay a proportionate part of such premium or cost determined by the Lessor acting reasonably; and
    - (ii) such insurance will include insurance for the full replacement value of buildings; and
  - (f) any other consumption charge or cost, statutory impost or other obligation incurred or payable by reason of the Lessee's use and occupation of the Premises.
- (2) If the Premises are not separately charged or assessed the Lessee will pay to the Lessor a proportionate part of any charges or assessments referred to in **clause 6(1)** being the proportion that the Premises bears to the total area of the land or premises included in the charge or assessment.

### **Interest**

Without affecting the rights, power and remedies of the Lessor under this Lease, to pay to the Lessor interest on demand on any Amounts Payable which are unpaid for 7 days computed from the due date for payment until payment is made and any interest payable under this paragraph will be charged at the Interest Rate.

### **Costs**

- (3) To pay to the Lessor on demand:
- (a) all duty, fines and penalties payable under the *Duties Act* 2008 and other statutory duties or taxes payable on or in connection with this Lease;
  - (b) all registration fees in connection with this Lease; and
  - (c) all legal costs of and incidental to the instructions for the preparation, execution and stamping of this Lease and all copies.
- (4) To pay to the Lessor all costs, legal fees, disbursements and payments incurred by or for which the Lessor is liable in connection with or incidental to:
- (a) the Amounts Payable or obtaining or attempting to obtain payment of the Amounts Payable under this Lease;
  - (b) any breach of covenant by the Lessee or the Lessee's Agents;

- (c) the preparation and service of a notice under Section 81 of the *Property Law Act 1969* requiring the Lessee to remedy a breach even though forfeiture for the breach may be avoided in a manner other than by relief granted by a Court;
- (d) any work done at the Lessee's request; and
- (e) any action or proceedings arising out of or incidental to any matters referred to in this **clause 6** or any matter arising out of this Lease.

### **Accrual of amounts payable**

Amounts Payable accrue on a daily basis.

## **7. Rent Review**

Not applicable.

## **8. Insurance**

### **Insurance required**

The Lessee must effect and maintain with insurers approved by the Lessor (noting the Lessor's and the Lessee's respective rights and interest in the Premises) for the time being:

- (a) adequate public liability insurance for a sum not less than the sum set out at **Item 8** of the Schedule in respect of any one claim or such greater amount as the Lessor may from time to time reasonably require;
- (b) insurance against all risks as the Lessor may require, of all plate glass windows, doors and display show cases forming part of or within the Premises for a sum which is not less than its full insurable value;
- (c) insurance to cover the Lessee's fixtures, fittings, equipment and stock against loss or damage by fire, fusion, smoke, lightning, flood, storm, tempest, earthquake, sprinkler leakage, water damage and other usual risks against which a Lessee can and does ordinarily insure in their full replacement value, and loss from theft or burglary;
- (d) employers' indemnity insurance including workers' compensation insurance in respect of all employees of the Lessee employed in, about or on the Premises; and
- (e) any other policy of insurance which the Lessor may reasonably require or specify from time to time.

### **Building Insurance to be effected by Lessor**

The Lessor shall effect and keep effected insurance to the full insurable value on a replacement or reinstatement value basis of the Premises against damage arising from fire, tempest, storm, earthquake, explosion, aircraft, or other aerial device including items dropped from any device, riot, commotion, flood, lightning, act of God, fusion, smoke, rainwater, leakage, impact by vehicle, machinery breakdown and malicious acts or omissions and other standard insurable risks and the Lessee will reimburse the Lessor for any premiums, excess or other costs arising therefrom.

## **Details and receipts**

In respect of the insurances required by **clause 8** the Lessee must:

- (f) upon renewal of any insurance policy immediately forward to the Lessor copies of Certificates of Currency and details of the insurances as held by the Lessee;
- (g) promptly pay all premiums and produce to the Lessor each policy or certificate of currency and each receipt for premiums or certificate of currency issued by the insurers; and
- (h) notify the Lessor immediately:
  - (i) when an event occurs which gives rise or might give rise to a claim under or which could prejudice a policy of insurance; or
  - (ii) when a policy of insurance is cancelled.

## **Lessee May be Required to Pay Excess on Insurances**

The Lessee AGREES with the Lessor that it shall be responsible to pay any excess payable in connection with the insurances referred to in **clause 8**.

## **Not to invalidate**

The Lessee must not do or omit to do any act or thing or bring or keep anything on the Premises which might:

- (i) render any insurance effected under **clause 8** on the Premises, or any adjoining premises, void or voidable; or
- (j) cause the rate of a premium to be increased for the Premises or any adjoining premises (except insofar as an approved development may lead to an increased premium).

## **Report**

Each Party must report to the other promptly in writing and in an emergency verbally:

- (k) any damage to the Premises of which they are or might be aware; and
- (l) any circumstances of which they are aware and which are likely to be a danger or cause any damage or danger to the Premises or to any person in or on the Premises.

## **Settlement of claim**

The Lessor may, but the Lessee may not without prior written consent of the Lessor, settle or compromise any claims under any policy of insurance required by **clause 8**.

## **Lessor as attorney**

Deleted



## 9. Indemnity

### **Lessee responsibilities**

- (1) The Lessee is subject to the same responsibilities relating to persons and property to which the Lessee would be subject if during the Term the Lessee were the owner and occupier of the freehold of the Premises.
- (2) The Lessee is responsible and liable for all acts or omissions of the Lessee's Agents on the Premises and for any breach by them of any covenants or terms in this Lease required to be performed or complied with by the Lessee.

### **Indemnity**

- (3) The Lessee indemnifies, and shall keep indemnified, the Lessor and the Minister for Lands from and against all actions, claims, costs, proceedings, suits and demands whatsoever which may at any time be incurred or suffered by the Lessor or the Minister for Lands, or brought, maintained or made against the Lessor, in respect of:
  - (a) any loss whatsoever (including loss of use);
  - (b) injury or damage of, or to, any kind of property or thing; and
  - (c) the death of, or injury suffered by, any person,

caused by, contributed to, or arising out of, or in connection with, whether directly or indirectly:

- (i) the use or occupation of the Premises by the Lessee or the Lessee's Agents;
- (ii) any work carried out by or on behalf of the Lessee on the Premises;
- (iii) the Lessee's activities, operations or business on, or other use of any kind of, the Premises;
- (iv) the presence of any Contamination, Pollution or Environmental Harm in on or under the Premises or adjoining land caused or contributed to by the act, neglect or omission of the Lessee or the Lessee's Agents;
- (v) any default by the Lessee in the due and punctual performance, observance and compliance with any of the Lessee's covenants or obligations under this Lease;  
or
- (vi) an act or omission of the Lessee.

### **Obligations Continuing**

The obligations of the Lessee under this clause:

- (d) are unaffected by the obligation of the Lessee to take out insurance, and the obligations of the Lessee to indemnify are paramount, however if insurance money is received by

the Lessor for any of the obligations set out in this clause then the Lessee's obligations under **clause 9** will be reduced by the extent of such payment.

- (e) continue after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

### **No indemnity for Lessor's negligence**

The parties agree that nothing in this clause shall require the Lessee to indemnify the Lessor, its officers, servants, or agents against any loss, damage, expense, action or claim arising out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

### **Release**

- (4) The Lessee:
  - (a) agrees to occupy and use the Premises at the risk of the Lessee; and
  - (b) releases to the full extent permitted by law, the Lessor and the Minister for Lands from:
    - (i) any liability which may arise in respect of any accident or damage to property, the death of any person, injury to any person, or illness suffered by any person, occurring on the Premises or arising from the Lessee's use or occupation of the Premises by;
    - (ii) loss of or damage to the Premises or personal property of the Lessee; and
    - (iii) all claims, actions, loss, damage, liability, costs and expenses arising from or connected with (directly or indirectly) the presence of any Contamination, Pollution or Environmental Harm in, on or under the Premises or surrounding area

except to the extent that such loss or damage arises out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.
- (5) The release by the Lessee continues after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

## **10. Limit of Lessor's liability**

### **No liability for loss on Premises**

The Lessor will not be liable for loss, damage or injury to any person or property in or about the Premises however occurring unless caused by the lessor.

### **Limit on liability for breach of Lessor's covenants**

- (1) The Lessor is only liable for breaches of the Lessor's Covenants set out in this Lease which occur while the Lessor is registered as the proprietor in fee simple in the Premises.

- (2) The Lessor will not be liable for any failure to perform and observe any of the Lessor's Covenants due to any cause beyond the Lessor's control.

## 11. Maintenance, repair and cleaning

### Generally

- (1) The Lessee AGREES during the Term and for so long as the Lessee remains in possession or occupation of the Premises to maintain, replace, repair, clean and keep the Premises (which for the avoidance of doubt includes the Lessor's Fixtures and Fittings) and Appurtenances in Good Repair having regard to the age of the Premises at the Commencement Date PROVIDED THAT this subclause shall not impose on the Lessee any obligation:
- (a) to carry out repairs or replacement that are necessary as a result of fair and reasonable wear and tear, EXCEPT when such repair or replacement is necessary because of any act or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or the Lessor's insurances are invalidated by any act, neglect or default by the Lessee (or its servants, agents, contractors or invitees); and
  - (b) in respect of any structural maintenance, replacement or repair EXCEPT when such maintenance, repair or replacement is necessary because of any act or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or by the Lessee's particular use or occupancy of the Premises.
- (2) In discharging the obligations imposed on the Lessee under this subclause, the Lessee shall where maintaining, replacing, repairing or cleaning:
- (a) any electrical fittings and fixtures;
  - (b) any plumbing;
  - (c) any air-conditioning fittings and fixtures;
  - (d) any gas fittings and fixtures,
- in or on the Premises use only licensed trades persons, or such trades persons as may be approved by the Lessor and notified to the Lessee, which approval shall not be unreasonably withheld.
- (3) The Lessee must take such reasonable action as is necessary to:
- (a) prevent, if it has occurred as a result of the Lessee's use of the Premises; and
  - (b) rectify or otherwise ameliorate,
- the effects of erosion, drift or movement of sand, soil, dust or water on or from the Premises.

### Cleaning

The Lessee must at all times keep the Premises clean, tidy, unobstructed and free from rubbish.

### Repair

Unless such damage is the Lessor's responsibility pursuant to the terms of the Lease, the Lessee must promptly repair at its own expense to the satisfaction of the Lessor, any damage to the

Premises, regardless of how the damage is caused and replace any of the Lessor's fixtures and fittings which are or which become damaged.

### **Responsibility for Securing the Premises**

The Lessee must ensure the Premises, including Lessor's and Lessee's fixtures and fittings, are appropriately secured at all times.

### **Maintain surroundings**

- (4) The Lessee must regularly inspect and maintain in good condition any part of the Premises which surrounds any buildings, including but not limited to any flora, gardens, lawns, shrubs, hedges and trees.
- (5) The Lessee agrees that any major pruning of trees must be undertaken by a qualified tree surgeon.
- (6) If any flora, trees or lawn dies the Lessee must replace the flora, trees or lawn at its own expense.
- (7) The Lessee must plant and care for such trees on the Premises as the Lessor may from time to time reasonably require.
- (8) The Lessee may not remove any trees, shrubs or hedges without first consulting with and obtaining the approval of the Lessor, except where necessary for urgent safety reasons.

### **Lessor's Fixtures and Fittings**

The Lessee covenants and agrees that the Lessor's Fixtures and Fittings will remain the property of the Lessor and must not be removed from the Premises at any time.

### **Pest control**

With the exception of termite control, the Lessee must keep the Premises free of any pests and vermin and the cost of extermination will be borne by the Lessee.

### **Painting**

- (9) The Lessee must on or before each repainting date as stated in **Item 9** of the Schedule paint with at least 2 coats of paint those parts of the Premises usually painted internally.
- (10) All painting carried out on the Premises must be carried out in a professional manner; and the contractor or other person engaged by the Lessee to paint the Premises must:
  - (a) do so in a proper manner using good quality materials;
  - (b) have the colour and quality of the materials approved in writing by the Lessor before the work commences;
  - (c) comply with all reasonable directions given or requests made by the Lessor; and
  - (d) be finished in a proper and workmanlike manner.

### **Drains**

- (11) The Lessee must keep and maintain the waste pipes drains and conduits originating in the Premises or connected thereto in a clean clear and free flowing condition and must pay to the

Lessor upon demand the cost to the Lessor of clearing any blockage which may occur in such waste pipes, drains and conduits between the external boundaries of the Premises and the point of entry thereof into any trunk drain unless such blockage has been caused without neglect or default on the part of the Lessee.

- (12) The Lessee must not permit the drains, toilets, grease traps (if any) and other sanitary appliances on the Premises to be used for any purpose other than that for which they were constructed and must not allow any foreign matter or substance to be thrown therein.

## **12. Use**

### **Restrictions on use**

#### **(1) Generally**

The Lessee must not and must not suffer or permit a person to:

- (a) use the Premises or any part of it for any purpose other than the Permitted Purpose; or
- (b) use the Premises for any purpose which is not permitted under any local or town planning scheme, local laws, acts, statutes or any law relating to health.

#### **(2) No offensive or illegal acts**

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any harmful, offensive or illegal act, matter or thing.

#### **(3) No nuisance**

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any thing which causes a nuisance, damage or disturbance to the Lessor or to owners or occupiers of adjoining properties.

#### **(4) No dangerous substances**

The Lessee must not and must not suffer or permit a person to store any dangerous compound or substance on or in the Premises, otherwise than in accordance with the following provisions:

- (a) any such storage must comply with all relevant statutory provisions;
- (b) all applications for the approval or renewal of any licence necessary for such storage must be first referred to the Lessor;
- (c) the Lessor may within its absolute discretion refuse to allow the storage of any particular dangerous compound or substance on the Premises; and
- (d) upon the request of the Lessor, the Lessee will provide a list of all dangerous compounds or substances stored on the Premises.

#### **(5) No harm or stress**

The Lessee must not and must not suffer or permit a person to do any act or thing which might result in excessive stress or harm to any part of the Premises.

#### **(6) No signs**

The Lessee must not and must not suffer or permit a person to display from or affix any signs, notices or advertisements on the Premises without the prior written consent of the Lessor.

**(7) No smoking**

The Lessee must not suffer or permit a person to smoke inside any building or other enclosed area on the Premises.

**(8) Consumption of alcohol**

Deleted.

**(9) Sale of Alcohol**

The Lessee will not sell or supply liquor from the Premises or allow liquor to be sold or supplied from the Premises without the prior written consent of the Lessor and then only in accordance with the provisions of the *Liquor Control Act 1988*, *Health (Food Hygiene) Regulations 1993*, *Liquor Licensing Regulations 1989* and any other relevant written laws that may be in force from time to time.

**(10) Removal of rubbish**

The Lessee must keep the Premises free from dirt and rubbish and to store and keep all trade waste and garbage in proper receptacles.

**(11) No pollution**

The Lessee must do all things necessary to prevent pollution or contamination of the Premises by garbage, refuse, waste matter, oil and other pollutants.

**No warranty**

The Lessor gives no warranty:

- (a) as to the use to which the Premises may be put; or
- (b) that the Lessor will issue any consents, approvals, authorities, permits or licences required by the Lessee under any statute for its use of the Premises.

**Lessee to Observe Copyright**

In the event that the Lessee or any person sub-leasing, hiring, or in temporary occupation of the Premises provides, contracts for, or arranges for the performance, exhibition or display of any music or work of art the copyright of which is not vested in the Lessee or that person, the Lessee shall ensure that all obligations in regard to payment of copyright or licensing fees with the owner or licensor of the copyright are met before any such performance, exhibition or display is held.

**Premises Subject to Restriction**

The Lessee accepts the Premises for the Term subject to any existing prohibition or restriction on the use of the Premises.

**Indemnity for Costs**

The Lessee indemnifies the Lessor against any claims or demands for all costs, on a solicitor client basis, reasonably incurred by the Lessor by reason of any claim in relation to any matters set out in this **clause 12**.

## 13. Alcohol

### Consumption of alcohol

The Lessee COVENANTS AND AGREES:

- (a) not to use or allow the Premises to be used for the consumption or sale of alcohol without first obtaining the written consent of the Lessor, and the Lessor shall determine any such application in its absolute discretion; and
- (b) that it shall not make an application for a licence or permit under the Liquor Control Act 1988 for the Premises, or apply for an amendment to a licence or permit it has been granted, without first obtaining the written consent of the Lessor.

### Liquor licence

The Lessee COVENANTS AND AGREES that if a licence or permit is granted under the Liquor Control Act 1988 for the Premises it must:

- (c) comply with any requirements attaching to the licence or permit at its cost and where any alteration is required to the Premises **clause 15** shall apply;
- (d) comply with the requirements of the Harm Minimisation Policy (as amended from time to time) of the Department of Racing, Gaming & Liquor, which will require, without limitation the following:
  - (i) the development and implementation of a House Management Policy and Code of Conduct (as defined by the Harm Minimisation Policy) for the Premises, and such policies must be displayed in a prominent position on the Premises at all times; and
  - (ii) the development and implementation of a Management Plan (as defined by the Harm Minimisation Policy) for the Premises.
- (e) provide a copy of the licence or permit (as well as a copy of any document referred to in the licence or permit, including without limitation a copy of the House Management Policy, Code of Conduct and Management Plan (as defined by the Harm Minimisation Policy)) to the Lessor as soon as practicable after the date of grant; and
- (f) indemnify and keep indemnified the Lessor from and against any breach of the Liquor Control Act 1988, Health (Food Hygiene) Regulations 1993, Liquor Control Regulations 1989 or the licence or permit or any conditions imposed thereupon for which it may be liable as the owner of the Premises.

## 14. Minimise nuisance to neighbours

- (1) Deleted

## 15. Alterations

### Restriction

- (1) The Lessee must not without prior written consent:
- (a) (i) from the Lessor;
  - (ii) from any other person from whom consent is required under this Lease;
  - (iii) required under statute in force from time to time, including but not limited to the planning approval of the Lessee under a town planning scheme of the Lessee;
  - (b) make or allow to be made any alteration, addition or improvements to or demolish any part of the Premises; or
  - (c) subject to the performance of the Lessee's obligations in **clause 11**, remove any flora or fauna, alter or cut down any flora, or sell, remove or otherwise dispose of any flora, sand, gravel, timber or other materials from the Premises.

### Consent

- (2) If the Lessor and any other person whose consent is required under this Lease or at law consents to any matter referred to in **clause 15** the Lessor may:
- (a) consent subject to conditions; and
    - (i) require that work be carried out in accordance with plans and specifications approved by the Lessor or any other person giving consent; and
    - (ii) require that any alteration be carried out to the satisfaction of the Lessor under the supervision of an engineer or other consultant; and
  - (b) if the Lessor consents to any matter referred to in **clause 15**:
    - (i) the Lessor gives no warranty that the Lessor will issue any consents, approvals, authorities, permits or policies under any statute for such matters; and
    - (ii) the Lessee must apply for and obtain all such consent approvals, authorities, permits or policies as are required at law before undertaking any alterations, additions, improvements or demolitions.

### Cost of Works

All works undertaken under this **clause 15** will be carried out at the Lessee's expense.

### Conditions

If any of the consents given by the Lessor or other persons whose consent is required under this Lease or at law require other works to be done by the Lessee as a condition of giving consent, then the Lessee must at the option of the Lessor either:

- (c) carry out those other works at the Lessee's expense; or



- (d) permit the Lessor to carry out those other works at the Lessee's expense,  
in accordance with the Lessor's requirements.

## 16. Lessor's right of entry

### Entry on Reasonable Notice

The Lessee must permit entry by the Lessor or any Authorised Person onto the Premises without notice in the case of an emergency, and otherwise upon reasonable notice:

- (a)
  - (i) at all reasonable times;
  - (ii) with or without workmen and others; and
  - (iii) with or without plant, equipment, machinery and materials;
- (b) for each of the following purposes:
  - (i) to inspect the state of repair of the Premises and to ensure compliance with the terms of this Lease;
  - (ii) to carry out any survey or works which the Lessor considers necessary, however the Lessor will not be liable to the Lessee for any compensation for such survey or works provided they are carried out in a manner which causes as little inconvenience as is reasonably possible to the Lessee;
  - (iii) to comply with the Lessor's Covenants or to comply with any notice or order of any authority in respect of the Premises for which the Lessor is liable; and
  - (iv) to do all matters or things to rectify any breach by the Lessee of any term of this Lease but the Lessor is under no obligation to rectify any breach and any rectification under this **clause 16(b)(iv)** is without prejudice to the Lessor's other rights, remedies or powers under this Lease.

### Costs of Rectifying Breach

All costs and expenses incurred by the Lessor as a result of any breach referred to at **clause 16(b)(iv)** together with any interest payable on such sums will be a debt due to the Lessor and payable to the Lessor by the Lessee on demand.

## 17. Statutory obligations and notices

### Comply with Statutes

The Lessee must:

- (a) comply promptly with all statutes and local laws from time to time in force relating to the Premises;
- (b) apply for, obtain and maintain in force all consents, approvals, authorities, licences and permits required under any statute for the use of the Premises specified at **clause 12**;

- (c) ensure that all obligations in regard to payment for copyright or licensing fees are paid to the appropriate person for all performances, exhibitions or displays held on the Premises; and
- (d) comply promptly with all orders, notices, requisitions or directions of any competent authority relating to the Premises or to the business the Lessee carries on at the Premises.

### **Indemnity if Lessee Fails to Comply**

The Lessee indemnifies the Lessor and the Minister for Lands against:

- (e) failing to perform, discharge or execute any of the items referred to in **clause 17**; and
- (f) any claims, demands, costs or other payments of or incidental to any of the items referred to in **clause 17**.

## **18. Report to Lessor**

The Lessee must immediately report to the Lessor:

- (a) any act of vandalism or any incident which occurs on or near the Premises which involves or is likely to involve a breach of the peace or become the subject of a report or complaint to the police and of which the Lessee is aware or should be aware;
- (b) any occurrence or circumstances in or near the Premises of which it becomes aware, which might reasonably be expected to cause, in or on the Premises, pollution of the environment; and
- (c) all notices, orders and summonses received by the Lessee and which affect the Premises and immediately deliver them to the Lessor.

## **19. Default**

### **Events of Default**

A default occurs if:

- (a) the Lessee is in breach of any of the Lessee's Covenants for 28 days after a Notice has been given to the Lessee to rectify the breach or to pay compensation in money;
- (b) the association is wound up whether voluntarily or otherwise;
- (c) the Lessee passes a special resolution under the *Associations Incorporation Act 2015* altering its rules of association in a way that makes its objects or purposes inconsistent with the use permitted by this Lease;
- (d) a mortgagee takes possession of the property of the Lessee under this Lease;
- (e) any execution or similar process is made against the Premises on the Lessee's property;
- (f) the Premises are vacated, or otherwise not used, in the Lessor's reasonable opinion, for the Permitted Purpose for six month period; or
- (g) a person other than the Lessee or a permitted sublessee or assignee is in occupation or possession of the Premises or in receipt of a rent and profits.

## Forfeiture

On the occurrence of any of the events of default specified in **clause 19** the Lessor may:

- (h) without notice or demand at any time enter the Premises and on re-entry the Term will immediately determine;
- (i) by notice to the Lessee determine this Lease and from the date of giving such notice this Lease will be absolutely determined; and
- (j) by notice to the Lessee elect to convert the unexpired portion of the Term into a tenancy from month to month when this Lease will be determined as from the giving of the notice and until the tenancy is determined the Lessee will hold the Premises from the Lessor as a tenant from month to month under **clause 20**,

but without affecting the right of action or other remedy which the Lessor has in respect of any other breach by the Lessee of the Lessee's Covenants or releasing the Lessee from liability in respect of the Lessee's Covenants.

## Lessor may remedy breach

If the Lessee:

- (k) fails or neglects to pay the Amounts Payable by the Lessee under this Lease; or
- (l) does or fails to do anything which constitutes a breach of the Lessee's Covenants,

then, after the Lessor has given to the Lessee notice of the breach and the Lessee has failed to rectify the breach within a reasonable time, the Lessor may without affecting any right, remedy or power arising from that default pay the money due or do or cease the doing of the breach as if it were the Lessee and the Lessee must pay to the Lessor on demand the Lessor's cost and expenses of remedying each breach or default.

## Acceptance of Amount Payable By Lessor

Demand for or acceptance of the Amounts Payable by the Lessor after an event of default has occurred will not affect the exercise by the Lessor of the rights and powers conferred on the Lessor by the terms of the Lease or at law and will not operate as an election by the Lessor to exercise or not to exercise any right or power.

## Essential Terms

Each of the Lessee's Covenants in **clauses 6** (Rent and Other Payments), **7** (Insurance), **9** (Indemnity), **11** (Maintenance, Repair and Cleaning), **12** (Use), **26** (Assignment, Subletting and Charging) and **33** (Goods and Services Tax), is an essential term of this Lease but this **clause 19** does not mean or imply that there are no other essential terms in this Lease.

## Breach of Essential Terms

If the Lessee breaches an essential term of this Lease then, in addition to any other remedy or entitlement of the Lessor:

- (m) the Lessee must compensate the Lessor for the loss or damage suffered by reason of the breach of that essential term;

- (n) the Lessor will be entitled to recover damages against the Lessee in respect of the breach of an essential term; and
- (o) the Lessee covenants with the Lessor that if the Term is determined:
  - (i) for breach of an essential term or the acceptance by the Lessor of a repudiation of this Lease by the Lessee; or
  - (ii) following the failure by the Lessee to comply with any notice given to the Lessee to remedy any default,

the Lessee must pay to the Lessor on demand the total of the Amounts Payable under this Lease which would have been payable by the Lessee for the unexpired balance of the Term as if the Term had expired by effluxion of time together with the losses incurred or reasonably expected to be incurred by the Lessor as a result of the early determination including but not limited to the costs of re-letting or attempting to re-let the Premises;
- (p) the Lessee agrees that the covenant set out in this **clause 19(o)** will survive termination or any deemed surrender at law of the estate granted by this Lease;
- (q) the Lessee may deduct from the amounts referred to at **clause 19(o)** the Rent and other money which the Lessor reasonably expects to obtain by re-letting the Premises between the date of Termination and the date on which the Term would have expired by effluxion of time; and
- (r) the Lessor must take reasonable steps to mitigate its losses and endeavour to re-let the Premises at a reasonable rent and on reasonable terms but the Lessor is not required to offer or accept rent or terms which are the same or similar to the rent or terms contained or implied in this Lease.

## 20. Damage or destruction of Premises

### Abatement of Rent

If the Premises are at any time during the Term, without neglect or default of the Lessee, destroyed or damaged by fire or other risk covered by insurance so as to render the same unfit for the occupation and use of the Lessee, then the Rent or a proportionate part thereof (according to the nature and extent of the damage) shall abate until the Premises have been rebuilt or made fit for the occupation and use of the Lessee, and in case of any dispute arising under this provision the same will be referred to arbitration under the provisions of the *Commercial Arbitration Act 1985* and the full Rent must be paid without any deduction or abatement until the date of the arbitrator's award whereupon the Lessor will refund to the Lessee any Rent which according to the aware appears to have been overpaid.

### Total Damage or Destruction

If the premises are at any time during the Term destroyed or damaged to an extent as to be wholly unfit for the occupation and use of the Lessee either party may be notice in writing to the other of them given within sixty (60) days after the event elect to cancel and terminate this lease. The term will terminate upon such notice being given and the Lessee must vacate the premises and surrender the same to the Lessor, but such termination will be without prejudice however to the liability of the Lessee under this Lease up to the date of termination.

## 21. Option to renew

If the Lessee at least one month, but not earlier than 12 months, prior to the date for commencement of the Further Term gives the Lessor a Notice to grant the Further Term and:

- (a) all consents and approvals required by the terms of this Lease or at law have been obtained; and
- (b) there is no subsisting default by the Lessee at the date of service of the Notice in:
  - (i) the payment of Amounts Payable; or
  - (ii) the performance or observance of the Lessee's Covenants,

the Lessor shall **consider**, at the lessors absolute discretion, granting to the Lessee a lease for the Further Term at the Rent and on terms and conditions similar to this Lease other than this **clause 21** in respect of any Further Term previously taken or the subject of the present exercise and on such other terms and conditions as the Lessor may consider appropriate.

## 22. Holding over

If the Lessee remains in possession of the Premises after the expiry of the Term with the consent of the Lessor, the Lessee will be a monthly tenant of the Lessor at a rent equivalent to one twelfth of the Rent for the period immediately preceding expiry of the Term and otherwise on the same terms and conditions of this Lease provided that all consents required under this Lease or at law have been obtained to the Lessee being in possession of the Premises as a monthly tenant.

## 23. Restore premises

Prior to Termination, the Lessee at the Lessee's expense must restore the Premises to a condition consistent with the observance and performance by the Lessee of the Lessee's Covenants under this Lease fair wear and tear excepted.

## 24. Yield up the premises

### Peacefully surrender

On Termination the Lessee must:

- (a) peacefully surrender and yield up to the Lessor the Premises in a condition consistent with the observance and performance of the Lessee's Covenants under this Lease;
- (b) surrender to the Lessor all keys and security access devices and combination for locks providing an access to or within the Premises held by the Lessee whether or not provided by the Lessor.

## 25. Removal of property from Premises

### Remove property prior to termination

Prior to Termination, unless otherwise mutually agreed between the parties, the Lessee must remove from the Premises all property of the Lessee which is not a fixture other than air-

conditioning plant and fire equipment, security alarms and security systems and other fixtures and fittings which in the opinion of the Lessor form an integral part of the Premises and promptly make good, to the satisfaction of the Lessor, any damage caused by the removal.

#### **Lessor can remove property on re-entry**

On re-entry the Lessor will have the right to remove from the Premises any property of the Lessee and the Lessee indemnifies the Lessor against all damage caused by the removal of and the cost of storing that property.

## **26. Casual Hire of Premises**

#### **Casual Hire**

- (1) The Lessee may hire out the Premises or any part thereof on a casual basis only PROVIDED:
  - (a) such use is consistent at all times with the Permitted Purpose;
  - (b) the Lessee ensures any hirer complies strictly with the relevant terms of this Lease; and
  - (c) the Lessee obtains the prior written consent for any hire arrangements, which consent may be withheld by the Lessor in its absolute discretion.
- (2) For the purposes of this Lease, “casual hire” means any hire of the Premises by the Lessee to a third party for a period of no more than 48 hours in any calendar month and does not include any formal transfer, assignment or sublease of the Premises.

#### **Lessee remains responsible for Premises at all times**

The Lessee ACKNOWLEDGES that at all times, including when the Premises are hired to a third party, it remains responsible for the Premises, including without limitation any damage that may be caused or occurs during any hire period.

## **27. Assignment, Subletting and Charging**

#### **No assignment or sub-letting without consent**

The Lessee must not assign the leasehold estate in the Premises nor Sub-let, part with possession, or dispose of the Premises or any part of the Premises without the prior written consent of the Lessor and any other persons whose consent is required under the terms of this Lease or at law.

#### **Lessor's Consent to Assignment and Sub-letting**

Provided all parties whose consent is required, under this Lease or at law, to an assignment or Sub-letting, give their consent and any assignment or sublease is for a purpose consistent with the use of the Premises permitted by this Lease then the Lessor may not unreasonably withhold its consent to the assignment or Sub-letting of the leasehold estate created by this Lease if:

- (a) the proposed assignee or sublessee is a respectable and responsible person of good financial standing capable of continuing the permitted use for non-profit making community purposes;

- (b) all Amounts Payable due and payable have been paid and there is no existing unremedied breach, whether notified to the Lessee or not, of any of the Lessee's Covenants;
- (c) the Lessee procures the execution by:
  - (i) the proposed assignee of a deed of assignment; or
  - (ii) the proposed sublessee of a deed of sublease,
 to which the Lessor is a party and which deed is prepared and completed by the Lessor's solicitors; and
- (d) the assignment contains a covenant by the assignee or sublessee with the Lessor to pay all Amounts Payable and to perform and observe all the Lessee's Covenants.

### **Where sublessee is a community group**

If the proposed sublessee is a community group, whether or not a body corporate or unincorporated, the Lessor may not require a deed of sublease under **clause 27(c)**.

### **Consents of Assignee Supplementary**

The covenants and agreements on the part of any assignee will be supplementary to the Lessee's Covenants and will not release the assigning lessee from the Lessee's Covenants.

### ***Property Law Act 1969***

Sections 80 and 82 of the *Property Law Act 1969* are excluded.

### **Costs for assignment and sub-letting**

If the Lessee wishes to assign or sub-let the leasehold estate created by this Lease the Lessee must pay all reasonable professional and other costs, charges and expenses, incurred by the Lessor or other person whose consent is required under this Lease, of and incidental to:

- (e) the enquiries made by or on behalf of the Lessor as to the respectability, responsibility and financial standing of each proposed assignee or sublessee;
- (f) any consents required under this Lease or at law; and
- (g) all other matters relating to the proposed assignment or sub-letting,

whether or not the assignment or Sub-letting proceeds.

### **No mortgage or charge**

The Lessee must not mortgage nor charge the Premises.

## **28. Disputes**

### **Referral of Dispute: Phase 1**

Except as otherwise provided any dispute arising out of this Lease is to be referred in the first instance in writing to the Lessor's Representative as nominated in writing by the Lessor from

time to time (**the Lessor's Representative**) who shall convene a meeting within 10 days of receipt of such notice from the Lessee or such other period of time as is agreed to by the parties between the Lessor's Representative and an officer of the Lessee for the purpose of resolving the dispute (**the Original Meeting**).

### **Referral of Dispute: Phase 2**

In the event the dispute is not resolved in accordance with **clause 28** of this Lease then the dispute shall be referred in writing to the CEO of the Lessor who shall convene a meeting within 10 days of the Original Meeting or such other date as is agreed to by the parties between the CEO and the President of the Lessee for the purpose of resolving the dispute.

### **Appointment of Arbitrator: Phase 3**

In the event the dispute is not resolved in accordance with **clause 28** of this Lease then the dispute shall be determined by a single arbitrator under the provisions of the *Commercial Arbitration Act* 1985 (as amended from time to time) and the Lessor and the Lessee may each be represented by a legal practitioner.

### **Payment of Amounts Payable to Date of Award**

The Lessee must pay the Amounts Payable without deduction to the date of the award of the Arbitrator or the date of an agreement between the Parties whichever event is the earlier, and if any money paid by the Lessee is not required to be paid within the terms of the award of the Arbitrator or by agreement between the Lessor and the Lessee then the Lessor will refund to the Lessee the monies paid

## **29. Prior notice of proposal to change rules**

The Lessee agrees that it will not change its rules of association under the Associations Incorporations Act 2015 without notifying the Lessor of its intention to make such a change prior to consideration of the required special resolution.

## **30. Provision of information**

The Lessee agrees to provide to the Lessor:

- (a) a copy of the Lessee's audited annual statement of accounts for each year;
- (b) advice of any changes in its office holders during the Term; and
- (c) any information reasonably required by the Lessor.

## **31. Right to terminate upon notice**

- (a) Notwithstanding any other provision of this Lease, the Parties AGREE that either party may terminate this Lease for any reason upon six months written notice to the other party.
- (b) If this Lease is terminated in accordance with this clause, **clause 24** will apply.



## 32. Caveat

### No absolute caveat

The Lessee nor any person on behalf of the Lessee will, without the prior written consent of the Lessor, lodge any absolute caveat at Landgate against the Certificate of Title for the Land, to protect the interests of the Lessee under this Lease.

### CEO & Lessor as attorney

Deleted

### Ratification

The Lessee undertakes to ratify all the acts performed by or caused to be performed by the Lessor, its agent or attorney under this clause.

### Indemnity

The Lessee indemnifies the Lessor against:

- (a) any loss arising directly from any act done under this clause. and
- (b) all costs and expenses incurred in connection with the performance of any act by the attorney on behalf of the Lessee under this clause.

## 33. Goods and services tax

### Definitions

- (1) The following definitions apply for the purpose of this clause:
  - (a) **Act** means the Commonwealth's *A New Tax System (Goods and Services Tax) Act 1999* and associated Acts and subsidiary legislation;
  - (b) **Consideration** means the Amounts Payable or any other money payable to the Lessor under this Lease, but does not include the amount of the GST which may apply to the Amounts Payable or other money payable under the Act;
  - (c) **GST** means a tax under the Act levied on a Supply including but not limited to the Amounts Payable or other money payable to the Lessor for goods or services or property or any other thing under this Lease; and
  - (d) **Supply** means a good or service or any other thing supplied by the Lessor under this Lease and includes but is not limited to a grant of a right to possession of the Premises.

### Lessee to pay GST

- (2) The Consideration will be increased by the amount of the GST, if any, which the Lessor is required under the Act to pay on any Supply made under this Lease.
- (3) The Lessee must pay any increase referred to at **clause 33(2)** whether it is the Lessee or any other person who takes the benefit of any Supply.

- (4) The Lessee must pay the amount of the GST to the Lessor at the same time and in the same manner as the Lessee is required to pay the Consideration under this Lease.

### **Consideration in Kind**

If consideration in kind is accepted by the Lessor for any Supply made under this Lease, the GST amount payable to the Lessor under **clause 33(3)** in respect of the consideration in kind will be calculated by using the prevailing market value of the consideration in kind as determined by the Lessor.

- (5) No Contribution from Lessor

If the Lessee is required under this Lease to make any payment of money or give other consideration to a third party for outgoings, goods, services and benefits of any kind, the Lessee is not entitled to any contribution from the Lessor for any GST payable by it to any person.

- (6) Statement of GST paid is Conclusive

A written statement given to the Lessee by the Lessor of the amount of the GST that the Lessor pays or is liable to pay or account for is conclusive as between the Parties except in the case of an obvious error.

- (7) Tax Invoices

For each payment by the Lessee under this clause the Lessor agrees to promptly deliver to the Lessee, as required under the Act, tax invoices and adjustment notes in a form which complies with the Act, so as to enable the Lessee to claim input tax credits or decreasing adjustments for Supplies.

- (8) Reciprocity

If the Lessee furnishes any Supplies to the Lessor under this Lease, then the requirements set out in this clause with respect to the Lessee will apply to the Lessor with the necessary changes.

## **34. No Fetter**

Notwithstanding any other provision of this Lease, the Parties acknowledge that the Lessor is a local government established by the *Local Government Act 1995*, and in that capacity, the Lessor may be obliged to determine applications for consents, approvals, authorities, licences and permits having regard to any Written Law governing such applications including matters required to be taken into consideration and formal processes to be undertaken, and the Lessor shall not be taken to be in default under this Lease by performing its statutory obligations or exercising its statutory discretions, nor shall any provision of this Lease fetter the Lessor in performing its statutory obligations or exercising any discretion.

## **35. Additional Terms Covenants and Conditions**

Each of the terms, covenants and conditions (if any) specified in **Item 10** of the Schedule are part of this Lease and are binding on the Lessor and the Lessee as if incorporated into the body of this Lease.

## 36. Commercial Tenancy Act

If at any time and for so long as the *Commercial Tenancy (Retail Shops) Agreements Act 1985* applies to this Lease and a provision of that Act conflicts with a provision of this Lease, then each conflicting provision of this Lease is deemed to be amended to the extent necessary to comply with that Act.

## 37. Acts by agents

All acts and things which the Lessor is required to do under this Lease may be done by the Lessor, the CEO, an officer or the agent, solicitor, contractor or employee of the Lessor.

## 38. Governing law

This Lease is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

## 39. Statutory powers

The powers conferred on the Lessor by or under any statutes for the time being in force are, except to the extent that they are inconsistent with the terms and provisions expressed in this Lease, in addition to the powers conferred on the Lessor in this Lease.

## 40. Notice

### Form of delivery

A Notice to a Party must be in writing and may be given or made:

- (a) by delivery to the Party personally; or
- (b) by addressing it to the Party and leaving it at or posting it by registered post to the address of the Party appearing in this Lease or any other address nominated by a Party by Notice to the other.

### Service of notice

A Notice to a Party is deemed to be given or made:

- (c) if by personal delivery, when delivered;
- (d) if by leaving the Notice at an address specified in **clause 40(b)**, at the time of leaving the Notice, provided the Notice is left during normal business hours; and
- (e) if by post to an address specified in **clause 40(b)**, on the second business day following the date of posting of the Notice.

### Signing of notice

A Notice to a Party may be signed:

- (f) if given by an individual, by the person giving the Notice;

- (g) if given by a corporation, by a director, secretary or manager of that corporation;
- (h) if given by a local government, by the CEO;
- (i) if given by an association incorporated under the *Associations Incorporation Act 2015*, by any person authorised to do so by the board or committee of management of the association; or
- (j) by a solicitor or other agent of the individual, corporation, local government or association giving the Notice.

## 41. Severance

If any part of this Lease is or becomes void or unenforceable, that part is or will be severed from this Lease to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.

## 42. Variation

This Lease may be varied only by deed executed by the parties subject to such consents as are required by this Lease or at law.

## 43. Moratorium

The provisions of a statute which would but for this clause extend or postpone the date of payment of money, reduce the rate of interest or abrogate, nullify, postpone or otherwise affect the terms of this Lease do not, to the fullest extent permitted by law, apply to limit the terms of this Lease.

## 44. Further assurance

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Lease.

## 45. Payment of money

Any Amounts Payable to the Lessor under this Lease must be paid to the Lessor at the address of the Lessor referred to in the Lease or as otherwise directed by the Lessor by Notice from time to time.

## 46. Waiver

### **No general waiver**

Failure to exercise or delay in exercising any right, power or privilege in this Lease by a Party does not operate as a waiver of that right, power or privilege.

### **Partial exercise of right power or privilege**

A single or partial exercise of any right, power or privilege does not preclude any other or further exercise of that right, power or privilege or the exercise of any other right, power or privilege.

# Schedule

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## Item 1 Land and Premises

### **Land**

Portion of Lots 51 and 52 on Crown Grant (Portion of 80-86 Federal Street, Narrogin) and comprising portion of the Town Hall Buildings Complex, known as Shop 1, 86 Federal St, as depicted in RED on Annexure 1.

### **Premises**

That part of the Land depicted on the plan in RED outline annexed hereto as Annexure 1, including all buildings, structures, alterations, additions and improvements on that part of the Land, or erected on that part of the Land during the Term.

## Item 2 Term

(3 years) commencing on 30 June 2025 and expiring on 30 June 2028.

## Item 3 Further Term

Nil

## Item 4 Commencement Date

30 June 2025

## Item 5 Rent

\$433.33 plus GST payable monthly in advance amount totalling \$5,200.00 plus GST per annum, being 50% of the deemed current market rent.

The Shire of Narrogin provides a rental subsidy to support the educational and community services delivered by the Lumen Wheatbelt Regional University Centre, through a 50% reduction in the annual market rent for the term of the lease.

## Item 6 Rent Review

Not applicable

## Item 7 Permitted purpose

Lumen Wheatbelt Regional University Centre

Other uses as agreed to in writing by the Lessor and allowable under the Association's objects.

## Item 8 Public liability insurance

Ten million dollars (\$10,000,000.00).

## Item 9 Repainting Dates

Not applicable

## Item 10 Additional terms and covenants

- a) The Lessor is to pay outgoings including but not limited to all, water and sewerage rates, local authority rates and refuse charges, emergency service levies (ESL) and utilities on the property.
- b) Notwithstanding clause (a) above;
  - The Council will consider waiving the local government's rates each year, pursuant to section 6.47 of the Local Government Act 1995; and
  - Water rates and consumption and electricity consumption will be met by the lessor as there is no sub-meters to the shop and consumption of water at least is deemed to be minimal.
- c) Notwithstanding Clause 8 of the lease, the Lessor will meet all costs of Building Insurance, other than excesses on insurance claims, with respect to the demised premises.
- d) The Lessors Building Surveyor or appointed agents or shall, at least on an annual basis (in conjunction with the Lessee) inspect all leased buildings and land to ascertain their state of maintenance pursuant to the lease to determine the priority future and long term maintenance to be undertaken by either party pursuant to the lease.
- e) Pursuant to Clause 11.8; the Lessor requires that all painting carried out on the Premises be completed to a professional standard.
- f) The Lessee is permitted access to:
  - The toilet facilities located within the Town Hall.
- g) As part of the Lessor's rent subsidy reference in Item 5, the Lesser respectfully requests that the Shire of Narrogin's contribution be publicly acknowledged, through one or more of the following methods where appropriate:
  - Include acknowledgment of the Shire's support in your association's annual reports, newsletters, and promotional materials (e.g., "Supported by the Shire of Narrogin").
  - Display the Shire's logo on your website and other public-facing media.
  - If signage is used for the facility, include a message such as: "This facility is supported by the Shire of Narrogin."
  - Acknowledge the Shire's support in materials for programs or activities conducted, such as flyers, press releases, or event banners.

- Post social media acknowledgments, especially during any events or related milestones at the facility.
- h) The Lessor will provide the Lessee with 24/7 access to the premises via key, swipe card, fob, or PIN code, granting entry through:
- The front door;
  - The rear door; and
  - The Town Hall toilet facilities.

# Signing page

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EXECUTED[ 2025

THE COMMON SEAL of the SHIRE OF NARROGIN was hereunto affixed in the presence of:

\_\_\_\_\_  
President Leigh Ballard

\_\_\_\_\_  
Chief Executive Officer Dale Stewart

Signed by Regional Development Australia Wheatbelt Inc. pursuant to the constitution of the Lessee in the presence of each of the undersigned each of whom hereby declares by the execution of this document that he or she holds the office in the Lessee indicated under his or her name-

\_\_\_\_\_  
Office Holder Sign

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Office Held:

\_\_\_\_\_  
Office Holder Sign

\_\_\_\_\_  
Name:

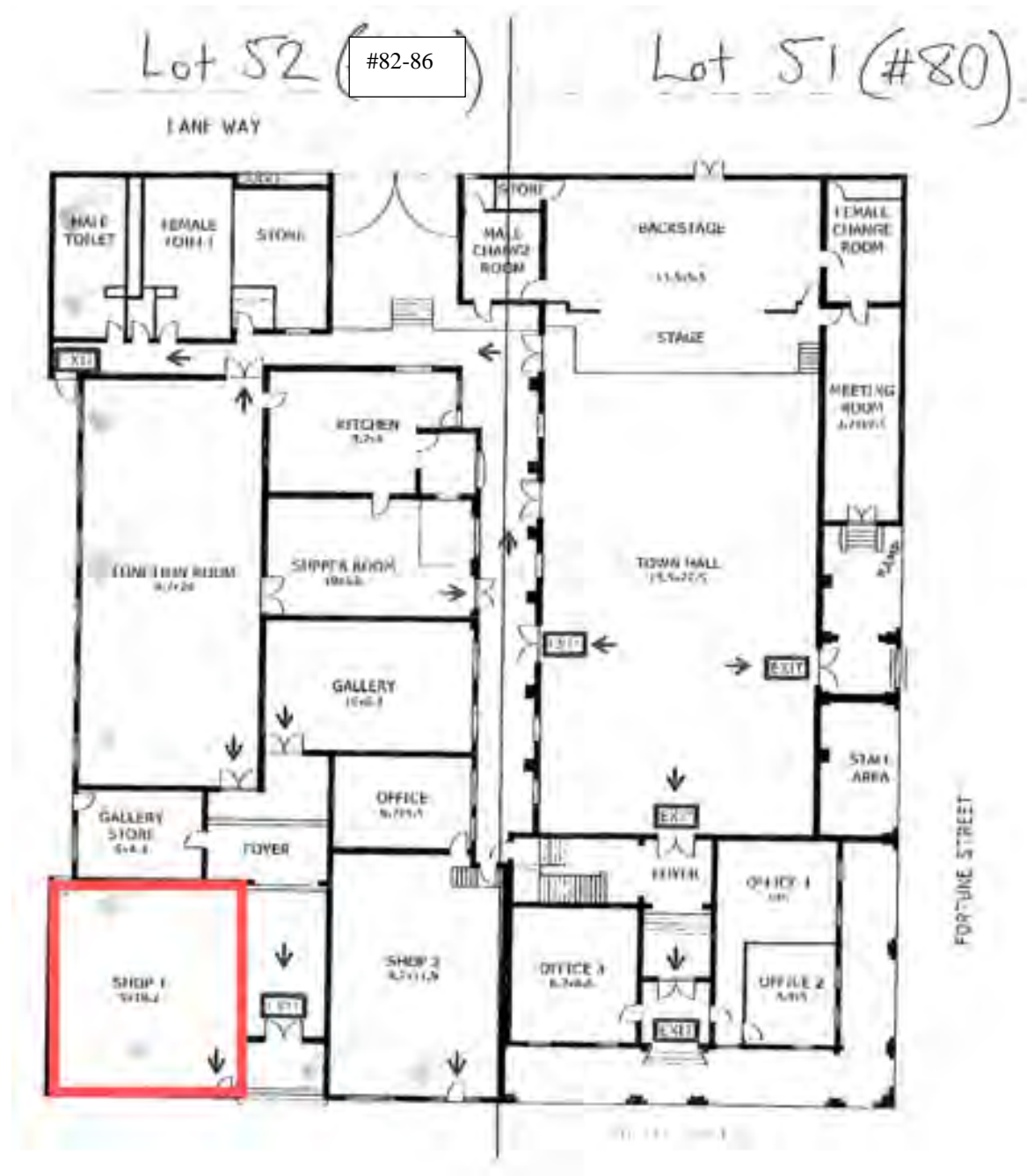
\_\_\_\_\_  
Address:

\_\_\_\_\_  
Office Held:



# Annexure 1 – Sketch of Premises (Red Outline)

A.



B

### 10.4.3 ACQUISITION OF LOTS 1113 AND 32 ON DP147703

File Reference	A143400
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 June 2025
Author	Lily Webb – Executive Support Coordinator
Authorising Officer	Dale Stewart – Chief Executive Officer
<b>Attachments</b> 1. Correspondence from Department of Planning, Lands and Heritage; 2. Correspondence from Office of Hon John Carey MLA (15 August 2024); and 3. Historical Crown Grants in Trust (2).	

#### Summary

This report recommends that Council approve the acquisition of Lot 1113 Egerton Street and Lot 32 Harris Street on Deposited Plan 147703 (939m<sup>2</sup>), which are historically associated with the former Narrogin Soldiers' Memorial Institute and the Returned and Services League (RSL) of WA. It has been offered by the Department of Planning, Lands and Heritage (DPLH) to the Shire at the request of the Administration (dating back to November 2022).

The land is available for freehold transfer at the current Unimproved Market Value of \$230,000 plus GST. Estimated additional costs for settlement and transfer total \$3,000.

The Shire's interest in this site stems from its location, its cultural and architectural value, and it being adjacent to existing Shire-owned or managed land. The building is presently used by the Narrogin Eight Ball Association under a relatively short term informal arrangement originally made with the now-disbanded Narrogin Soldiers Memorial Institute Inc (NSMI). No formal lease or condition assessment exists.

Council is requested to consider the acquisition and associated budget implications as well as potential next steps for property and land management, including condition assessment and short-term occupancy arrangements. The acquisition represents a legacy opportunity for the Shire to safeguard an iconic site and ensure that its continued use contributes to Narrogin's identity, civic pride, and economic resilience.

#### Background

The Narrogin Soldiers' Memorial Institute building (and lands) was originally granted as two separate 'Crown Grants in Trust' to the Narrogin Soldiers' Memorial Institute Association Incorporated on the 24 April 1925 and 12 July 1926 (after construction was completed interestingly) (refer Attachment 3).

When the Association was formally cancelled (at the request of the former members and the Administration of the Shire) by the Department of Mines, Industry Regulation and Safety (DMIRS) on 20 May 2024, the land reverted to State ownership.

On 4 July 2024, the Shire again wrote to the Minister for Lands, the Hon. John Carey MLA, requesting the property be transferred into the Shire's control. The Minister's Office subsequently confirmed that the Department of Planning, Lands and Heritage (DPLH) had been instructed to negotiate directly with the Shire, which opened the door for acquisition by either creation of a management order or freehold acquisition. The Administration is of the view that freehold acquisition provides greater opportunities for control and flexibility in land aggregation and redevelopment.

The site, which sits prominently in the town centre and directly borders other strategic Shire land including a public carpark, has been passively maintained by the Narrogin Eight Ball Association for the last approximate 12 months, who continue to occupy the space under a verbal agreement with the former NSMI Members as 'caretakers' effectively. No rental has been collected, and no formal condition assessment has been undertaken to definitively establish the building's integrity, although the structure appears sound from recent walkthroughs with local representatives and in a walk through two (2) years ago by the Shire President, Deputy Shire President, Chief Executive Officer, and the former Building Surveyor of the Shire.

The Shire already holds the Certificates of Title for land immediately adjacent to the west, shown in green in Figure 1. These lots include:

- Lot 261 on Plan 222890 (792m<sup>2</sup>);
- Lot 31 on Plan 222890 (361m<sup>2</sup>);
- Lot 1282 on Plan 162812 (334m<sup>2</sup>); and
- Lot 1129 on Plan 162812 (341m<sup>2</sup>).

This existing Shire-owned land totals 1,828m<sup>2</sup>. Should the Shire proceed with acquiring the subject lots, as shown in red in Figure 1:

- Lot 1113 on Plan 147703 (595m<sup>2</sup>); and
- Lot 32 on Plan 147703 (344m<sup>2</sup>);

an additional 939m<sup>2</sup> would be added, bringing the consolidated area of freehold land under Shire ownership in this precinct to 2,767m<sup>2</sup>.

Additionally, shown in blue in Figure 1, Lot 1699 on Plan 195173 (1,643m<sup>2</sup>, Narrogin Old Courthouse Museum), for which the Shire holds a management order. While not freehold, this managed reserve further enhances the Shire's stewardship and functional control of land in this key central location to a total of 4,410m<sup>2</sup>.



Figure 1

From a heritage perspective, the building holds significant cultural and architectural importance. Its longstanding association with the Narrogin Soldiers' Memorial Institute (NSMI) and the Returned and Services League (RSL) Subbranch, along with its distinctive Interwar Bungalow style architecture, positions it as a vital element of Narrogin's civic identity and streetscape. The building's location and

established footprint also underscore its strategic value as a community asset, offering opportunities for future use or thoughtful redevelopment.

Acquiring the site in freehold would enable the Shire to protect its historical integrity while maintaining the flexibility to explore a variety of potential uses. These might include short-stay accommodation or tourism-oriented developments such as motels or lockbox-style accommodation, with the possibility of incorporating a wraparound 'L' shape single or indeed, two-storey extension at the rear. Any future redevelopment would need to prioritise preserving the heritage character along the Egerton Street frontage, potentially opening the door for commercial 'period' restorations, cafés, restaurants, or other compatible uses, while safeguarding the Institute Building itself. The site could also support community-oriented infrastructure, aligning with the Shire's CBD revitalisation strategy, heritage conservation aims, and broader planning objectives.

## Consultation

The following consultation has occurred over the last 30 months or so:

- Initial request to the Shire through the Chief Executive Officer by the immediate former office holders of the Narrogin Soldiers Memorial Institute Inc (NSMI) for the Shire to assume care and responsibility and management of the land and building (November 2022);
- Letters by the Chief Executive Officer to Landgate and DMIRS November 2022 requesting initiation of the cancellation of the Association and the transfer of land;
- Narrogin Department of Planning, Lands and Heritage (confirmed ministerial support for tenure negotiation with the Shire on 15 August 2024);
- Executive Manager Development & Regulatory Services; and
- Acting Manager Corporate Services.

## Statutory Environment

The following laws relate:

- *Local Government Act 1995*, Section 6.8(2)(b) – Council authorisation is required for expenditure not included in the adopted annual budget;
- *Local Government Act 1995*, Section 9.49A – Documents may be executed either by affixing the common seal or by signature of an authorised person;
- Land Administration Act 1997 – Provides for Crown land disposal procedures, where applicable;
- Planning and Development Act 2005 – planning matters generally;
- Heritage Act 2018 – heritage matters associated with the building and the Shire's adopted Local Heritage Survey; and
- Transfer of Land Act 1893 – Governs freehold land conveyancing and registration via Landgate.

## Policy Implications

The following Council Policies relate:

- Council Policy 5.9 – Asset Management: Promotes sound decision-making in the acquisition of assets that support long-term service delivery. This purchase aligns with the policy by securing land that offers both cultural value and potential for strategic development.
- Local Planning Policy D3 – Residential Development in Central Business Zone: Supports compatible residential development within the CBD, particularly where it complements primary

commercial uses. The policy encourages the conservation of culturally significant sites and supports adaptive reuse that respects and retains heritage character.

Furthermore, the subject land is zoned Commercial / R50 density, with Tourism Development and Motel both as 'D' Discretionary permitted uses. Future demolition of the (heritage) building on the front of the site would probably never be permitted (by the Heritage Council of WA), nor necessarily contemplated by the Council.

### Sustainability & Climate Change Implications

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

*Economic* - Future development could yield local economic benefit and improved land utilisation.

*Social* - This site has potential to enhance town center vibrancy and support heritage preservation and potential community service delivery.

### Financial Implications

Item	Estimated Cost
Land acquisition (Current Unimproved Market Value)	\$230,000 + GST
Document preparation fee	\$1,469
Landgate lodgement fee	\$211
Other estimated settlement costs	\$1,320
Total (estimate)	\$233,000 + GST

The proposal is not currently included in the adopted Annual Budget. Should Council support the recommendation, it is proposed the amount be allocated in the 2025/26 Annual Budget and proposed to be funded from the Economic Development Reserve.

The matters relating to the management of the asset need to be considered in the context of the Shire's 10-Year Long-Term Financial Plan, as well as Council's 4-Year Corporate Business Plan (CBP). Currently, the draft CBP, being presented to the same Council meeting, includes a provisional gross amount of \$300,000 for refurbishment expenses. This estimate is based on preliminary indications of medium-to long-term work required, such as some subfloor bearer replacements, painting, ceiling and flooring upgrades, kitchen improvements, and upgrades to ablution facilities. It is believed that there is no current termite activity, and the roof also appears to have been replaced in recent years.

There is a substantial likelihood that matching grants from organisations such as Lotterywest could be leveraged to offset the gross predicted refurbishment expenditure. Given the historic and intrinsic value of the property, this consideration is believed to be relatively inconsequential and should not necessarily be seen as the purpose of acquisition, nor as a requirement or expectation for reimbursement via an economic rental return in the short term. However, it does raise the question of the medium term highest and best use of the property, given its CBD location, and whether a potential future economic return could offset some of the acquisition, holding, or redevelopment costs.

Specifically, there may be opportunities for higher-value uses for some of the land at the rear, such as short-term tourism accommodation. This would further enhance the viability of hospitality and retail offerings in the CBD, including the historic building facing Egerton Street.



The question of whether an interim or initial lease fee should be applied for the proposed short to medium-term tenancy has also been considered here. It could be argued that an 'as is, where is' tenancy arrangement, with 'custodian' expectations placed on the tenant, might reasonably attract a lease fee well below market value. The Administration has suggested a lease fee greater than \$1 per annum but significantly less than potential market return, proposing an amount of \$1,200 per annum plus GST (equivalent to \$100 per month) as a reasonable fee in these circumstances for the initial lease period proposed.

## Strategic Implications

The proposed acquisition would significantly consolidate the Shire's ownership of strategically located land within the Narrogin CBD. If acquired, Lots 1113 and 32 would bring the Shire's total freehold landholding in this precinct to approximately 2,767m<sup>2</sup>, in addition to 1,643m<sup>2</sup> of land under management order. This creates a large, contiguous area of Shire-controlled land with long-term potential for civic, cultural, tourism, or commercial redevelopment consistent with the Shire's revitalisation objectives.

Entering a lease arrangement with the current occupant, the Narrogin Eight Ball Association, may involve foregoing potential commercial rent in the order of \$15,000–\$20,000 per annum based on location. However, this trade-off enables activation of the building in the short term while supporting community participation, passive surveillance, and preservation. This approach reflects a strategic balance between financial return and community benefit, while maintaining the flexibility for future land use decisions.

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	1.	Economic Objective (Support growth and progress, locally and regionally)
Strategy:	1.1.1	Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
Strategy:	1.1.2	Promote Narrogin and the Region
Objective:	2.	Social Objective (To provide community facilities and promote social interaction)
Strategy:	2.4.1	Maintain and enhance heritage assets
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)
If acquisition does not proceed, the site may remain underutilised or deteriorate over time.	Unlikely (2)	Moderate (3)	Medium (5-9)	Business & Community Disruption	Provide clear rationale and alignment with strategic framework for Council decision-making.

## Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation, and environment. A risk matrix has been prepared and a risk rating of six (6) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

### Comment/Conclusion

The Shire has received confirmation that the land comprising the former Soldiers' Memorial Institute building is available for acquisition in freehold. Acquiring the site on an "as is, where is" basis secures not only the underlying land but also brings the benefit of retaining a culturally significant structure that has long been part of Narrogin's civic and commemorative identity.

The building is currently occupied by the Narrogin Eight Ball Association under informal arrangements. Although no formal condition assessment has been undertaken, the group's continued use of the premises has provided a degree of passive maintenance. It is recommended that a formal property condition report be commissioned prior to entering into any lease agreement to better understand the asset's structural integrity and inform future planning decisions.

It is proposed that the Shire execute the necessary transfer documents by applying the Common Seal, in accordance with section 9.49A(3) of the *Local Government Act 1995*. This process ensures transparency and satisfies legislative formalities for a transaction of this significance.

<b>SHIRE OF NARROGIN</b>	
<b>Local Heritage Survey 2019</b>	
<b>SOLDIERS MEMORIAL INSTITUTE</b>	
29 Egerton Street	
<b>PLACE No. 28</b>	
EGERTON STREET GROUP	
Narrogin Town Centre Heritage Protection Area	
<b>GRADE B:</b> High level of cultural heritage significance to Shire of Narrogin 'Heritage List.'	
TPS: Development Application. Retain & conserve.	
CONTRIBUTION to HPA: Moderate/considerable	


Place name	<b>SOLDIERS MEMORIAL INSTITUTE</b>
Address	29 Egerton Street
Town/Region	<b>NARROGIN</b>
Lot No	Assessment No. 143400

<b>STATEMENT OF SIGNIFICANCE</b>	
The Soldiers' Memorial Institute has historic significance for its association with the Narrogin community's outstanding contribution to the war effort, having the highest enlistment rate proportionate to population in Australia. It has social significance as a centre of community support and the home of the Narrogin RSL, and has a sense of place for the events that have taken place. It is a fine example of Interwar Bungalow architecture and makes a significant contribution to the Egerton Street streetscape, and the historic streetscape and townscape of the Narrogin Town Centre.	

<b>GRADE B:</b> Shire of Narrogin 'Heritage List.' TPS: Development Application. Retain & conserve.	
---	--

<b>CONSTRUCTION DATE</b>	1924-25
Uses	Major social centre for the Returned Soldiers' League. community occasions and meetings.
<b>CONSTRUCTION MATERIALS:</b>	Frank J Coote- Architect. C. Hoskins, builder.
Walls	Face brick
Roof	Not visible
Other	Intrusive ramp installation

The Narrogin Eight Ball Association, as a not-for-profit, is unlikely to be able to afford commercial rent. However, their use of the building serves a public benefit and aligns with a “protect and preserve” principle. In contrast, should the Shire consider future commercial leasing or repurposing of the building, it would need to negotiate new lease terms that account for market-based rental expectations and potential upgrade requirements.

Future use or adaptation of the site will be guided by the principles in Local Planning Policy D3, which encourages the conservation and adaptive reuse of culturally significant buildings. The opportunity to consolidate and activate this central precinct supports strategic land use planning and offers flexibility for future civic, tourism, or community infrastructure development.

Overall, this acquisition represents a valuable opportunity for Council to shape the future of a landmark site, preserve local heritage, and create a platform for considered, long-term community benefit.

The Narrogin Soldiers Memorial Institute Building is rated as a Grade B (Retain & Conserve) in the Council's adopted Local Heritage Survey (LHS) and was first constructed in 1924/25 and indeed just had its '100th year' in February 2025.



## Voting Requirements

Absolute Majority

### **OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 180625.11**

Moved: Cr Bartron

Seconded: Cr Pomykala

That with respect to the acquisition of Lots 1113 and 32 on Deposited Plan 147703, Council:

- 1) Approve the acquisition of land from the Department of Planning, Lands and Heritage for the purchase price of \$230,000 plus GST;
- 2) Note the associated document preparation, Landgate lodgement fees and settlement-related costs estimated at \$3,000;
- 3) Authorise the application of the Shire of Narrogin's Common Seal and for the Shire President and Chief Executive Officer to execute all necessary documents to complete the acquisition;
- 4) Request the Chief Executive Officer to:
  - a) Request that the Administration include the sum of \$233,000 plus GST as a capital expenditure item in the 2025/26 Annual Municipal Budget, with funding coming from the Economic Development Reserve;
  - b) Enter negotiations with the Narrogin Eight Ball Association to establish a lease agreement for an initial term of one (1) year with an option to renew for a further one (1) year, under a 'protect and preserve' principal arrangement based on the Shire's generic not for profit lease and the following broad parameters;
    - i. The Association being incorporated and having a minimum Public Liability Insurance of \$10m;
    - ii. Annual lease fee of \$1,200 plus GST;
    - iii. The Building condition being on an as is where is basis;
    - iv. All utilities and consumables being in the name of, or reimbursed by the Association;
  - c) Obtain a formal building condition and ingoing tenancy assessment prior to entering into any lease agreement;
  - d) Present a subsequent draft lease agreement to Council for consideration; and
  - e) Liaise with the Association, and the former office holders of the former Narrogin Soldiers Memorial Institute Inc, to compile an inventory of commemorative and/or historical items for the purpose of documentation and preservation and as a listing of assets / memorabilia as an appendix to the proposed lease.

**CARRIED BY ABSOLUTE MAJORITY 6/0**

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

Against: Nil

---

**From:** Lara McCabe <[lara.mccabe@dplh.wa.gov.au](mailto:lara.mccabe@dplh.wa.gov.au)>  
**Sent:** Friday, 6 June 2025 8:38 AM  
**To:** Azhar Awang <[emdrs@narrogin.wa.gov.au](mailto:emdrs@narrogin.wa.gov.au)>  
**Cc:** Dale Stewart <[ceo@narrogin.wa.gov.au](mailto:ceo@narrogin.wa.gov.au)>; Kiralee Harris <[pa@narrogin.wa.gov.au](mailto:pa@narrogin.wa.gov.au)>  
**Subject:** RE: IPA2536959 - PROPOSED FREEHOLD DISPOSAL OF LOTS 1113 AND 32 ON DEPOSITED PLAN 147703 (Case: 2401716 File: 04001-1924 )

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OFFICIAL

**Case: 2401716      File: 04001-1924**

Good morning Azhar

Thank you for your patience.

The combined value of Lots 1113 and 32 on DP 147703 has been set at \$230,000 plus GST. Please confirm that the Shire wishes to proceed with the purchase.

Please note that a document preparation fee of \$1,469 will apply, along with Landgate lodgement fee of \$210.30 (subject to change).

I look forward to hearing from you.

**Lara McCabe**  
 Senior State Land Officer | Land Use Management  
**Department of Planning, Lands and Heritage**  
 140 William Street, Perth WA 6000  
 W: [wa.gov.au/dplh](http://wa.gov.au/dplh) | P: 6551 8123



The Department of Planning, Lands and Heritage acknowledges Aboriginal people as the traditional custodians of Western Australia. We pay our respects to the Ancestors and Elders, both past and present, and the ongoing connection between people, land, waters and community. We acknowledge those who continue to share knowledge, their traditions and culture to support our journey for reconciliation. In particular, we recognise land and cultural heritage as places that hold great significance for Aboriginal people. Learn more about our [Stretch Reconciliation Action Plan](#).

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**From:** Azhar Awang <[emdrs@narrogin.wa.gov.au](mailto:emdrs@narrogin.wa.gov.au)>

**Sent:** Tuesday, 18 February 2025 5:16 PM

**To:** Lara McCabe <[lara.mccabe@dph.wa.gov.au](mailto:lara.mccabe@dph.wa.gov.au)>

**Cc:** Dale Stewart <[ceo@narrogin.wa.gov.au](mailto:ceo@narrogin.wa.gov.au)>; Kiralee Harris <[pa@narrogin.wa.gov.au](mailto:pa@narrogin.wa.gov.au)>

**Subject:** FW: IPA2536959 - PROPOSED FREEHOLD DISPOSAL OF LOTS 1113 AND 32 ON DEPOSITED PLAN 147703  
(Case: 2401716 File: 04001-1924 )

OFFICIAL

Dear Lara,

Thank you for your email regarding the proposed cancellation of Conditional Tenure and freehold disposal of **Lot 1113 and Lot 32 on Deposited Plan 147703**.

The Shire of Narrogin confirms its continued interest in acquiring the subject lots as unencumbered freehold land and accepts the Current Unimproved Market Value as the basis for disposal. Given that the Shire already owns the adjacent lot, this approach aligns with our strategic land management objectives.

We look forward to receiving the valuation figure and progressing with the necessary steps for acquisition.

Please let us know if any further information is required.

Regards

**Azhar Awang**

Executive Manager Development and Regulatory Services

08 9890 0907



Enquiries (08) 9890 0900  
89 Earl Street, Narrogin  
**All correspondence to:**  
PO Box 1145 Narrogin WA 6312 - or  
[enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)  
[www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)



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.

*Noongar translation by Elder Basil Kickett*

Shire of Narrogin Disclaimer:

This transmission, including any attachments, is confidential and is intended solely for the individual or entity to whom it is addressed. If you are not the intended recipient, please contact the Shire of Narrogin by return email. You should not read, print, transmit, use, disseminate, forward, or copy this transmission, including any attachments to this transmission. You should only retransmit or commercialise the material if you are authorised to do so. The Shire of Narrogin does not represent that this communication or any attachment is free from computer viruses or other faults or defects and will not be liable for any loss or damage, including direct, consequential or economic loss or damage however caused.

**From:** Lara McCabe <[lara.mccabe@dph.wa.gov.au](mailto:lara.mccabe@dph.wa.gov.au)>

**Sent:** Tuesday, 18 February 2025 2:49 PM

**To:** Enquiries <[enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)>

**Subject:** IPA2536959 - PROPOSED FREEHOLD DISPOSAL OF LOTS 1113 AND 32 ON DEPOSITED PLAN 147703

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**Case: 2401716      File: 04001-1924**

Good afternoon Shire of Narrogin

**Proposed cancellation of Conditional Tenure over Lot 1113 and Lot 32 on Deposited Plan 147703 and subsequent freehold disposal – Shire of Narrogin**

I have recently been assigned the above case relating to a request from the Shire of Narrogin for the Crown Grant in Trust to be surrendered over Lot 1113 and Lot 32 on Deposited Plan 147703 and the land be transferred to the Shire in freehold.

The Department was not able to progress the Shire's request until such a time that the Narrogin Soldiers Memorial Institute Inc (NSMI) became deregistered under the *Associations Incorporation Act 2015* (WA). The NSMI have since been deregistered by the Department of Energy, Mines, Industry Regulations and Safety (DEMIRS).

Can you please confirm that the Shire is still interested in the freehold disposal of the subject site? Please note freehold disposal will be subject to the Shire accepting Current Unimproved Market Value. The valuation figure will be released once the Shire confirms its continued interest in the land.

Alternatively, a reserve may be created over the site with a Management Order granted in favour of the Shire. This will be subject to a referral process.

I look forward to hearing from you.

**Lara McCabe**  
State Land Officer | Land Use Management  
**Department of Planning, Lands and Heritage**  
140 William Street, Perth WA 6000  
W: [wa.gov.au/dplh](http://wa.gov.au/dplh) | P: 6551 8123



The Department of Planning, Lands and Heritage acknowledges Aboriginal people as the traditional custodians of Western Australia. We pay our respects to the Ancestors and Elders, both past and present, and the ongoing connection between people, land, waters and community. We acknowledge those who continue to share knowledge, their traditions and culture to support our journey for reconciliation. In particular, we recognise land and cultural heritage as places that hold great significance for Aboriginal people. Learn more about our [Reconciliation Action Plan](#).

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**Hon John Carey MLA**  
**Minister for Planning; Lands; Housing; Homelessness**

---

Our Ref: 78-21190

15 AUG 2024

Mr Dale Stewart  
Chief Executive Officer  
Shire of Narrogin  
Email: [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)

Dear Mr Stewart

Thank you for your letter of 4 July 2024 to the Hon John Carey MLA, Minister for Lands, seeking the transfer of the Narrogin Soldiers Memorial Institute located at 29 Egerton Street and 32 Harris Street, Narrogin. I am responding on behalf of the Minister.

The Department of Planning, Lands and Heritage (Department) advises as of 20 May 2024, the Narrogin Soldiers Memorial Institute (NSMI) is considered deregistered under the *Associations Incorporation Act 2015* (WA).

I have asked the Department to undertake actions to transfer the land to the State of Western Australia, which will allow the Department to negotiate land tenure options for the site directly with the Shire of Narrogin.

If you have any further queries, please do not hesitate to contact Mr Chris Ziatas, Manager, Land Management Central at the Department on 6552 4549 or [chris.ziatas@dplh.wa.gov.au](mailto:chris.ziatas@dplh.wa.gov.au).

Yours sincerely

**KATHERINE MCKELVIE**  
**PRINCIPAL POLICY ADVISER**



WESTERN



AUSTRALIA

# DUPLICATE CERTIFICATE OF TITLE

## UNDER THE TRANSFER OF LAND ACT 1893

REGISTER NUMBER	
<b>1113/DP147703</b>	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
<b>1</b>	<b>2/2/2018</b>

VOLUME  
**886**FOLIO  
**38**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 1113 ON DEPOSITED PLAN 147703

**REGISTERED PROPRIETOR:**  
 (FIRST SCHEDULE)

THE NARROGIN SOLDIERS MEMORIAL INSTITUTE INC OF NARROGIN

(XE A000001A ) REGISTERED 1/1/0001

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:**  
 (SECOND SCHEDULE)

- CROWN GRANT IN TRUST.** SEE CROWN GRANT FOR CONDITIONS.

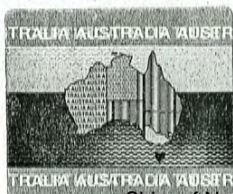
Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
 Lot as described in the land description may be a lot or location.

-----END OF DUPLICATE CERTIFICATE OF TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 886-38 (1113/DP147703)  
 PREVIOUS TITLE: 886-38  
 PROPERTY STREET ADDRESS: 29 EGERTON ST, NARROGIN.  
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF NARROGIN





WESTERN



AUSTRALIA

REGISTER NUMBER <b>1113/DP147703</b>	
DUPLICATE EDITION <b>N/A</b>	DATE DUPLICATE ISSUED <b>N/A</b>

# **RECORD OF CERTIFICATE OF TITLE** UNDER THE TRANSFER OF LAND ACT 1893

VOLUME  
**886**FOLIO  
**38**

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REGISTRAR OF TITLES

## **LAND DESCRIPTION:**

LOT 1113 ON DEPOSITED PLAN 147703

## **REGISTERED PROPRIETOR:** (FIRST SCHEDULE)

THE NARROGIN SOLDIERS MEMORIAL INSTITUTE INC OF NARROGIN

(XE A000001A ) REGISTERED 1/1/0001

## **LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:** (SECOND SCHEDULE)

- CROWN GRANT IN TRUST.** SEE CROWN GRANT FOR CONDITIONS.
- M258/1926 MORTGAGE TO NATIONAL BANK OF AUSTRALASIA LTD REGISTERED 13/1/1926.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
\* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

## **STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 886-38 (1113/DP147703)  
PREVIOUS TITLE: 886-38  
PROPERTY STREET ADDRESS: 29 EGERTON ST, NARROGIN.  
LOCAL GOVERNMENT AUTHORITY: SHIRE OF NARROGIN

NOTE 1: A000001A LAND PARCEL IDENTIFIER OF NARROGIN TOWN LOT/LOT 1113 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 1113 ON DEPOSITED PLAN 147703 ON 31-MAY-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.

NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.



WESTERN



AUSTRALIA

REGISTER NUMBER <b>32/DP147703</b>	
DUPLICATE EDITION <b>N/A</b>	DATE DUPLICATE ISSUED <b>N/A</b>

# **RECORD OF CERTIFICATE OF TITLE** UNDER THE TRANSFER OF LAND ACT 1893

VOLUME  
**930**FOLIO  
**150**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

## **LAND DESCRIPTION:**

LOT 32 ON DEPOSITED PLAN 147703

## **REGISTERED PROPRIETOR:** (FIRST SCHEDULE)

THE NARROGIN SOLDIERS MEMORIAL INSTITUTE INC OF NARROGIN

(XE A000001A ) REGISTERED 1/1/0001

## **LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:** (SECOND SCHEDULE)

- CROWN GRANT IN TRUST.** SEE CROWN GRANT FOR CONDITIONS.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
\* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

## **STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 930-150 (32/DP147703)  
PREVIOUS TITLE: 930-150  
PROPERTY STREET ADDRESS: 29 EGERTON ST, NARROGIN.  
LOCAL GOVERNMENT AUTHORITY: SHIRE OF NARROGIN

NOTE 1: A000001A LAND PARCEL IDENTIFIER OF NARROGIN TOWN LOT/LOT 32 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 32 ON DEPOSITED PLAN 147703 ON 31-MAY-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.

NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.



DATED

24<sup>th</sup> April

1924

Narrogin Lot 1113

A.

0

R.

0

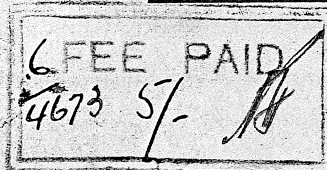
P.

23 and 5<sup>th</sup> 10

# GRANT

TO

The Narrogin Soldiers Memorial  
Institute Incorporated



ENTERED ON RECORD this

24<sup>th</sup>

day of

April

1924

INDEXED

Land *250*

Permit *250*

Lease *250*

NAME *250*

*David Kear*  
for Minister for Lands.

CERTIFICATE made out in conformity with  
56th Vict., No. 14, Section 18, and registered.

Vol.

886

Folio

38

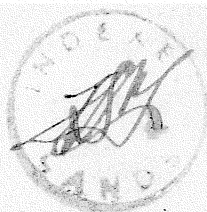
Date 24/4/25

*Barrell*

Asst. Registrar of Titles.

Examined by





## WESTERN AUSTRALIA.

**George the Fifth**, by the Grace of God of the United Kingdom of Great Britain and Ireland, and of the British Dominions beyond the Seas, King, Defender of the Faith, Emperor of India. To all to whom these Presents shall come, GREETING: Know Ye that We, of Our especial Grace, certain knowledge, and mere motion, have given and granted, and We do by these Presents, for Us, Our heirs and successors, in consideration of the payment of the sum of \_\_\_\_\_ and the fulfilment of the prescribed conditions to the satisfaction of Our Governor of Our State of Western Australia, Give and Grant unto The Narrogin Soldiers Memorial Institute Incorporated of Narrogin in Our said State (hereinafter called the Grantee) in consideration of and to the intent that the land and hereditaments hereinafter described be used and held upon Trust solely for the purpose of a Soldiers Memorial Hall Site \_\_\_\_\_

\_\_\_\_\_ (hereinafter called the Grantee), the natural surface and so much of the land as is below the natural surface to a depth of 200 feet of ALL THAT Piece or Parcel of Land situate and being in the Town of Narrogin in Our said State, containing \_\_\_\_\_ acres \_\_\_\_\_ roods 23 and 10 <sup>2/10</sup> perches, more or less and marked and distinguished in the Maps and Books of the Department of Lands and Surveys of Our said State as Narrogin Lot 1113 and as the same is delineated and coloured green in the plan drawn in the margin hereof; TOGETHER with all Profits, Commodities, Hereditaments, and Appurtenances whatsoever thereunto belonging, or in anywise appertaining: To HAVE AND TO HOLD the said Piece or Parcel of Land to the depth aforesaid, and all and singular the Premises hereby granted, with their appurtenances, unto the said Grantee, its heirs, and assigns for ever; it and they Yielding and Paying for the same to Us, Our heirs and successors, one peppercorn of yearly rent on the twenty-fifth day of March in each year, or so soon thereafter as the same shall be lawfully demanded: PROVIDED, NEVERTHELESS, that it shall (at any time within Twenty-one years from the date of these Presents) be lawful for Us, Our heirs and successors, or for any person or persons acting in that behalf by Our or their authority, to resume and enter upon possession of any part of the said Piece or Parcel of Land, which it may at any time by Us, Our heirs and successors, be deemed necessary to resume for roads, tramways, railways, and railway stations, canals, bridges, towing-paths, harbour or river improvement works, drainage or irrigation works, quarries, and generally for any other works or purposes of public use, utility or convenience, and for the purpose of exercising the power to search for minerals hereinafter reserved, and such Lands so resumed to hold to Us, Our heirs and successors, as of Our or their former estate without making to the said Grantee, its heirs and assigns, any compensation in respect thereof; so, nevertheless, that no such resumption be made without compensation of any part of the said Piece or Parcel of Land upon which any expenditure or improvements shall have been made by the said Grantee, its heirs, and assigns; and we do hereby save and reserve to Us, Our heirs and successors, all Mines of Gold, Silver, Copper, Tin, or other metals, Ore, and Mineral, or other substances containing metals, and all Gems or Precious Stones and Coal or Mineral Oil and all phosphatic substances in or under the said Piece or Parcel of Land hereby granted, with full liberty at all times to search and dig for and carry away the same; and for that purpose to enter upon the said Piece or Parcel of land or any part thereof.

IN WITNESS whereof We have caused Our trusty and well-beloved COLONEL SIR WILLIAM ROBERT CAMPION, Knight Commander of the Most Distinguished Order of Saint Michael and Saint George, Distinguished Service Order, Governor in and over the State of Western Australia and its Dependencies, in the Commonwealth of Australia, to affix to these Presents the Public Seal of the said State.

Sealed this Twentyfourth day of April, One thousand nine hundred and twenty-four.

WR Campion  
Governor.

S. 284c.

Grant under "The Land Act, 1898."

W. E. Ferguson  
Minister for Lands.

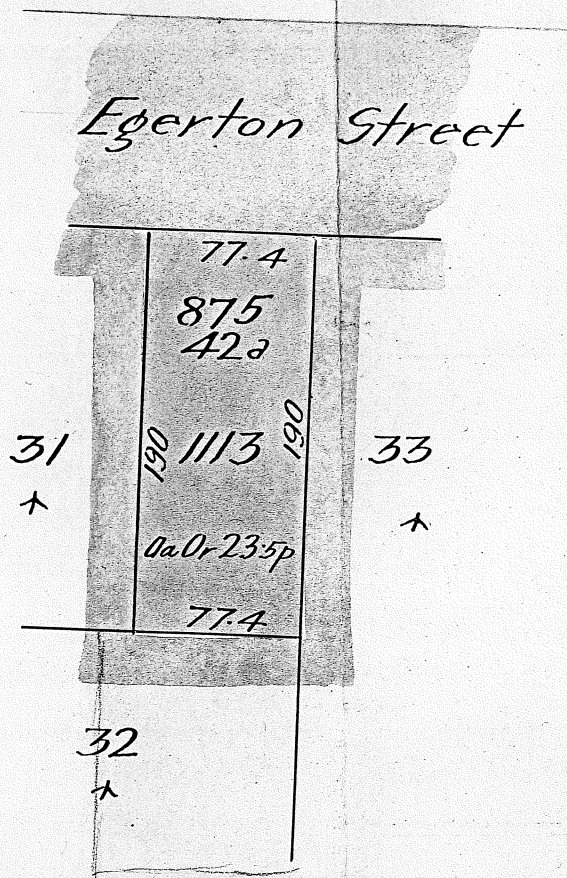
The area and measurements on the Plan below are more or less, and a peg has been placed at each corner of the Lot.

Instrument Stamped £1.0.0 -  
Mortgage 258/1926 The Narrogin Soldiers Memorial Institute Incorporated  
to The National Bank of Australasia Limited to secure advances and  
interest as therein Registered 13th January 1926 at 2.5000  
Barhall  
ASSISTANT REGISTRAR OF DEEDS



The area and measurements on the Plan below are more or less, and a peg has been placed at each corner of the Lot.

PLAN HEREIN REFERRED TO :



—Scale one Chain to an Inch—  
Surveyed by E. J. Mellows.  
Dia 47703 Corr 4001/24  
H.P. Exd. 1/10  
P.W.

*John L. Cairns*  
SURVEYOR GENERAL.

79

5.0

DATED

12<sup>th</sup> July

1926

Narrogin Lot 32

A.  
0

R.  
0

P.  
13 and 10

GRANT

TO

The Narrogin Soldiers' Memorial  
Institute Incorporated  
of Narrogin

ENTERED ON RECORD this

Twelfth

day of

July

1926

INDEXED

Land .....

Permit .....

Lease .....

for Minister for Lands.

CERTIFICATE made out in conformity with  
56th Vict., No. 14, Section 4 and registered.

Vol.

930

Folio

150

Date 15.7.26.

George Barnett  
Asst. Registrar of Titles.

Examined by

s 8656/26 \*



WESTERN AUSTRALIA.

George the Fifth, by the Grace of God of the United Kingdom of Great Britain and Ireland, and of the British Dominions beyond the Seas, King, Defender of the Faith, Emperor of India. To all to whom these Presents shall come, GREETING: Know Ye that We, of Our especial Grace, certain knowledge, and mere motion, have given and granted, and We do by these Presents, for Us, Our heirs and successors, ~~in consideration of the payment of the sum of~~ and the fulfilment of the prescribed conditions to the satisfaction of Our Governor of Our State of Western Australia, Give and Grant unto The Narrogin Soldiers Memorial Institute Incorporated of Narrogin in Our said State, (to be held upon Trust solely for the purposes of an addition to the Site for a Soldiers Memorial Hall)

(hereinafter called the Grantee), the natural surface and so much of the land as is below the natural surface to a depth of 200 feet of ALL THAT Piece or Parcel of Land situate and being in the Town of Narrogin in Our said State, containing acres ~~reeds 13 and 10~~ <sup>6 1/2</sup> perches, more or less and marked and distinguished in the Maps and Books of the Department of Lands and Surveys of Our said State as Narrogin Lot 32 and as the same is delineated and coloured green in the plan drawn in the margin hereof; TOGETHER with all Profits, Commodities, Hereditaments, and Appurtenances whatsoever thereunto belonging, or in anywise appertaining: To HAVE AND TO HOLD the said Piece or Parcel of Land to the depth aforesaid, and all and singular the Premises hereby granted, with their appurtenances, unto the said Grantee, <sup>its successors and assigns</sup> ~~heirs, and assigns~~ for ever; ~~it~~ and they Yielding and Paying for the same to Us, Our heirs and successors, one peppercorn of yearly rent on the twenty-fifth day of March in each year, or so soon thereafter as the same shall be lawfully demanded: PROVIDED, NEVERTHELESS, that it shall (at any time within Twenty-one years from the date of these Presents) be lawful for Us, Our heirs and successors, or for any person or persons acting in that behalf by Our or their authority, to resume and enter upon possession of any part of the said Piece or Parcel of Land, which it may at any time by Us, Our heirs and successors, be deemed necessary to resume for roads, tramways, railways, and railway stations, canals, bridges, towing-paths, harbour or river improvement works, drainage or irrigation works, quarries, and generally for any other works or purposes of public use, utility or convenience, and for the purpose of exercising the power to search for minerals hereinafter reserved, and such Lands so resumed to hold to Us, Our heirs and successors, as of Our or their former estate without making to the said Grantee, <sup>its successors and assigns</sup> ~~heirs, and assigns~~ any compensation in respect thereof; so, nevertheless, that no such resumption be made without compensation of any part of the said Piece or Parcel of Land upon which any expenditure or improvements shall have been made by the said Grantee, <sup>its successors and assigns</sup> ~~heirs, and assigns~~; and we do hereby save and reserve to Us, Our heirs and successors, all Mines of Gold, Silver, Copper, Tin, or other metals, Ore, and Mineral, or other substances containing metals, and all Gems or Precious Stones and Coal or Mineral Oil and all phosphatic substances in or under the said Piece or Parcel of Land hereby granted, with full liberty at all times to search and dig for and carry away the same; and for that purpose to enter upon the said Piece or Parcel of land or any part thereof.

IN WITNESS whereof We have caused Our trusty and well-beloved COLONEL SIR WILLIAM ROBERT CAMPION, Knight Commander of the Most Distinguished Order of Saint Michael and Saint George, Distinguished Service Order, Governor in and over the State of Western Australia and its Dependencies, in the Commonwealth of Australia, to affix to these Presents the Public Seal of the said State.

Sealed this twelfth day of July, One thousand nine hundred and twenty-six.

W R Campion  
Governor.

S. 284c.

Grant under "The Land Act, 1898."

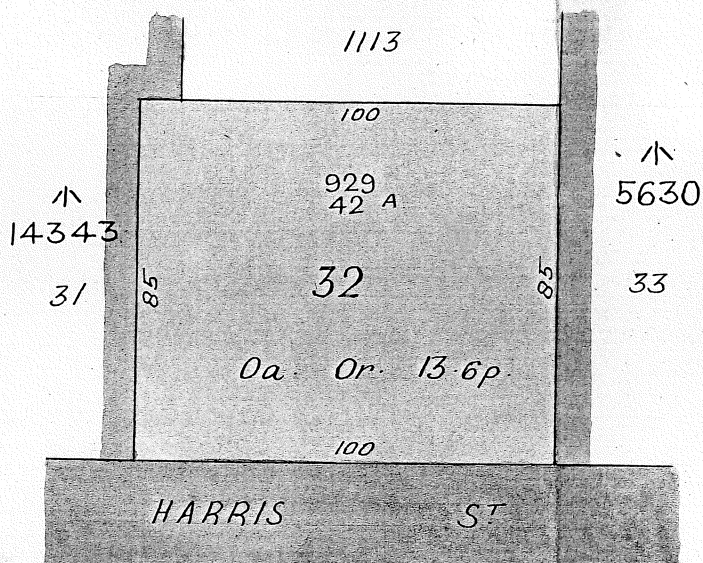
W E McGuire  
Minister for Lands.

The area and measurements on the Plan below are more or less, and a peg has been placed at each corner of the Lot.

PLAN HEREBIN REFERRED TO:

less, and a peg has been placed at each corner of the Lot.

PLAN HEREIN REFERRED TO :



Scale : 50 Iks. to an Inch.  
Surveyed by E. J. Mellows.  
Dia : 47703 Corr : 4001/24  
h. G. D. Ex d

*John Mellows*  
SURVEYOR GENERAL.

**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**

**OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 180625.12**

Moved: Cr Fisher

Seconded: Cr Pomykala

That Council, in accordance with Clause 5.4 of the Shire of Narrogin Meeting Procedures Local Law 2015, approve the inclusion of a late confidential item titled "*12.1 Confidential – Proposed Freehold Lot Acquisition*" on the agenda for consideration at this meeting, as the matter is of an urgent nature and could not reasonably have been included in the published agenda.

**CARRIED 6/0**

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

Against: Nil

**OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 180625.13**

Moved: Cr Fisher

Seconded: Cr Pomykala

That pursuant to section 5.23 (2) of the *Local Government Act 1995*, the Council move behind closed doors to discuss:

- 1) A contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- 2) A matter that if disclosed, would reveal information that has a commercial value to a person, where the trade secret or information is held by, or is about, a person other than the local government.

**CARRIED 6/0**

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

Against: Nil

*7:56pm – The visitors left the Chamber*



## 12.1 CONFIDENTIAL – POTENTIAL FREEHOLD LOT ACQUISITION

File Reference	A313300
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	16 June 2025
Author	Lily Webb – Executive Support Coordinator
Authorising Officer	Dale Stewart – Chief Executive Officer
<b>Attachments</b> 1. Market Listing 2. Offer Summary (Confidential) 3. Local Heritage Survey (extract)	

### Summary

The purpose of this report is to seek Council's endorsement for the Chief Executive Officer to make a formal cash offer to acquire 27 Egerton Street, Narrogin, being Lot 33 on Deposited Plan 4533, known as the former School Master's House, located within the Narrogin Central Business District (CBD).

This is a privately negotiated purchase from a willing seller, with the property having been on the open market through a local real estate firm, for several months. If successful, it would represent a strategic extension of the Shire's commercial property holdings within the Narrogin Town Centre and facilitate enhanced civic and heritage precinct management through unified freehold control and adjoin the proposed acquisition of 29 Egerton Street, being considered by the Council in the same agenda.

### Background

The subject property, listed at \$280,000, inclusive of furnishing by negotiation, comprises of 1,113m<sup>2</sup> of land and a character-rich Federation bungalow (75m<sup>2</sup>) with a high degree of architectural integrity, authenticity, and local significance. It is identified in the Shire's Local Heritage Survey 2019 (Place No. 27) and is located within a cohort of heritage buildings in Egerton Street. It is classified Grade B, warranting its long-term retention and conservation due to its association with early education, civic leaders, and its contribution to the Egerton streetscape.

A cash offer of \$265,000 (Inclusive of GST) is proposed by the Chief Executive Officer, subject to a termite clearance and on an "as is, where is" basis inclusive of all furnishings, fixtures, and fittings (excluding personal items). The recommendation reflects a fair market value, the building's condition, and prior use as a tenanted commercial office. In context, furnishings might be considered to be in the order of \$5,000 of the property's value.

If acquired, the building could generate \$20,000 to \$30,000 in annual gross rental income (including GST), subject to tenant type and lease terms. This return, combined with expected outgoings being recoverable, has the potential to offset servicing costs of a \$245,000 loan (exclusive of GST but inclusive of fees) over 15 years, at an indicative repayment of \$25,000 (for principal and interest) per annum.

The site is currently zoned Commercial / R50 and would complement and consolidate potential acquisition of the former Narrogin Soldiers' Memorial Institute & Returned and Services League building (RSL) located at 29 (Lot 1113) Egerton Street and Lot 32 Harris Street on DP147703, thereby increasing the Shire's capacity for long-term commercial revitalisation, and coordinated place management of the civic and heritage quarter. While this proposal is independent of the Shire's potential acquisition of the adjacent RSL lots, it strategically complements that opportunity and increases planning flexibility regardless of the outcome of that separate matter.

If endorsed, the acquisition of 27 Egerton Street, shown in yellow in Figure 1, would expand the Shire's freehold landholding in the town centre from 1,828m<sup>2</sup> (shown in green), to 2,941m<sup>2</sup>. Should the RSL site also be secured (as shown in red), this would increase the total to 3,880m<sup>2</sup>.

When combined with the Narrogin Old Courthouse Museum, for which the Shire holds a management order, (1,643m<sup>2</sup>, as shown in blue), the Shire's functional control over

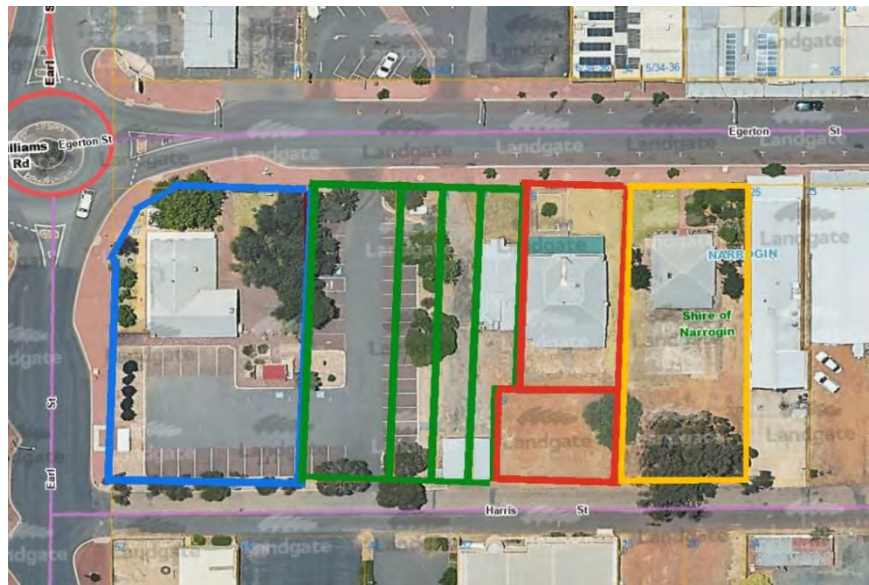


Figure 2

this strategic precinct would be a contiguous 5,500m<sup>2</sup>. This presents a unique opportunity to strengthen civic and heritage outcomes, enable coordinated precinct planning, and secure a long-term revenue generating asset in a prominent CBD location.

## Consultation

### Internal:

- Property inspection by the Shire President, Deputy Shire President and Chief Executive Officer with Elders representative on 11 June 2025;
- Executive Leadership Team; and
- Advice from the Executive Manager Development & Regulatory Services as to development options.

### External:

- Review of heritage status and contribution from Local Heritage Survey;
- Informal valuation and market consideration through the real estate agent combined with assessment of the land (only) valuation provided by the State Government with respect to 29 Egerton; and
- Ongoing liaison with the vendor's representative.

Further consultation will occur should Council endorse the offer, including use of an independent settlement agent, termite clearance arrangements, and preparation of sale documentation.

## Statutory Environment

The following statutory implications relate:

- *Local Government Act 1995*, Section 5.23(2)(c) – Matters relating to contracts and commercial confidentiality;
- *Local Government Act 1995*, Section 6.8(2)(b) – Expenditure not included in the adopted annual budget;
- *Transfer of Land Act 1893* – Land conveyancing procedures;
- *Heritage Act 2018* – Listed as Grade B; retain and conserve;
- *Local Heritage Survey 2019*; and
- *Planning and Development Act 2005* – Zoning and development considerations.

The subject land is zoned Commercial with R50 Density coding.

Possible permissible uses in the zone include the existing offices, retail, and shop, and with discretion of the local government and advertising (if deemed necessary) and consideration of any submissions, additional uses such as;

- small bar or tavern;
- brewery;
- tourism accommodation;
- serviced apartments;
- family day care;
- fast food;
- caretakers dwelling (ancillary) and;
- café / restaurant.

## Policy Implications

The following Council Policies relate:

- Council Policy 5.9 – Asset Management: Supports strategic acquisitions of community-serving infrastructure; and
- Local Planning Policy D3 – Residential Development in Central Business Zone: Encourages conservation-compatible adaptive reuse of.

## Sustainability & Climate Change Implications

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

*Economic* – Acquisition supports the Shire's ability to generate revenue from commercial leasing while activating underutilised land.

*Social* – The property's redevelopment potential supports town centre revitalisation, heritage character, and long-term civic benefit.

## Financial Implications

The following financial considerations relate:

- Offer: \$265,000 (cash, inclusive of GST as applicable), therefore \$240,909,10 plus GST;
- Estimated Loan Amount: \$245,000 (including fees);

- Annual Loan Repayment Estimate: ~\$25,000 per annum (15-year term at variable 5.40%)
- Potential Annual Rental Income: \$20,000–\$30,000 incl. GST + outgoings, less commission;
- The price offered (and via email agreed to) equates to \$212 per square metre (land and building);
- The price offered (for land only) for the Narrogin Soldiers Memorial Institute lots equates to \$245 per square metre;
- Budget Status: Not currently budgeted: proposed for 2025/26 Budget; and
- Funding Source: Loan borrowings (self-supporting through income).

Based on the purchase of a commercial property valued at \$245,000, generating an annual rental income of \$25,000 (plus GST), the investment yields a gross return on investment (ROI) of approximately 10.2%. This calculation is based solely on the rental income relative to the purchase price and does not include additional borrowing costs or potential capital growth.

When factoring in estimated annual operating expenses of around \$5,000, which might include rates, insurance, maintenance, and a provision for vacancies, the net ROI is reduced to approximately 8.16%. This figure provides a more realistic picture of the investment's performance on a cash basis.

These calculations assume the property is purchased outright without borrowings. Should finance be used, the effective return on the cash portion (cash-on-cash ROI) would vary depending on loan terms. For a local government, apart from GST, there are no tax considerations, such as depreciation and deductibility of expenses. This property, therefore, represents a potentially solid investment with an attractive yield compared to typical returns in the commercial property sector at this time and for Narrogin.

The acquisition will require a minor review of the Long-Term Financial Plan to incorporate the loan commitments and matching / offsetting income and need to meet annual maintenance requirements, not expected to be major.

The holding costs would include insurance, local government rates (potentially recoverable through a commercial lease) and annual maintenance requirements. Initial inspection indicates that would be minor and apart from a one off cost to 'stretch' the carpets (in good condition) through a local provider, and small concrete rear access 'ramp' (predicted to be less \$500) none in the short-medium term are anticipated.

In summary, the acquisition appears to be cost-neutral over the life of the loan, with repayments effectively covered by the income from commercial tenants. The property offers a relatively low-maintenance, 'set-and-forget' investment in terms of the building itself. A key upside lies in the substantial vacant land at the rear of the site, which presents future development potential for a higher or alternative use. This potential is especially noteworthy if the site becomes part of a broader, strategically consolidated landholding, whether through future aggregation or possible amalgamation.

It is acknowledged that any future development would need to address car parking requirements to the satisfaction of the local government and meet the functional needs of the wider precinct.

### Strategic Implications

This acquisition is a key opportunity to consolidate freehold land control along the Egerton Civic and Heritage Precinct. This proposal delivers immediate ownership and revenue-generation potential under a pure freehold cash transaction.

The heritage-listed School Master's House strengthens the Shire's stewardship of historically significant buildings while generating economic returns, enhancing visual amenity, and enabling a broader CBD revitalisation vision.

Shire of Narrogin Strategic Community Plan 2017-2027		
Outcome:	1.1	Growth in revenue opportunities
Strategy:	1.1.1	Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
Strategy:	1.1.2	Promote Narrogin and the Region
Outcome:	2.4	Cultural and heritage diversity is recognised
Strategy:	2.4.1	Maintain and enhance heritage assets

## Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to act on a time sensitive acquisition due to delay or non-endorsement of the report.	Possible (3)	Moderate (3)	Medium (5-9)	Business & Community Disruption	Escalate item as late confidential report; authorise CEO to proceed upon endorsement.

## 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

This report proposes a rare opportunity to strengthen the Shire's asset base through a strategic CBD acquisition, generating future revenue while preserving a heritage building of high civic and architectural significance. The cash-based offer, subject to minor due diligence, ensures flexibility and simplicity in negotiation, in contrast to more complex government-led asset transfers.

The acquisition is strongly aligned with the Shire's objectives of growing a revitalised, connected and commercially vibrant town centre while maintaining control of its built heritage.

## Voting Requirements

### Absolute Majority

#### **OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 180625.14**

Moved: Cr Pomykala

Seconded: Cr Broad

That with respect to the proposed freehold acquisition of 27 Egerton Street, Narrogin, Council:

- 1) Authorise the Chief Executive Officer to make a cash offer of \$265,000 (exempt from GST), on an “as is, where is” basis, inclusive of furnishings, fixtures, and fittings, subject to termite clearance;
- 2) Note the building’s heritage significance (Grade B – Local Heritage Survey 2019, Place No. 27) and zoning as Commercial / R50 within the Narrogin Town Centre Heritage Protection Area;
- 3) If the offer is accepted unconditionally in writing by the vendor;
  - a. Authorise the Shire President and Chief Executive Officer to affix the Shire’s Common Seal and sign the contract ‘offer and acceptance’ and transfer of land documentation as necessary;
  - b. Include provision for the acquisition in the 2025/26 Budget, pursuant to section 6.8(1)(b) and (2) of the *Local Government Act 1995*; and
  - c. Make the decision public at that time (part a).
- 4) If the offer is rejected in writing by the vendor, make the decision public at that time.

**CARRIED BY ABSOLUTE MAJORITY 6/0**

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

Against: Nil

#### **OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 180625.15**

Moved: Cr Broad

Seconded: Cr Bartron

That Council, in accordance with section 5.23(1) of the *Local Government Act 1995*, reopen the meeting to the public.

**CARRIED 6/0**

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

8:17pm – The Chamber was reopened to the public.

## 13. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 8:17 pm and, pursuant to resolution 231024.07 of 23 October 2024, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on Wednesday 23 July 2025, at this same venue.















<b>SHIRE OF NARROGIN</b> <b>Local Heritage Survey 2019</b>
<b>SCHOOL MASTER'S HOUSE (fmr)</b> <b>27 Egerton Street</b>
<b>PLACE No. 27</b> EGERTON STREET GROUP Narrogin Town Centre Heritage Protection Area
<b>GRADE B:</b> High level of cultural heritage significance to Shire of Narrogin 'Heritage List.' TPS: Development Application. Retain & conserve.
CONTRIBUTION to HPA: Moderate/considerable



Place name	<b>SCHOOL MASTER'S HOUSE (fmr)</b>	
Address	27 Egerton Street	
Town/Region	<b>NARROGIN</b>	
Lot No	33	Assessment No. 313300

#### STATEMENT OF SIGNIFICANCE

The former School Master's House is significant for its association with the first government school in Narrogin, and the headmaster, as well as Charles Mitchell the Manager of the Agricultural Bank, who was a prominent citizen. It is a fine example of Federation Bungalow architecture and makes a significant contribution to the Egerton Street streetscape, and the historic streetscape and townscape of the Narrogin Town Centre.

**GRADE B:** Shire of Narrogin 'Heritage List.' TPS: Development Application. Retain & conserve.

<b>CONSTRUCTION DATE</b>	1890s
Uses	Private dwelling, Agricultural Bank, Youthforce project office, Business Enterprise Centre, Insurance Broker, Peter Buzza.
<b>CONSTRUCTION MATERIALS:</b>	
Walls	Random face stone with brick quoins
Roof	Corrugated metal sheeting

<b>SHIRE OF NARROGIN</b> <b>Local Heritage Survey 2019</b>
<b>SCHOOL MASTER'S HOUSE (fmr)</b> <b>27 Egerton Street</b>
<b>PLACE No. 27</b> EGERTON STREET GROUP Narrogin Town Centre Heritage Protection Area
<b>GRADE B:</b> High level of cultural heritage significance to Shire of Narrogin 'Heritage List.' TPS: Development Application. Retain & conserve.
CONTRIBUTION to HPA: Moderate/considerable

Other	
<b>ARCHITECTURAL STYLE:</b>	Federation bungalow
<b>DESCRIPTION:</b> The single storey stone residence is elevated and set back from the street. The symmetrical frontage has a central front door flanked by a single double-hung sash windows each side. The simple hipped roof extends as a skillion over the full width front veranda that is supported by timber posts with a criss-cross timbers.	
<b>CONDITION:</b> Good <b>INTEGRITY:</b> High degree <b>AUTHENTICITY:</b> High degree	
<b>HISTORICAL NOTES</b> Erected early 1890s for the Headmaster's house. The first teacher was Adolf Schneider, and his wife taught music. Later it was the private home of Charles Mitchell, Manager of the Agricultural Bank and a prominent citizen on many committees and advisory boards for community projects e.g. the war memorial and the greater sports ground.	

<b>LISTINGS</b>	
Department Planning, Lands & Heritage	inHerit database No. 4737
<del>Register of Heritage Places</del>	
<del>National Trust classified</del>	
Shire of Narrogin: Heritage Inventory 1995, 2008, 2015	No. 7

<b>SUPPORTING INFORMATION/BIBLIOGRAPHY</b>





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

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