



Shire of
Narrogin
Love the life

AGENDA

ORDINARY COUNCIL MEETING

22 OCTOBER 2025

NOTICE OF ORDINARY COUNCIL MEETING

Dear Elected Member & Community Members

Pursuant to Resolution 231024.07 of 23 October 2024, an Ordinary Meeting of the Shire of Narrogin will be held on 22 October 2025, in the Shire of Narrogin Council Chambers, 89 Earl Street, Narrogin, commencing at 7:00 pm.



Dale Stewart
Chief Executive Officer

Acknowledgement of Noongar People

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

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

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Alternative formats are also available upon request, including large print,
electronic format (disk or emailed), audio or Braille



Shire of
Narrogin
Love the life

VISION

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

MISSION

Provide leadership, direction and opportunities for the community.

STRATEGIC COMMUNITY PLAN

SNAPSHOT

2017-27

KEY PRINCIPLES

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

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

OUR VALUES

Care with Trust & Teamwork

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

Accountability - We accept responsibility for our actions and outcomes

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

Excellence - We go the extra mile to deliver outstanding services

Trust - We share without fear of consequences

Team Work - We work together for a common goal

ECONOMIC



Support growth and progress, locally and regionally...

Growth in revenue opportunities

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

Increased Tourism

- Promote, develop tourism and maintain local attractions

An effective well maintained transport network

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

Agriculture opportunities maintained and developed

- Support development of agricultural services

SOCIAL



Provide community facilities and promote social interaction...

Provision of youth services

- Develop and implement a youth strategy

Build a healthier and safer community

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

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

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

Cultural and heritage diversity is recognised

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

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

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

ENVIRONMENT



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

A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

Effective waste services

- Support the provision of waste services

Efficient use of resources

- Increase resource usage efficiency

A well maintained built environment

- Improve and maintain built environment

CIVIC



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

An efficient and effective organisation

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

An employer of choice

- Provide a positive, desirable workplace

DISCLAIMER

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

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

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

In accordance with Regulation 14I 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

22 OCTOBER 2025

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at x:xx pm.

Before we begin, I remind Elected Members, Employees, and the public, that this meeting is being recorded in accordance with Regulation 141 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.

The Shire President noted that pursuant to clause 8.1 of the Shire of Narrogin Meeting Procedures Local Law 2016, after each Ordinary Election, each member has been allocated a seat as indicated by your name place holder.

Should there be any dissent to the allocated seats, the Council will need to determine by consensus an alternative arrangement.

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

Members (Voting)

Mr L Ballard – Shire President (Presiding Member)

Cr ... - Deputy Shire President

Cr ...

Leave of Absence

Nil

Apologies

Mr I Graham – Executive Manager Corporate & Community Services

Absent**Visitors****3. ELECTION OF DEPUTY PRESIDENT**

The Deputy Shire President needs to be elected from within Council for a two-year term, as the first course of business, with the appointment expiring at the October 2027 Ordinary Election.

As the electors of the Shire of Narrogin have elected the Shire President, it is the Elected Members who are required to elect the Deputy President after each ordinary election. The Shire President is required to receive nominations for the position of Deputy Shire President at or before the first available Ordinary Council Meeting in writing to president@narrogin.wa.gov.au or by completing the nomination form sent separately.

The process for determining the result of any election for the position (in the event of there being more than one accepted nomination) will be in accordance with Schedule 2.3 of the *Local Government Act 1995*. Voting for the position will be by secret ballot and all Elected Members in attendance must vote.

If, when the votes cast are counted, there is an equality of votes between two or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than seven days later, a Special Meeting of the Council is to be held.

Any nomination for the office may be withdrawn, and further nominations may be made, before or when the special meeting is held. When the special meeting is held, the Elected Members are to vote again on the matter by secret ballot as if they were voting at an election.

The Councillor elected as the Deputy Shire President is to assume the role upon being declared elected and having made the Declaration of Office.

Refer to Attachment 1 for the nomination form for Elected Members to nominate a Councillor.

Election

Cr ... was nominated for the position of Deputy Shire President.

There being no further nominations at the close of the election, the Shire President declared Cr ... Deputy Shire President, for a two-year term expiring in October 2027.

OR

Crs ..., and ... were nominated for the position of Deputy Shire President.

There being more than one nomination, a ballot will need to be undertaken.

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

Name	Item No	Interest	Nature
Belinda Knight	10.3.1	Financial	Creditor

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6. PUBLIC QUESTION TIME

7. APPLICATIONS FOR LEAVE OF ABSENCE

The next meeting is scheduled for 26 November 2025.

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting

OFFICER'S RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on 24 September 2025 be confirmed as an accurate record of the proceedings.

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

9.1 Acknowledgment of Local Government Election Results

The Shire President to acknowledge the election, of Councillors ..., ..., and

Their swearing in ceremony is scheduled for 6:30pm prior to the Council Meeting, conducted by

IF REQUIRED

The Shire President to acknowledge the contribution of outgoing elected member

10. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Nil

11. MATTERS WHICH REQUIRE DECISIONS

11.1 PLANNING & SUSTAINABILITY

11.1.1 PROPOSED SCHEME AMENDMENT NO.1 TO LOCAL PLANNING SCHEME NO.3 – SHORT-TERM RENTAL ACCOMMODATION

File Reference	14.9.14
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	14 October 2025
Author	Kiralee Harris – Planning Officer
Authorising Officer	Adam Majid – Executive Manager Planning & Sustainability
Attachments	1. Short Term Rental Accommodation Scheme Amendment Report

Summary

Council's consideration is requested to initiate Amendment No. 1 to the Shire of Narrogin Local Planning Scheme No. 3 (LPS 3) to implement the State Government's planning reforms for Short-Term Rental Accommodation (STRA).

The amendment introduces new model land-use definitions for *Hosted Short-Term Rental Accommodation*, *Unhosted Short-Term Rental Accommodation* and *Tourist and Visitor Accommodation*, and removes the existing land-use terms *Bed and Breakfast*, *Holiday House*, *Holiday Accommodation*, *Motel*, *Serviced Apartment* and *Tourist Development*.

The changes ensure that LPS 3 aligns with the *Planning and Development (Local Planning Schemes) Amendment (Short-Term Rental Accommodation) Regulations 2024* and the *Short-Term Rental Accommodation Regulations 2024*. This will provide consistency with the State planning framework, improve clarity for assessment of STRA proposals, and ensure the Scheme reflects current statutory definitions and exemptions.

Background

In 2024, the State Government introduced a new planning and registration framework for Short-Term Rental Accommodation to address the rapid growth of the sector and ensure a consistent approach to regulation across Western Australia.

The reforms amended the *Planning and Development (Local Planning Schemes) Regulations 2015* to:

- Insert new deemed and model provisions for *Hosted and Unhosted Short-Term Rental Accommodation*;
- Create a new model land-use class for *Tourist and Visitor Accommodation*; and

- Introduce a state-wide exemption from development approval for *Hosted Short-Term Rental Accommodation*, including where this occurs within an ancillary dwelling.

LPS 3 (gazetted 3 May 2023) currently contains the land-use terms Bed and Breakfast and Holiday House, which reflected the model provisions in place prior to the 2024 reforms. These terms are now superseded and require replacement to maintain consistency with the State framework.

As of October 2025, approximately ten properties within the Shire are registered on the State STRA Register. All operate as unhosted dwellings and are located within the Residential zone. The Shire has not historically received many formal development applications for STRA, with most operations previously occurring informally.

Recent housing data indicates an acute shortage of long-term rental accommodation within the district, with no current listings available through REIWA. The amendment will therefore provide greater clarity for both applicants and the Shire in managing STRA within the existing housing market constraints, ensuring that future proposals are appropriately regulated and consistent with community expectations.

Consultation

This amendment is classified as a Basic Amendment in accordance with Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*. As the amendment implements model provisions and deletes superseded terms, public advertising is not required under Regulation 57.

Following Council's resolution to initiate the amendment, the documentation will be forwarded to the Western Australian Planning Commission (WAPC) in accordance with Regulation 58 of the Regulations. The WAPC will consider the proposal and make a recommendation to the Minister for Planning for final approval.

The Environmental Protection Authority (EPA) referral process under Section 81 of the *Planning and Development Act 2005* does not apply to Basic Amendments.

Internal consultation has been undertaken with the Executive Manager Planning & Sustainability to confirm the appropriate amendment classification and ensure that the proposed modifications reflect the State Government's model provisions introduced through the *Planning and Development (Local Planning Schemes) Amendment (Short-Term Rental Accommodation) Regulations 2024*.

No external stakeholder consultation is required prior to submission to the WAPC.

Statutory Environment

The following legislative provisions relate:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- *Planning and Development (Local Planning Schemes) Amendment (Short-Term Rental Accommodation) Regulations 2024*;
- *Short-Term Rental Accommodation Regulations 2024*; and
- *Shire of Narrogin Local Planning Scheme No. 3*.

Pursuant to Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, a local government may amend its local planning scheme by a Basic Amendment

where the amendment is consistent with the model provisions and deletes provisions that have been superseded by the deemed provisions.

The proposed amendment is classified as a Basic Amendment for the following reasons:

1. It is consistent with the model provisions introduced by the *Planning and Development (Local Planning Schemes) Amendment (Short-Term Rental Accommodation) Regulations 2024*;
2. It deletes land-use definitions and provisions that have been superseded by the deemed provisions in Schedule 2 of the Regulations; and
3. It does not result in any significant environmental, social, economic, or governance impacts on land within the Scheme area.

As a Basic Amendment, the proposal is not subject to public advertising or referral to the Environmental Protection Authority. Following Council's resolution to initiate the amendment, the documentation will be forwarded to the Western Australian Planning Commission for assessment and referral to the Minister for Planning for final approval under Regulation 58.

Policy Implications

The proposal is consistent with the State Planning Framework, including the *Position Statement: Planning for Tourism and Short-Term Rental Accommodation (WAPC, 2023)* and Planning Bulletin 115/2024.

The Shire's 2019 Local Planning Strategy (adopted prior to the gazettal of LPS 3) recognises the importance of housing and tourism development within the district. However, it predates the current STRA reforms and does not address short-term rental accommodation specifically. The proposed amendment will therefore update the Scheme to reflect the current State policy environment and provide a consistent statutory framework for managing STRA locally.

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

There are no direct financial implications associated with the initiation of this amendment.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Outcome:	1.1	Growth in revenue opportunities
Strategy:	1.1.1	Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
Strategy:	1.1.2	Promote Narrogin and the Region

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to lodge the STRA scheme amendment within the required timeframe, resulting in non-compliance with the Planning and Development (Local Planning Schemes) Amendment (Short-Term Rental Accommodation) Regulations 2024.	Possible (3)	Moderate (3)	Medium (5-9)	Compliance Requirements	Progress by initiating the scheme amendment.

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 amendment is required to ensure compliance with the State Government's mandatory planning framework for short-term rental accommodation. It is not a discretionary change initiated by the Shire, but a necessary alignment with legislative amendments that apply across all Western Australian local governments.

The proposed modifications delete obsolete land-use terms and incorporate the new model definitions for *Hosted* and *Unhosted Short-Term Rental Accommodation* and *Tourist and Visitor Accommodation*. These definitions are now legally recognised within the *Planning and Development (Local Planning Schemes) Regulations 2015* and the *Short-Term Rental Accommodation Regulations 2024*. Updating the Scheme ensures that LPS 3 operates consistently with the State framework and provides a clear statutory basis for the assessment of future proposals.

Detailed modifications to the Scheme text and zoning table are outlined in the attached Scheme Amendment Report and Form 2A, which accompany this report for Council's endorsement.

Within the Shire, all current STRA operations are unhosted dwellings located in residential areas. As such, development approval will be required retrospectively by these operators, once the Scheme is amended, ensuring these uses are properly regulated and assessed against the same criteria applied throughout the State.

Should Council support the recommendation and initiate the Scheme Amendment, the Administration will write to all known STRA operators, advising them of the change and requesting that they lodge a Development Application within 90 days if they have not already done so. The current adopted fee for lodging a Development Application is \$147.00 (the minimum scheduled fee). However, the Administration will not impose any retrospective fees, as the Scheme Amendment itself has been applied retrospectively in accordance with State Government requirements.

Given the amendment directly implements State legislation, there are no discretionary policy matters for Council to determine. It is therefore appropriate that Council initiate the amendment as a Basic Amendment under Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to Scheme Amendment No. 1 to the Shire of Narrogin Local Planning Scheme No. 3 – Short-Term Rental Accommodation, Council:

- 1) Initiate Amendment No. 1 to the Shire of Narrogin Local Planning Scheme No. 3 pursuant to Section 75 of the *Planning and Development Act 2005* and Regulation 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015* to implement the State Government's Short-Term Rental Accommodation reforms by deleting the land-use terms Bed and Breakfast, Holiday Accommodation, Holiday House, Motel, Serviced Apartment and Tourist Development from the Scheme text, inserting the model land-use terms Hosted Short-Term Rental Accommodation, Unhosted Short-Term Rental Accommodation and Tourist and Visitor Accommodation, and amending Schedule 1 – Definitions and Schedule 2 – Zoning Table consistent with the *Planning and Development (Local Planning Schemes) Amendment (Short-Term Rental Accommodation) Regulations 2024*.
- 2) Determine that Amendment No. 1 is a Basic Amendment under Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* as it is consistent with the model provisions in Schedule 1 of the Regulations and deletes provisions superseded by the deemed provisions in Schedule 2.
- 3) Forward the amendment documentation to the Western Australian Planning Commission for consideration and final approval by the Minister for Planning in accordance with Regulation 58 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 4) Request the Chief Executive Officer to not apply the retrospective Development Application fee in this instance, if applications are received within 90 days.

Short Term Rental Accommodation

COVER PAGE



**Shire of Narrogin
Local Planning Scheme No. 3**

Amendment No. 1

Summary of Amendment Details

Update scheme text to introduce new and revised land use classes and general definitions to facilitate State Government reforms for short-term rental accommodation.

Planning and Development Act 2005
RESOLUTION TO ADOPT AMENDMENT
TO LOCAL PLANNING SCHEME

Shire of Narrogin Local Planning Scheme No.3
Amendment No.1

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. In Schedule 1 – Land Use Terms Used: ‘Terms Used’:

- A. Delete the definition for *short-term accommodation*.
- B. Amend the general definition for *cabin* to:
means a building that -
 - (a) *is an individual unit other than a chalet; and*
 - (b) *forms part of -*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;**and*
 - (c) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period*
- C. Amend the general definition for *chalet* to:
means a building that —
 - (a) *is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*
 - (b) *forms part of -*
 - (i) *tourist and visitor accommodation; or*
 - (ii) *a caravan park;*
 - (c) *and if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period*

2. In Schedule 1- ‘Land Use Terms Used’:

- A. Delete the definitions for:
 - *bed and breakfast;*
 - *holiday accommodation;*
 - *holiday house;*
 - *motel;*
 - *serviced apartment;*
 - *tourist development*

B. Amend the existing land use term for *road house* by deleting paragraph (d) and inserting:

(d) *accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

C. Insert the definition for *tourist and visitor accommodation* as per Schedule 1 – Model Provisions

(a) *means a building, or a group of buildings forming a complex, that —*

- (i) *is wholly managed by a single person or body; and*
- (ii) *is used to provide accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period; and*
- (iii) *may include on-site services and facilities for use by guests; and*
- (iv) *in the case of a single building — contains more than 1 separate accommodation unit or is capable of accommodating more than 12 people per night;*

and

(b) *includes a building, or complex of buildings, meeting the criteria in paragraph (a) that is used for self-contained serviced apartments that are regularly serviced or cleaned during the period of a guest's stay by the owner or manager of the apartment or an agent of the owner or manager; but*

(c) *does not include any of the following —*

- (i) *an aged care facility as defined in the Land Tax Assessment Act 2002 section 38A(1);*
- (ii) *a caravan park;*
- (iii) *hosted short-term rental accommodation;*
- (iv) *a lodging-house as defined in the Health (Miscellaneous Provisions) Act 1911 section 3(1);*
- (v) *a park home park;*
- (vi) *a retirement village as defined in the Retirement Villages Act 1992 section 3(1);*
- (vii) *a road house;*
- (viii) *workforce accommodation;*

3. In Table 3- Zoning Table, insert in alphabetical order the following land uses and permissibility:

LAND USE	Zones											
	Commercial	Rural Townsite	Service Commercial	Residential	Rural Residential	Rural Smallholding	Rural	Rural Enterprise	General Industry	Tourism	Urban Development	Industrial Development
Hosted Short-Term Rental Accommodation	I	P	X	P	P	P	P	P	X	X		
Unhosted Short-Term Rental Accommodation	I	D	X	D	A	A	A	A	X	P		
Tourist and Visitor Accommodation	I	D	A	A	A	X	X	X	X	P		

4. In Table 3 – Zoning Table, delete all references to:

- A. *bed and breakfast*;
- B. *holiday accommodation*;
- C. *holiday house*;
- D. *motel*;
- E. *serviced apartment*;
- F. *tourist development*

The amendment is **basic** under the provisions of Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. the amendment is consistent with the model provisions in Schedule 1 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
2. the amendment deletes provisions that have been superseded by the deemed provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;

Dated this _____ day of _____ 2025

(Chief Executive Officer)

Scheme Amendment Report

1. Introduction

The purpose of this amendment is to amend the Shire of Narrogin Local Planning Scheme No. 3 to implement the State Government's planning reforms for short-term rental accommodation. This amendment is required to ensure alignment with new 'deemed' and 'model' land-use classes and general definitions introduced into the State planning framework.

Most significantly, it includes amendments to reflect the 'deemed' land-use classes for *hosted short-term rental accommodation* and *unhosted short-term rental accommodation*, along with removal of superseded land uses. The following report provides further detail and background information on these changes, including specific implications for the Shire of Narrogin.

2. Background

Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis. This type of accommodation is typically booked through online platforms and is popular among travellers and visitors seeking temporary lodging for holidays, business trips or other short stays. The State Government has committed to various initiatives to deliver better regulation of the short-term rental accommodation sector.

In November 2023, the Western Australian Planning Commission (WAPC) released its Position Statement: Planning for Tourism and Short-Term Rental Accommodation (Position Statement) and associated Guidelines. The release of the Position Statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia. This included development of a State-wide registration scheme for STRA, as well as an incentive scheme to encourage transition of properties from the short- to long-term rental market.

Alongside the registration scheme, which sits separately to the planning system and is mandatory for all STRA, amendments to planning regulations were flagged as a key part of the State Government's goal to ensure a fairer and more consistent treatment of STRA from both a legal and practical standpoint. The planning changes, which have triggered the need for the Shire of Narrogin to amend its Scheme, aim to provide greater consistency across the State in relation to what approvals are needed for STRA proposals as well as how these uses are defined in local planning schemes.

3. State Planning Framework

The State Government's planning reforms for short-term rental accommodation are being implemented predominantly through the *Planning & Development (Local Planning Schemes) Regulations 2015* (LPS Regulations), which in turn have been informed by policy direction provided through the Position Statement.

Position Statement

The Position Statement foreshadowed a series of amendments to the LPS Regulations with the overall aim of providing more certainty and consistency across jurisdictions in respect to the treatment of STRA. Key changes flagged in this document included dedicated land use classes for STRA to ensure a clear delineation between this use and traditional accommodation types, as well as a state-wide exemption for hosted STRA and a 90-night exemption for unhosted STRA within the

Perth Metropolitan Area. The Position Statement also includes guidance on strategic and statutory planning matters for both tourism and STRA, as well as local planning policy development.

LPS Regulations

The LPS Regulations are a key component of Western Australia's planning system comprising of three major parts:

- Regulations proper, which set out the process for preparing or amending a local planning scheme;
- 'Model' provisions, set out in Schedule 1, which are to be used by local governments in preparing or amending a local planning scheme; and
- 'Deemed' provisions, set out in Schedule 2, read automatically into all local planning schemes, and override any existing scheme provision to the extent of any inconsistencies. Where there is a conflict between these provisions and the scheme, the deemed provisions prevail.

Amendments to both Schedules 1 and 2 of these regulations have been made to facilitate the necessary planning changes of the State Government's short-term rental accommodation (STRA) reform initiatives, as envisaged by the Position Statement. These changes, most notably, include:

- i. new 'deemed' land use classes of 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation' to ensure these accommodation types are classified as dedicated land use classes in planning schemes;
- ii. new 'deemed' general terms to define 'short-term rental accommodation' and link to the overarching *Short-Term Rental Accommodation Act 2024*, which provides the legal framework for the STRA Register;
- iii. a new 'model' land use class of 'tourist and visitor accommodation' to differentiate these use types from STRA, and consolidate a number of existing land use terms for tourist and visitor accommodation (aside from 'hotel'), as well as other changes to general definitions;
- iv. a state-wide development approval exemption for 'hosted short-term rental accommodation' (this includes ancillary dwellings); and
- v. a 90-night (cumulative) exemption within a 12-month period for 'unhosted' short-term rental accommodation in the Perth metropolitan area.

The implications for these changes to the Shire of Narrogin are detailed further in the following sections of this report.

4. Local Planning Context

Local Planning Strategy

The Shire of Narrogin Local Planning Strategy was adopted in 2019, prior to the gazettal of Local Planning Scheme No. 3 in 2023. The Strategy provides the overarching framework for land-use and development within the district and identifies the Shire as a key regional service centre with economic activity primarily linked to the agricultural sector. It also highlights the need to diversify the local economy by supporting small business growth, tourism development and housing choice.

While the Strategy encourages tourism opportunities, including the provision of visitor accommodation to strengthen the local economy, it does not specifically address short-term rental

accommodation or contemporary post-COVID housing pressures. Since its adoption, the Shire has experienced increased demand for both permanent and visitor accommodation, with a critically low residential rental vacancy rate of approximately 0.1 per cent and limited long-term rental availability.

Section 9.0 of the Strategy recommends that a comprehensive review be undertaken within five years of the gazettal of Local Planning Scheme No. 3. As this period has now passed, a review will be required to incorporate updated population, housing and tourism data, consistent with *Planning Bulletin No. 115/2024*, which directs that local planning strategies consider the role and impact of short-term rental accommodation within the broader housing and tourism sectors.

Local Planning Scheme

Local Planning Scheme No. 3 (LPS 3) was gazetted on 3 May 2023 and provides the statutory framework for land use and development control within the Shire. The Scheme establishes zones including Residential, Rural Townsite, Rural Residential, Rural Smallholding, Rural, Rural Enterprise, Commercial, Service Commercial, General Industry, Urban Development, Industrial Development and Tourism.

The Scheme currently includes the land-use terms *Bed and Breakfast* and *Holiday House*, which reflect the model provisions in effect prior to the *Planning and Development (Local Planning Schemes) Amendment (Short-Term Rental Accommodation) Regulations 2024*. Other accommodation-related uses listed in the Zoning Table include *Holiday Accommodation*, *Motel*, *Serviced Apartment* and *Tourist Development*.

Since the adoption of LPS3, the Shire has issued two planning approvals for these use classes—one for a *Motel* and one for a *Tourist Development*.

Current records indicate approximately ten (10) unhosted dwellings operating under the State Short-Term Rental Accommodation Register. The extent to which these have obtained formal development approval under the Scheme is unknown.

To date, no short-term rental accommodation dwellings within the Shire are known to have obtained development approval. This reflects a historical regulatory gap rather than non-compliance. Prior to the 2024 State reforms, the Scheme did not define short-term rental accommodation as a separate land use, and such activity was commonly interpreted across Western Australia as forming part of the normal residential use of a single house, which is a permitted use in the Residential and Rural Townsite zones. In the absence of a State-wide registration system, local governments, including the Shire of Narrogin, had limited visibility of these operations. The introduction of the Short-Term Rental Accommodation Register in 2024 now provides a mechanism to identify existing properties and align the local planning framework with State definitions and approval processes.

Within the Commercial zone, dwellings are permitted only as an 'I' use where they form part of an approved mixed-use development. Accordingly, short-term accommodation in this zone is limited to these circumstances.

The existing Scheme does not yet incorporate the new model definitions or standardised permissibilities introduced by the 2024 Regulations. This amendment aligns the Scheme with the State framework by deleting outdated definitions and incorporating the new land-use classes *Hosted Short-Term Rental Accommodation*, *Unhosted Short-Term Rental Accommodation* and *Tourist and Visitor Accommodation*, consistent with the current model provisions.

5. Proposed Amendment

With the introduction of new deemed land-use classes associated with short-term rental accommodation, this amendment to the *Shire of Narrogin Local Planning Scheme No. 3* introduces, modifies and deletes various land-use and general definitions.

Although the new exemptions are already operative under the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, this amendment formalises equivalent textual and tabular changes to the Scheme Text and Zoning Table to ensure consistency and clarity.

Deemed Short-Term Rental Accommodation Land-Use Classes

The new deemed land use classes *Hosted Short-Term Rental Accommodation* and *Unhosted Short-Term Rental Accommodation* are automatically read into all local planning schemes under the *Planning and Development (Local Planning Schemes) Regulations 2015*. To ensure transparency and accuracy in interpretation, this amendment incorporates these uses into the Scheme's Zoning Table and Schedule 1 – Definitions.

The amendment deletes all references to the former land-use classes *Bed and Breakfast* and *Holiday House* and replaces them with the new model terms *Hosted Short-Term Rental Accommodation* and *Unhosted Short-Term Rental Accommodation*. Corresponding modifications are made to the Zoning Table and the Definitions Schedule.

Permissibilities have been derived directly from the *Position Statement: Planning for Tourism and Short-Term Rental Accommodation* and *Planning Bulletin No. 115/2024 – Short-Term Rental Accommodation*, and adapted to suit the Shire's zoning context:

- **Hosted Short-Term Rental Accommodation** – designated as a 'P' (Permitted) use in the Residential, Rural Townsite, Rural Residential, Rural Smallholding, Rural and Rural Enterprise zones; an 'I' (Incidental) use – permitted if consequent on, or naturally attaching to, the predominant use of the land – in the Commercial zone where a dwelling forms part of an approved mixed-use development; and an 'X' (Not Permitted) use in the Service Commercial, General Industry, Industrial Development and Urban Development zones, except where otherwise provided for under an approved Structure Plan prepared and adopted in accordance with Part 4 of the deemed provisions.
- **Unhosted Short-Term Rental Accommodation** – designated as a 'P' use in the Tourism zone; a 'D' (Discretionary) use in the Residential, Rural Townsite and Commercial zones where a dwelling forms part of an approved mixed-use development; an 'A' (Advertised Discretionary) use in the Rural Residential, Rural Smallholding, Rural and Rural Enterprise zones; and an 'X' use in the Service Commercial, General Industry, Industrial Development and Urban Development zones, except where otherwise provided for under an approved Structure Plan prepared and adopted in accordance with Part 4 of the deemed provisions.

Within the Commercial zone, the 'I' (Incidental) designation applies only where the accommodation forms part of an approved mixed-use development – for example, a dwelling or short-term accommodation located above or behind a ground-floor business. This ensures the accommodation remains ancillary to the predominant commercial use of the site.

Model 'Tourist and Visitor Accommodation' Land-Use

A new model land-use class of *Tourist and Visitor Accommodation* has been introduced to replace existing non-model accommodation land-uses (excluding *Hotel*) and provide a clearer distinction between these uses and short-term rental accommodation. Within the Scheme, this amendment deletes the following existing land-use terms:

- *Motel*;
- *Serviced Apartment*; and
- *Tourist Development*.

Existing lawful developments approved under these land-use classes will continue to operate under non-conforming use rights in accordance with clause 4.17 of LPS 3.

New and Revised Land-Use and General Definitions

Amendments to model definitions have also been introduced to prevent overlap or conflict with the new short-term rental accommodation terms. These include deletion of the definition for *Short-Term Accommodation* and minor modifications to the model definitions for *Cabin*, *Chalet* and *Road House*.

Following deletion of the general term *Short-Term Accommodation*, the model definition is inserted wherever referenced, as follows:

"Accommodation for guests, on a commercial basis, either continuously or from time to time, with no guest accommodated for periods totalling more than three months in any twelve-month period."

Amendment Classification

This amendment is classified as a *Basic Amendment* under regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. **Consistency with Model Provisions** – It introduces and modifies land-use and general definitions to align the Scheme with the model provisions set out in Schedule 1 of the Regulations, specifically incorporating the new land-use classes *Hosted Short-Term Rental Accommodation*, *Unhosted Short-Term Rental Accommodation* and *Tourist and Visitor Accommodation*.
2. **Removal of Superseded Provisions** – It deletes land-use terms that have been replaced or superseded by the deemed provisions in Schedule 2 of the Regulations, including *Bed and Breakfast*, *Holiday House*, *Motel*, *Serviced Apartment* and *Tourist Development*.
3. **Administrative in Nature** – The amendment does not modify the zoning of any land, introduce new development standards, or alter the strategic intent of the Scheme. It is a technical update to ensure statutory consistency and interpretive clarity.

The amendment therefore satisfies the criteria for a *Basic Amendment* and is exempt from public advertising in accordance with regulations 35(2) and 47(5) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

No mapping modifications are proposed as part of this amendment.

**Planning and Development Act 2005
RESOLUTION TO AMEND LOCAL PLANNING SCHEME**

***Shire of Narrogin Local Planning Scheme No.3
Amendment Number 1.***

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. In Schedule 1 – Land Use Terms Used: ‘Terms Used’:

A. Delete the definition for *short-term accommodation*.

B. Amend the general definition for *cabin* to:

means a building that -

(a) *is an individual unit other than a chalet; and*

(b) *forms part of -*

(iii) tourist and visitor accommodation; or

(iv) a caravan park;

and

(c) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period*

C. Amend the general definition for *chalet* to:

means a building that —

(a) *is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*

(b) *forms part of —*

(i) tourist and visitor accommodation; or

(ii) a caravan park;

(c) *and if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period*

2. In Schedule 1- ‘Land Use Terms Used’:

A. Delete the definitions for:

- *bed and breakfast;*
- *holiday accommodation;*
- *holiday house;*
- *motel;*
- *serviced apartment;*
- *tourist development; and*

B. Amend the existing land use term for *road house* by deleting paragraph (d) and inserting:

(d) *accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

C. Insert the definition for *tourist and visitor accommodation* as per Schedule 1 – Model Provisions

3. In Table 3- Zoning Table, insert in alphabetical order the following land uses and permissibility:

LAND USE	Zones										
	Commercial	Rural Townsite	Service Commercial	Residential	Rural Residential	Rural Smallholding	Rural	Rural Enterprise	General Industry	Tourism	Urban Development
Hosted Short-Term Rental Accommodation	I	P	X	P	P	P	P	P	X	X	
Unhosted Short-Term Rental Accommodation	I	D	X	D	A	A	A	A	X	P	
Tourist and Visitor Accommodation	I	D	A	A	A	X	X	X	X	P	

4. In Table 3 – Zoning Table, delete all references to:

- A. *bed and breakfast;*
- B. *holiday accommodation;*
- C. *holiday house;*
- D. *motel;*
- E. *serviced apartment;*
- F. *tourist development*

The amendment is **basic** under the provisions of Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- 3. the amendment is consistent with the model provisions in Schedule 1 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
- 4. the amendment deletes provisions that have been superseded by the deemed provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;

FORM 6A

COUNCIL ADOPTION

This **BASIC** Amendment was adopted by resolution of the Council of the Shire of Narrogin at the Ordinary Meeting of the Council held on the 22 of October 2025.

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended for support by resolution of the Shire of Narrogin at the Ordinary Meeting of the Council held on the 22 of October 2025 and the Common Seal of the Shire of Narrogin was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

.....
**DELEGATED UNDER S.16 OF
THE P&D ACT 2005**

DATE.....
FORM 6A - CONTINUED

APPROVAL GRANTED

.....
MINISTER FOR PLANNING

DATE.....

OFFICERS' RECOMMENDATION

That pursuant to section 5.23 (2)(c) & (e) 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.
- 2) a matter that if disclosed, would reveal — (i) a trade secret; or (ii) information that has a commercial value to a person; or (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government.

11.1.2 RFQ 25/26-05 OPERATION AND MAINTENANCE OF NARROGIN WASTE MANAGEMENT FACILITY

File Reference	IEH2539073
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	13 October 2025
Author	Peter Toboss – Manager Environmental Health Services
Authorising Officer	Adam Majid – Executive Manager Planning & Sustainability
Attachments	<ol style="list-style-type: none">1. Request For Quotation (RFQ) 25/26-05 – issued by the Shire of Narrogin2. CONFIDENTIAL Attachment – RFQ submitted by Great Southern Waste Disposal Commercial (Under Separate Cover)

Summary

Council is requested to consider awarding the contract for the operation and maintenance of the Narrogin Waste Management Facility at Lot 1633, 46 White Road Narrogin to Great Southern Waste Disposal (GSWD), who has made a submission for the sum of \$403,000.00 pa excluding GST.

Background

The Shire of Narrogin currently contract out the Operation and Maintenance of the Narrogin Waste Management Facility at Lot 1633, 46 White Road Narrogin to Great Southern Waste Disposal (GSWD). The contract had expired on 30 June 2025 and was renewed for 3 months to 30 September 2025.

On the 3 September 2025, a Request for Quotation was issued for the operation and maintenance of the Narrogin Waste Management Facility at lot 1633, 46 White Road, Narrogin for a period of three (3) years with an option for a further of one (1) year at the principal's discretion.

The Shire advertised the RFQ through the WALGA Preferred Supplier Program with a total of eleven (11) members of the panel being identified as suitable for invitation to submit a response.

At the close of the submission period on Wednesday 1 October 2025, only one (1) submission was received, that being from Great Southern Waste Disposal (GSWD).

Consultation

The following officers have been consulted throughout this process:

- Chief Executive Officer;
- Executive Manager Corporate & Community Services;
- Executive Manager Planning & Sustainability; and
- Acting Executive Manager Technical & Rural Services.

Statutory Environment

The following statutory environment relates:

- *Local Government Act 1995*;
 - *Local Government (Functions and General) Regulations 1996*, Regulation 11(2);
- *Environmental Protection Act 1986*; and
- *Waste Avoidance and Resource Recovery Act 2007*.

Policy Implications

The Purchasing Policy – C14 Local Price Preference Policy.

The design of the RFQ has considered that there has been significant policy, regulatory and industry change within the waste and resource recovery sector. The project has been informed through careful consideration of these changes to ensure progression towards administering kerbside reform and meeting the targets of the Western Australian State Government's objectives for reducing waste and encouraging resource recovery and its alignment to the Waste Avoidance and Resource Recovery Strategy 2030.

Sustainability & Climate Change Implications

Environmental

- The proposed contract supports compliance with Department of Water and Environmental Regulation (DWER) licence conditions, which reduces the risk of adverse environmental impacts such as groundwater contamination or poor waste handling practices.
- Continuing professional management of the Facility will contribute to improved resource recovery and alignment with the State Government's Waste Avoidance and Resource Recovery Strategy 2030.

Economic

- The increase in contract price may affect budget allocations and could reduce the capacity to transfer funds into the Waste Management Reserve. However, secure service delivery provides certainty for future financial planning.
- Potential operational efficiencies (e.g. reviewing opening hours) may reduce long-term costs.

Social

- Ensuring continuity of operations at the Facility maintains an essential service to the community and minimises disruption.
- Good management of waste and recycling contributes to community health, amenity, and public confidence in the Shire's services.

Financial Implications

The Shire's Adopted Budget for 2025/26 has the following provisions:

- GL 21001001 Waste Disposal (Domestic) \$178,810; and
- GL 21100201 Waste Disposal (Commercial) \$92,860, resulting in a total provision for the operations of contract of \$271,670.

The Budget also has proposed 'Transfer' to the Waste Management Reserve of some \$45,000, which might need to be drawn upon (not transferred) to balance the additional impost this year.

For comparative purposes, the current contract, which expired at 30 June 2025, had a total provision of \$205,668 pa.

By way of further background, the current contract was let in 2019 with a 3 (three) + 3 (three) clause, with annual CPI adjustments. Originally let in 2019 at \$180,000 pa and extended in 2022 at \$197,016 pa, it could be argued that with the effluxion of time and cost pressures for wages, fuel, post COVID and housing, that there was an inevitable 'price jump' expected with the current proposal. Added to that there is little 'competition' in the market, this jump is possibly not unexcepted, however Shire staff whilst predicting price escalation have not included the Adopted Budget sufficient funds to meet the jump from \$271k to \$403k.

The price also no doubt reflects increasing scrutiny of the management of the operations of facility by both the Department of Water and Environmental Regulation (DWER) and also Shire Officers in achieving greater compliance with licence obligations.

The Shire of Narrogin's Long Term Financial Plan includes projections and assumptions regarding the cost of the operation and Maintenance of the Narrogin Waste Management Facility. This RFQ will allow Council to project the cost of these services more accurately over the long term.

All costs for the operation and Maintenance of the Narrogin Waste Management Facility will be set out in the forthcoming 2025/26 Budget Review to provide funds for on-going improvements of the facility and also identify any savings as necessary.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective:	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.1 Growth in revenue opportunities
Strategy:	1.1.1 Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
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:	2.3.4	Provide improved community facilities (eg library/recreation)
Objective:	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.2	Effective waste services
Strategy:	3.2.1	Support the provision of waste services

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Service Disruption - Transitioning to an alternative contractor and/or resuming operations in-house would cause delays and interruptions in facility operations.	Likely (4)	Moderate (3)	High (10-16)	Business & Community Disruption	Manage by letting contract subject to a contract variation.
Contractor performance - non-compliance with service standards, KPI's or regulatory requirements.	Possible (3)	Major (4)	High (10-16)	Compliance Requirements	Manage by implementing appropriate monitoring and reporting by relevant staff.
Environmental – improper waste handling could lead to soil, water or air pollution.	Possible (3)	Major (4)	High (10-16)	Environment Management	Manage by implementing appropriate monitoring and reporting by relevant staff.

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 twelve has been determined for each 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 RFQ for the Operation and Maintenance of the Narrogin Waste Management Facility was advertised through the WALGA Preferred Supplier Program and closed on 1st October 2025. The RFQ document was made available to 11 WALGA preferred suppliers through the WALGA eQuotes portal as follows:

- Great Southern Waste Disposal (GSWD);
- Warren Blackwood Waste;
- Hastie Waste Pty Ltd;
- Pure Environmental WA;
- Cleanaway Pty Ltd;
- Veolia Recycling & Recover Pty Ltd;
- SOLO Resource Recovery;
- Stondon Pty Ltd;
- Eastern Metropolitan Regional Council;
- Western Metropolitan Regional Council; and
- North West Alliance Pty Ltd.

Only one (1) written was received, that being from GSWD, during the advertising period. All 11 companies that were requested to provide a quote are prequalified WALGA preferred suppliers and have relevant experience for these works. We believe the limited response to be consistent with the 'industry', large, multinational corporates tend to manage large urban / metropolitan waste sites, and don't normally compete for smaller sites, where the incumbent has knowledge and already established set up costs. GSWD is also the Shire's incumbent waste and recycling collection contractor, with an established local presence and understanding of the Facility. It is noted that the Facility is open to the public, and therefore with contractors and Shire employees present as follows:

- Monday 9:00am – 5:00pm;
- Tuesday – Closed;
- Wednesday 9:00am – 5:00pm;
- Thursday 9:00am – 5:00pm;
- Friday 9:00am – 5:00pm;
- Saturday 10:00am – 4:00pm; and
- Sunday 10:00am – 4:00pm.

Consideration could be given to the 'opening' hours of the facility, which could reduce contractual and Shire Employees costs, however this has not been factored in at the moment.

Officers believe that appropriate consultation has occurred, and the matter is now presented to Council for consideration.

While the submitted price of \$403,000 per annum is significantly higher than the current budget allocation of \$271,670, it reflects increased compliance requirements, operating costs (post-COVID wage, fuel, and housing pressures), and heightened scrutiny from regulators. This cost escalation, was not fully expected, and highlights the need for Council to consider long-term financial sustainability in the waste management space.

Given the importance of maintaining continuity of operations at the Facility and the limited competition in the market, it is recommended that Council support continuation of service with GSWD. At the same time, it is recommended that Council request the Chief Executive Officer to enter into negotiations with the preferred contractor, noting that services are presently being delivered on a month-to-month, and authorise the Chief Executive Officer to use his best endeavours to achieve a reduction in the submitted contract price within parameters agreed behind closed doors and to remain entirely confidential until or if a satisfactory contract price and term (maximum 4 years) can be achieved.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to awarding the Request for Quote (RFQ 25/26-05) through the WALGA Preferred Supplier Program for the Operation and Maintenance of the Narrogin Waste Management Facility, Council:

- 1) Authorise the Chief Executive Officer to enter into negotiations with Great Southern Waste Disposal (GSWD), to request a reduction in the submitted contract price of \$403,000 per annum (ex GST) to the maximum of the amount agreed behind closed doors;
- 2) Subject to satisfactory negotiations in the opinion of the Chief Executive Officer, and achievement of part 1), award the Contract for the Operation and Maintenance of the Narrogin Waste Management Facility (RFQ 25/26-05) to Great Southern Waste Disposal for an initial period of two (2) years, with an option to extend for a further period of up to two (2) years at the Chief Executive Officer's discretion;
- 3) Subject to parts 1) and 2), authorise the Shire President and Chief Executive Officer to sign and affix the Common Seal to the contractual documents.

OFFICERS' RECOMMENDATION

That Council proceed in public.



REQUEST FOR QUOTATION

RFQ 25/26-05 OPERATION & MAINTENANCE OF THE WHITE ROAD WASTE MANAGEMENT FACILITY

Request for Quotation (RFQ):	RFQ 25/26-05 Operation and Maintenance of the White Road Waste Management Facility
Deadline for Submissions:	5.00pm (AWST) Wednesday 1 October 2025
Address for Delivery of Submissions:	Electronically via VendorPanel
Shire Representative Contact Person:	Peter Toboss Manager Environmental Health Services Email: eho@narrogin.wa.gov.au Telephone: (08) 9890 0900

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1 PRINCIPAL'S REQUEST

1.1 CONTRACT REQUIREMENTS IN BRIEF

This request for quotation is for the operation and maintenance of the Waste Management Facility at Lot 1633, 46 White Road, Narrogin, Commencing on and from **Monday, 3 November 2025** for a period of three (3) years with an option for a further of one (1) years at the Principal's discretion.

A full statement of the goods/services required under the proposed contract appears in the Specification (Part 3).

1.2 QUOTATION DOCUMENTS

This Request for Quotation is comprised of the following documents:

Part 1 – Principal's Request (read and keep this part);

Part 2 – Conditions of Quotation (read and keep this part);

Part 3 – Specification and/or plans/drawings (read and keep this part);

Part 4 – General Conditions of Contract (read and keep this part);

Part 5 – Special Conditions of Contract (read and keep this part);

Part 6 – Respondent's Offer (complete and return this part);

Part 7 – Project Reference Sheet (complete and return this part);

1.3 DEFINITIONS

Below is a summary of some of the important defined terms used in this Request:

Attachments:	The documents you attach as part of your Quotation.
Contract	Means the document which constitutes or evidences or, as the case may be, all the documents which constitute or evidence the final and concluded agreement between the Principal and the Contractor.
Contractor	Means the person or persons, corporation or corporations whose Quotation is accepted by the Principal, and includes the executors or administrators, successors and assigns of such person or persons, corporation or corporations.
Contract Sum	Means: payment being made on an Annual Basis, the sum of which is stated in the contract to be payable to the Contractor for the provision of the Works and the performance of the obligations of the Contractor under the Contract on a monthly basis one (1) month in arrears.
CEO:	Means the Chief Executive Officer.
Deadline:	The Deadline for lodgement of your Tender.
DFES	Department of Fire and Emergency Services
DWER	Department of Water and Environmental Regulation
General Conditions of Contract:	Means the General Conditions of Contract nominated in Part 4.
Offer:	Your Offer made to the Principal.

Principal:	The Shire of Narrogin.
Request or RFQ or Request for Quotation:	This document.
Requirements:	The work requested by the Principal.
Selection Criteria:	The criteria used by the Principal in evaluating your Quotation.
Special Conditions:	The additional contractual terms.
Site	Narrogin Waste Management Facility, on Lot 1633, 46 White Road, Narrogin.
Specification:	The statement of Requirements that the Principal requests you to provide if selected.
Superintendent:	Means the person appointed by the Principal to be the Superintendent and shall include any person notified to the Contractor as the representative of the Superintendent for the purposes of the Contract.
Quotation:	Completed Respondent's Offer, Response to Selection Criteria and Attachments.
Quotation Period:	The time between advertising the Request and the Deadline.
Respondent:	Someone who has or intends to submit an Offer to the Principal.
Works	Means the whole of the work to be carried out and completed in accordance with the Contract, including variations provided for by the Contract.

1.4 HOW TO PREPARE YOUR QUOTATION

- Carefully read all parts of this document.
- Ensure you understand the Requirements.
- Complete, sign and return the Offer (Part 6) in all respects and include all Attachments.
- Make sure you have signed the Offer Form.
- Ensure you responded to all of the Selection Criteria.
- Lodge your Quotation before the Deadline.

1.5 CONTACT PERSON

Respondents should not rely on any information provided by any person other than the person listed below:

RFQ Enquiries contact person	
Name:	Peter Toboss
Telephone:	9890 0900
Email:	eho@narrogin.wa.gov.au (Email enquiries preferred)

1.6 QUOTATION BRIEFING/SITE INSPECTION

A site inspection meeting is optional. Respondents are encouraged to contact the nominated representative for this RFQ to arrange a site inspection prior to **4:00pm, Thursday, 25 September 2025**.

The site inspection will provide respondents with the opportunity to seek clarification on any matters with the contact person before the closing date of this Request for Quotation.

1.7 EVALUATION PROCESS

This is a Request for Quotation (RFQ).

Your Quotation will be evaluated using information provided in your Quotation.

The following evaluation methodology will be used in respect of this Request:

- (a) Quotations are checked for completeness and compliance. Quotations that do not contain all information requested (e.g. completed Respondent's Offer and Attachments) may be excluded from evaluation.
- (b) Quotations are assessed against the Selection Criteria. Contract costs are evaluated, (e.g. Quoted prices) and other relevant whole-of life costs are considered.
- (c) The most suitable Respondents may be shortlisted and may also be required to clarify their Quotation, make a presentation and demonstrate their experience. Referees may also be contacted prior to the selection of the successful Respondent.

A Contract may then be awarded to the Respondent, whose Quotation is considered the most advantageous Quotation to the Principal.

1.8 SELECTION CRITERIA

The Contract may be awarded to a sole Respondent who best demonstrates the ability to carry out the operation and maintenance of the White Road Waste Management Facility at a competitive price. The quoted prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a best value for money approach to this RFQ. This means that, although price is considered, neither the Quotation containing the lowest price will not necessarily be accepted, nor will the Quotation ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a quotation that provides all the information requested will be assessed as satisfactory. The extent to which a Respondent demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Quotation will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

1.8.1 Compliance Criteria

These criteria are detailed within Part 6 of this document and will not be point scored. Each Quotation will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of "No" against any criterion may eliminate the Quotation from consideration.

1.8.2 Qualitative Criteria

In determining the most advantageous Quotation, the Evaluation Panel will score each Respondent against the qualitative criteria as detailed within Part 6 of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

NOTE: It is essential that Respondents address each qualitative criterion. Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel. Failure to provide the specified information may result in elimination from the Quotation evaluation process or a low score.

1.8.3 Price Considerations

Price is considered to be crucial to the outcome of the contract.

The quoted price will be considered along with related factors affecting the total cost.

Include any items that may affect any pricing outcomes (e.g. Regional Price Preference Policy).

1.9 PRICE BASIS

All prices offered under this RFQ are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices quoted must include, but not limited to, all travel to and from the landfill site, landfill site consumables for use by Respondent and employee/s and all practicable necessities for the purpose of landfill site operation and management and all applicable levies, duties, taxes and charges. Any charge not stated in the Quotation as being additional will not be allowed as a charge for any transaction under any resultant Contract.

1.10 PRINCIPAL'S POLICIES THAT MAY AFFECT SELECTION

The Shire of Narrogin has a regional price policy that will apply to this selection.

A copy of the policy is available at <https://www.narrogin.wa.gov.au/documents/532/council-policy-manual> (Policy No. 3.2 refers).

2 CONDITIONS OF QUOTATION

2.1 LODGEMENT OF QUOTATION AND DELIVERY METHOD

All Quotations must be submitted electronically via VendorPanel no later than the Deadline. The Deadline for this Request is **5:00pm (AWST), Wednesday 1 October 2025**.

Quotations submitted by any other method, including email, facsimile, or hard copy, will not be accepted. Late submissions cannot be lodged, as VendorPanel will automatically prevent submission after the Deadline.

The Shire shall not be bound to accept the lowest or any quote. The quote is deemed to be accepted when the Shire provides written notification of such acceptance to the successful Contractor and a purchase order is issued to the successful Contractor.

All clarification enquiries and responses given to an individual supplier will be given to all suppliers to whom the RFQ was sent, in order to keep the process fair, equitable and transparent. The Shire of Narrogin shall not be bound to accept the lowest or any quote. The quote is deemed to be accepted when the Shire provides written notification of such acceptance to the successful contractor.

2.2 REJECTION OF QUOTATIONS

A Quotation will be rejected without consideration of its merits in the event that:

- (a) it is not submitted before the Deadline; or
- (b) it is not submitted at the place specified in the Request; or
- (c) it may be rejected if it fails to comply with any other requirements of the Request.

2.3 LATE QUOTATIONS

Quotations received:

- (a) after the Deadline; or
- (b) in a place other than that stipulated in this Request;

will not be accepted for evaluation.

2.4 ACCEPTANCE OF QUOTATIONS

Unless otherwise stated in this Request, Quotations may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Quotation and may reject any or all Quotations submitted.

2.5 DISCLOSURE OF CONTRACT INFORMATION

Documents and other information relevant to the contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court order.

All Respondents will be given particulars of the successful Respondent or be advised that no Quotation was accepted.

2.6 GENERAL CONDITIONS OF CONTRACT

Quotations shall be deemed to have been made on the basis of and to incorporate the General Conditions of Contract in Part 4.

2.7 QUOTATION VALIDITY PERIOD

All Quotations will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the Principal's resolution for determining the Quotation, whichever is the later unless extended on mutual agreement between the Principal and the Respondent in writing.

2.8 REGIONAL PRICE PREFERENCE

Respondents for these works will be afforded a preference in accordance with Regulation 24A-G of the Local Government (Functions and General) Regulations and the Shire of Narrogin Regional Price Preference Policy.

A copy of the policy is available at <https://www.narrogin.wa.gov.au/documents/532/council-policy-manual> (Policy No. 3.2 refers).

2.9 PRECEDENCE OF DOCUMENTS

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the General Conditions of Contract, the terms and conditions appearing in this Request shall have precedence.

2.10 REGISTRATION OR LICENSING OF CONTRACTORS

Where an act or ordinance of the state of Western Australia requires that a Contractor (as defined by the act or ordinance) be registered or licensed to carry out the work described in the Request documents, the Respondent shall state on the Respondent's Offer Form in the space provided, its registration or license number.

The Quotation may not be considered if the Respondent fails to provide such registration or license number.

2.11 ALTERNATIVE QUOTATIONS

Alternative Quotations will be accepted. Quotations submitted as Alternative Quotations or made subject to conditions other than the General and Special Conditions of Contract must in all cases be clearly marked "Alternative Quotation".

The Principal may in its absolute discretion reject any Alternative Quotation as invalid.

Any printed "General Conditions of Contract" shown on the reverse of a Respondent's letter or Quotation form will not be binding on the Principal in the event of a Contract being awarded unless the Quotation is marked as an Alternative Quotation.

2.12 MONETARY VALUES

Monetary values that appear in the Tender, such as provisional sums, prime cost amounts, value of Principal supplied items, etc are net values. They do not include the Goods and Services Tax (GST).

2.13 RESPONDENTS TO INFORM THEMSELVES

Respondents shall be deemed to have:

- (a) examined the Request and any other information available in writing to Respondents for the purpose of tendering. The Principal does not represent that any information made available completely shows the existing Site or sub-surface conditions. The Respondent is to accept full responsibility for their own interpretations, deductions, and conclusions made from the information provided by the Principal;
- (b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Quotation which is obtainable by the making of reasonable enquiries;
- (c) satisfied themselves as to the correctness and sufficiency of their Quotations including quoted prices which shall be deemed to cover the cost of complying with all the Conditions of Quotation and of all matters and things necessary for the due and proper performance and completion of the work described therein;
- (d) acknowledged that the Principal may enter into negotiations with a chosen Respondent. Negotiations shall be carried out in good faith; and
- (e) satisfied themselves they have a full set of the Request documents and all relevant Attachments.

2.14 OWNERSHIP OF QUOTATIONS

All documents, materials, articles, and information submitted by the Respondent as part of or in support of the Quotation will become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Quotation process PROVIDED that the Respondent be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

2.15 RISK ASSESSMENT

The Principal may have access to and give consideration to:

- (a) any risk assessment undertaken by any approved credit rating agency;
- (b) any financial analytical assessment undertaken by any agency; and
- (c) any information produced by the Bank, financial institution, or accountant of a Respondent,

so as to assess that Quotation and may consider such materials as tools in the Quotation assessment process.

2.16 CANVASSING OF OFFICIALS

If the Respondent, whether personally or by an agent, canvasses any of the Principal's Commissioners or Council Officers (as the case may be) with a view to influencing the acceptance of any Quotation made by it or any other Respondents, then regardless of such canvassing having any influence on the acceptance of such Quotation, the Principal may at its absolute discretion omit the Respondents Quotation from consideration..

2.17 IDENTITY OF THE RESPONDENT

The identity of the Respondent and the Contractor is fundamental to the Principal. The Respondent will be the person, persons, corporation, or corporations named as the Respondent in Part 6 and whose execution appears on the Respondent's Offer in Part 6 of this Request. Upon acceptance of the Quotation, the Respondent will become the Contractor.

2.18 COSTS OF QUOTATIONS

The Principal will not be liable for payment to the Respondent for any costs, losses or expenses incurred by the Respondent in preparing their Quotation Offer.

2.19 QUOTATION OPENING

Quotations will be opened in the Principal's offices, following the advertised Deadline. All Respondents and members of the public may attend or be represented at the opening of Quotations.

The names of the persons who submitted the Quotation by the due Deadline will be read out at the Quotation Opening. No discussions will be entered into between Respondents and the Principal's Officers present or otherwise, concerning the Quotations submitted.

The Quotation Opening will be held on or as soon as practicable after the Deadline at the Shire of Narrogin Administration Centre, 89 Earl Street, Narrogin.

2.20 IN-HOUSE QUOTATIONS

The Principal does not intend to submit an in-house Quotation.

3 SPECIFICATION

3.1 INTRODUCTION

The Principal operates and manages the Narrogin Waste Management Facility on lot 1633, 46 White Road, Narrogin. This RFQ is for part of the operation and maintenance of that facility, as set out in the scope of work below.

3.2 BACKGROUND INFORMATION

The Principal operates a Waste Management Facility 46 White Road, Narrogin. The Facility is licenced by the Department of Water and Environmental Regulation to accept the following wastes:

- Category 61: Liquid Waste Facility – 1,000 tonnes per annual reporting period;
- Category 62: Solid Waste Facility – Combined 8,000 tonnes per annual reporting period; and
- Category 64: Class II or III Landfill – Combined 7,500 tonnes per annual reporting period.

Currently the Facility incorporates the following operations:

- Asbestos waste trench;
- Bone trench for butchers waste, dead animals and similar wastes;
- Transfer Station to manage general wastes. This activity is to capture recyclable material, protect the tip face, control vehicle movements and manage where wastes are deposited;
- Recycling bins for cardboard, metal, glass and some plastics;
- Tyres are accepted and stockpiled for waste tyre contractors to collect;
- Putrescible and general household wastes from the kerbside collections; and
- Waste water ponds for septage and grease trap waste.

3.3 SCOPE OF WORK

The scope of works includes the supply of plant, equipment, materials and labour necessary to be able to perform the required work and meet legislative and contractual obligations.

Currently the facility is pushed up on a daily basis.

3.4 SPECIFIC REQUIREMENTS OF THE CONTRACT

3.4.1 Responsibilities of the Contractor

3.4.1.1 When required, open and close the Narrogin Waste Management Facility. The current operating hours are:

- 9:00 am – 5:00 pm Monday, Wednesday, Thursday and Friday;
- 10:00 am – 4:00 pm Saturday and Sunday;
- Closed on Tuesdays; and
- Closed on Public Holidays, however open the following working day.

or as amended by The Principal from time to time;

- 3.4.1.2 Keep records as required by legislation and The Principal's CEO or their representative. Such records and reporting is to be submitted to the Principal on a quarterly basis or more frequently if requested;
- 3.4.1.3 Within thirty (30) days from signing of a contract submit a copy of your Safety Management Plan (SMP) for the site to the Principal. The SMP is to include induction procedures (staff and visitors), staff plant operator competency and training register, plant list and maintenance procedures, asset management register and to comply with the Work Health and Safety Act 2020 and meet all the requirements of Work Health and Safety (General) Regulations 2022 (WA). The SMP is to include procedures for reporting all incidents, accidents, damage and near misses;
- 3.4.1.4 To meet the requirements of 3.4.1.3 it will be necessary for the Contractor to provide and maintain a site office and crib room for use by the contractor and their employees;
- 3.4.1.5 Prepare and provide on the first day of January, April, July and October of each year for the term of the contract a record of all matters of note concerning the operation and maintenance of the Waste Management Facility, during the preceding three (3) months to the Principal. The report is to include, without limiting the generality of the foregoing, complaints made by persons using the Facility, problems associated with and suggestions to improve the management of the facility and other matters of concern;
- 3.4.1.6 At the contractors cost, insure the Principal, Contractor, the contractors employees, sub-contractors and agents against claims for workers' compensation, public risk and damages by any person employed by the Contractor in connection with the performance of the obligations, covenants and agreements in the contract and within seven (7) days of the signing of the contract and thereafter every 12 months during the term of the contract, provide to the CEO or their representative Certificates of Currency confirming both Workers Compensation and Public Liability, with a minimum of \$20 million (AUD \$20,000,000) cover. No policy of Insurance shall be amended or cancelled without the express written approval of the CEO and then only at the CEO's discretion. The CEO or their representative may request evidence of insurance at any time;
- 3.4.1.7 At the contractors cost, detail evidence of competency for the operation of all plant and equipment. If plant and equipment operator competency is not to the standard required by the CEO or their representative, that is sufficient grounds for the Principal to terminate the contract;
- 3.4.1.8 Comply with all verbal and written directions of the Principal, the CEO, Executive Manager Planning & Sustainability, the Manager Environmental Health Services or their representative within the time frame specified. Where a verbal direction is issued the contractor can request the direction in writing. An email to the contractor will be sufficient evidence that the request/direction has been placed in writing;
- 3.4.1.9 Operate the facility in accordance with the current Waste Management Plan, as approved by The Principal and DWER; the current Waste Management Plan is dated 27/06/2018 as prepared by IW Projects Pty Ltd;
- 3.4.1.10 Not assign, transfer, change, charge or encumber in any way the benefit of the contract without prior express written consent of the Principal which consent the Principal may in its absolute discretion withhold or grant subject to such conditions as the Principal deems fit;
- 3.4.1.11 The Principal will grant the Contractor leave and licence to occupy the facilities and the site provided the site is used for its intended purpose;
- 3.4.1.12 The Contractor is to undertake recycling and the reuse of materials activity for commercial gain and establish facilities for such purpose as specified in the contract, providing that the CEO reserves the right to restrict recycling or selling of certain materials on reasonable grounds;
- 3.4.1.13 Maintain the road at the working tip face to a trafficable standard;
- 3.4.1.14 Should any damage or loss occur of any of the Principal's plant or equipment, Immediately notify the CEO or their representative such damage or loss;

3.4.1.15 Maintain all internal facility signage in good order and repair. Where signage is damaged or new signage is required the Principal will provide or replace such signage at its cost. Any damage to signage caused by the Contractor is to be replaced at the Contractors cost;

3.4.1.16 Adhere to the Principal's Fire Management Plan with particular respect to training and maintenance of any of the Principal's fire fighting vehicles and equipment that may be on loan from time to time. Liaise with the Principal's Fire Control Officer in relation to fire management issues and any review or amendment to the Fire Management Plan;

3.4.1.17 Ensure that unauthorised persons do not access the working tip face or remove materials from the Waste Management Facility, except where the access or removal of materials is authorised by the Contractor or by the CEO or their representative, in writing;

3.4.1.18 Report all instances of unauthorised disposal of wastes or illegal depositing of non-licensed wastes. Refer to The Principal's Waste Management Facility Licence L/7085/1997/13 for permitted and non-permitted types of wastes that can be accepted at the facility;

3.4.1.19 Maintain the asbestos and animal waste pits and the liquid waste ponds to the satisfaction of the CEO or their representative;

3.4.1.20 Supervise the deposit of all wastes at the Narrogin Waste Management Facility as may be determined by the CEO or their representative. Ensure all disposal of wastes is in accordance with the licence issued to the Principal by the Department of Water and Environmental Regulation (DWER). Licence number L/7085/1997/13, as amended from time to time and in accordance with best industry practice;

3.4.1.21 At the Contractors cost and at such time and manner as may be directed by the CEO or their representative, thoroughly and effectively spray and disinfect the Narrogin Waste Management Facility to manage and control odour, vermin, flies, dust, at the refuse working face and other controls as may be required from time to time. Such spraying is to comply with current safe work practices. The Principal will supply the necessary chemicals/baits for vermin and fly control;

3.4.1.22 At the Contractors cost, compact and cover all wastes received at the refuse working face on a daily basis, excluding recyclable materials. Cover the bone trench, asbestos pit, and other pits with clean fill on a regular basis or as required;

3.4.1.23 Compaction rates and cover are to be in accordance with the DWER Licence conditions and the Waste Management Plan as specified in clause 3.4.1.9 above;

3.4.1.24 At the Contractors cost provide appropriate machinery and equipment to source cover material from the facility reserve and maintain a stockpile of cover material sufficient to maintain the refuse working face on an ongoing basis. In circumstances where cover material cannot be sourced from the Waste Management Facility reserve the contractor is to liaise with the CEO or their representative. The CEO Principal will source and supply suitable cover material to meet its obligations under this contract;

3.4.1.25 At the contractors cost and on a regular basis push up the green waste and maintain in a neat and tidy stockpile. When required liaise with The Principal's Fire Control Officer prior to an approved controlled burn. Any approved control burn methods used for the green waste must be in accordance with the Waste Management Facility licence issued by DWER and to meet the requirements of DFES;

3.4.1.26 Prevent as far as practicable, attend to, control and extinguish any fire/s which occur including callouts at night at no additional cost to The Principal.

3.4.1.27 Any additional work outside the contract is to be approved, in writing, by the CEO or their representative, prior to the work being carried out. Any unauthorised work is at the contractors cost;

3.4.1.28 At the contractors cost provide sufficient competent staff to perform all the obligations, covenants and agreements imposed under the contract and conform with any Award applicable and comply with all State and Federal laws;

3.4.1.29 Approved machinery hours are currently 16 hours/week. Any request to vary the standard machinery hours is to be submitted in writing. Any variation will be considered by the CEO and any consent will be conveyed to the contractor in writing; and

3.4.1.30 Construct and maintain litter control fences at the active disposal area, if required by the CEO or their representative.

3.4.2 RESPONSIBILITIES OF THE PRINCIPAL

3.4.2.1 Open and operate the Narrogin Waste Management Facility at the following times:

- 9:00 am – 5:00 pm Monday, Wednesday, Thursday and Friday;
- 10:00 am – 4:00 pm Saturday and Sunday;
- Closed on Tuesdays; and
- Closed on Public Holidays, however open the following working day.

or as amended by The Principal from time to time;

3.4.2.2 When the Facility is open to the public, provide an attendant to collect tip passes and/or charge and collect fees from persons using the facility;

3.4.2.3 In consultation with the contractor, develop, implement and maintain a Fire Management Plan for the facility;

3.4.2.4 The Principal's Fire Control Officer will organise fire permits, notify adjacent landowners prior to a burn and manage necessary staff during the period of any burn. Any approved control burn methods used for the green waste must be in accordance with the Waste Management Facility licence issued by DWER and to meet the requirements of DFES;

3.4.2.5 Ensure that no person removes any waste material or anything whatsoever deposited at the Waste Management Facility except with the written or verbal permission of the Principal;

3.4.2.6 Report any unauthorised disposal of wastes to the CEO or their representative;

3.4.2.7 Provide and maintain a site office for The Principal's employees;

3.4.2.8 Provide and maintain power and water to the facility;

3.4.2.9 Construct and maintain, including dust control, the main access roads into and within the facility, with the exception of the access road directly to the active refuse tip face;

3.4.2.10 Construct and maintain fire breaks to the facility;

3.4.2.11 Undertake weed and pest control throughout the facility;

3.4.2.12 Maintain a current Waste Management Facility licence with the appropriate waste licencing authority;

3.4.2.13 Provide to DWER an annual return on the operation of the facility with a copy provided to the contractor, on request;

3.4.2.14 Pay any required licencing fees to the appropriate state government authority;

3.4.2.15 Provide required reports to the Waste Management Authority, currently part of DWER

3.4.2.16 Provide the annual NPI reports to DWER;

3.4.2.17 Undertake any capital projects, including planning approval;

3.4.2.18 Organise fire permits and assist with the burning of green waste;

3.4.2.19 Currently the Principal has 8 skip bins at the facility based at the transfer station.

3.5 IMPLEMENTATION TIMETABLE

The Principal anticipates awarding the contract to the preferred Contractor, with a scheduled commencement date of **Monday, 3 November 2025**. Access to the site prior to this date cannot be guaranteed by the Principal.

4 GENERAL CONDITIONS OF CONTRACT

4.1 RISE AND FALL ADJUSTMENT

The Contract will be subject to rise and fall adjustment in costs annually in accordance with the Perth Consumer Price Index.

4.2 SERVICE OF DOCUMENTS

Any notice to be given to the Contractor under the terms of the Contract, shall be served by:

- a) sending by post, or
- b) leaving the notice at the address given in the quotation.

When posted in a prepaid letter, shall be deemed to have been duly received at the time at which the notice would have reached that address in the ordinary course of post.

4.3 MATERIALS, LABOUR AND CONSTRUCTIONAL PLANT

- 4.3.1 The contractor shall provide all materials, labour, plant, equipment, tools and everything else necessary for the works.
- 4.3.2 The Contractor shall take upon itself the whole risk of executing, completing and maintaining the Works in accordance with these Conditions, the drawings and specification (if any) and such orders as the Superintendent may issue.
- 4.3.3 The Contractor shall be solely liable for loss or damage to the Works from any cause whatsoever (except loss or damage caused by any negligent act or omission of the Principal, the Superintendent or the employees, professional consultants or agents of the Principal) until the Superintendent has certified that the whole of the Works have been satisfactorily completed by the Contractor.

4.4 ASSIGNMENT AND SUBCONTRACTING

- 4.4.1 The Contractor shall not, without the prior written approval of the Principal assign, mortgage, charge or encumber the Contractor or any part thereof or any benefit or moneys or interest thereunder.
- 4.4.2 The Contractor shall not sub-contract any part of the work under the Contract unless it has made prior application in writing to the Principal giving full particulars of the part of the work under the Contract it wishes to sub-contract and of the proposed sub-contractor and it has obtained the written approval of the Principal.

4.5 STATUTE REQUIREMENTS

4.5.1 The Contractor shall comply with the provisions of all relevant Acts, regulations, by-laws, orders and proclamations made or issued under any such Act and with the lawful requirements of public and other authorities in any way affecting or applicable to the Works or the execution of the work under the Contract.

4.5.2 The Contractor shall give all notices necessary to comply with the aforesaid requirements and shall pay and bear all fees payable in connection therewith.

4.6 INSURANCE

Without limiting its obligations and responsibilities, the Contractor shall take out Insurance for the entire Contract period under the following headings;

(a) Public Liability:

A Public Liability policy with an Insurer approved by the Australian Prudential Regulation Authority (APRA) as per their list of Insurers Authorised to Conduct New or Renew Insurance Business in Australia.

The policy of Public Liability Insurance taken out by the Contractor is to provide a minimum limit of liability of \$20 million (AUD \$20,000,000) in respect of Death, Property Damage and Bodily Injury.

(b) Workers Compensation or Personal Accident Insurance Cover:

The Contractor shall effect and keep in effect during the currency of the Contract such Insurance as may be necessary to adequately protect the Contractor and the Principal in respect of liability for payment of compensation to any Employee of the Contractor or of a Subcontractor of the Contractor under the Workers' Compensation and Injury Act 1981 or at Common Law.

The Contractor is to provide the Principal with Certificates of Currency and/or a copy of the Policy wording confirming as laid down within the tender document (if not mentioned, within seven (7) days) that the above Insurance policies are in place for the entire Contract period.

The Contractor at the discretion of the Principal may be required to provide the Principal with a Risk Management Plan relating to the Contract in accordance with AS/NZS 4360-2004 Risk Management.

The Contractor at the discretion of the Principal may be required to detail the Principal as a Joint Named Insured under some or all of the Insurances detailed under Clause 7.1 and/or detail the Principals Interest by way of notation on Certificates of Currency.

4.7 TIME FOR COMMENCEMENT

The Contractor shall have possession of and commence work at the facility from 9:00 am on the first of October 2025, or within such further time as may be approved by the Superintendent.

4.8 TERM OF CONTRACT

This contract is for a term of three (3) years with an extension of one (1) year at the Principal's discretion.

4.9 CONTRACTOR'S REPRESENTATIVE

Execution of the Works shall be supervised by the Contractor personally, or by an approved competent person employed by the Contractor whose name shall be notified to the Superintendent in writing. The Contractor or its authorised representative shall be on the site whenever necessary, as determined by the Superintendent, to provide adequate supervision of the execution of the Works. Any order given by the Superintendent to the Contractor's authorised representative shall be deemed to be an order given to the Contractor.

4.10 CLEANING UP

On the completion of the Works the Contractor shall clear away and remove from the site of the Works all constructional plant, surplus material, rubbish and temporary works of every kind and where necessary shall fill and compact and level off all excavations (other than those forming part of the Works) made by the Contractor on the site and leave the whole of the site and Works in a clean and tidy condition to the approval of the Superintendent.

4.11 VARIATIONS

- 4.11.1 If, at any time during the progress of the work under the Contract, the Superintendent determines that the form, quality or quantity of the work under the Contract should be varied the Superintendent may order the Contractor to increase, decrease or omit any part of the Work under the Contract or change the character or quality of any material or work.
- 4.11.2 The rate or price payable for the variation shall be determined by agreement between the Contractor and the Superintendent, and shall be taken into account in determining the final contract sum.

4.12 PROGRESS PAYMENTS

Unless otherwise provided and subject to these Conditions, the Contractor shall be entitled at intervals of not less than one month, and one (1) month in arrears payment for work undertaken in operating and maintaining the Narrogin Waste Management Facility

4.13 LIQUIDATED DAMAGES

Where an amount for Liquidated Damages is specified and if the Contractor shall fail to complete the Works within the time specified or such extended time as shall be allowed by the Superintendent, then the Contractor shall pay the Principal the sum specified as Liquidated Damages, for such default, and not as or in the nature of a penalty, for every week or part of a week by which completion of the Works is delayed.

4.14 PAYMENT OF WORKERS WAGES AND ALLOWANCES

The Principal may require the Contractor to make and deliver to the Principal a statutory declaration that all workers who are or at any time have been engaged on the work under the Contract have been paid in full all amounts which have become payable to them under any statute, ordinance or subordinate legislation, or by any relevant, determination, judgment or order of any competent court, board commission or other industrial tribunal.

4.15 DEFAULT OR BANKRUPTCY OF CONTRACTOR

If the Superintendent shall certify to the Principal that the Contractor has failed to commence the Works within the period specified or has failed to carry out the Works at a rate of progress satisfactory to the Superintendent or has neglected or omitted to carry out any instructions of the Superintendent in respect of the Works or has failed to complete the whole of the Works within the time specified for completion or such extended time as the Superintendent may approve or has intimated that it is unwilling or unable to complete the Works or has committed an act of bankruptcy the Principal may, by giving seven days notice in writing, cancel the Contract and all moneys held by the Principal may be utilised by the Principal for the purpose of completing the Works.

4.16 SETTLEMENTS OF DISPUTES

All disputes or differences between the Principal or the Superintendent on behalf of the Principal and the Contractor arising out of the Contract of concerning the performance or non-performance by either party of its obligations under the Contract whether raised during the execution of the Work under the Contract or after the completion of the Works shall be referred to an arbitrator who shall be either -

- (a) Mutually agreed upon by the parties in writing; or
- (b) In the absence of that agreement one of at least three persons none of whom shall be an employee of the Principal or the Contractor or have had any association with the work under the Contract whose names are submitted in writing by the Principal for selection by the Contractor, or
- (c) In the absence of that selection; by an arbitrator appointed in accordance with the provision of the laws of Western Australia.

5 SPECIAL CONDITIONS OF CONTRACT

5.1 ADVERTISEMENTS AND PROMOTIONS ON SITE

The Contractor may erect on the Site, or permit to be erected on Site, only those signs:

- (a) required by law;
- (b) specified in the Contract documents; and
- (c) required to identify the Contractor's premises.

The Contractor shall not erect on Site, or permit to be erected on Site, any other sign, advertisement, promotion or other display without the written approval of the Superintendent.

5.2 PUBLICITY

The Contractor shall not issue any information, publication, document or article for publication in any media which includes details of the work under the Contract without the written approval of the Principal.

5.3 ENVIRONMENTAL PROTECTION

5.3.1 Noise Control

The Contractor shall, at all times, take adequate measures to control noise on the Site.

The Contractor shall comply with all statutory requirements relating to control of noise levels on the Site and take all necessary precautions to minimise nuisance from noise and vibration and ensure that all Sub-contractors observe similar care.

5.3.2 Site Control

The Contractor shall at all times:

- (a) comply with the regulations and restrictions imposed by the Superintendent relating to the storage of materials, the traffic management of the Site, the interruption of existing services and facilities and any other regulations in force on the Site;
- (b) comply with all statutes, regulations and by-laws relating to the protection of the environment;
- (c) obtain written approval from the Superintendent for the formation of any temporary roads, the erection of temporary structures or any Site clearing not specifically documented;
- (d) ensure that no trees or shrubs shall be removed or destroyed without the written approval of the Superintendent;
- (e) ensure that no fire shall be lit without the written approval of the Superintendent; and
- (f) store flammable or explosive products in accordance with the relevant statutes and to the approval of the Superintendent.

5.3.3 Soil Erosion

The Contractor shall take all proper precautions to prevent soil erosion from any land used or occupied by the Contractor in the execution of the work under the Contract.

5.3.4 Dust, dirt, water and fumes

The Contractor shall prevent any nuisance occurring through the discharge of dust, dirt, water, fumes and the like on to persons or property.

5.3.5 Vehicles

The Contractor shall maintain vehicles, wheels and tracks in a suitable clean condition to prevent transfer of mud onto adjacent streets or other areas.

5.3.6 Refuse Disposal

All Site refuse (including foodstuffs) shall be handled and disposed of in accordance with the requirements of relevant statutes and to the approval of the Superintendent.

5.3.7 Smoking on Site

The Contractor shall at all times ensure that all workmen and visitors to the site comply with the following policy on smoking.

In respect of construction Sites, smoking is prohibited:

- (a) in Site offices, lunchrooms or enclosed toilet facilities; and
- (b) inside existing premises that are designated as "no smoking" areas.

5.4 CONTRACTOR'S REPRESENTATIVE

The Contractors Representative shall have sufficient command of the English language and of Australian construction and technical terminology, to be able to read, converse and receive instructions in English.

5.5 EXISTING IMPROVEMENTS

Where, within the Site there are a range of existing improvements, roads, drainage and other services, the Contractor shall allow to protect and maintain the same throughout the Contract.

The Principal shall allow for all traffic control measures to maintain the roads in a safe trafficable condition. The Contractor shall maintain the road/s to the active tip face.

5.6 TEMPORARY SAFETY FENCE

Where required, the Contractor shall provide any temporary safety fencing as required by the Work Health and Safety Act 2020 and the Work Health and Safety (General) Regulations 2022 (WA), and with any amendments that may be made the Act and the Regulations.

5.7 MATERIALS, LABOUR AND CONSTRUCTIONAL PLANT

5.7.1 Workmen's Amenities

The Contractor shall provide all statutory and necessary amenities and sanitary facilities for workmen and other persons lawfully upon the Site and the amenity and sanitary facilities so provided shall become the property of the Principal at the conclusion of the contract.

Prior occupation of any part of the Site, prior to for the provision of workmen's amenities shall not be permitted without the prior written approval of the Superintendent.

5.8 MATERIALS AND WORK

5.8.1 Regulations

The Contractor shall comply with the Work Health and Safety Act 2020 and the Work Health and Safety (General) Regulations 2022 (WA), and with any amendments that may be made to the Act and Regulations from time to time.

The Contractor shall be solely responsible for ensuring that wherever practicable, its employees and those of any Sub-contractors and employees of Separate Contractors, the Principal, Superintendent, and visitors to the Site, are not exposed to hazards.

Attention is drawn to the requirement to supply manufacturers/suppliers "Safety Data Sheets" (SDS). These sheets should be consistent with the "Work Safe" information and format.

A copy of all SDS sheets shall be supplied to the Superintendent with another copy kept on Site by the Contractor.

5.8.2 Chemical Information

The use of chemicals specified or required during the currency of this Contract shall comply with the requirements of the Act and associated Regulations concerning information on chemical substances.

The Contractor shall ensure manufacturers, importers and suppliers of chemical substances for use on the works, are responsible for providing information on those substances to be used.

Copies of all information supplied shall be kept on the Site. The Contractor is responsible for passing on information supplied by manufacturers; importers and suppliers of chemical substances to workers on Site.

5.8.3 Trade Names

Where a trade name, brand or catalogue number is referred to in the Contract, the Contractor may substitute equivalent material or equipment provided that in the opinion of the Superintendent the characteristics of type, quality, finish, appearance, method of construction and performance are not less than that specified, and are approved by the Superintendent.

Such approval shall not be anticipated because of similar approval having been given in a previous contract.

5.8.4 Safety Management Plan

The Contractor is required to develop and maintain both a Risk Management Plan and a Safety Management Plan for the activities of the landfill site operation and management Contract.

The Contractor shall prepare the Safety Management Plan in conjunction with a person suitably experienced and qualified in safety matters.

Prior to the commencement of the Works, the Contractor shall supply to the Superintendent in writing, its Safety Management Plan (SMP).

5.8.5 Induction Training

Employees of the Contractor and its Subcontractors and Employees of Separate Contractors shall not commence work on the Site until they have been inducted.

Upon commencement of work on the Site, the Contractor shall further induct each employee with regard to all significant hazards associated with their particular activity and area of employment on the Site and where relevant shall include the use of powered plant, tools and equipment.

5.8.6 Pre-job planning

Where legislation or codes of practice identify particularly hazardous activities including but not limited to work in confined spaces, asbestos removal, demolition work, excavation work, working near power lines and live conductors and working at heights, the Contractor shall supply to the Superintendent a Safe Work Procedure prior to the commencing such activity or type of work on the Site.

The Contractor shall induct its employees and its Subcontractors and Separate Contractors with regard to Safe Work Procedures and shall prepare "Training Session Attendance" sheets signed by each attendee verifying that such induction has occurred.

5.8.7 SITE AND PUBLIC SECURITY

Notwithstanding the Contractors' obligations to Site and public security as stated elsewhere in this Contract the Contractor shall monitor and control wherever practical, the access of all persons to the Site.

The Contractor shall ensure that no persons, including without limitation friends and relatives (particularly children) of employees and the representative of organisations unrelated to the Contractor, enter the Site without the express permission of the Contractor.

5.8.8 OCCUPIED SITES

In the event of the Site being a partially occupied Site, the Contractor is to liaise with the occupier regarding Work Health and Safety (WHS) requirements.

The Superintendent will arrange a safety co-ordination meeting between the occupiers and the Contractor. The occupiers will provide to the Contractor their occupation requirements on and/or adjacent to the Site to assist the Contractor in the development of a Site specific Safety Management Plan addressing the Contractors and occupiers operational interface requirements. The Safety Management Plan shall incorporate the Contractor's own operations and the interface with the occupiers operations.

The Contractor shall be responsible for the implementation of the Safety and Health standards on the occupied Site for the duration of the Contract and shall co-ordinate and integrate the Works.

5.9 MATERIALS TO BE SUPPLIED BY THE PRINCIPAL

The materials stated in the specification to be supplied by the Principal will be supplied free of charge to the Contractor for use only in the execution of the work under the Contract. The Contractor shall take delivery of the materials under the Conditions set out in the Contract.

5.10 WORKING HOURS

The Work to be performed under the contract shall be subject to execution within certain restricted working hours and the Contractor shall observe the following requirements:

- (a) 7:00 am to 7:00 pm Monday to Saturday; and
- (b) Between 9:00 am to 5:00 pm Sundays and Public Holidays.

The Contractor shall be liable for any additional costs the Principal may incur as a result of work outside the normal hours.

5.11 GOODS AND SERVICES TAX (GST)

For the purposes of this clause:

- (a) "GST" means goods and services tax applicable to any taxable supplies as determined under the GST Act.
- (b) "GST Act" means A New Tax System (Goods and Services Tax) Act 1999 and (where the context permits) includes the Regulations and the Commissioner of Taxation's Goods and Services Tax Rulings and Determinations made thereunder and any other written law dealing with GST applying for the time being in the State of Western Australia.
- (c) "Supply" and "taxable supply" have the same meanings as in the GST Act.

Where the Requirement's, the subject of this Request, or any part thereof is a taxable supply under the GST Act, the price, fee or rates quoted by the Respondent shall be inclusive of all applicable GST at the rate in force for the time being.

In evaluating the Quotations, the Principal shall be entitled (though not obliged) to take into account the effect of the GST upon each Quotation.

6 RESPONDENT'S OFFER

6.1 FORM OF QUOTATION

CHIEF EXECUTIVE OFFICER

SHIRE OF NARROGIN

PO Box 1145

NARROGIN WA 6312

I/We

Name: BLOCK LETTERS]:

Address:

ABN/GST Status:

ACN (if any):

Telephone No:

Email:

In response to **RFQ 25/26-05 Operation and Maintenance at the Narrogin Waste Management Facility on Lot 1633, 46 White Road, Narrogin**

Under and subject to the Conditions of Quotation annexed hereto I/we, the undersigned hereby quote the following sum to complete the Works referred to in the Request for Quotation.

(AMOUNT IN WORDS)

(\$ _____)
(Numerals)

And I/we undertake to perform the work under the Contract in accordance with the General Conditions of Contract attached to this Request I acknowledge that that I have read and understood the specific requirements as set out in section 3.4.1. I/we agree that this Quotation shall remain binding on me/us for ninety (90) calendar days from the date of the Quotation closing or forty-five (45) days from the Council's resolution for determining the Quotation whichever is the later unless extended on mutual agreement between the Principal and the Respondent in writing and shall not be withdrawn during that period.

Dated this: _____ day of _____ 2025

Signature of authorised Signatory of Respondent:	
Name of Authorised Signatory	
Position:	
Address:	

6.2 RESPONDENT'S RESPONSE

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant Attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 6 are to be completed and returned to the Principal as they form part of your Quotation submission).

6.3 ORGANISATIONAL PROFILE

Attach a copy of your organisation structure and provide background information on your company and label it “Organisation Structure” .	“Organisation Structure”	Tick if attached <input type="checkbox"/>
If companies are involved, attach their current ASC company extracts search including latest annual return and label it “ASC Company Extracts” .	“ASC Company Extracts”	Tick if attached <input type="checkbox"/>

6.3.1 Referees

Attach details of your referees, and label it “Referees” . You should give examples of work provided for your referees where possible.	“Referees”	Tick if attached <input type="checkbox"/>
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6.3.2 Agents

Are you acting as an agent for another party?	Yes / No	
If Yes, attach details (including name and address) of your principal and label it “Agents” .	“Agents”	Tick if attached <input type="checkbox"/>

6.3.3 Trusts

Are you acting as a trustee of a trust?	Yes / No	
If Yes, in an attachment labelled “Trusts” :	“Trusts”	Tick if attached <input type="checkbox"/>

(a) give the name of the trust and include a copy of the trust deed (and any related documents); and

(b) if there is no trust deed, provide the names and addresses of beneficiaries.

6.3.4 Subcontractors

Do you intend to subcontract any of the Contract Works?	Yes / No	
If Yes, in an attachment labelled “Subcontractors” provide details of the subcontractor(s) including:	“Subcontractors”	Tick if attached <input type="checkbox"/>

(a) the name, address and the number of people employed; and

(b) the Contract Works that will be subcontracted.

6.3.5 Conflicts of Interest

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?	Yes / No	
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it " Conflicts of Interest ".	" Conflicts of Interest "	Tick if attached <input type="checkbox"/>

6.3.6 Financial Position

Are you presently able to pay all your debts in full as and when they fall due?	Yes / No	
Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more?	Yes / No	
If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?	Yes / No	
In order to demonstrate your financial ability to undertake this contract, in an attachment labelled " Financial Position " include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.	" Financial Position "	Tick if attached <input type="checkbox"/>

6.3.7 Insurance Coverage

The insurance requirements for this Request are stipulated in the Special Conditions. Respondents are to supply evidence of their insurance coverage in a format as outlined below or in an attachment labelled " Insurance Coverage ". A copy of the Certificate of Currency is to be provided to the Principal within 7 days of acceptance.	" Insurance Coverage "	Tick if attached <input type="checkbox"/>
Type Insurer – Broker Policy Number Value (\$) Expiry Date		
Public Liability		
Workers Compensation		

6.4 SELECTION CRITERIA

6.4.1 Compliance Criteria

Please select with a yes or no whether you have complied with the following compliance criteria:

Description of Compliance Criteria	
Compliance with the Specification contained in the Request.	Yes / No
Compliance with the Conditions of Quotation in this Request.	Yes / No
Compliance with all necessary Licences and Registrations.	Yes / No
Compliance with and completion of the Price Schedule.	Yes / No

6.4.2 Qualitative Criteria

Before responding to the following qualitative criteria, Respondents must note the following:

- All information relevant to your answers to each criterion are to be contained within your Quotation;
- Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Respondents are to address each issue outlined within a qualitative criterion.

A. Relevant Experience	Weighting 20%
<p>Describe your experience in operating and maintaining similar Licensed Refuse Waste Management Facilities with particular reference to:</p> <p>Category 61 – Liquid Waste Facility;</p> <p>Category 62 – Solid Waste Facility; and</p> <p>Category 64 – Class II or III Landfill</p> <p>Submitters must, as a minimum, address the following information in an attachment and label it “Relevant Experience”;</p> <p>a) Provide details of similar work;</p> <p>b) Provide details of financial capability to complete the works;</p> <p>c) Demonstrate competency and proven track record of achieving outcomes; and</p> <p>d) Ability to operate and manage the Waste Management Facility on an on-going basis.</p>	<p>Tick if attached</p>

PART 6**COMPLETE AND RETURN THIS PART**

<p>B. Capacity</p> <p>Describe your capacity in operating, maintaining and managing similar Waste Management Facilities in the categories described in 'A' above. Submitters must, as a minimum, address the following information in an attachment and label it "Capacity";</p> <p>a) Demonstrated ability of Company or submitter to meet the scope of works required as part of this project</p> <p>b) Provide an outline of similar work that has been undertaken by you or your company.</p> <p>c) Provide a list of plant and equipment you will base at the Narrogin Waste Management Facility to maintain the Landfill to the standard required in accordance with the Waste Management Facility Licence number L7085/1997/13 and the Shire of Narrogin White Road Waste Management Facility, Facility Management Plan issued 09/03/2010 (Bowman and Associates Pty Ltd) or as amended from time to time</p> <p>Copy available on the Principals website or by request.</p>	<p>Weighting 20%</p> <p>Tick if attached</p>
<p>C. Work Health and Safety (WHS)</p> <p>Describe your capacity in completing / supplying similar Requirements. Submitters must, as a minimum, address the following information in an attachment and label it "WHS";</p> <p>a) Demonstrated ability of Company or Respondent would meet their Work Health and Safety (WHS) responsibilities. This can be demonstrated in the form of WHS Plans, Policies and Codes of Practice; and</p> <p>b) Provide details of how the company or Respondent would address a WHS incident.</p>	<p>Weighting 10%</p> <p>Tick if attached</p>
<p>D. PRICE INFORMATION</p> <p>The submitted Price weighting comprises 50% of the selection criteria for this RFQ. Price is calculated on the basis of:</p> <p>Price score = 50% x (Highest quoted amount – Your quotes amount) / (Highest quoted amount – Lowest quoted amount)</p>	<p>Weighting 50%</p>

Respondents **must** complete the following Price Schedule. Before completing the Price Schedule, Respondents should ensure they have read this entire Request for Quotation.

Description	Price Exclusive GST	GST	Price Inclusive GST
Operation and maintenance of the Narrogin Waste Management Facility and associated requirements as set out in the Request for Quotation:			
Total			

Payment will be monthly in arrears for the life of the contract:

7 PROJECT REFERENCE SHEET

Complete the following details and submit with your Quotation labelled as “**Project Reference Sheet**”.

Name of the Project	Value (approx.)	Date Started	Date Completed	Client	Referees Name	Telephone Number

11.2 TECHNICAL & RURAL SERVICES

There are no items requiring decision by Council.

11.3 CORPORATE & COMMUNITY SERVICES

11.3.1 SCHEDULE OF ACCOUNTS PAID – SEPTEMBER 2025

File Reference	12.1.1
Disclosure of Interest	The Author has declared a financial interest in this matter.
Applicant	Nil
Previous Item Numbers	Nil
Date	5 October 2025
Author	Belinda Knight – Manager Corporate Services
Authorising Officer	Ian Graham – Executive Manager Corporate & Community Services
Attachments	1. Schedule of Accounts Paid – September 2025 (under separate cover)

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid for September 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 Executive Manager Corporate & Community Services.

Elected Members are encouraged to direct any queries regarding specific items within the Schedule of Accounts Paid to the Executive Manager Corporate & Community Services via email prior to the meeting. This approach allows sufficient time for thorough research and ensures that comprehensive responses can be provided to all Elected Members ahead of the meeting, facilitating informed discussion and decision-making.

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 2025/26 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 September 2025 is presented to Council for notation. Below is a summary of activity:

August 2025 Payments		
Payment Type	\$	%
Cheque	0.00	0.00
EFT (incl Payroll)	1,207,682.57	72.00
Direct Debit	464,211.79	28.00
Credit Card	0.00	0.00
Trust	0.00	0.00
Total Payments	1,671,984.36	100.00

Regional Payments	\$	%
Non	862,818.04	51.00
Local Suppliers	344,864.53	21.00
Payroll	498,926.07	28.00
Total	1,671,894.36	100.00

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

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

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total	Type
1 EFT26162	04/09/2025	Air Liquide Australia Limited			\$88.41	
2 NH3525	04/06/2025		NRLC Medical Oxygen Cylinders	\$88.41	\$88.41	
3 EFT26163	04/09/2025	Aquatic Services WA Pty Ltd			\$12,776.25	
4 AS 20250565	11/08/2025		Service on Filter 1 - Strip, Clean & Inspect , Replace O-Rings, Gaskets & Nip Seal	\$8,971.95		
5 AS 20250566	11/08/2025		Replace Studs & Supply 121 O-Rings	\$3,274.10		
6 AS 20250568	11/08/2025		Supply & Install Drain for Heat Pump	\$530.20		
7 EFT26164	04/09/2025	Australian Services Union Western Australian Branc			\$26.50	
8 115	27/08/2025		Payroll Deductions	\$26.50		
9 EFT26165	04/09/2025	Belvedere Homestead Nursery			\$300.00	
10 000037	20/08/2025		Street Tree Replacement Egerton St	\$300.00		
11 EFT26166	04/09/2025	Best Office Systems			\$2,339.31	
12 649707	22/08/2025		Copier contracts	\$2,339.31		
13 EFT26167	04/09/2025	Bunnings Group Limited			\$1,299.60	
14 2130 00961869	16/01/2025		Good Shed Roof and Wall Restoration - Treated Pine Sleepers	\$1,299.60		
15 EFT26168	04/09/2025	Cardering			\$291.00	
16 437	27/08/2025		CHCP - Equipment Review	\$291.00		L
17 EFT26169	04/09/2025	Coca Cola Euro Pacific			\$624.35	
18 0237341565	13/08/2025		NRLC - Kiosk Stock, NRLC - Kiosk Stock GST Free	\$624.35		
19 EFT26170	04/09/2025	Department of Human Services			\$878.68	
20 115	27/08/2025		Payroll Deductions	\$385.37		
21 115	27/08/2025		Payroll Deductions	\$493.31		
22 EFT26171	04/09/2025	Department of Local Government, Industry Regulation and Safety			\$413.88	
23 T13	31/08/2025		Building Services Levy - Aug 2025	\$413.88		
24 EFT26172	04/09/2025	Earl Street Physiotherapy			\$270.00	
25 0053865	27/08/2025		CHCP - Standard Physio Consultation	\$90.00		
26 0053902	28/08/2025		CHCP - Standard Physio Consultation	\$90.00		
27 0053970	01/09/2025		CHCP - Standard Physio Consultation	\$90.00		
28 EFT26173	04/09/2025	Elders Real Estate South West - Sales Trust			\$330.00	
29 27EGER	08/08/2025		27 Egerton St - Advertise lease	\$330.00		
30 EFT26174	04/09/2025	Environmental Health Australia (wa)			\$870.00	
31 125756	01/07/2025		Health - Corporate Member Level 2 01/07/2025 - 30/06/2026	\$870.00		
32 EFT26175	04/09/2025	Farmworks Narrogin Pty Ltd			\$165.00	
33 115321	28/08/2025		Good Shed Roof and Wall Restoration - 20 Star Pickets	\$165.00		
34 EFT26176	04/09/2025	Forms Express Pty Ltd			\$3,061.74	
35 255494	11/08/2025		Rates Notice Printing	\$1,477.74		
36 255496	12/08/2025		Rates Brochure Printing	\$1,584.00		
37 EFT26177	04/09/2025	Goodyear Auto Care Narrogin			\$70.00	
38 105947	12/08/2025		NO1 Works Tip Truck - Fitting Stock Tyre & Disposal	\$70.00		
39 EFT26178	04/09/2025	Great Southern Fuel Supplies			\$5,650.66	
40 JULY2025	31/07/2025		Fuel Card purchases - Aug 2025	\$5,342.67		
41 19021259	28/08/2025		N0591 DMax - Supply Engine Oil 5W-40, N003 DMax - Supply Engine Oil 5W-40	\$307.99		
42 EFT26179	04/09/2025	Great Southern Waste Disposal			\$48,474.58	
43 IV00000003450	09/07/2025		Household, Commercial & Recycling collections - June 2025	\$48,474.58		
44 EFT26180	04/09/2025	Hancocks Home Hardware			\$99.00	
45 10023965	01/09/2025		NRLC - Rope for Basketball Backboard	\$99.00		
46 EFT26181	04/09/2025	Independence Australia Group			\$326.05	
47 83039015 01	28/08/2025		CHCP - Continence Aids	\$326.05		
48 EFT26182	04/09/2025	JCB Construction Equipment Australia			\$413.02	
49 J1R165361P	20/06/2025		P833 Loader - Supply Service Filters - Oil, Air & Fuel	\$413.02		
50 EFT26183	04/09/2025	John Hughes Group			\$1,607.00	
51 5003496	30/05/2025		NGN0 Eclipse - 50,000KM Service and 4x New Tyres	\$1,607.00		
52 EFT26184	04/09/2025	Jtagz Pty Ltd			\$194.29	
53 00035814	13/08/2025		Dog Registration tags	\$194.29		
54 EFT26185	04/09/2025	Keeling Electrical Group			\$1,236.40	
55 1870	24/07/2025		13 Hough St - Supply and Instal Security Lights	\$467.50		
56 1877	25/07/2025		Replace 3 Light Switches, 2 Panel Lights & Supply 5 Additional Panel Light	\$768.90		
57 EFT26186	04/09/2025	Lite n' Easy			\$1,289.75	
58 8147810	26/08/2025		CHCP - Lite n Easy	\$103.42		
59 8165680	26/08/2025		CHCP - Lite n Easy	\$103.73		
60 8165732	26/08/2025		CHCP - Lite n Easy	\$138.73		
61 8165747	26/08/2025		CHCP - Lite n Easy	\$138.73		
62 8167602	26/08/2025		CHCP - Lite n Easy	\$171.91		
63 8167709	26/08/2025		CHCP - Lite n Easy	\$89.07		
64 8167917	26/08/2025		CHCP - Lite n Easy	\$167.40		
65 8168115	26/08/2025		CHCP - Lite n Easy	\$144.65		
66 8162966	26/08/2025		CHCP - Lite n Easy	\$232.11		
67 EFT26187	04/09/2025	Mable			\$712.48	
68 866810117	03/09/2025		CHCP - Nursing Care	\$259.08		
69 903402110	03/09/2025		CHCP - Nursing Care	\$97.16		
70 906783101	03/09/2025		CHCP - Nursing Care	\$161.93		
71 956606102	03/09/2025		CHCP - Nursing Care	\$194.31		
72 EFT26188	04/09/2025	Melchiorre Plumbing & Gas			\$303.49	
73 6113MPG	11/08/2025		Admin - Maintenance to Male Toilets	\$303.49		
74 EFT26189	04/09/2025	Narrogin & Districts Netball Association			\$600.00	
75 T5	25/08/2025		Refund bond	\$600.00		L

76	EFT26190	04/09/2025	Narrogin Amcal Chemist			\$239.40	L
77	1183834	13/08/2025		CHCP - Continence Products	\$239.40		
78	EFT26191	04/09/2025	Narrogin Chamber Of Commerce			\$1,000.00	L
79	INV 0489	30/06/2025		Custom Shire Promotional Page in Chamber Directory and on CoC website	\$1,000.00		
80	EFT26192	04/09/2025	Narrogin Community Pharmacy			\$117.75	L
81	1296461	15/08/2025		CHCP - Continence Products	\$33.90		
82	1295861	27/08/2025		CHCP - Continence Aids	\$83.85		
83	EFT26193	04/09/2025	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust			\$1,551.00	L
84	IV00000003618	19/08/2025		Cemetery - Yellow Sand For Grave Backfills	\$1,551.00		
85	EFT26194	04/09/2025	Farmers Centre Narrogin Pty Ltd			\$185.00	L
86	96740	06/08/2025		P833 Loader - Supply LH Rear Tail Light, Freight	\$185.00		
87	EFT26195	04/09/2025	Narrogin Fruit Market			\$26.69	L
88	84660	21/08/2025		ADMIN - Groceries	\$5.95		
89	85953	25/08/2025		ADMIN - Groceries	\$3.95		
90	86225	26/08/2025		ADMIN - Groceries	\$16.79		
91	EFT26196	04/09/2025	Narrogin Gasworx			\$110.80	L
92	91072	28/08/2025		CHCP - Walking Stick and Bendable Cutlery	\$110.80		
93	EFT26197	04/09/2025	Narrogin Meals On Wheels			\$414.00	L
94	AUG 2025	29/08/2025		Meals on Wheels - Aug 2025	\$414.00		
95	EFT26198	04/09/2025	Narrogin Newspower Newsagency			\$368.50	L
96	I00000007012	21/08/2025		Stationery Order - Aug 2025	\$368.50		
97	EFT26199	04/09/2025	Narrogin Packaging			\$387.50	L
98	00096059	21/08/2025		Admin - Cleaning Goods	\$141.50		
99	00096060	21/08/2025		Depot - Cleaning Goods	\$85.50		
100	00096061	21/08/2025		Library - Cleaning Goods	\$85.50		
101	00096178	26/08/2025		Homecare - Gloves	\$75.00		
102	EFT26200	04/09/2025	Narrogin Smash Repairs			\$750.00	L
103	34854	20/08/2025		NO05 Ranger Hilux - Replacement of Windscreen - Excess	\$750.00		
104	EFT26201	04/09/2025	Narrogin Valley Stockfeed			\$135.00	L
105	NV5172024	19/08/2025		Dog Pound - Dog food	\$135.00		
106	EFT26202	04/09/2025	New Cornwall Hotel			\$315.00	L
107	1877	25/08/2025		Catering - MBS 13/08/2025	\$315.00		
108	EFT26203	04/09/2025	Parry's Narrogin			\$81.60	L
109	1003060	25/08/2025		Works Protective Clothing - High Viz Jacket	\$81.60		
110	EFT26204	04/09/2025	Perfect Gym Solutions			\$907.50	
111	INV270004468	01/08/2025		NRLC Perfect Gym package - Aug 2025	\$907.50		
112	EFT26205	04/09/2025	Public Transport Authority			\$539.11	
113	5691756 AUG	31/08/2025	Public Transport Authority	Commission	-\$98.59		
114	T2	02/09/2025		TransWA Agency costs - Aug 2025	\$637.70		
115	EFT26206	04/09/2025	REPCO			\$29.48	
116	4850124231	23/08/2025		Small Plant - Chain Saw Oil	\$29.48		
117	EFT26207	04/09/2025	RKS Building & Construction			\$1,083.35	L
118	INV 1118	31/08/2025		NRLC - Site inspection & resolve leaks	\$1,083.35		
119	EFT26208	04/09/2025	VDM Consulting (Intl) Pty Ltd			\$7,755.00	
120	697	24/07/2025		NRLC - Structural Inspections and Advice	\$3,135.00		
121	698	24/07/2025		Town Hall - Structural Inspections and Advice	\$1,980.00		
122	699	24/07/2025		Administration - Structural Inspections and Advice	\$990.00		
123	700	24/07/2025		Museum Building - Structural Inspections and Advice	\$990.00		
124	701	24/07/2025		30 Gray St - Structural Inspections and Advice	\$660.00		
125	EFT26209	04/09/2025	Water Corporation			\$396.77	
90	07798 96 8 AUG	12/08/2025		Standpipe - Williams-Kondinin Rd - Water usage - 16/06/2025 - 11/08/2025	\$396.77		
126							
127	EFT26210	08/09/2025	Easifleet			\$6,711.76	
128	MAY2025	31/05/2025		Novated lease deductions	\$146.44		
129	JUNE2025	30/06/2025		Novated lease deductions	\$132.32		
130	30/07/2025	30/07/2025		Novated lease deductions	\$1,608.25		
131	13/08/2025	13/08/2025		Novated lease deductions	\$1,608.25		
132	27/08/2025	27/08/2025		Novated lease deductions	\$1,608.25		
133	10/09/2025	10/09/2025		Novated lease deductions	\$1,608.25		
134	EFT26211	09/09/2025	Hamersley Building Co Pty Ltd			\$34,100.00	
135	3925	27/08/2025		Repairs to Narrogin Museum 1st Payment	\$34,100.00		
136	EFT26212	11/09/2025	Basil Joseph Kickett			\$500.00	L
137	21	02/09/2025		Reception with the Governor 02/09/2025	\$500.00		
138	EFT26213	11/09/2025	Building and Construction Industry Training Fund			\$55.75	
139	T14	10/09/2025		BCITF - Aug 2025	\$55.75		
140	EFT26214	11/09/2025	Coca Cola Euro Pacific			\$475.76	
141	0237436896	27/08/2025		NRLC - Kiosk Stock, NRLC - Kiosk Stock GST Free	\$475.76		
142	EFT26215	11/09/2025	Corasaniti Constructions			\$550.00	L
143	INV 0291	01/09/2025		CHCP - Building repairs	\$363.00		
144	INV 0299	08/09/2025		CHCP - Fixing Grab Rail	\$187.00		
145	EFT26216	11/09/2025	Dews Mini Excavation & Earthworks			\$880.00	L
146	1509	07/09/2025		Cemetery Grave Digging - 2x Grave Dig - Riley & Booth	\$880.00		
147	EFT26217	11/09/2025	Dormakaba Australia PTY LTD			\$1,058.53	
148	35WA1358932	11/07/2025		NRLC - Supply & Install Electro Magnetic Lock Assembly	\$1,058.53		
149	EFT26218	11/09/2025	Earl Street Physiotherapy			\$180.00	L
150	0054101	04/09/2025		CHCP - Standard Physio Consultation	\$90.00		
151	0054174	08/09/2025		CHCP - Standard Physio Consultation	\$90.00		
152	EFT26219	11/09/2025	Elgas			\$5,769.50	
153	0361127211	02/09/2025		Gas supplied - 5569Lt	\$5,769.50		
154	EFT26220	11/09/2025	Farmworks Narrogin Pty Ltd			\$396.00	L
155	115550	04/09/2025		Road Maintenance - 2 x Wetter, Road Maintenance - 4 x Ammonium Sulphate	\$396.00		
155							

156	EFT26221 255549	11/09/2025 13/08/2025	Forms Express Pty Ltd	Rates 2025/26 Print Rates Notice, Courier Fee, Rates 2025/26 Print Installment Notice Rates Notice and Instalment Notice Printing	\$106.70 \$583.12	\$689.82	
157	255591	19/08/2025					
158	EFT26222 105963	11/09/2025 14/08/2025	Goodyear Auto Care Narrogin	BFB Plant Trailers - Supply and Fit 4 New Tyres	\$544.00	\$544.00	L
160	D2227149	29/08/2025	Great Southern Fuel Supplies	15,100L bulk diesel	\$25,080.61		
161	EFT26224 015	11/09/2025 04/09/2025	Great Southern Window Cleaning Services	NRLC - Centre Window Cleaning - Aug 2025	\$2,000.00	\$2,000.00	L
162	10024399	11/09/2025	Ground Up Building & Construction	13 Hough St - stormwater repairs	\$1,232.00	\$8,090.00	L
163	SON 04 SON 05	28/08/2025 31/08/2025		13 Hough St - Remove gutter, install new slotted gutter & connect to stormwater	\$6,858.00		
164	EFT26226 10024399	11/09/2025 04/09/2025	Hancocks Home Hardware	CHCP - Doorbell Repair	\$62.80	\$62.80	L
165	20250908	11/09/2025 08/09/2025	Helen Wright	CATS trip cancelled	\$115.00	\$115.00	L
166	EFT26228 83053899 01	11/09/2025 05/09/2025	Independence Australia Group	CHCP - Continence Products	\$634.80	\$736.50	L
167	83053899.02	05/09/2025		CHCP - Continence Products	\$101.70		
168	EFT26229 8147008	11/09/2025 12/08/2025	Lite n' Easy	CHCP - Lite n Easy	\$89.07	\$1,423.97	
169	8178017	02/09/2025		CHCP - Lite n Easy	\$293.80		
170	8178179	02/09/2025		CHCP - Lite n Easy	\$105.80		
171	8179159	02/09/2025		CHCP - Lite n Easy	\$262.98		
172	8138203	02/09/2025		CHCP - Lite n Easy	\$195.01		
173	8157942	02/09/2025		CHCP - Lite n Easy	\$103.42		
174	8169125	02/09/2025		CHCP - Lite n Easy	\$138.07		
175	8177195	02/09/2025		CHCP - Lite n Easy	\$89.07		
176	8177226	02/09/2025		CHCP - Lite n Easy	\$146.75		
177	EFT26230 46483	11/09/2025 23/07/2025	Local Government Professionals Australia WA	Wheatbelt South Branch Verbal Judo Workshop - Customer Service Officer	\$330.00	\$1,320.00	
178	46477	23/07/2025		Wheatbelt South Branch Verbal Judo Workshop - Finance Officer	\$330.00		
179	46478	23/07/2025		Wheatbelt South Branch Verbal Judo Workshop - Homecare Services Coordinator	\$330.00		
180	46480	23/07/2025		Wheatbelt South Branch Verbal Judo Workshop - Library Technician	\$330.00		
181	EFT26231 00012037	11/09/2025 24/07/2025	Lotex Filter Cleaning Service	POC - Parts & Repairs GEN - Filter Cleaning	\$303.92	\$303.92	
182	EFT26232 793340102	11/09/2025 10/09/2025	Mable	CHCP - Nursing Care	\$129.21	\$1,780.85	
183	8666810118	10/09/2025		CHCP - Nursing Care	\$777.24		
184	872550101	10/09/2025		CHCP - Nursing Care	\$129.54		
185	924045103	10/09/2025		CHCP - Nursing Care	\$97.16		
186	956604100	10/09/2025		CHCP - Nursing Care	\$259.08		
187	956605100	10/09/2025		CHCP - Nursing Care	\$259.08		
188	956606103	10/09/2025		CHCP - Nursing Care	\$129.54		
189	EFT26233 116724	11/09/2025 15/08/2025	Makit Narrogin Hardware	CHCP - Medication Safe	\$84.00	\$84.00	L
190	EFT26234 20250909	11/09/2025 09/09/2025	Maureen Copeland (Estate of)	CHCP - Release of Funds Care Recipient Portion	\$53.00	\$53.00	L
191	EFT26235 ZLR0051	11/09/2025 13/08/2025	McMahons Transport Services	CHCP - Transport to South Perth for Medical Appointments	\$200.00	\$200.00	L
192	EFT26236 46527343	11/09/2025 21/08/2025	Modern Teaching Aids Pty Ltd	NRLC - Childrens Program Equipment & Supplies	\$1,412.94		
193	EFT26237 20250903	11/09/2025 03/09/2025	Mr Peter Taylor	CHCP - Return of Care Recipient Portion CHCP Exit	\$527.80	\$527.80	L
194	EFT26238 INV 2453	11/09/2025 24/08/2025	Narrogin & Districts Plumbing Service	Repairs to Dryside Male & Female Bathrooms & Install New Outside Pump Room Tap	\$462.00	\$462.00	L
195	EFT26239 B012534	11/09/2025 01/09/2025	Narrogin Carpets & Curtains	John Higgins Centre - Supply and Install Accoufelt Flow Drift Carpet Tiles	\$990.00	\$990.00	L
196	EFT26240 P15 1982	11/09/2025 03/09/2025	Narrogin McIntosh & Sons	Small Plant Homecare - Blade Kit	\$96.62	\$96.62	L
197	EFT26241 MAY-2025	11/09/2025 30/05/2025	Narrogin Meals On Wheels	CHSP Meals on Wheels - May 2025	\$522.00	\$957.00	L
198	JUN 2025	30/06/2025		CHSP Meals on Wheels - June 2025	\$435.00		
199	EFT26242 00096163	11/09/2025 25/08/2025	Narrogin Packaging	Goods - Parks & Gardens	\$53.56	\$98.01	L
200	00096190	27/08/2025		Goods - Good Shed Roof and Wall Restoration	\$35.50		
201	00096360	05/09/2025		Goods - Parks & Gardens	\$8.95		
202	EFT26243 34924	11/09/2025 25/08/2025	Narrogin Smash Repairs	NO05 Hilux - Insurance Excess claim	\$750.00	\$750.00	L
203	EFT26244 PI23068277	11/09/2025 16/05/2025	Narrogin Toyota	Small Plant - New Blower, Small Plant - Universal Harness	\$614.00	\$1,146.32	L
204	JC24046977	19/05/2025		NGN839 Homecare Corolla - 15,000KM Service	\$250.00		
205	PI23068798	17/06/2025		NGN802 Toyota Hilux - 2 x Windscreen Wiper Blades	\$40.00		
206	PI23070256	04/09/2025		00NGN Toyota Hilux - Supply Filters For Service	\$242.32		
207	EFT26245 LR427041	11/09/2025 02/09/2025	PFD Food Services Pty Ltd	NRLC - Kiosk Stock	\$436.75		

232	EFT26246	11/09/2025	Perfect Gym Solutions			\$907.50	
233	INV270004811	01/09/2025		NRLC Perfect Gym package - Aug 2025		\$907.50	
234	EFT26247	11/09/2025	Projects JSA			\$8,800.00	
235	INV 0148	15/08/2025		Powering WA Submission - Final Payment		\$8,800.00	
236	EFT26248	11/09/2025	Shire of Kellerberrin			\$330.00	
237	9161	20/08/2025		WORKS - Training & Development - Accommodation		\$330.00	
238	EFT26249	11/09/2025	Simply Uniforms			\$161.48	
239	INV 15638	04/09/2025		Homecare - Support Worker Uniforms, Homecare - Support Worker Uniforms		\$161.48	
240	EFT26250	11/09/2025	South Regional Tafe			\$1,250.00	
241	001449	05/09/2025		NRLC - Health & Safey Rep 5 Day Course		\$1,250.00	
242	EFT26251	11/09/2025	Team Global Express Pty Ltd			\$212.88	
243	06821740710	17/08/2025		Freight - Cutting Edge, CJD Equipment		\$212.88	
244	EFT26252	11/09/2025	Tunstall Australa Pty Ltd			\$31.30	
245	INV1282093	14/08/2025		CHCP - Monthly Sim Charge Falls Alarm		\$31.30	
246	EFT26253	11/09/2025	WALGA Western Australian Local Government Association			\$1,100.00	
247	SI 015500	14/08/2025		WALGA Central Country Zone - Subscription 2025/2026		\$1,100.00	
248	EFT26254	09/09/2025	Synergy			\$1,203.40	
249	273 233 080	15/08/2025		13 Hough St - Electricity usage - 18/06/20025 - 14/08/2025, 13 Hough St - Electricity supply charge - 18/06/20025 - 14/08/2025, 13 Hough St - Electricity energy buyback - 18/06/20025 - 30/06/2025		\$758.37	
250	392 229 670 AUG	20/08/2025		48A Grant St - Electricity usage - 21/06/2025 - 19/08/2025, 48A Grant St - Electricity supply charge - 21/06/2025 - 19/08/2025, 48A Grant St - Electricity energy buyback - 21/06/2025 - 19/08/2025		\$445.03	
251	EFT26255	18/09/2025	AFGRi Equipment Australia			\$2,654.04	
252	3002205	27/08/2025		Small Plant NCP - Grass Collection Bag and Blower for Ride on Mower		\$2,654.04	L
253	EFT26256	18/09/2025	Ampac Debt Recovery (WA)			\$3,465.55	
254	121975	31/08/2025		A207100 04/08/2025, A207100 04/08/2025, A340104 07/08/2025, A152900 12/08/2025, A340104 13/08/2025, A340104 13/08/2025, A340104 28/08/2025, A340104 28/08/2025, A340104 28/08/2025		\$3,465.55	
255	EFT26257	18/09/2025	Aquatic Services WA Pty Ltd			\$8,407.44	
256	AS 20250569	11/08/2025		NRLC - Service to Filter 1		\$8,407.44	
257	EFT26258	18/09/2025	Australian Services Union Western Australian Branc			\$26.50	
258	116	10/09/2025		Payroll deductions		\$26.50	
259	EFT26259	18/09/2025	Autosmart WA Southwest			\$183.61	
260	02404537	08/07/2025		Depot - Rags		\$183.61	
261	EFT26260	18/09/2025	BMR Mechanical Pty Ltd			\$181.50	
262	INV 4229	10/09/2025		NGN339 Road Sweeper - Scan For ABS Fault		\$181.50	
263	EFT26261	18/09/2025	Belinda Knight			\$5,720.00	
264	BK241	31/08/2025		Financial Services Aug 2025		\$5,720.00	
265	EFT26262	18/09/2025	Bella's County Place Bed & Breakfast			\$675.00	
266	INV 0205	01/09/2025		MCS - Accommodation - Aug 2025		\$675.00	L
267	EFT26263	18/09/2025	Best Office Systems			\$627.00	
268	650170	01/09/2025		DOT Printer Toner		\$209.00	
269	650327	08/09/2025		Caravan Park - Printer cartridges		\$418.00	
270	EFT26264	18/09/2025	Bolinda Digital Pty Ltd			\$2,000.00	
271	P130411	27/08/2025		Library - Bolinda Value Plan for E-Resources		\$2,000.00	
272	EFT26265	18/09/2025	CD-Soft Educational Resources			\$5,907.00	
273	62020	21/07/2025		Library - Lego Education Spike Essential Set 10 Pack		\$5,907.00	
274	EFT26266	18/09/2025	CJ & DM Prideaux (Mister Yardman)			\$44.00	
275	50	30/06/2025		NRLC - Cardboard removal		\$44.00	
276	EFT26267	18/09/2025	CSSTech Pty Ltd			\$1,190.40	
277	I0004804	10/09/2025		Building - Samsung tablet, case & screen protector, Building - Freight on tablet & accessories		\$1,190.40	
278	EFT26268	18/09/2025	Cjd Equipment Pty Ltd			\$2,183.50	
279	001307067	03/09/2025		P977 Excavator - Supply Rear Access Door, P977 Excavator - Freight rear access door		\$2,183.50	
280	EFT26269	18/09/2025	CleverPatch Pty Ltd			\$261.59	
281	593582	22/08/2025		NRLC - School Holiday Program Supplies		\$261.59	
282	EFT26270	18/09/2025	Corasaniti Constructions			\$187.00	L
283	INV 0300	08/09/2025		CHCP - Fixing Grab Rail to Wall		\$187.00	
284	EFT26271	18/09/2025	Department of Finance Shared Services State Library of WA			\$352.00	
285	R1041194	29/08/2025		Library - Better Beginnings Program		\$352.00	
286	EFT26272	18/09/2025	Department of Fire & Emergency Services			\$100,696.50	
287	159754	21/08/2025		2025/2026 ESL - Quarter 1		\$100,696.50	
288	EFT26273	18/09/2025	Department of Human Services			\$878.68	
289	116	10/09/2025		Payroll deductions		\$385.37	
290	116	10/09/2025		Payroll deductions		\$493.31	
291	EFT26274	18/09/2025	Duffy Electrics			\$1,171.50	
292	INV 0727	04/09/2025		45 Federal St - Electrical repairs		\$1,171.50	
293	EFT26275	18/09/2025	Earl Street Physiotherapy			\$90.00	
294	0054342	15/09/2025		CHCP - Standard Physio Consultation		\$90.00	L
295	EFT26276	18/09/2025	Elgas			\$3,390.84	
296	0361051248	08/09/2025		NRLC - 3,273Lt gas		\$3,390.84	
297	EFT26277	18/09/2025	FDB Commercial Pty Ltd			\$6,566.00	
298	S61501	29/08/2025		Library - Interactive Panel, Library Interactive Panel freight		\$6,566.00	
299	EFT26278	18/09/2025	Farmworks Narrogin Pty Ltd			\$720.50	
300	115600	08/09/2025		Verge Maintenance - Verge Spraying Chemical		\$720.50	L

301	EFT26279	18/09/2025	Goodyear Auto Care Narrogin	00NGN Hilux MF - Puncture Repair	\$45.00	\$45.00	L
302	106034	26/08/2025					
303	EFT26280	18/09/2025	Great Southern Electrical Services	Ashworth Crescent - Rewire park lighting to include timer shutoff	\$326.70	\$546.70	L
304	INV 00016993	14/08/2025					
305	INV 00017155	14/08/2025		Good Shed Roof and Wall Restoration - Isolate power & install builders power point	\$220.00		
306	EFT26281	18/09/2025	Great Southern Window Cleaning Services			\$550.00	L
307	012	07/08/2025		NRLC - John Higgins Window Cleaning - Aug 2025	\$550.00		
308	EFT26282	18/09/2025	Ground Up Building & Construction			\$3,701.00	L
309	SON 06	01/09/2025		NRLC - Hang mirrors in pool changerooms	\$3,701.00		
310	EFT26283	18/09/2025	Hancocks Home Hardware			\$64.09	L
311	10025089	11/09/2025		CATS - Keysafe	\$64.09		
312	EFT26284	18/09/2025	Highbury District Community Council			\$2,000.00	L
313	20250622	22/06/2025		Annual Contribution - Manage bookings & minor maintenance/cleaning of facilities	\$2,000.00		
314	EFT26285	18/09/2025	Independence Australia Group			\$464.29	L
315	82543558 02	05/12/2024		CHCP - Continence Aids	\$37.50		
316	82683229 01	18/02/2025		CHCP - Continence Products	\$295.00		
317	82848120 02	27/05/2025		CHCP - Continence Products	\$43.35		
318	82936345 01	07/07/2025		CHCP - QV Cream	\$88.44		
319	EFT26286	18/09/2025	Integrated ICT			\$215.71	
320	39190	27/08/2025		Admin IT - Exclaimer Signature Cloud - Aug 2025	\$215.71		
321	EFT26287	18/09/2025	JH Computer Services			\$18,703.30	
322	006419 D01	31/07/2025		IT Contract - Sept 2025, DATTO Contract - Sept 2025	\$16,280.00		
323	006420 D01	31/08/2025		Microsoft 365 Subscription - Aug 2025,	\$2,423.30		
324	EFT26288	18/09/2025	Landgate			\$94.36	
325	399026	26/11/2024		Valuations - Interim - GRV/UV	\$94.36		
326	EFT26289	18/09/2025	Local Government Professionals Australia WA			\$2,640.00	
327	35239	26/08/2025		LG Pro - Silver Local Government Subscription 2025-2026	\$2,640.00		
328	EFT26290	18/09/2025	MCG Fire Services			\$324.50	
329	INV 4928	09/09/2025		Town Hall - Site service fee Aug 2025, Town Hall - Monthly FDAS, Town Hall - Monthly EVAC test	\$324.50		
330	EFT26291	18/09/2025	Mable			\$690.45	
331	956606104	17/09/2025		CHCP - Nursing Care	\$431.37		
332	872550102	17/09/2025		CHCP - Nursing Care	\$129.54		
333	866810119	17/09/2025		CHCP - Nursing Care	\$129.54		
334	EFT26292	18/09/2025	Makit Narrogin Hardware			\$341.60	L
335	116707	05/08/2025		Works - various goods	\$341.60		
336	EFT26293	18/09/2025	McLeods Lawyers			\$229.23	
337	146818	31/07/2025		Matter 53388 - Lot 102 Federal St - Drainage Easement	\$229.23		
338	EFT26294	18/09/2025	Melchiorre Plumbing & Gas			\$137.50	L
339	6177MPG	27/08/2025		CHCP - Plumbing toilet bidet	\$137.50		
340	EFT26295	18/09/2025	Metal Artwork Badges			\$15.84	
341	33686	31/07/2025		Name Badg	\$15.84		
342	EFT26296	18/09/2025	Narrogin Amcal Chemist			\$17.85	L
343	1188734	10/09/2025		CHCP - Moogoo Cream	\$17.85		
344	EFT26297	18/09/2025	Narrogin Auto Centre			\$446.00	L
345	345050	23/08/2025		002NGN Mitsubishi Eclipse - 15,000km Service	\$446.00		
346	EFT26298	18/09/2025	Narrogin Auto Electrics			\$1,095.07	L
347	270461	07/08/2025		NO4 NissanTip Truck - Supply & fit new antenna	\$241.25		
348	270462	11/08/2025		NO3 NissanTip Truck - Repair faulty tail lights	\$415.00		
349	270463	11/08/2025		BFB - Supply green flashing beacon, on/off switch, trailer Wiring harness & 2x solar panels	\$438.82		
350	EFT26299	18/09/2025	Narrogin Chamber Of Commerce			\$2,150.00	L
351	INV 0501	10/09/2025		Staff Gratuity Vouchers	\$2,150.00		
352	EFT26300	18/09/2025	Narrogin Earthmoving & Concrete Pty Ltd Atf The McNab Family Trust			\$4,248.86	L
353	IV00000003585	31/07/2025		Cemetery Grave Digging - Hire Of Digger	\$275.00		
354	IV00000003586	31/07/2025		Cemetery Grave Digging - Hire 5 Tonne Excavator	\$550.00		
355	IV00000003626	20/08/2025		Narrogin Valley Road - Float Excavator from Narrogin Valley Pit to Depot	\$660.00		
356	IV00000003635	31/08/2025		Good Shed Roof and Wall Restoration - Fill Sand & Delivery	\$1,309.00		
357	IV00000003649	05/09/2025		Good Shed - Concrete for toilet block	\$1,454.86		
358	EFT26301	18/09/2025	Farmers Centre Narrogin Pty Ltd			\$232.57	L
359	96867	22/08/2025		NO4141 Backhoe - Supply Hydraulic Hose & Fittings, NO084 Loader - Supply Hydraulic Fittings & Male Hydraulic Coupling	\$232.57		
360	EFT26302	18/09/2025	Narrogin Fruit Market			\$996.52	L
361	86517	27/08/2025		ADMIN - Groceries	\$11.90		
362	86866	28/08/2025		ADMIN - Groceries	\$46.04		
363	87992	01/09/2025		ADMIN - Groceries	\$58.69		
364	87996	01/09/2025		ADMIN - Groceries	\$43.33		
365	88694	03/09/2025		ADMIN - Groceries	\$22.36		
366	90610	09/09/2025		Council Catering - 09/09/2025	\$399.50		
367	90607	09/09/2025		Catering - Lord Mayor's visit	\$189.50		
368	90780	10/09/2025		ADMIN - Groceries	\$23.80		
369	90784	10/09/2025		ADMIN - Groceries	\$11.90		
370	92476	15/09/2025		Community Chest - Australia Day & Honours Committee Meeting Catering	\$189.50		
371	EFT26303	18/09/2025	Narrogin Gasworx			\$1,385.00	L
372	91492	10/09/2025		CHCP - Walker, CHCP - Over the Bed/Chair table	\$1,135.00		
373	91490	10/09/2025		CHCP - Walking Frame With Caddy	\$250.00		

374	EFT26304	18/09/2025	Narrogin Gymnastics Club Inc.			\$2,735.01	L
375	20250916	16/09/2025		Refund of Overcharged Utilities		\$2,735.01	
376	EFT26305	18/09/2025	Narrogin Newspower Newsagency			\$339.98	L
377	SN00 1363 3108 2025	31/08/2025		Library - Newspapers - Jul & Aug 2025		\$18.80	
378	SN00 1564 3108 2025	31/08/2025		Admin - Newspapers - Jul & Aug 2025		\$82.80	
379	SN00 1606 3108 2025	31/08/2025		Library - Newspapers - Jul & Aug 2025		\$238.38	
380	EFT26306	18/09/2025	Narrogin Packaging			\$1,257.49	L
381	00096465	01/09/2025		Mural Workshop Jerome Davenport - Step Ladder Hire		\$45.00	
382	00096468	02/09/2025		Good Shed Roof and Wall Restoration - materials		\$35.00	
383	00096292	02/09/2025		Depot - Cleaning Goods		\$56.00	
384	00096293	02/09/2025		Highbury Toilets - Cleaning Goods		\$127.00	
385	00096290	02/09/2025		Public Toilets - cleaning goods		\$249.00	
386	00096291	02/09/2025		Admin - Cleaning Goods		\$141.50	
387	00096450	08/09/2025		Caravan Park - General Purchases GST Free, Caravan Park - General Purchases GST		\$603.99	
388	EFT26307	18/09/2025	Narrogin Toyota			\$484.36	L
389	P123068359	21/05/2025		1NO Toyota Hilux - Filters		\$278.15	
390	P123069516	25/07/2025		1NO Toyota Hilux - Filters		\$206.21	
391	EFT26308	18/09/2025	Narrogin Valley Stockfeed			\$90.00	L
392	NVS169084	14/07/2025		Caravan Park - 2x Gas Bottles		\$90.00	
393	EFT26309	18/09/2025	PFD Food Services Pty Ltd			\$270.90	
394	LRS01173	09/09/2025		NRLC - Kiosk Stock		\$270.90	
395	EFT26310	18/09/2025	Power Networx			\$151.80	L
396	PNX20862	03/09/2025		Admin - Greeting message - Aug 2025		\$151.80	
397	EFT26311	18/09/2025	Readytech			\$1,108.80	
398	INITV042597	25/08/2025		Consulting Services - Remove Payroll Batch 5670		\$554.40	
399	INITV042601	26/08/2025		Rates Training - Manual Pensioner Claims		\$554.40	
400	EFT26312	18/09/2025	South West Recycling			\$156.00	
401	INV-10619	02/07/2025		Security Document Bin Annual Rental - 1/7/2025 - 30/6/2026		\$156.00	
402	EFT26313	18/09/2025	Telair Pty Ltd			\$1,646.55	
403	TA10781 074	31/08/2025		Phone Charges - Aug 2025		\$1,646.55	
404	EFT26314	18/09/2025	Tomlinson Energy Services			\$5,386.12	
405	I0018586	27/08/2025		NRLC - Boiler Service		\$5,386.12	
406	EFT26315	18/09/2025	Topaz Global			\$360.00	
407	T5	08/09/2025		Refund of Bond		\$360.00	
408	EFT26316	18/09/2025	Uniforms At Work Australia Pty Ltd			\$2,395.34	
409	37000029	08/07/2025		Admin Staff Uniform		\$384.35	
410	37000030	08/07/2025		Admin Staff Uniform		\$235.25	
411	37000031	08/07/2025		Admin Staff Uniform		\$316.80	
412	37000032	08/07/2025		Admin Staff Uniform		\$81.06	
413	37000033	08/07/2025		Admin Staff Uniform		\$328.26	
414	37000034	08/07/2025		Admin Staff Uniform		\$344.35	
415	37000035	08/07/2025		Admin Staff Uniform		\$353.46	
416	37000036	08/07/2025		Admin Staff Uniform		\$351.81	
417	EFT26317	18/09/2025	WA Library Supplies & WA Ergo Supplies			\$695.00	
418	00143102	04/09/2025		Library - Stackable Chairs		\$695.00	
419	EFT26318	18/09/2025	Wirtgen Australia Pty Ltd			\$381.52	
420	1900144756	03/09/2025		NO4929 Vibe Roller - Filters		\$381.52	
421	EFT26319	18/09/2025	Zefari Pty Ltd			\$1,900.00	
422	20250916	16/09/2025		14 McCormic Way Rent - 25/08/2025 - 21/09/2025		\$1,900.00	
423	EFT26320	23/09/2025	WEX Australia Pty Ltd			\$681.63	
424	221	31/07/2025		Groceries, Groceries - GST Free, Late Fee		\$681.63	
425	EFT26321	26/09/2025	AFGRI Equipment Australia			\$518.76	L
426	2988908	09/07/2025		P66 Ride On Mower - Supply Filter Kit		\$123.07	
427	2993245	25/07/2025		NGN339 Road Sweeper - Supply Air Filters		\$395.69	
428	EFT26322	26/09/2025	Astrotourism WA Pty Ltd			\$3,850.00	
429	1390	15/09/2025		Astrotourism Towns Membership 2025/2026		\$3,850.00	
430	EFT26323	26/09/2025	Belvedere Homestead Nursery			\$14,850.00	
431	000044	19/09/2025		Clayton Oval - Fertiliser Blend, Thomas Hogg Oval - Fertiliser Blend, Parks & Gardens - Fertiliser Blend		\$14,850.00	
432	EFT26324	26/09/2025	Bucher Municipal Pty Ltd - McDonald Johnston			\$1,803.16	
433	AUINV0013117	19/08/2025		NGN339 Sweeper - New Ducts		\$1,803.16	
434	EFT26325	26/09/2025	Cardering			\$1,261.00	L
435	438	16/09/2025		CHCP - Home Modifications Review		\$679.00	
436	439	17/09/2025		CHCP - Functional and Equipment Assessment		\$582.00	
437	EFT26326	26/09/2025	Country Paint Supplies			\$99.84	L
438	4801028627	11/08/2025		Signs & Traffic Control - Black Paint & Pots		\$78.95	
439	4801028812	20/08/2025		Gnarrogin Park - Spray Paint for Graffiti		\$20.89	
440	EFT26327	26/09/2025	Cutting Edges Equipment Parts Pty Ltd			\$5,706.07	
441	3390498	08/07/2025		NO4871 Grader - Supply Grader Blades, NO4719 Grader - Supply Grader Blades		\$4,965.40	
442	3392225	08/08/2025		NO686 Loader - New Cutting Edge and Bolts, NGN426 Loader - New Cutting Edge and Bolts		\$740.67	
443	EFT26328	26/09/2025	Edwards Isuzu Ute			\$416.97	L
444	36555	27/08/2025		NO03 Isuzu D-Max - Supply Service Filters, NO591 Isuzu D-Max - Supply Service Filters		\$416.97	
445	EFT26329	26/09/2025	Farmers Centre Narrogin Pty Ltd			\$659.08	L
446	96914	28/08/2025		P977 Excavator - Supply Hydraulic Hose Fitted with ORFS, Supply Hose for High Pressure Cleaner		\$659.08	
447	EFT26330	26/09/2025	Farmworks Narrogin Pty Ltd			\$268.50	L
448	115624	18/09/2025		Clayton Oval - herbicide for cricket wicket		\$268.50	

449	EFT26331	26/09/2025	Fulton Hogan	Road Maintenance - 12 T Cold Mix Delivered	\$4,069.29	\$4,069.29	L
450	20664078	22/08/2025				\$8,800.00	
451	EFT26332	26/09/2025	GJ & SE Kulker	Good Shed - Paint Exterior & Interior	\$8,800.00	\$8,800.00	L
452	INV 0063	19/09/2025					
453	EFT26333	26/09/2025	GGI Consultants	Homecare - Annual Support Subscription	\$684.72	\$684.72	
454	INV 2751	19/08/2025					
455	EFT26334	26/09/2025	Great Southern Fuel Supplies	ULP 200lt	\$343.05	\$343.05	
456	D2228641	17/09/2025					
457	EFT26335	26/09/2025	Great Southern Waste Disposal	Household, Commercial & Recycling collections - Jul 2025	\$49,367.56	\$102,630.22	L
458	IV00000003479	07/08/2025					
459	IV00000003521	03/09/2025		Household, Commercial & Recycling collections - Aug 2025	\$53,262.66		
460	EFT26336	26/09/2025	Ground Up Building & Construction			\$3,267.00	
461	SON 03	12/08/2025		13 Hough St - Stormwater Repairs	\$2,079.00		
462	SON 07	16/09/2025		NRCLC - Repair to Womens Change Rooms	\$1,188.00		
463	EFT26337	26/09/2025	Harcher Distributors (Wa Distributors P/L)			\$972.60	
464	1103264	05/08/2025		NRCLC - Cleaning Supplies	\$312.90		
465	1105568	12/08/2025		NRCLC - Cleaning Supplies, NRCLC - Kiosk Stock, NRCLC - Kiosk Stock	\$324.70		
466	1109954	26/08/2025		GST Free	\$335.00		
467	EFT26338	26/09/2025	Heidelberg Materials Australia Pty Ltd	NRCLC - Kiosk Stock			
468	75848246	30/05/2025		Rd Maint - Basalt - balance of invoice	\$258.80	\$258.80	
469	EFT26339	26/09/2025	Independence Australia Group			\$3,689.70	L
470	83061527 01	09/09/2025		CHCP - Catheter products	\$635.65		
471	83066247 01	11/09/2025		CHCP - Continenre Products	\$76.50		
472	83066494 01	11/09/2025		CHCP - Continenre Products	\$336.60		
473	83066497 01	11/09/2025		CHCP - Continenre Products	\$168.30		
474	83066532 01	11/09/2025		CHCP - Ensure Plus Drinks	\$273.00		
475	83067335 01	15/09/2025		CHCP - Continenre Products	\$1,099.85		
476	83067341 01	15/09/2025		CHCP - Continenre Products	\$657.60		
477	83067351 01	15/09/2025		CHCP - Continenre Products	\$442.20		
478	EFT26340	26/09/2025	JCB Construction Equipment Australia			\$498.53	
479	J1R166011P	10/07/2025		NGN339 Road Sweeper - Supply Service Filters	\$498.53		
480	EFT26341	26/09/2025	Liquor Barons Narrogin			\$69.99	L
481	319688	23/07/2025		Members Refreshments	\$69.99		
482	EFT26342	26/09/2025	Lite n' Easy			\$869.21	
483	8157914	16/09/2025		CHCP - Lite n Easy	\$195.01		
484	8178758	16/09/2025		CHCP - Lite n Easy	\$103.42		
485	8189595	16/09/2025		CHCP - Lite n easy	\$138.07		
486	8197586	16/09/2025		CHCP - Lite n easy	\$91.80		
487	8197621	16/09/2025		CHCP - Lite n Easy	\$103.73		
488	8198589	16/09/2025		CHCP - Lite n easy	\$171.91		
489	8198896	16/09/2025		CHCP - Lite n Easy	\$65.27		
490	EFT26343	26/09/2025	Local Government Professionals Australia WA			\$2,940.00	
491	46473	23/07/2025		Verbal Judo Workshop - Ranger	\$330.00		
492	46474	23/07/2025		Verbal Judo Workshop - Leading Hand Maintenance Officer	\$330.00		
493	46475	23/07/2025		Verbal Judo Workshop - Manager Recreational Services	\$330.00		
494	46476	23/07/2025		Verbal Judo Workshop - Building Maintenance Officer	\$330.00		
495	46481	23/07/2025		Verbal Judo Workshop - Caravan Park Manager	\$330.00		
496	46870	17/09/2025		Intro Community Development in LG - D. Bolton-Black	\$645.00		
497	46871	17/09/2025		Intro Community Development in LG - R Miller	\$645.00		
498	EFT26344	26/09/2025	Lorraine Berenice Larment			\$319.04	L
499	20250714	14/07/2025		Key Chain, Love the Life Magnets, Love the Life Bookmarks	\$268.00		
500	20250813	13/08/2025		Keychains, Magnets & Bookmarks	\$51.04		
501	EFT26345	26/09/2025	Mable			\$421.01	
502	866810120	24/09/2025		CHCP - Nursing Care	\$421.01		
503	EFT26346	26/09/2025	MedAlert			\$869.00	
504	D5508	10/09/2025		CHCP - Personal Medical Alert Watch	\$869.00		
505	EFT26347	26/09/2025	Melchiorre Plumbing & Gas			\$859.35	L
506	6204MPG	01/09/2025		Good Shed - Install Prelay to Slab	\$859.35		
507	EFT26348	26/09/2025	Mobilitya Pty Ltd			\$693.00	
508	INV 27088	15/09/2025		CHCP - Ramps	\$693.00		
509	EFT26349	26/09/2025	My Golf			\$1,479.00	
510	13776	16/09/2025		NRCLC - Golf Sports Program Equipment	\$1,479.00		
511	EFT26350	26/09/2025	Narrogin Amcal Chemist			\$57.80	L
512	1186312	27/08/2025		CHCP - Personal Care Items	\$12.95		
513	1190165	17/09/2025		CHCP - Continenre Products	\$44.85		
514	EFT26351	26/09/2025	Narrogin Auto Centre			\$445.01	L
515	344646	07/08/2025		032NGN Eclipse - 15,000KM Service	\$445.01		
516	EFT26352	26/09/2025	Narrogin Auto Electrics	BFB Trailer - 4 x deep cycle batteries, trailer lights, wiring cable, 7pin plugs, off/on toggle switch	\$1,220.06	\$1,220.06	L
517	270460	13/08/2025					
518	EFT26353	26/09/2025	Narrogin Bearing Service			\$999.00	L
519	IN230460	13/08/2025		Depot - New Tools	\$999.00		
520	EFT26354	26/09/2025	Narrogin Betta Home Living			\$745.00	L
521	25710107189	16/09/2025		Library - Replacement TV	\$745.00		
522	EFT26355	26/09/2025	Narrogin Community Pharmacy			\$82.90	
523	1301570	11/09/2025		CHCP - Continenre Products	\$82.90		

524	EFT26356 IV00000003639	26/09/2025 09/09/2025	Narrogin Earthmoving & Concrete Pty Ltd Atf The McNab Family Trust	Narrogin Valley Road - Float Excavator to Narrogin Valley pit & return	\$660.00	\$660.00	L
525	EFT26357	26/09/2025	Narrogin Fruit Market	Catering - Reception with Governor	\$1,447.50	\$1,974.53	L
527	90612	09/09/2025		ADMIN - Groceries	\$64.86		
528	92347	15/09/2025		ADMIN - Groceries	\$50.77		
529	92349	15/09/2025		Council Catering - 15/09/2025	\$399.50		
530	92461	15/09/2025		ADMIN - Groceries	\$11.90		
531	93075	17/09/2025					
532	EFT26358	26/09/2025	Narrogin Gasworx	CHCP - Bed - iCare, Freight	\$6,669.00	\$7,289.00	L
533	91518	11/09/2025		CHCP - Shower Chair and Kettle	\$350.00		
534	91554	12/09/2025		CHCP - Shower Stool and Toilet seat raiser	\$270.00		
535	91558	12/09/2025					
536	EFT26359	26/09/2025	Narrogin McIntosh & Sons	NO4883 New Holland - Supply Service Filters	\$331.83	\$438.54	L
537	P15 1726	30/07/2025		Homecare - Whipper Snipper parts	\$106.71		
538	P15 2144	19/09/2025					
539	EFT26360	26/09/2025	Narrogin Podiatry	CHCP - Standard Podiatry Consultation	\$82.50	\$82.50	L
540	0025353	16/09/2025					
541	EFT26361	26/09/2025	Narrogin Toyota	CESM - Purchase Toyota Hilux	\$56,000.00	\$56,000.00	L
542	R121100886	27/08/2025					
543	EFT26362	26/09/2025	Narrogin Valley Stockfeed	Pound - Dog Food	\$45.00	\$45.00	L
544	NVS169597	21/07/2025					
545	EFT26363	26/09/2025	Nutrien Ag Solutions	Verge Maintenance - Panzer chemicals, Verge Maintenance - Adjuvant, Verge Maintenance - Simagen	\$6,017.01	\$6,017.01	L
546	912914905	03/07/2025					
547	EFT26364	26/09/2025	Octavia	Music - Reception with Governor	\$200.00	\$200.00	
548	86	02/09/2025					
549	EFT26365	26/09/2025	Officeworks Ltd	NRLC - Kiosk Stock GST Free, NRLC - Cleaning Supplies	\$117.01	\$409.79	
550	622990315	29/07/2025		NRLC - Cleaning Supplies, NRLC - Kiosk Stock GST Free, Freight	\$292.78		
551	623636045	02/09/2025					
552	EFT26366	26/09/2025	Omnicom Media Group Australia Pty Ltd			\$375.58	
553	1866733	31/07/2025		Community Chest - Media Release	\$375.58		
554	EFT26367	26/09/2025	PFD Food Services Pty Ltd			\$241.80	
555	LR571218	16/09/2025		NRLC - Kiosk Stock	\$241.80		
556	EFT26368	26/09/2025	Parry's Narrogin			\$833.73	L
557	1003698	11/09/2025		Works - Protective Clothing	\$303.33		
558	1003855	17/09/2025		Works - Protective Clothing	\$119.00		
559	1003907	18/09/2025		Works - Protective Clothing	\$411.40		
560	EFT26369	26/09/2025	RJ Smith Engineering			\$1,270.10	L
561	DI28496	06/08/2025		CHCP - Materials for installation of hand rail	\$217.50		
562	DI28715	13/08/2025		20 x Grease Cartridges & 6 x Can CRC	\$324.00		
563	DI29000	23/08/2025		NO084 Loader - Supply Hydraulic Fittings & Repair	\$72.60		
564	DI29097	27/08/2025		Good Shed Roof and Wall Restoration - Patio Tube	\$304.00		
565	DI29133	28/08/2025		NO084 Loader - Repair Cracked Welds in Bucket	\$352.00		
566	EFT26370	26/09/2025	RKS Building & Construction			\$236.33	L
567	INV 1122	15/09/2025		6 William Kennedy Way - Roof Reapirs	\$236.33		
568	EFT26371	26/09/2025	Smartsheet Inc.	Smartsheet Subscription - Business Plan 30/08/2025 - 29/08/2026	\$3,389.76		
569	INV2506285	29/08/2025					
570	EFT26372	26/09/2025	Susan Mearns			\$720.00	L
571	0001	17/09/2025		CHCP - Nursing Assessment	\$240.00		
572	0002	17/09/2025		CHCP - Nursing Assessment	\$180.00		
573	0003	17/09/2025		CHCP - Nursing Assessment	\$180.00		
574	0004	18/09/2025		CHCP - Clinical Nursing Care	\$120.00		
575	EFT26373	26/09/2025	Team Global Express Pty Ltd			\$279.70	
576	0674 T740710	08/06/2025		Nissan Tip Truck - Freight - Truck Centre	\$33.02		
577	0677 T740710	06/07/2025		Freight on plant parts	\$69.16		
578	0676 T740710	29/07/2025		Freight on plant parts	\$177.52		
579	EFT26374	26/09/2025	Keen Driver Training			\$2,475.00	
580	INV 0239	16/09/2025		Works - HC Licence Training	\$2,475.00		
581	EFT26375	26/09/2025	Uniforms At Work Australia Pty Ltd			\$378.75	
582	37000028	16/06/2025		Admin - Uniform - C. Labuschagne	\$378.75		
583	EFT26376	26/09/2025	United Security Enforcement Corporation			\$475.20	
584	00013612	15/09/2025		CHCP - Late to Close 10/09/2025 and 12/09/2025	\$475.20		
585	EFT26377	26/09/2025	Western Australian Police Force			\$17.60	
586	127093982	08/09/2025		CHCP - Volunteer Police Clearance (T Seery)	\$17.60		
587	EFT26378	30/09/2025	Clive Malcolm Bartron	Member's Sitting Fees - Sep 2025, Member's Communications Allocation - Sep 2025	\$2,822.50		L
588	20250930	30/09/2025					
589	EFT26379	30/09/2025	Graham Kenneth Broad	Deputy President's Allowance - Sep 2025, Deputy President's Sitting Fees - Sep 2025, Deputy President's Communications Allowance - Sep 2025, Deputy President's Travel Allowance - Sep 2025	\$4,766.55		L
590	20250930	30/09/2025					
591	EFT26380	30/09/2025	Joshua John Pomykala	Member's Sitting Fees - Sep 2025, Member's Communications Allocation - Sep 2025	\$2,734.50		L
592	20250930	30/09/2025					
593	EFT26381	30/09/2025	Leigh Norman Ballard	President's Allowance - Sep 2025, President's Sitting Fees - Sep 2025, President's Communications Allowance - Sep 2025	\$12,943.75		L
594	20250930	30/09/2025					
595	EFT26382	30/09/2025	Murray John Fisher	Member's Sitting Fees - Sep 2025, Member's Communications Allocation - Sep 2025	\$2,734.50		L
596	20250930	30/09/2025					

597	EFT26383	30/09/2025	Roxanne Rae McNab	Member's Sitting Fees - Sep 2025, Member's Communication Allowance - Sep 2025	\$2,734.50	\$2,734.50	L
598	20250930	30/09/2025					
599	EFT26384	30/09/2025	Timothy Robert Wiese	Member's Sitting Fees - Sep 2025, Member's Communication Allowance - Sep 2025	\$2,822.50	\$2,822.50	L
600	20250930	30/09/2025					
601	EFT26385	30/09/2025	Australian Services Union Western Australian Branc	Payroll deductions	\$26.50	\$26.50	
602	117	24/09/2025					
603	EFT26386	30/09/2025	Department of Human Services	Payroll deductions	\$385.37	\$878.68	
604	117	24/09/2025		Payroll deductions	\$493.31		
605	117	24/09/2025					
606	EFT26387	30/09/2025	Easifleet	Novated lease deductions	\$1,669.19	\$1,669.19	
607	24/09/2025	24/09/2025					
608				TOTAL EFT'S		\$708,756.50	

Direct Debit	Date	Name	Description	Invoice Amount	Payment Total	Type
610 DD11895.1	01/09/2025	Department of Transport	Agency Collections - Aug 2025		\$253,730.30	
611						
612 DD11912.1	15/09/2025	CRISP Wireless	Wireless internet various locations	\$1,455.80	\$1,455.80	
613 202501007172	01/09/2025					
614 LMB1288312	01/09/2025	Les Mills Asia Pacific	NRLC Group Fitness Program Licence - September 2025	\$905.00	\$905.00	
615						
616 DD11913.1	08/09/2025	Synergy	John Higgins Building - Electricity usage - 15/07/2025 - 18/08/2025, John Higgins Building - Electricity supply charge - 15/07/2025 - 18/08/2025	\$1,862.04	\$2,165.89	
617 056 460 840 AUG	19/08/2025		Waste Facility - Electricity usage - 19/06/2025 - 14/08/2025, Waste Facility - Electricity csupply charge - 19/06/2025 - 14/08/2025	\$303.85		
618 317 746 500 AUG	19/08/2025					
619						
620 DD11913.2	03/09/2025	Synergy	8 Parry Crt - Electricity usage - 12/06/2025 - 08/08/2025, 8 Parry Crt - Electricity supply charge - 12/06/2025 - 08/08/2025	\$177.89	\$1,948.31	
621 380 018 200 AUG	14/08/2025					
622 436 089 900 AUG	14/08/2025		Lydeker Depot - Electricity usage - 12/06/2025 - 08/08/2025, Lydeker Depot - Electricity supply charge - 12/06/2025 - 08/08/2025	\$1,653.47		
623 211 651 630 AUG	14/08/2025		Sydney Hall Way Park - Electricity supply charge - 17/06/2025 - 11/08/2025	\$116.95		
624					\$36,271.25	
625 DD11913.3	02/09/2025	Synergy	Cemetery - Electricity usage - 17/06/2025 - 12/08/2025, Cemetery - Electricity supply charge - 17/06/2025 - 12/08/2025	\$127.99		
626 388 675 720 AUG	13/08/2025					
627 403 301 690 AUG	13/08/2025		NRLC - Electricity usage - 09/07/2025 - 12/08/2025, NRLC - Electricity supply charge - 09/07/2025 - 12/08/2025	\$29,759.31		
628 403 301 880 AUG	13/08/2025		Electricity usage - Caravan Park Supply Charge - 09/07/2025 - 12/08/2025, Electricity usage - Caravan Park Consumption - 09/07/2025 - 12/08/2025	\$5,863.23		
629 407 021 070 AUG	13/08/2025		Shop 1/84 Federsl St - Electricity usage - 14/06/2025 - 12/08/2025, Shop 1/84 Federsl St - Electricity supply charge - 14/06/2025 - 12/08/2025	\$279.53		
630 456 000 910 AUG	13/08/2025		Museum - Electricity usage - 14/06/2025 - 12/08/2025, Museum - Electricity supply charge - 14/06/2025 - 12/08/2025	\$241.19		
631						
632 DD11913.4	12/09/2025	Synergy	105 Federal St - Electricity usage - 24/06/2025 - 20/08/2025, 105 Federal St - Electricity supply charge - 24/06/2025 - 20/08/2025	\$605.72	\$605.72	
633 392 231 460 AUG	25/08/2025					
634 DD11913.5	01/09/2025	Synergy	Admin Office - Electricity usage - 13/06/2025 - 11/08/2025, Admin Office - Electricity supply charge - 13/06/2025 - 11/08/2025	\$1,987.37	\$2,122.99	
635 403 301 740 AUG	12/08/2025					
636 272 793 710 AUG	12/08/2025		Lions Park - Electricity usage - 13/06/2025 - 11/08/2025, Lions Park - Electricity supply charge - 13/06/2025 - 11/08/2025	\$135.62		
637 DD11913.6	04/09/2025	Synergy	Memorial Park - Electricity usage - 18/06/2025 - 15/08/2025, Memorial Park - Electricity supply charge - 18/06/2025 - 15/08/2025	\$244.09	\$564.20	
638 404 395 070 AUG	15/08/2025					
639 317 492 130 AUG	15/08/2025		66 Williams St - Electricity usage - 18/06/2025 - 13/08/2025, 66 Williams St - Electricity supply charge - 18/06/2025 - 13/08/2025	\$320.11		
640						
641 DD11913.7	10/09/2025	Synergy	Cafe 45 - Electricity usage - 24/06/2025 - 20/08/2025, Cafe 45 - Electricity supply charge - 24/06/2025 - 20/08/2025	\$128.41	\$817.95	
642 435 151 360 AUG	21/08/2025					
643 104 421 230 AUG	21/08/2025		Gnarojin Park - Electricity usage - 24/06/2025 - 20/08/2025, Gnarojin Park - Electricity supply charge - 01/07/2025 - 20/08/2025	\$240.09		
644 201 022 030 AUG	21/08/2025					
645 DD11913.8	15/09/2025	Synergy	Mackie Park - Electricity usage - 24/06/2025 - 20/08/2025, Mackie Park - Electricity supply charge - 24/06/2025 - 20/08/2025	\$449.45		
646 079 492 050 AUG	26/08/2025					
647 DD11913.9	09/09/2025	Synergy	Highbury Toilets - Electricity usage - 01/07/2025 - 24/08/2025, Highbury Toilets - Electricity supply charge - 01/07/2025 - 24/08/2025	\$145.23	\$145.23	
648 294 951 900 AUG	20/08/2025					
649 DD11915.1	04/09/2025	Synergy	30 Gray St - Electricity usage - 21/06/2025 - 19/08/2025, 30 Gray St - Electricity supply charge - 21/06/2025 - 19/08/2025	\$159.29	\$159.29	
650 466 353 500 AUG	15/08/2025					
651 763 848 990 AUG	15/08/2025		BMX park - Electricity usage - 23/06/2025 - 12/08/2025, BMX park - Electricity supply charge - 23/06/2025 - 12/08/2025	\$360.10	\$1,553.60	
652						
653 763 848 990 AUG			Town Hall - Electricity usage - 18/06/2025 - 12/08/2025, Town Hall - Electricity supply charge - 18/06/2025 - 12/08/2025	\$1,193.50		

649	DD11915.3	01/09/2025	Water Corporation			\$255.69	
650	90 10739 54 7 AUG	12/08/2025		Lydeker Depot - Water usage		\$255.69	
651	DD11915.4	03/09/2025	Water Corporation			\$164.59	
652	90 13776 55 4 AUG	14/08/2025		Highbury Public Toilets - Water usage - 17/06/2025 - 13/08/2025		\$32.33	
653	90 07669 30 6 AUG	14/08/2025		Highbury Hall - Water usage - 17/06/2025 - 13/08/2025		\$132.26	
654	DD11915.5	05/09/2025	Synergy			\$121.45	
655	379 132 780 AUG	18/08/2025		BMX park - Electricity usage - 11/07/2025 - 03/08/2025, BMX park - Electricity supply charge - 11/07/2025 - 03/08/2025		\$121.45	
656	DD11915.6	02/09/2025	Synergy			\$781.71	
657	614 718 030 AUG	13/08/2025		Library - Electricity usage - 14/06/2025 - 12/08/2025, Library - Electricity supply charge - 14/06/2025 - 12/08/2025		\$658.26	
658	636 073 950 AUG	13/08/2025		History Hall - Electricity supply charge - 04/06/2025 - 12/08/2025		\$123.45	
659	DD11915.7	10/09/2025	Synergy			\$1,363.14	
660	759 507 150 AUG	21/08/2025		Thomas Hogg Oval - Electricity usage - 21/06/2025 - 19/08/2025, Thomas Hogg Oval - Electricity supply charge - 21/06/2025 - 19/08/2025		\$1,048.65	
661	997 042 830 AUG	21/08/2025		43 Federal St (CSBP) - Electricity usage - 24/06/2025 - 20/08/2025, 43 Federal St (CSBP) - Electricity supply charge - 24/06/2025 - 20/08/2025		\$314.49	
662	DD11915.8	12/09/2025	Synergy			\$145.28	
663	899 964 040 AUG	25/08/2025		Fairway St Depot - Electricity usage - 25/06/2025 - 21/08/2025, Fairway St Depot - Electricity supply charge - 25/06/2025 - 21/08/2025		\$145.28	
664	DD11915.9	08/09/2025	Synergy			\$123.75	
665	900 304 630 AUG	19/08/2025		Michael Brown Park - Electricity usage - 20/06/2025 - 18/08/2025, Michael Brown Park - Electricity supply charge - 20/06/2025 - 18/08/2025		\$123.75	
666	DD11945.1	01/09/2025	Beam			\$32,932.47	
667	25082025	01/09/2025		Superannuation contribution, Pay period ending - 25/08/2025		\$32,932.47	
668	DD11959.1	01/09/2025	CHG-Meridian Australia Pty Limited			\$10,878.05	
669	690028696	01/09/2025		NRLC - Gym equipment hire - 01/10/2025 to 31/12/2025		\$10,878.05	
670	DD11959.2	15/09/2025	Sandwai Pty Ltd			\$960.30	
671	INV 5467	01/09/2025		Sandwai Admin User - Monthly - September 2025, Sandwai Mobile User - Monthly - September 2025		\$960.30	
672	DD11959.3	22/09/2025	Water Corporation			\$589.56	
673	90 07713 22 3 SEP	02/09/2025		Town Hall - Service Charge - 01/09/2025 - 31/10/2025		\$252.17	
674	90 07713 99 5 SEP	02/09/2025		Cafe 45 - Water usage - 01/09/2025 - 31/10/2025		\$337.39	
675	DD11960.2	05/09/2025	Water Corporation			\$539.44	
676	90 22879 35 2 AUG	18/08/2025		48A Grant St - Opening Balance, 48A Grant St - Service Charge - 01/07/2025 - 31/08/2025		\$215.12	
677	90 07725 55 8 AUG	18/08/2025		Gnarojin Park - Water usage - 11/06/2025 - 07/08/2025, Gnarojin Park - Service Charge - 11/06/2025 - 07/08/2025		\$324.32	
678	DD11960.6	11/09/2025	Synergy			\$184.05	
679	208 441 840 AUG	22/08/2025		Community Garden - Electricity usage - 24/06/2025 - 19/08/2025, Community Garden - Electricity supply charge - 24/06/2025 - 19/08/2025		\$184.05	
680	DD11960.7	18/09/2025	Synergy			\$554.83	
681	228 770 970 AUG	29/08/2025		Fairway Street - Electricity usage - 25/06/2025 - 20/08/2025, Fairway Street - Electricity supply charge - 25/06/2025 - 20/08/2025		\$554.83	
682	DD11960.8	17/09/2025	Synergy			\$252.97	
683	393 020 920 AUG	28/08/2025		Highbury Hall - Electricity usage - 28/06/2025 - 30/06/2025, Highbury Hall - Electricity supply charge - 28/06/2025 - 30/06/2025		\$252.97	
684	DD11960.9	23/09/2025	Synergy			\$13,520.98	
685	649 918 430 SEP	03/09/2025		Street Lighting - Electricity usage - 25/06/2025 - 24/08/2025		\$13,520.98	
686	DD11997.1	08/09/2025	Australian Taxation Office			\$49,790.00	
687	08092025	08/09/2025		PAYG, Pay period ending - 08/09/2025		\$49,790.00	
688	DD12007.1	22/09/2025	Australian Taxation Office			\$48,608.00	
689	22092025	22/09/2025		PAYG, Pay period ending - 22/09/2025		\$48,608.00	
690	TOTAL DIRECT DEBITS					\$464,211.79	
691							
692	Payroll	Name	Description	Invoice Amount	Payment Total		
693	PAYROLL	Payroll				\$498,926.07	
694			08/09/2025		\$251,264.89		
695			22/09/2026		\$247,661.18		
696	TOTAL PAYROLL					\$498,926.07	

ABBREVIATIONS		
L	Local Supplier	
EFT Total	\$708,756.50	42.39%
Direct Debit Total	\$464,211.79	27.77%
Credit Card Total	\$0.00	0.00%
Subtotal	\$1,172,968.29	
Payroll Total	\$498,926.07	29.84%
Subtotal	\$498,926.07	
EFT (Incl Payroll)	\$1,207,682.57	72.23%
Direct Debit	\$464,211.79	27.77%
Total	\$1,671,894.36	100.00%
Non Local Suppliers	\$862,818.04	51.61%
Local Suppliers	\$344,864.53	20.63%
Payroll	\$464,211.79	27.77%
Combined Total	\$1,671,894.36	100.00%

11.3.2 MONTHLY FINANCIAL REPORT – SEPTEMBER 2025

File Reference	12.8.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	13 October 2025
Author	Belinda Knight – Manager Corporate Services
Authorising Officer	Ian Graham – Executive Manager Corporate & Community Services
Attachments	<ol style="list-style-type: none">1. Monthly Financial Report for September 2025; and2. Capital Projects Tracker – September 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 the Council.

Background

The Council is requested to review the September 2025 Monthly Financial Report.

Consultation

Consultation has been undertaken with the Executive Manager Corporate & 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 2025/2026 Annual Budget or resulting from a Council resolution.

Council is requested to review the September 2025 Monthly Financial Report, noting that Council is advised of the following matters:

- Rates - Payments received during September totalled \$3,563,007 (59.1%), with 542 assessments paying by instalments.
- Trade Debtors – the 90+ days debtors have reduced by \$35k since 30 August 2025, EMCCS is continuing with further collection action.

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% cumulative) 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.

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 September 2025 Monthly Financial Report is presented for review.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

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



Shire of
Narrogin

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MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)
For the period ended 30 September 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 30 SEPTEMBER 2025

Note	Amended Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.	
	\$	\$	\$	\$	%		
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	6,335,145	6,335,145	6,333,551	(1,594)	(0.03%)		
Rates excluding general rates	12,080	3,018	16,273	13,255	439.20%		
Grants, subsidies and contributions	3,626,860	940,590	1,043,391	102,801	10.93%	▲	
Fees and charges	3,629,340	1,700,156	1,641,756	(58,400)	(3.43%)		
Interest revenue	645,850	39,843	67,216	27,373	68.70%	▲	
Other revenue	535,820	74,829	99,129	24,300	32.47%	▲	
Profit on asset disposals	100,000	25,000	1,945	(23,055)	(92.22%)	▼	
	14,885,095	9,118,581	9,203,261	84,680	0.93%		
Expenditure from operating activities							
Employee costs	(7,455,910)	(1,828,833)	(1,836,618)	(7,785)	(0.43%)		
Materials and contracts	(4,169,005)	(948,520)	(973,169)	(24,649)	(2.60%)		
Utility charges	(1,309,760)	(368,989)	(165,929)	203,060	55.03%	▲	
Depreciation	(4,632,150)	(1,158,042)	(1,207,589)	(49,547)	(4.28%)		
Finance costs	(491,380)	(63)	3,294	3,357	5328.57%		
Insurance	(382,870)	(185,435)	(136,886)	48,549	26.18%	▲	
Other expenditure	(397,140)	(96,124)	(55,238)	40,886	42.53%	▲	
Loss on asset disposals	(91,400)	(22,850)	(14,004)	8,846	38.71%		
	(18,929,615)	(4,608,856)	(4,386,139)	222,717	4.83%		
Non cash amounts excluded from operating activities	2(c)	4,623,550	1,155,892	1,220,590	64,698	5.60%	
Amount attributable to operating activities		579,030	5,665,617	6,037,712	372,095	6.57%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14,212,800	780,759	304,201	(476,558)	(61.04%)	▼	
Proceeds from disposal of assets	437,000	90,000	133,241	43,241	48.05%	▲	
Proceeds from financial assets at amortised cost - self supporting loans	3,329,915	0	0	0	0.00%		
	17,979,715	870,759	437,442	(433,317)	(49.76%)		
Outflows from investing activities							
Acquisition of property, plant and equipment	(29,606,350)	(2,813,908)	(662,635)	2,151,273	76.45%	▲	
Acquisition of infrastructure	(4,106,140)	(946,980)	(85,456)	861,524	90.98%	▲	
Payments for financial assets at amortised cost - self supporting loans	(3,329,915)	0	0	0	0.00%		
	(37,042,405)	(3,760,888)	(748,091)	3,012,797	80.11%		
Amount attributable to investing activities		(19,062,690)	(2,890,129)	(310,649)	2,579,480	89.25%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new borrowings	15,623,195	0	0	0	0.00%		
Transfer from reserves	1,956,360	0	0	0	0.00%		
	17,579,555	0	0	0	0.00%		
Outflows from financing activities							
Payments for principal portion of lease liabilities	(22,330)	(15,950)	(15,950)	0	0.00%		
Repayment of borrowings	(671,135)	0	0	0	0.00%		
Transfer to reserves	(973,750)	0	(11,666)	(11,666)	0.00%		
	(1,667,215)	(15,950)	(27,616)	(11,666)	(73.14%)		
Amount attributable to financing activities		15,912,340	(15,950)	(27,616)	(11,666)	(73.14%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year							
Amount attributable to operating activities	2(a)	2,571,320	2,571,320	3,872,458	1,301,138	50.60%	▲
Amount attributable to investing activities		579,030	5,665,617	6,037,712	372,095	6.57%	
Amount attributable to financing activities		(19,062,690)	(2,890,129)	(310,649)	2,579,480	89.25%	▲
Surplus or deficit after imposition of general rates		15,912,340	(15,950)	(27,616)	(11,666)	(73.14%)	
		0	5,330,858	9,571,905	4,241,047	79.56%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
 ▲ Indicates a variance with a positive impact on the financial position.
 ▼ Indicates a variance with a negative impact on the financial position.
 Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF NARROGIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

	Actual 30 June 2025	Actual as at 30 September 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	10,143,989	12,686,427
Trade and other receivables	890,258	3,570,748
Inventories	16,342	16,918
TOTAL CURRENT ASSETS	11,050,589	16,274,093
NON-CURRENT ASSETS		
Trade and other receivables	204,493	204,493
Other financial assets	119,609	119,609
Property, plant and equipment	69,865,070	69,653,275
Infrastructure	90,588,609	90,195,608
Right-of-use assets	21,421	21,421
TOTAL NON-CURRENT ASSETS	160,799,202	160,194,406
TOTAL ASSETS	171,849,791	176,468,499
CURRENT LIABILITIES		
Trade and other payables	645,380	550,712
Capital grant/contributions liabilities	932,745	540,745
Lease liabilities	22,330	6,380
Borrowings	298,990	298,990
Employee related provisions	876,807	876,807
TOTAL CURRENT LIABILITIES	2,776,252	2,273,634
NON-CURRENT LIABILITIES		
Lease liabilities	11,055	11,055
Borrowings	2,383,866	2,383,866
Employee related provisions	158,616	158,616
TOTAL NON-CURRENT LIABILITIES	2,553,537	2,553,537
TOTAL LIABILITIES	5,329,789	4,827,171
NET ASSETS	166,520,002	171,641,328
EQUITY		
Retained surplus	54,529,767	59,639,427
Reserve accounts	5,007,326	5,018,992
Revaluation surplus	106,982,909	106,982,909
TOTAL EQUITY	166,520,002	171,641,328

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

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

1 BASIS OF PREPARATION AND MATERIAL 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. Supplementary 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.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 04 October 2025

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.

MATERIAL ACCOUNTING POLICIES

Material 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.

Critical accounting estimates and judgements

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.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

Current assets

Cash and cash equivalents
 Trade and other receivables
 Other financial assets
 Inventories

Note	Amended		Actual as at 30 September 2025
	Budget Opening 1 July 2025	Actual as at 30 June 2025	
	\$ 9,981,002	\$ 10,143,989	\$ 12,686,427
	766,589	890,258	3,570,748
	124,756	0	0
	37,072	16,342	16,918
	10,909,419	11,050,589	16,274,093
Less: current liabilities			
Trade and other payables	(395,313)	(645,380)	(550,712)
Other liabilities	(2,121,830)	(932,745)	(540,745)
Lease liabilities	(22,330)	(22,330)	(6,380)
Borrowings	(671,135)	(298,990)	(298,990)
Employee related provisions	(813,630)	(876,807)	(876,807)
	(4,024,238)	(2,776,252)	(2,273,634)
Net current assets	6,885,181	8,274,337	14,000,459
Less: Total adjustments to net current assets	2(b) (4,313,861)	(4,401,879)	(4,428,554)
Closing funding surplus / (deficit)	2,571,320	3,872,458	9,571,905

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets

Less: Reserve accounts
 Less: Current assets not expected to be received at end of year
 Add: Current liabilities not expected to be cleared at the end of the year
 - Current portion of lease liabilities
 - Current portion of borrowings
 - Current portion of employee benefit provisions held in reserve

	(5,007,326)	(5,007,326)	(5,018,992)
	0	(119,609)	(119,609)
	22,330	22,330	6,380
	671,135	298,990	298,990
	0	403,736	404,677
Total adjustments to net current assets	2(a) (4,313,861)	(4,401,879)	(4,428,554)

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities

Less: Profit on asset disposals
 Add: Loss on asset disposals
 Add: Depreciation
 Non-cash movements in non-current assets and liabilities:
 - Employee provisions

	Amended	YTD	YTD Actual 30 September 2025
	Budget Estimates	Budget Estimates 30 September 2025	
	\$ (100,000)	\$ (25,000)	\$ (1,945)
	91,400	22,850	14,004
	4,632,150	1,158,042	1,207,589
	0	0	942
Total non-cash amounts excluded from operating activities	4,623,550	1,155,892	1,220,590

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 local governments' operational cycle.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 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 2025-26 year is \$15,000 and 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	102,801	10.93%	▲
<i>CHCP grants paid in advance.</i>			
Interest revenue	27,373	68.70%	▲
<i>Term deposits maturing in September.</i>			
Other revenue	24,300	32.47%	▲
<i>Reimbursement for WA Renewables CBF Guidelines & Transport Commission.</i>			
Profit on asset disposals	(23,055)	(92.22%)	▼
<i>Profit on asset disposals lower than anticipated</i>			
Expenditure from operating activities			
Utility charges	203,060	55.03%	▲
<i>Timing - processing of invoices for September period has not yet occurred</i>			
Insurance	48,549	26.18%	▲
<i>Insurance costs lower than anticipated, may be reflected in 2nd instalment</i>			
Other expenditure	40,886	42.53%	▲
<i>Timing - across the board costs lower than anticipated.</i>			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(476,558)	(61.04%)	▼
<i>See Note 13 for details</i>			
Proceeds from disposal of assets	43,241	48.05%	▲
<i>See Note 5 for details</i>			
Outflows from investing activities			
Acquisition of property, plant and equipment	2,151,273	76.45%	▲
<i>See Note 4 for details</i>			
Acquisition of infrastructure	861,524	90.98%	▲
<i>See Note 4 for details</i>			
Surplus or deficit at the start of the financial year	1,301,138	50.60%	▲
<i>Pending Audit</i>			
Surplus or deficit after imposition of general rates	4,241,047	79.56%	▲
<i>Pending Audit</i>			

SHIRE OF NARROGIN

SUPPLEMENTARY INFORMATION

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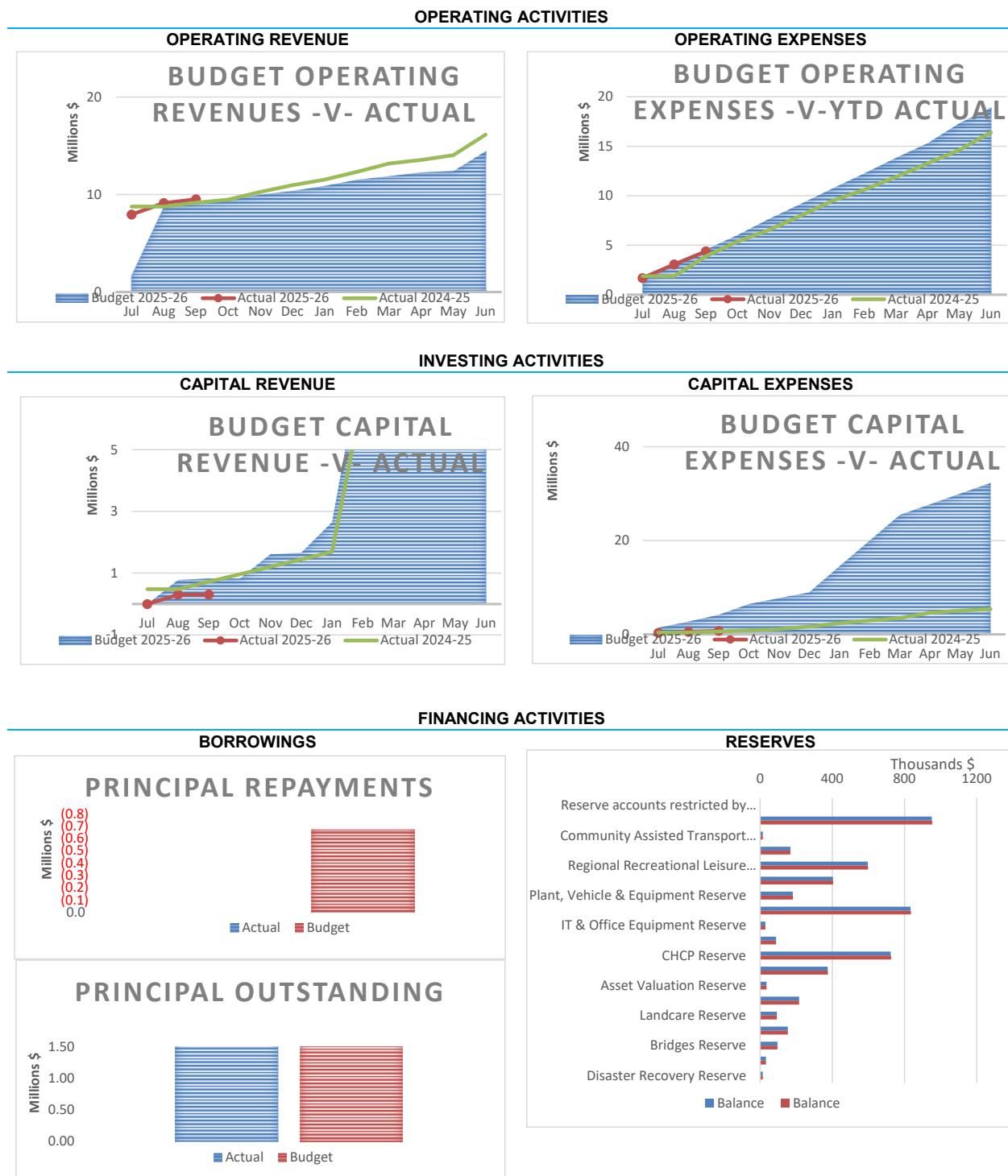
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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF NARROGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

1 KEY INFORMATION - GRAPHICAL



SHIRE OF NARROGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

2 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
Cash at Bank	Cash and cash equivalents	\$ 4,667,435	\$ 0	\$ 4,667,435		NAB	0.20%	At call
Term Deposit - Muni	Cash and cash equivalents	1,500,000	0	1,500,000		NAB	4.20%	2/10/2025
Term Deposit - Muni	Cash and cash equivalents	1,500,000	0	1,500,000		WPC	4.21%	6/10/2025
Term Deposit - Muni	Cash and cash equivalents	0	0	0		CBA	4.05%	2/09/2025
Term Deposit - Reserves	Cash and cash equivalents	0	2,503,662	0		WPC	4.07%	4/01/2026
Term Deposit - Reserves	Cash and cash equivalents	0	2,503,662	0		NAB	4.15%	5/01/2026
Cash at Bank - Reserves	Cash and cash equivalents	0	11,668	0		NAB	0.20%	At call
Total		7,667,435	5,018,992	12,686,428	0			
Comprising								
Cash and cash equivalents		7,667,435	5,018,992	12,686,428	0			
		7,667,435	5,018,992	12,686,428	0			

KEY INFORMATION

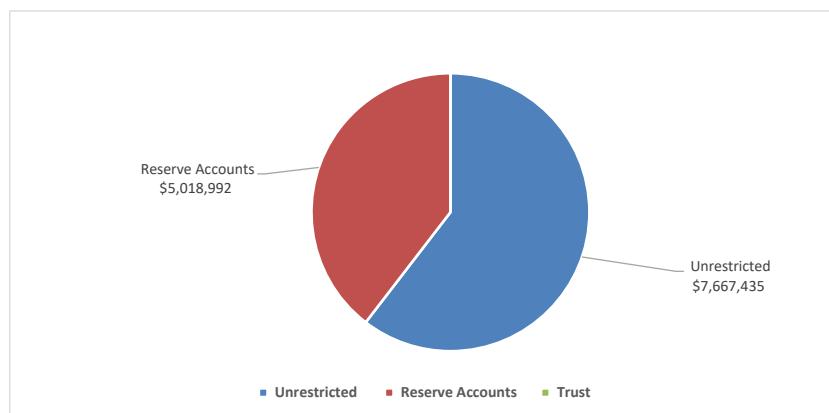
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of 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 7 - Other assets.



SHIRE OF NARROGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

3 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Refuse Reserve	951,455	94,165	(85,000)	960,620	951,455	2,217	0	953,672
Community Assisted Transport (CAT) Vehicle Reserve	15,258	5,790	(15,000)	6,048	15,258	35	0	15,293
Building Reserve	167,636	8,665	0	176,301	167,636	391	0	168,027
Regional Recreational Leisure Centre Reserve	596,596	80,830	(150,000)	527,426	596,596	1,390	0	597,986
Employee Entitlement Reserve	403,736	20,870	0	424,606	403,736	941	0	404,677
Plant, Vehicle & Equipment Reserve	181,280	529,370	(445,500)	265,150	181,280	422	0	181,702
Economic Development Reserve	833,597	43,075	(697,000)	179,672	833,597	1,943	0	835,540
IT & Office Equipment Reserve	29,558	1,525	0	31,083	29,558	68	0	29,626
Tourism & Area Promotion Reserve	88,061	4,550	0	92,611	88,061	205	0	88,266
CHCP Reserve	723,623	37,390	(300,130)	460,883	723,623	1,686	0	725,309
Road Works Reserve	375,098	19,380	0	394,478	375,098	874	0	375,972
Asset Valuation Reserve	35,651	1,840	0	37,491	35,651	83	0	35,734
CHSP Reserve	215,904	11,155	(227,030)	29	215,904	503	0	216,407
Landcare Reserve	92,541	4,780	(5,000)	92,321	92,541	216	0	92,757
Narrogin Airport Reserve	153,602	32,935	0	186,537	153,602	357	0	153,959
Bridges Reserve	95,980	44,960	(31,700)	109,240	95,980	223	0	96,203
Water Reuse Scheme Reserve	32,750	16,690	0	49,440	32,750	77	0	32,827
Disaster Recovery Reserve	15,000	15,780	0	30,780	15,000	35	0	15,035
	5,007,326	973,750	(1,956,360)	4,024,716	5,007,326	11,666	0	5,018,992

4 CAPITAL ACQUISITIONS

Capital acquisitions	Amended			
	Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$
Land	200,000	0	0	0
Buildings - specialised	26,930,795	2,303,932	361,779	(1,942,153)
Furniture and equipment	315,955	28,845	8,269	(20,576)
Plant and equipment	2,109,600	468,633	292,587	(176,046)
Artwork & sculptures	50,000	12,498	0	(12,498)
Acquisition of property, plant and equipment	29,606,350	2,813,908	662,635	(2,151,273)
Infrastructure - roads	2,695,980	673,992	63,228	(610,764)
Infrastructure - footpaths	183,010	45,744	0	(45,744)
Infrastructure - drainage	10,000	2,499	5,643	3,144
Infrastructure - Parks, oval & other	530,150	52,995	16,585	(36,410)
Infrastructure - Bridges	687,000	171,750	0	(171,750)
Acquisition of infrastructure	4,106,140	946,980	85,456	(861,524)
Total capital acquisitions	33,712,490	3,760,888	748,091	(3,012,797)
Capital Acquisitions Funded By:				
Capital grants and contributions	14,212,800	780,759	304,201	(476,558)
Borrowings	15,623,195	0	0	0
Other (disposals & C/Fwd)	437,000	90,000	133,241	43,241
Reserve accounts				
Refuse Reserve	85,000	0	0	0
Community Assisted Transport (CAT) Vehicle Reserve	15,000	0	0	0
Regional Recreational Leisure Centre Reserve	150,000	0	0	0
Plant, Vehicle & Equipment Reserve	445,500	0	0	0
Economic Development Reserve	697,000	0	0	0
CHCP Reserve	300,130	0	0	0
CHSP Reserve	227,030	0	0	0
Landcare Reserve	5,000	0	0	0
Bridges Reserve	31,700	0	0	0
Contribution - operations	1,483,135	2,890,129	310,649	(2,579,480)
Capital funding total	33,712,490	3,760,888	748,091	(3,012,797)

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

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 *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed 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.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

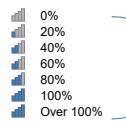
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

4 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total - Level of completion indicators

Level of completion indicators



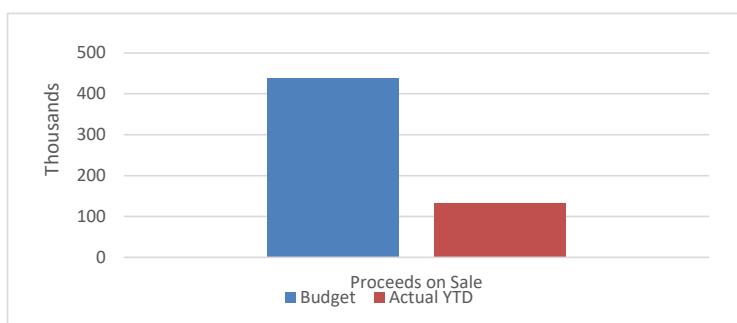
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

	Account Description	Amended			Variance (Under)/Over
		Budget	YTD Budget	YTD Actual	
4090255	Land - Capital	200,000	0	0	0
BC265	Ses Training / Meeting Room	54,725	13,680	0	13,680
BC280	Ses & Bfb Joint Facilities	3,087,000	0	0	0
4090250	Housing Project - Capital	12,500,000	0	0	0
BC274	Recycling Shed (Tip Shop) - Capital	50,000	12,498	0	12,498
BC132	Smith St Public Toilets (Coles Carpark) Capital	6,000	0	3,000	(3,000)
BC152	John Higgins Community Complex Building Capital	7,000	1,749	0	1,749
BC181	Town Hall Upgrade - Capital	81,110	20,277	0	20,277
BC300	Town Hall Improvements - Reverse Cycle A/C For Mayors Palour - (Buildings) - Capital	10,000	10,000	0	10,000
BC301	Town Hall Improvements - Main Switchboard Upgrade - (Buildings) - Capital	250,000	62,499	0	62,499
BC302	Town Hall Improvements - Rigging Upgrade - (Buildings) - Capital	150,000	37,500	0	37,500
BC160	Nrlc Building - (Capital)	2,805,000	701,250	224	701,026
BC296	Nrlc Energy Efficiency & Upgrade Project - Capital	1,070,715	267,678	0	267,678
BC298	Nrlc - 24/7 Gym Access - (Buildings) - Capital	45,000	0	0	0
BC310	Nrlc - Ceiling Fan To Court - Capital	25,000	25,000	0	25,000
BC299	Hawks Football Pavilion - (Buildings) - Capital	4,000,000	999,999	0	999,999
IO080B	Library Extension - Capital	147,245	36,810	0	36,810
BC201	Museum Building (Capital)-Museum Restoration As Per Conservation Report	110,000	27,498	31,000	(3,502)
BC236	Caravan Park Accommodation Units - Capital	1,500,000	0	0	0
BC308	27 Egerton St - Acquisition - Capital	265,000	0	266,797	(266,797)
LB031	Furnival Street Acquisition - Capital	264,000	20,000	20,005	(5)
BC278	Good Shed Roof And Wall Restoration - Capital	50,000	12,498	40,753	(28,255)
BC304	45 Federal Street Renovations - (Buildings) - Capital	20,000	4,998	0	4,998
BC306	Façade Refurbishments (Shire Owned Buildings) - (Buildings) - Capital	30,000	7,500	0	7,500
BC309	29 Egerton Street - Rsl Building - Capital	233,000	0	0	0
BC260	Admin Office Building - Capital	140,000	34,998	0	34,998
BC307	Administration Office - Repair Cracks In Walls - (Buildings) - Capital	30,000	7,500	0	7,500
FE041	Nrlc - Additional Cctv - (F&E) - Capital	15,000	3,750	0	3,750
FE042	Nrlc - Foyer A/C - (F&E) - Capital	23,000	5,748	0	5,748
FE043	Nrlc - Replace Change Room Seats - (F&E) - Capital	13,900	3,474	0	3,474
FE044	Library - Interactive Panel - (F&E) - Capital	6,000	1,500	5,969	(4,469)
FE109	Portable Library Shelving	12,500	3,123	0	3,123
FE045	PC's/Laptops (Windows 11 Compatible) - (F&E) - Capital	15,000	3,750	2,300	1,450
FE046	Records Management - (F&E) - Capital	30,000	7,500	0	7,500
PA981	Drone (Ranger) - Capital	5,000	1,248	0	1,248
PA982	Utility (Cesm) - Capital	60,000	60,000	50,909	9,091
PA950	Acquisition Of Incident Control Vehicle	881,900	220,473	0	220,473
PA951	Acquisition Of General Rescue Utility	110,200	27,549	0	27,549
PA163	Utility - Senior Ranger - Capital	45,000	11,250	65,700	(54,450)
FE037	Additional Public Cctv Camera's - Installation	100,000	24,999	0	24,999
PA11	Replacement Homecare Minibus - Capital	90,000	22,500	0	22,500
PA14	Replacement Cats Vehicle - Capital	35,000	8,748	0	8,748
PA100	Utility (Construction) - Capital	35,000	8,748	0	8,748
PA18	Utility (Turf Curator Parks) - Capital	35,000	0	0	0
PA52	Trailer 6X4 (Works) - Capital	2,500	624	0	624
PA66	Ride-On-Mower (Parks) - Capital	10,000	2,499	11,563	(9,064)
PA74	Utility (Building Maint) - Capital	45,000	11,250	0	11,250
PA980	Wheel Loader - Capital	380,000	0	0	0
PE021	Mower Ride On John Deere Jd130 (Caravan Park)	10,000	2,499	10,339	(7,840)
PA6	Building Surveyor Vehicle - Capital	30,000	7,500	0	7,500
PA12	Ceo Vehicle - (P&E) - Capital	70,000	17,499	0	17,499
PA13	Emccs Vehicle - (P&E) - Capital	55,000	13,749	50,909	(37,160)
PA15	Emtrs Vehicle - (P&E) - Capital	55,000	13,749	60,996	(47,247)
PA16	Emdrs Vehicle - (P&E) - Capital	55,000	13,749	0	13,749
IR135	Argus Street Widening - Capital	27,605	6,900	0	6,900
IR212	Narrogin Valley Road - Renewal (Rural) - Capital	358,365	89,595	6,541	83,054
R2R001	Fortuna Street - Renewal (Local) (R2R) - Capital	17,705	4,425	0	4,425
R2R010	Furnival Street - Renewal (Local) (R2R) - Capital	7,920	1,980	0	1,980
R2R019	Harris St Reseal 0.0 To 0.16 - Capital	7,395	1,848	0	1,848
R2R025	Havelock Street - Renewal (Local) (R2R) - Capital	295,000	73,749	3,363	70,386
R2R030	Fairway Street - Renewal (Local) (R2R) - Capital	16,335	4,083	0	4,083
R2R068	James St Reseal 0.0 To 0.17 (R2R) - Capital	8,415	2,103	0	2,103
R2R083	Halo St Reseal 0.0 To 0.1 (R2R) - Capital	3,960	990	0	990
R2R084	Hive St Reseal 0.0 To 0.15 (R2R) - Capital	4,015	1,002	0	1,002
R2R098	Dowsett St Reseal - 0.00 To 0.09 (R2R) - Capital	3,130	780	0	780
R2R122	Harbour St Reseal 0.0 To 0.05 (R2R) - Capital	3,930	981	0	981
R2R128	Lydeker Way Reseal 0.0 To 0.41 (R2R) - Capital	16,910	4,227	0	4,227
R2R162	Pioneer Drive Sliplane (R2R) - Capital	165,745	41,439	0	41,439
R2R202	Congelin Road - Slk 0.0 To 1.5 (R2R) - Capital	63,000	15,750	0	15,750
R2R207	Wagin-Wickepin Road - Renewal (Rural) (R2R) - Capital	91,350	22,836	0	22,836
R2R217	Cooraminning Rd Resheet 2.8 To 12.2 (R2R) - Capital	198,875	49,719	0	49,719
R2R220	Contine Rd Resheet 5.15 To 7.75 (R2R) - Capital	107,115	26,778	0	26,778
R2R221	Narraking Road South - Renewal (Rural) (R2R) - Capital	52,510	13,128	0	13,128
R2R331	Narrogin-Harrisith Road - Renewal (Local) (R2R) - Capital	105,950	26,487	0	26,487
RRG047	Clayton Road - Renewal (Local) (Rrg) - Capital	740,750	185,190	53,324	131,866
RRG331	Narrogin-Harrisith Road - Renewal (Local) (Rrg) - Capital	400,000	100,002	0	100,002
FP010	Narrogin Railway Precinct Pathway - (Footpaths) - Capital	65,000	16,248	0	16,248
IB9250	Led Lighting Upgrade To Footbridge - Capital	20,000	4,998	0	4,998
IF011	Footpath Construction Falcon St (Glyde To Johnston) - Capital	27,000	6,750	0	6,750
IF018	Footpath Construction Narraking Rd (Clayton To Elliot) - Capital	35,000	8,748	0	8,748
IF019	Footpath Construction Grey St (Hansard To Homer) - Capital	17,010	4,251	0	4,251
IF024	Footpath Construction Homer St (Grey To Butler) - Capital	19,000	4,749	0	4,749
DR010	Stormwater Diversion To Railway Dam - (Inf Oth) - Capital	10,000	2,499	5,643	(3,144)
IO037	Boundary Fencing Bannister Reserve	32,250	0	14,363	(14,363)
OI035	Dog Pound Improvements (Fencing, Hard Stand Area & Cameras) - (Inf Oth) - Capital	12,000	3,000	0	3,000
OI071	Dog Park - Gnarojin Park - (Inf Oth) - Capital	30,000	7,500	302	7,198
IO188	Liquid Waste Ponds - Capital	35,000	8,748	0	8,748
IO026	Cemetery Upgrade	18,000	4,500	0	4,500
IO201	Alby Park - Flag Poles X 3 - (Inf Oth) - Capital	10,000	2,499	0	2,499
IO202	Thomas Hogg Oval - Light Pole Structure Upgrade - (Inf Oth) - Capital	10,000	2,499	1,921	579
IO203	Alby Park Soundshell - (Inf Oth) - Capital	75,000	18,750	0	18,750
IO204	Gnarojin Park - Lighting Upgrade - (Inf Oth) - Capital	12,000	3,000	0	3,000
IO138	Narrogin Speedway Lighting Upgrade Project - Capital	285,900	0	0	0
IO113	Public Art Strategy - Implementation	50,000	12,498	0	12,498
IO209	Administration Office - Shade Structure At Rear Over Table - (Buildings) - Capital	10,000	2,499	0	2,499
IB204	Tarwonga Rd Bridge 4551	687,000	171,750	0	171,750
FE047	Caravan Park Accommodation Units - Fit out	200,555	0	0	0

33,712,490 3,760,888 705,920 3,054,968

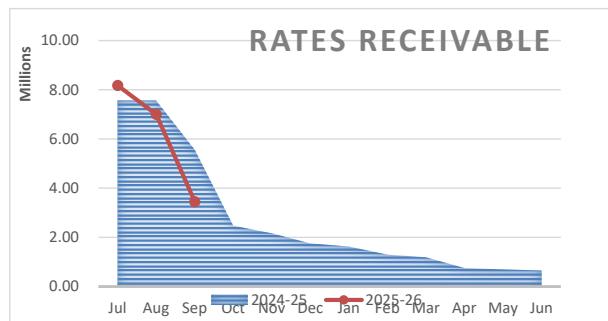
5 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
Plant and equipment									
Plant & Equipment		428,400	437,000	100,000	(91,400)	0	0	0	0
Toyota Kluger			0	0	45,298	40,000	0	(5,298)	
Isuzu MUX			0	0	44,562	40,000	0	(4,562)	
JD Mower			0	0	8,294	4,150	0	(4,144)	
Toyota Hilux			0	0	47,146	49,091	1,945	0	
		428,400	437,000	100,000	(91,400)	145,300	133,241	1,945	(14,004)



6 RECEIVABLES

Rates receivable	30 Jun 2025	30 Sep 2025
Opening arrears previous year	\$ 513,250	\$ 646,736
Levied this year	7,392,801	7,780,098
Less - collections to date	(7,259,315)	(4,976,451)
Gross rates collectable	646,736	3,450,383
Allowance for impairment of rates receivable	(200,000)	(208,594)
Net rates collectable	446,736	3,241,789
% Collected	91.8%	59.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general (incl Pensioner Claims)	(4,281)	194,795	48,425	3,318	44,922	287,179
Percentage	(1.5%)	67.8%	16.9%	1.2%	15.6%	
Balance per trial balance						
Trade receivables	(4,281)	12,869	48,425	3,318	44,922	105,253
Pensioner Claims - Pending	0	181,926	0	0	0	181,926
GST receivable	28,050	0	0	0	0	28,050
Receivables for employee related provisions	0	0	0	0	13,730	13,730
Total receivables general outstanding						328,959

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.

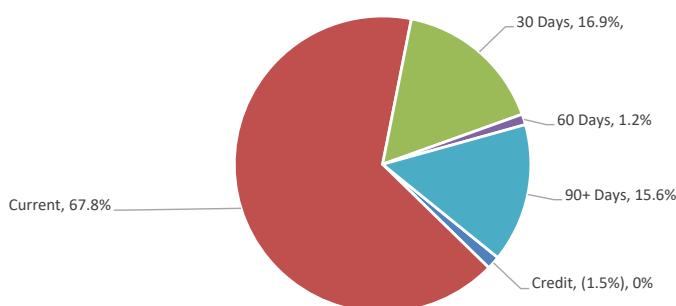
Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

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.

Accounts Receivable (non-rates)



**SHIRE OF NARROGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025**

OPERATING ACTIVITIES

7 OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance
				30 September 20
Other current assets				
Inventory				
Fuel	16,342	576	0	16,918
Total other current assets	16,342	576	0	16,918
Amounts shown above include GST (where applicable)				

KEY INFORMATION

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.

SHIRE OF NARROGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

OPERATING ACTIVITIES

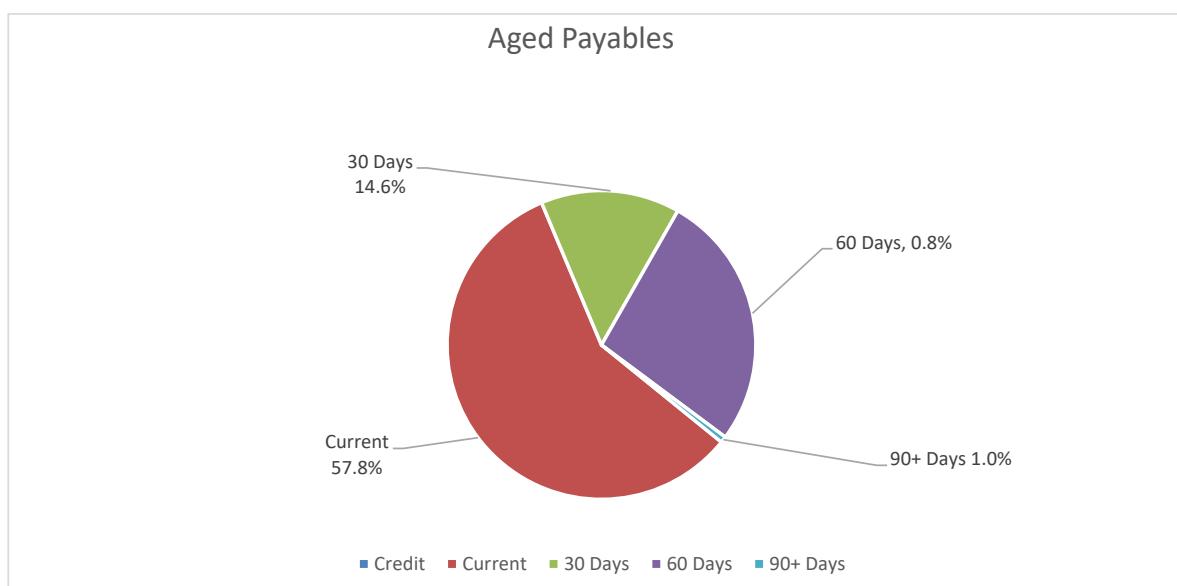
8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	113,310	28,581	52,795	1,274	195,960
Percentage	0.0%	57.8%	14.6%	26.9%	0.7%	
Balance per trial balance						
Sundry creditors	0	113,310	28,581	52,795	1,274	195,960
Accrued salaries and wages	0	38,237	0	0	0	38,237
ATO liabilities	0	20,585	0	0	0	20,585
Other payables	0	186,787	0	0	0	186,787
Rates paid in advance	0	0	0	0	54,245	54,245
Bonds & deposits	0	0	0	0	54,898	54,898
Total payables general outstanding						550,712

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 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Industrial Land	127	45,437	0	0	0	(14,480)	45,437	30,957	28	(2,285)
Administration Building	128	50,601	0	0	0	(50,600)	50,601	1	115	(1,525)
Accommodation Units	129	148,534	0	0	0	(36,015)	148,534	112,519	279	(3,965)
TWIS Distribution Pipeline	130	111,147	0	0	0	(17,850)	111,147	93,297	27	(2,400)
Staff Housing	132	451,809	0	0	0	(17,660)	451,809	434,149	59	(24,805)
Accommodation Units	133	375,328	0	0	0	(39,915)	375,328	335,413	93	(19,255)
NRLC Energy Efficiency	NEW	0	0	1,937,860	0	0	0	1,937,860	0	0
Caravan Park Units	134	1,500,000	0	1,500,000	0	(122,465)	1,500,000	2,877,535	2,694	(74,060)
Housing Project	NEW	0	0	7,500,000	0	(105,235)	0	7,394,765	0	(206,250)
Hawks Football Pavilion	NEW	0	0	1,333,335	0	0	0	1,333,335	0	0
27 Egerton Street purchase	NEW	0	0	265,000	0	(24,000)	0	241,000	0	(5,300)
		2,682,856	0	12,536,195	0	(428,220)	2,682,856	14,790,831	3,294	(339,845)
Self supporting loans										
SES & BFB Facilities		0	0	3,087,000	0	(242,915)	0	2,844,085	0	(151,265)
		0	0	3,087,000	0	(242,915)	0	2,844,085	0	(151,265)
Total		2,682,856	0	15,623,195	0	(671,135)	2,682,856	17,634,916	3,294	(491,110)
Current borrowings		298,990					298,990			
Non-current borrowings		2,383,866					2,383,866			
		2,682,856					2,682,856			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2025-26

Particulars	Amount Borrowed		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$						\$	\$	
NRLC Energy Efficiency	0	1,937,860	WATC	Debenture	10	0	4.90	0	1,937,860	0
Caravan Park Units	0	1,500,000	WATC	Debenture	10	74,060	4.38	0	1,500,000	0
Housing Project	0	7,500,000	WATC	Debenture	20	206,250	4.90	0	7,500,000	0
Hawks Football Pavilion	0	1,333,335	WATC	Debenture	10	0	4.90	0	1,333,335	0
27 Egerton Street purchase	0	265,000	WATC	Debenture	10	5,300	4.90	0	265,000	0
SES & BFB Facilities	0	3,087,000	WATC	Debenture	10	151,265	4.90	0	3,087,000	0
	0	15,623,195				436,875		0	15,623,195	0

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

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.

10 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2025	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
8 Parry Court, Narrogin	2	3,765	0	0	(4,940)	(3,765)	(1,175)	0	0	(20)
68 Williams Road, Narrogin	3	29,620	0	0	(4,160)	(18,565)	25,460	11,055	0	(250)
14 McCormic Way, Narrogin	4	0	0	0	(6,850)	0	(6,850)	0	0	0
Total		33,385	0	0	(15,950)	(22,330)	17,435	11,055	0	(270)
Current lease liabilities		22,330					6,380			
Non-current lease liabilities		11,055					11,055			
		33,385					17,435			

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.

11 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance
		1 July 2025	\$	\$	\$	0 September 2025
Other liabilities						
Capital grant/contributions liabilities		932,745	0	0	(392,000)	540,745
Total other liabilities		932,745	0	0	(392,000)	540,745
Employee Related Provisions						
Provision for annual leave		412,580	0	0	0	412,580
Provision for long service leave		464,227	0	0	0	464,227
Total Provisions		876,807	0	0	0	876,807
Total other current liabilities		1,809,552	0	0	(392,000)	1,417,552

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.

SHIRE OF NARROGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and Amended Budget	YTD Revenue
	Liability	Increase in Liability	Decrease in Liability	Current Liability	Liability		
	1 July 2025		(As revenue)	30 Sep 2025	30 Sep 2025		
\$ \$ \$ \$ \$ \$ \$ \$							
Grants and subsidies							
GENGRANT - Financial Assistance Grant - General	0	0	0	0	0	1,070,000	197,000
GENGRANT - Financial Assistance Grant - Roads	0	0	0	0	0	570,000	101,250
ESL - SES Subsidy (Operating) Grant	0	0	0	0	0	15,530	3,882
ESL - Bush Fires Subsidy (Operating) Grant	0	0	0	0	0	67,280	16,820
ESL - SES/BFB Self Supporting Loan - Interest Incorr	0	0	0	0	0	151,265	0
LIB - Grant - Regional Library Services .	0	0	0	0	0	4,500	4,500
OTHCUL - Grants - Other Culture	0	0	0	0	0	50,000	12,501
ROADM - Direct Road Grant (MRWA)	0	0	0	0	0	240,100	240,100
ROADM - Street Lighting Subsidy	0	0	0	0	0	18,110	4,527
TOUR - Grants	0	0	0	0	0	1,000	250
CHCP - Recurrent Grant Funding	0	0	0	0	0	724,500	181,119
CHSP - Recurrent Grant Funding	0	0	0	0	0	570,400	142,599
WELFARE - Grants	0	0	0	0	0	0	0
REC - Grants - Kids Sports	0	0	0	0	0	0	0
	0	0	0	0	0	3,482,685	904,548
TOTALS	0	0	0	0	0	3,626,860	940,590
Contributions							
CESM - Contributions & Reimbursements	0	0	0	0	0	137,965	34,491
CHSP - Contributions & Donations	0	0	0	0	0	100	24
REC - Contributions & Donations	0	0	0	0	0	3,110	777
LIB - Contributions & Donations	0	0	0	0	0	500	126
ADMIN - Contributions & Donations	0	0	0	0	0	2,500	624
	0	0	0	0	0	144,175	36,042

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	1 July 2025	Capital grant/contribution liabilities			Capital grants, subsidies and			
		Liability	Increase in Liability	Decrease in Liability (As revenue)	Liability	Current Liability	Amended Budget	YTD
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
ESL - Bush Fires Capital Grant	0	0	0	0	0	54,725	0	0
NRLC - Grants	0	0	0	0	0	1,937,860	0	0
ROADC - Regional Road Group Grants (MRWA)	0	0	0	0	0	760,500	304,200	304,201
ROADC - Roads to Recovery Grant	0	0	0	0	0	1,169,235	292,309	0
SES Capital Grant	0	0	0	0	0	992,100	0	0
OLOPS - Crime Prevention Grant	0	0	0	0	0	75,000	0	0
Housing Project Grant - CAPITAL INCOME	0	0	0	0	0	5,000,000	0	0
HALLS - Grants and Contributions	0	0	0	0	0	200,000	0	0
REC - Capital Grants (DLGSCI/CSRFF)	0	0	0	0	0	1,428,635	0	0
LIB - Capital Grant - LRCIP	0	0	0	0	0	147,245	0	0
Public Art Strategy Grant - CAPITAL INCOME	0	0	0	0	0	25,000	0	0
ROADC - Capital Contributions	0	0	0	0	0	50,000	12,500	0
ROADC - Capital Grants(Bridges) WALGCG& \$ MRWA-AFP	0	0	0	0	0	687,000	171,750	0
LRCIP - Good Shed	50,000	0	0	50,000	50,000	0	0	0
LRCIP - Library	147,245	0	0	147,245	147,245	0	0	0
Bridge Grants	735,500	0	(392,000)	343,500	343,500	0	0	0
	932,745	0	(392,000)	540,745	540,745	12,527,300	780,759	304,201
Capital contributions								
REC - Contribution and Donations	0	0	0	0	0	1,428,635	0	0
ESL - Self-Supporting Loan Principal Income	0	0	0	0	0	256,865	0	0
	0	0	0	0	0	1,685,500	0	0
TOTALS	932,745	0	(392,000)	540,745	540,745	14,212,800	780,759	304,201

SHIRE OF NARROGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

14 BUDGET AMENDMENTS

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

GL/Job	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$
	Budget adoption						0
3050102	Bush Fire Mitigation Activity Grant	27-Aug	Operating expenses		0	(109,710)	(109,710)
2050192	Bush Fire Management Plan	27-Aug	Operating revenue		109,710	0	0
2050420	Natural Disaster Relief	27-Aug	Operating expenses		15,000	0	15,000
2110800	Indigenous Cultural Events	27-Aug	Operating expenses		0	(12,000)	3,000
2110801	Australia Day	27-Aug	Operating expenses		0	(20,000)	(17,000)
2110821	Event/Festival	27-Aug	Operating expenses		27,000	0	10,000
BC236	Caravan Park Accommodation Units	27-Aug	Capital expenses		0	(1,500,000)	(1,490,000)
FE047	Caravan Park Accommodation Units Fit out	27-Aug	Capital expenses		200,000		(1,290,000)
5130255	Caravan Park Loan	27-Aug	Capital revenue		1,500,000	0	210,000
3130203	Tourism Grants	27-Aug	Capital revenue		0	(200,000)	10,000
MONOB01	Monopoly Project	27-Aug	Operating revenue		0	(100,000)	(90,000)
3130204	Monopoly Project	27-Aug	Operating revenue		85,000	0	(5,000)
LB031	Acquisition of Furnival St	27-Aug	Capital expenses		0	(132,000)	(137,000)
4140851	Purchase of Fuels & Oils	27-Aug	Capital expenses		0	(250,000)	(387,000)
4140852	Less Fuels allocated	27-Aug	Capital revenue		250,000	0	(137,000)
5110601	Transfer from Reserves	27-Aug	Capital revenue		5,000	0	(132,000)
5130650	Transfer from Reserves	27-Aug	Capital revenue		132,000	0	0
					2,323,710	(2,323,710)	0

Schedule of Investments
as at 30/09/2025

INVESTMENT OF FUNDS FROM MUNICIPAL ACCOUNT							
BANK	DEPOSIT NUMBER	LODGEMENT DATE	DATE OF MATURITY	AMOUNT DEPOSITED	INTEREST RATE ON DEPOSIT	INTEREST TO BE EARNED	TOTAL INVESTED
NAB	50-835-8169		At call	\$4,667,435.32		\$0.00	\$7,667,435.32
NAB	27-156-0552	4/07/2025	2/10/2025	\$1,500,000.00	4.20%	\$15,534.25	
Westpac	28-7917	4/07/2025	6/10/2025	\$1,500,000.00	4.21%	\$16,263.29	
	Total Invested			\$7,667,435.32			

INVESTMENT OF FUNDS FROM RESERVE ACCOUNT							
BANK	DEPOSIT NUMBER	LODGEMENT DATE	DATE OF MATURITY	AMOUNT DEPOSITED	INTEREST RATE ON DEPOSIT	INTEREST TO BE EARNED	TOTAL INVESTED
NAB	26-899-1183		At call	\$11,668.38		\$0.00	\$5,018,994.82
Westpac	28-7910	4/07/2025	4/01/2026	\$2,503,663.44	4.07%	\$51,368.31	
NAB	10-9066503	4/07/2025	5/01/2026	\$2,503,663.00	4.15%	\$52,662.66	
	Total Invested			\$5,018,994.82			

INVESTMENT SUMMARY - EXCLUDING AT CALL DEPOSITS			
BANK			%
NAB			50.00%
Westpac			50.00%
CBA			0.00%
TOTALS:			100.00%
			\$8,007,326.44

Strategic Budget Projects Register 2025/26

Attachment 2



AS AT 30 SEPTEMBER 2025

Project Title/Task	COA	Job	Category	Original Budget Adopted by Council	Current Budget varied by Council	Actual Exp / Income to 30/09/2025	Outstanding PO Exp to 30/09/2025 (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	Responsible Exec	Responsible Officer	Status	% Complete	Start Date	Due Date
Thomas Hogg Reserve Boundary Fencing	4050165	IO037	Other	\$32,250.00	\$32,250.00	\$14,363.00	\$0.00	\$14,363.00	\$17,887.00	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. 10/6/25 - First contractor commencing installation of fencing work and it is anticipated that the work will be completed by the end of this month.	Planning & Sustainability	Adam Majid	Guy Maley	On Track	20%	01/07/25	30/11/25
Acquisition of Incident Control Vehicle	4050255	PA950	Vehicle Acquisition	\$881,900.00	\$881,900.00	\$0.00	\$0.00	\$0.00	\$881,900.00	Low	10/9/2024 - Still awaiting to be fabricated due to backlog of order from various LG. 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 tender process and no tenders have been received. 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025. 25/08/2025 emailed DFES for update - waiting on response	Planning & Sustainability	Adam Majid	Adam Majid	On Track	20%	01/07/25	31/01/26
Acquisition of General Rescue Utility Vehicle	4050255	PA951	Vehicle Acquisition	\$110,200.00	\$110,200.00	\$0.00	\$0.00	\$0.00	\$110,200.00	Completed	Delivered October 2025.	Planning & Sustainability	Adam Majid	Adam Majid	Complete	100%	01/07/25	31/01/26
Construction of SES & BFB Joint Facilities	4050260	BC280	Building Construction/Mtce	\$3,087,002.00	\$3,087,002.00	\$0.00	\$0.00	\$0.00	\$3,087,002.00	High		Planning & Sustainability	Adam Majid	Adam Majid	On Track	0%	01/07/25	31/05/26
SES Building Project	4050260	BC265	Building Construction/Mtce	\$54,725.00	\$54,725.00	\$0.00	\$0.00	\$0.00	\$54,725.00	Low	10/9/2024 - Pending grant funding approval. 8/10/2024 - LGGS or 2023/24 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. 19/3/2025 - included in carryovers in 2025-26 proposed Capex report to May 2025 MBS.	Planning & Sustainability	Adam Majid	Adam Majid	On Track	0%	01/07/25	31/05/26
Drone Acquisition (Rangers)	4050155	PA981	Plant & Equip Acquisition	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	Low		Planning & Sustainability	Adam Majid	Guy Maley	On Track	0%	01/08/25	30/11/25
Utility Acquisition (CESM)	4050155	PA982	Vehicle Acquisition	\$60,000.00	\$60,000.00	\$0.00	\$50,909.09	\$50,909.09	\$9,090.91	Low	15/09/2025 - Vehicle has been secured and in possession. Fit out for DFES standards has been advised as being a minimum of three months - additional quotes being sourced for fit out.	Planning & Sustainability	Adam Majid	Adam Majid	On Track	80%	01/08/25	31/03/26
Utility Acquisition (Senior Ranger)	4050355	PA8163	Vehicle Acquisition	\$45,000.00	\$45,000.00	\$65,699.72	\$0.00	\$65,699.72	-\$20,699.72	Completed	Completed	Planning & Sustainability	Adam Majid	Guy Maley	Complete	100%	01/08/25	30/11/25
Dog Pound Improvements	4050365	OI035	Other	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	Low		Planning & Sustainability	Adam Majid	Guy Maley	On Track	0%	01/08/25	28/02/26
Additional Public CCTV Cameras (Subject to Grant)	4050455	FE037	Other	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	Low	Subject to Grant funding.	Corporate & Community Services	Ian Graham	Ian Graham	On Track	0%	01/11/25	31/05/26
Acquire CATS Vehicle	4080455	PA14	Vehicle Acquisition	\$35,000.00	\$35,000.00	\$0.00	\$30,125.63	\$30,125.63	\$4,874.37	Low	In progress - PO issued Sept 2025.	Corporate & Community Services	Ian Graham	Paula Raworth	On Track	0%	01/02/26	01/03/26
Acquire Homecare Minibus	4080455	PA11	Vehicle Acquisition	\$90,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$90,000.00	Low	On hold pending decision regarding future of Homecare.	Corporate & Community Services	Ian Graham	Paula Raworth	On Track	0%	01/02/26	30/04/26
Residential Land Acquisition	4090255		Land	\$200,000.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$200,000.00	Low	Hough St lots x 2 - conversations continuing with DCBA, and cash offer made to acquire a lot within the Shire, awaiting acceptance.	Office of CEO	Dale Stewart	Dale Stewart	On Track	0%	01/08/25	31/05/26
Housing Project - Havelock St	4090250	BC311	Land	\$8,000,000.00	\$8,000,000.00	\$0.00	\$0.00	\$0.00	\$8,000,000.00	Medium		Office of CEO	Dale Stewart	Dale Stewart	On Track	0%	01/08/25	31/05/26
Housing Project - Caravan Park	4090250	BC312	Land	\$200,000.00	\$200,000.00	\$0.00	\$3,263.00	\$3,263.00	\$196,737.00	Medium	\$200k for Civils, retaining, earthworks, carparking, power, sewer, water, headworks, fencing and landscaping	Office of CEO	Dale Stewart	Dale Stewart	On Track	0%	01/08/25	31/05/26
Housing Project - Felspar St	4090250	BC314	Land	\$4,300,000.00	\$4,300,000.00	\$0.00	\$0.00	\$0.00	\$4,300,000.00	Medium		Office of CEO	Dale Stewart	Dale Stewart	On Track	0%	01/08/25	31/05/26
Construction of Recycling Shed (Tip Shop)	4100160	BC274	Building Construction/Mtce	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	Low		Planning & Sustainability	Adam Majid	Peter Toboss	On Track	0%	01/08/25	31/05/26
Design & Construction new liquid waste ponds	4100165	IO188	Other	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low		Planning & Sustainability	Adam Majid	Peter Toboss	On Track	0%	01/08/25	31/05/26
Public Conveniences - Smith Street Toilet Mural	4100850	BC132	Building Construction/Mtce	\$6,000.00	\$6,000.00	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	Low	Artist has completed design, will commence on site in October 2025.	Corporate & Community Services	Ian Graham	Regina Razumovskaya	On Track	0%	01/07/25	31/10/25
Narrogin Cemetery Upgrade	4100860	IO026	Other	\$18,000.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	Low		Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/02/26	31/05/26
Town Hall Improvements - Rigging, Lights, Power	4110160	BC181	Building Construction/Mtce	\$81,110.00	\$81,110.00	\$0.00	\$1,849.09	\$1,849.09	\$79,260.91	Low		Planning & Sustainability	Adam Majid	Keith Ng	On Track	0%	01/08/25	31/05/26
Town Hall Improvements - Reverse Cycle A/c Mayors Parlour	4110160	BC300	Building Construction/Mtce	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	Low		Planning & Sustainability	Adam Majid	Keith Ng	On Track	0%	01/08/25	31/05/26
Town Hall Improvements - Main Switchboard	4110160	BC301	Building Construction/Mtce	\$250,000.00	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	Low	Grant dependent to \$125k 50%	Planning & Sustainability	Adam Majid	Keith Ng	On Track	0%	01/08/25	31/05/26
Town Hall Upgrade Work - Rigging Upgrade	4110160	BC302	Building Construction/Mtce	\$150,000.00	\$150,000.00	\$0.00	\$36,764.60	\$36,764.60	\$113,235.40	Low	Grant dependent to \$75k 50%	Planning & Sustainability	Adam Majid	Keith Ng	On Track	0%	01/08/25	31/05/26
NRLC - Additional CCTV	4050455	FE041	Building Construction/Mtce	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	Low	Obtaining quotes.	Corporate & Community Services	Ian Graham	Brendan Firman	On Track	0%	01/09/25	31/12/25
NRLC - Foyer AC Units	4110250	FE042	Building Construction/Mtce	\$23,000.00	\$23,000.00	\$0.00	\$25,823.45	\$25,823.45	-\$2,823.45	Low	PO Issued.	Corporate & Community Services	Ian Graham	Brendan Firman	On Track	0%	01/09/25	31/12/25
NRLC - Fan for Court 1	4110260	BC310	Building Construction/Mtce	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	Low	Obtaining quotes.	Corporate & Community Services	Ian Graham	Brendan Firman	On Track	0%	01/09/25	28/02/26
NRLC - 24/7 Gym Access	4120260	BC298	Building Construction/Mtce	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$0.00	\$45,000.00	Low	Obtaining quotes.	Corporate & Community Services	Ian Graham	Brendan Firman	On Track	0%	01/09/25	28/02/26
NRLC - Replacement Changing Room Bench Seats	4110250	FE043	Building Construction/Mtce	\$13,900.00	\$13,900.00	\$0.00	\$0.00	\$0.00	\$13,900.00	Low	Obtaining quotes.	Corporate & Community Services	Ian Graham	Brendan Firman	On Track	0%	01/08/25	31/12/25
NRLC - Energy Efficiency (Solar) Panel Project	4110260	PE162	Other	\$1,070,716.00	\$1,070,716.00	\$0.00	\$0.00	\$0.00	\$1,070,716.00	Low		Corporate & Community Services	Adam Majid	Keith Ng	On Track	0%	01/08/25	31/05/26
NRLC - Upgrade Project (Purlins)	4110260	BC296	Building Construction/Mtce	\$2,805,000.00	\$2,805,000.00	\$0.00	\$0.00	\$0.00	\$2,805,000.00	Low		Corporate & Community Services	Adam Majid	Keith Ng	On Track	0%	01/08/25	31/05/26
John Higgins Centre - Kitchen Redesign	4110160	BC152	Building Construction/Mtce	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	Low	Obtaining quotes.	Corporate & Community Services	Ian Graham	Brendan Firman	On Track	0%	01/12/25	30/04/26
Narrogin Speedway Lighting Upgrade Project	4110365	IO138	Other	\$285,900.00	\$285,900.00	\$0.00	\$0.00	\$0.00	\$285,900.00	Low	No CSRF fund in September 2025 like normal, grant dependent.	Corporate & Community Services	Ian Graham	Paula Raworth	On Track	0%		

Project Title/Task	COA	Job	Category	Original Budget Adopted by Council	Current Budget Varyed by Council	Actual Exp / Income to 30/09/2025	Outstanding PO Exp to 30/09/2025 (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	Responsible Exec	Responsible Officer	Status	% Complete	Start Date	Due Date
79 Wagin Wickepin Road Reseal SLK 0.00 to 2.50	4120166 R2R207	Road Reseal		\$91,350.00	\$91,350.00	\$0.00	\$71,722.79	\$71,722.79	\$19,627.21	Low	Reseals scheduled for November 2025	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	02/02/26
80 Narrogin Hamsmith Road Reseal SLK 4.30 TO 5.80	4120166 R2R331	Road Reseal		\$105,950.00	\$105,950.00	\$0.00	\$72,792.00	\$72,792.00	\$33,158.00	Low	Reseals scheduled for November 2025	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	02/02/26
81 Conglin Road Reseal SLK 4.30 to 5.80	4120166 R2R202	Road Reseal		\$63,000.00	\$63,000.00	\$0.00	\$72,144.00	\$72,144.00	\$-9,144.00	Low	Reseals scheduled for November 2025	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	02/02/26
82 Dowsett Road Reseal SLK 0.00 to 0.09	4120166 R2R098	Road Reseal		\$3,130.00	\$3,130.00	\$0.00	\$5,848.20	\$5,848.20	\$-2,718.20	Low	Reseals scheduled for November 2025	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	02/02/26
83 Halo Street Reseal SLK 0.00 to 0.10	4120166 R2R083	Road Reseal		\$3,960.00	\$3,960.00	\$0.00	\$5,198.40	\$5,198.40	\$-1,238.40	Low	Reseals scheduled for November 2025	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	02/02/26
84 Harbour Street Reseal SLK 0.00 to 0.05	4120166 R2R122	Road Reseal		\$3,930.00	\$3,930.00	\$0.00	\$2,960.20	\$2,960.20	\$969.80	Low	Reseals scheduled for November 2025	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	02/02/26
85 Harris Street Reseal 0.00 to 0.16	4120166 R2R019	Road Reseal		\$7,395.00	\$7,395.00	\$0.00	\$9,703.68	\$9,703.68	\$-2,308.68	Low	Reseals scheduled for November 2025	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	02/02/26
86 Hive Street Reseal SLK 0.0 to 0.15	4120166 R2R084	Road Reseal		\$4,015.00	\$4,015.00	\$0.00	\$7,905.90	\$7,905.90	\$-3,890.90	Low	Reseals scheduled for November 2025	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	02/02/26
87 James Street Reseal SLK 0.0 to 0.17	4120166 R2R068	Road Reseal		\$8,415.00	\$8,415.00	\$0.00	\$11,046.60	\$11,046.60	\$-2,631.60	Low	Reseals scheduled for November 2025	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	02/02/26
88 Lydeker Way Reseal SLK 0.0 to 0.41	4120166 R2R128	Road Reseal		\$16,910.00	\$16,910.00	\$0.00	\$23,681.60	\$23,681.60	\$-6,771.60	Low	Reseals scheduled for November 2025	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	02/02/26
89 Fairway Street Reseal SLK 0.39 to 0.72	4120166 R2R030	Road Reseal		\$16,335.00	\$16,335.00	\$0.00	\$23,826.00	\$23,826.00	\$-7,491.00	Low	Reseals scheduled for November 2025	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	02/02/26
90 Furnival Street Reseal SLK 0.0 to 0.05	4120166 R2R010	Road Reseal		\$7,920.00	\$7,920.00	\$0.00	\$4,151.50	\$4,151.50	\$3,768.50	Low	Reseals scheduled for November 2025	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	02/02/26
91 Fortune Street Reseal 0.30 to 0.53	4120166 R2R001	Road Reseal		\$17,705.00	\$17,705.00	\$0.00	\$20,757.51	\$20,757.51	\$-3,052.51	Low	Reseals scheduled for November 2025	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	02/02/26
92 Cooraming Road Reseal SLK 2.80-12.20	4120166 R2R217	Road Resheet		\$198,875.00	\$198,875.00	\$0.00	\$0.00	\$0.00	\$198,875.00	Low		Infrastructure Services	Torre Evans	John Warburton	On Track	0%	02/03/26	31/05/26
93 Contine Road SLK 5.15 to 7.75	4120166 R2R220	Road Resheet		\$107,115.00	\$107,115.00	\$0.00	\$0.00	\$0.00	\$107,115.00	Low		Infrastructure Services	Torre Evans	John Warburton	On Track	0%	02/03/26	31/05/26
94 Narrakine Road South SLK 0.0 to 0.81	4120166 R2R221	Road Resheet		\$52,510.00	\$52,510.00	\$0.00	\$0.00	\$0.00	\$52,510.00	Low		Infrastructure Services	Torre Evans	John Warburton	On Track	0%	02/03/26	31/05/26
95 Pioneer Drive Sliplane	4120166 R2R162	Road Construction		\$165,745.00	\$165,745.00	\$0.00	\$0.00	\$0.00	\$165,745.00	Low		Infrastructure Services	Torre Evans	John Warburton	On Track	0%	02/03/26	31/03/26
97 Homer St (Grey to Butler) Footpath Construction	4120175 IF024	Footpath Construction		\$19,000.00	\$19,000.00	\$0.00	\$13,950.00	\$13,950.00	\$5,050.00	Low	PO issued October 2025	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	30/11/25
98 Falcon St (Glyde to Johnson) Footpath Construction	4120175 IF101	Footpath Construction		\$27,000.00	\$27,000.00	\$0.00	\$0.00	\$0.00	\$27,000.00	Low	PO issued October 2025	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	30/11/25
99 Narrakine Rd (Clayton to Elliot) Footpath Construction	4120175 IF161	Footpath Construction		\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low	PO issued October 2025	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	30/11/25
100 Grey St (Hansard to Homer) Footpath Construction	4120175 IF162	Footpath Construction		\$17,010.00	\$17,010.00	\$0.00	\$0.00	\$0.00	\$17,010.00	Low	PO issued October 2025	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	30/11/25
101 Railway Station Precinct Footpath	4120175 FP010	Footpath Construction		\$65,000.00	\$65,000.00	\$0.00	\$0.00	\$0.00	\$65,000.00	Low		Corporate & Community Services	Ian Graham	Regina Razumovskaya	On Track	0%	01/09/25	31/05/26
103 Tarwonga Bridge (4551)	4120181 IB204	Bridge Construction		\$687,000.00	\$687,000.00	\$0.00	\$0.00	\$0.00	\$687,000.00	Completed	Completed	Infrastructure Services	Torre Evans	John Warburton	Complete	100%	01/08/25	31/05/26
104 Havelock St Bridge Replacement (to Culverts)	4120166 R2R025	Bridge Construction		\$295,000.00	\$295,000.00	\$3,362.00	\$147,675.00	\$151,037.00	\$143,963.00	Low		Infrastructure Services	Torre Evans	John Warburton	On Track	25%	01/08/25	30/03/26
105 Pioneer Drive Footbridge LED Lighting	4120175 IB9250	Bridge Construction		\$20,000.00	\$20,000.00	\$0.00	\$9,290.00	\$9,290.00	\$10,710.00	Low	PO issued October 2025	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	03/11/25
107 Wheel Loader	4120350 PA980	Vehicle Acquisition		\$380,000.00	\$380,000.00	\$0.00	\$327,000.00	\$327,000.00	\$53,000.00	Low	PO issued October 2025	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	31/10/25
108 Utility (Construction)	4120350 PA100	Vehicle Acquisition		\$35,000.00	\$35,000.00	\$0.00	\$31,561.09	\$31,561.09	\$3,438.91	Completed	Completed	Infrastructure Services	Torre Evans	John Warburton	Complete	100%	01/08/25	02/10/25
109 Utility Building Mice	4120350 PA74	Vehicle Acquisition		\$45,000.00	\$45,000.00	\$0.00	\$39,880.00	\$39,880.00	\$5,120.00	Low	PO issued October 2025	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	03/11/25
110 Trailer 6x4 (Works)	4120350 P52	Vehicle Acquisition		\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	Low	Not required FY25/26.	Infrastructure Services	Torre Evans	John Warburton	No Longer Proceeding This Budget	0%	01/08/25	01/10/26
113 Construction of Caravan Park Accommodation Units	4130260 BC236	Building Construction/Mtce		\$0.00	\$1,500,000.00	\$314,478.12	\$1,114,967.88	\$1,429,446.00	\$70,554.00	Low	B/A Required - \$1.5m Construction of buildings not civils / power	Infrastructure Services	Torre Evans	John Warburton	On Track	25%	01/08/25	31/05/26
114 Fitout of Caravan Park Accommodation Units (18)	4130260 FE047	Other		\$400,555.00	\$200,555.00	\$0.00	\$0.00	\$0.00	\$200,555.00	Low	Reduced to \$200,555 so that \$200,000 for civils is allocated to grant sch 9	Infrastructure Services	Torre Evans	John Warburton	On Track	0%	01/08/25	31/05/26
115 Ride on Mower (Caravan Park)	4130255 PE021	Vehicle Acquisition		\$10,000.00	\$10,000.00	\$10,339.12	\$0.00	\$10,339.12	\$-339.12	Completed	Completed	Infrastructure Services	Torre Evans	John Warburton	Complete	100%	01/08/25	31/05/26
117 Building Surveyor Vehicle	4130350 PA6	Vehicle Acquisition		\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	Low		Planning & Sustainability	Torre Evans	John Warburton	On Track	0%	01/08/25	31/10/25
119 45 Federal St Renovations	4130650 BC304	Building Construction/Mtce		\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	Low		Planning & Sustainability	Adam Majid	Keith Ng	On Track	0%	01/08/25	31/05/26
120 Facade Refurbishment (Shire owned Buildings)	4130650 BC306</																	

11.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

11.4.1 ORDINARY COUNCIL MEETING SCHEDULE

File Reference	13.3.8
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	18 September 2025
Author	Lily Webb – Executive Support Coordinator
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	Nil

Summary

Council is presented with the proposed Ordinary Council meeting dates for the 2026 calendar year as per the requirements of the *Local Government (Administration) Regulations 1996*.

Background

Each year, as per the requirements of the Regulations, Council is presented with the proposed meeting dates for the following calendar year so that advertising can occur to inform the residents and allow Elected Members and staff to plan for the meetings.

Council currently meets on the fourth Wednesday of the month with the Ordinary Council meeting commencing at 7:00 pm, with a meal for Elected Members, the Executive Leadership Team and support staff required, commencing at 6:00 pm.

Consultation

The scheduling of dates and times of a regular meeting on a Wednesday, commencing at 7:00pm, and typically concluding at 9:00pm, might not suit everyone, however, is designed to:

- accommodate the majority where practical;
- allow for the greatest participation of both Elected Members and the public, including business owners and those that are employed in 'day jobs';
- have a regular time and date to in order to facilitate scheduling other activities and to maximise Elected Members and community participation; and
- not conflict and coordinate with local nearby governments, such that regional meetings can be more easily scheduled where required.

The Council is free to set the frequency of meetings, whichever day of the week it prefers and, indeed, the start time it prefers. It should, however, be cognisant of staff costs associated with non-traditional work hours for support staff required, and set-up and preparation requirements.

Elected Members discussed this matter further at the Monthly Briefing Session held on Wednesday, 8 October 2025, and expressed preference for the current schedule and timing of Ordinary Council Meetings and Monthly Briefing Sessions to remain as the most practical and effective arrangement for the current Elected Members.

Statutory Environment

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

- *Local Government Act 1995*, Sections 5.3 and 5.25 (1)(g); and
- *Local Government (Administration) Regulations 1996*, Regulation 12.

Regional local governments in WA generally meet on a monthly basis, with the exception of January, and meetings cannot be more than 3 months apart.

A local government is required to give local public notice of the scheduled time and place of the scheduled Council Meetings at least once per calendar year, and of any change to the date, time or place, pursuant to regulation.

Policy Implications

There are no policy implications that relate.

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

There are no financial implications, other than advertising expenses contained in the Council's Budget.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome	4.1	An efficient and effective organisation
Strategy	4.1.1	Continually improve operational efficiencies and provide effective services
Strategy	4.1.2	Continue to enhance communication and transparency

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to adopt a meeting schedule may result in a breach of legislation.	Unlikely (2)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

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

It is proposed that Council, for the 2026 calendar year, continue to hold its Ordinary Council meetings on the fourth Wednesday of the month commencing at 7:00 pm; except for the month of January where no meeting is generally required or facilitated, and December, where the meeting be held on the third Wednesday, and not the fourth due to its conflict with Christmas Day.

It is also proposed that Council align the Briefing Session meetings and facilitate these meetings on the second Wednesday of the month at 6:00 pm, except for the months of January and December

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That with respect to the Ordinary Council Meeting Schedule for calendar year 2026, Council:

- 1) Endorse the following Ordinary Council meeting dates for the 2026 calendar year, being the fourth Wednesday of each month, commencing at 7:00 pm, other than January, where no meeting is held and December, where one meeting is held on the third Wednesday, due to the impact of Christmas.

January (Nil)	22 July
25 February	26 August
25 March	23 September
22 April	28 October
27 May	25 November
24 June	16 December
- 2) Advertise the schedule of Council Meeting dates prior to the new calendar year, in the Narrogin Observer, on the Shire of Narrogin website, and on social media.
- 3) Request the Chief Executive Officer to convene these meetings, together with Confidential Council Monthly Briefing Sessions, on the second Wednesday evening commencing at 6:00 pm for those months, bar January and December.

11.4.2 ESTABLISHMENT OF COUNCIL COMMITTEES AND REFERENCE GROUPS

File Reference	13.3.2 & 15.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	13 October 2025
Author	Lily Webb – Executive Support Coordinator
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Terms of Reference – Council Committees and Reference Groups

Summary

Council's consideration of the establishment of its Committees and Reference Groups, together with their Terms of Reference, is requested in accordance with statutory requirements and good governance practice.

Background

The *Local Government Act 1995* and the *Emergency Management Act 2005*, respectively require the establishment of:

- An Audit Committee, or an Audit, Risk and Improvement Committee (the latter regulations are yet to be promulgated); and
- A Local Emergency Management Committee.

The legislation specifies the roles, duties and composition of these committees, which are reflected in the attached draft Terms of Reference.

Other Committees and Reference Groups may be established at Council's discretion under the *Local Government Act 1995*.

The *Bush Fires Act 1954*, Section 67 provides that a Council may appoint a Bush Fire Advisory Committee. Continuation of this important committee is recommended.

The *Local Government Act 1995* also sets out requirements for the establishment of committees, appointment of members and deputies, tenure of membership, and related governance matters.

Consultation

The Executive Leadership Team was consulted as to the make-up, functionality and frequency of the various Committees and Reference Groups.

The Community Development Team has recommended the creation of a new Reference Group, entitled the iCAN (Inclusive Community Advisory Network) Reference Group.

Statutory Environment

The following statutory environment relates:

- *Local Government Act 1995*:
 - Sections 5.8, 5.9, 5.10 and 5.11 – Establishment and composition of committees; and
 - Section 7.1A & 7.1B (regulations amending these sections are yet to be promulgated) – Requirement to establish an Audit, Risk and Improvement Committee.
- *Emergency Management Act 2005*: Section 38 – Local Emergency Management Committee
- *Bush Fires Act 1954*: Section 67 – Bush Fire Advisory Committee.
- The Shire of Narrogin's Meeting Procedures Local Law 2016.

Policy Implications

The establishment and operation of Council Committees and Reference Groups must align with the Shire's Policy Manual, particularly the Council Members, Committee Members and Candidates Code of Conduct and meeting management policies such as Public Question Time. While the Manual does not prescribe committee structures, it provides the governance framework under which all committees and reference groups operate. Council resolutions and statutory obligations take precedence over policy, and staff are bound to administer the committees in compliance with these policies.

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

There are no material financial implications other than administrative support.

Elected Members are remunerated (paid quarterly in arrears) via an annual allowance determined in the Council's adopted Annual Budget and in accordance with the Salaries and Allowances Tribunal Determination (2025). This allowance applies regardless of the number of meetings attended.

Community members are not entitled to a meeting fee under the *Local Government Act 1995* or the Salaries and Allowances Tribunal Determination, however, independent members appointed to the Audit, Risk and Improvement Committee are entitled to payment in accordance with the Determination.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
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
Outcome:	4.1	An efficient and effective organisation

Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2	Continue to enhance communication and transparency

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to adopt and appoint Elected Members and independent members to the Audit, Risk and Improvement Committee (Audit Committee) would result in non-compliance with the <i>Local Government Act 1995</i> and related legislation.	Unlikely (2)	Moderate (3)	Medium (5-9)	Compliance Requirements	Manage by appointing an Audit, Risk and Improvement Committee (Audit Committee).
Should Council wish to not appoint other committees such as recommended, the Council could be perceived as not engaging transparently and effectively with its community.	Possible (3)	Moderate (3)	Medium (5-9)	Engagement Practices	Manage by establishing committees as the Council deems appropriate.

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 attached draft Terms of Reference incorporate the most recent legislative and governance requirements.

The key change since the last biennial review includes the adoption of the Audit, Risk and Improvement Committee, replacing the former Audit Advisory Committee, with independent members now mandatory.

Council's Discretion and Statutory Requirements:

- Mandatory Committees (*Local Government Act 1995* and *Emergency Management Act 2005*):
 - Audit, Risk and Improvement Committee (subject to promulgation)
 - Local Emergency Management Committee
- Discretionary Committees (recommended for continuation):
 - Airport Advisory Committee
 - Australia Day and Honours Advisory Committee
 - Bush Fire Advisory Committee
 - Townscape Advisory Committee
- Reference Groups (at Council's discretion):
 - Community Assisted Transport (CATS) Stakeholder Reference Group
 - Narrogin & Dryandra Visitor Centre Reference Group
 - Community Chest Grants Reference Group
 - Roads Reference Group
 - iCAN Reference Group (new)
- Other: The Workplace Health & Safety Committee is not a Council Committee but reports directly to the Chief Executive Officer.

With respect to the iCAN Reference Group, the objectives proposed are to provide informed advice to the Shire of Narrogin on matters relating to access, inclusion, and community participation for all residents, particularly people living with disabilities, and their carers and families.

Committees established under the *Local Government Act 1995* continue until disbanded by resolution of Council, with Terms of Reference remaining in force until amended. Membership tenure is limited to a maximum of two years, expiring at each ordinary local government election (s. 5.11).

The Act allows committee membership to comprise Elected Members, employees, and other persons. In practice, the Shire's committees and reference groups comprise Elected Members and community representatives as voting members. Employees generally attend for advisory purposes only and are not voting members.

Terms of Reference provide for participation either:

- as representatives of specified organisations; or
- as community members appointed by the Council following an expression of interest.

There is no legislative authority to "co-opt" voting members, although committees may invite presenters or speakers. Only members appointed by the Council may move, second, vote or speak, and deputies may only act where their appointed member is absent for the whole meeting.

The legislation provides that:

- the Shire President may exercise a right to be a member of any committee, ex-officio;
- committees elect their own presiding member (subject to being an elected member) and deputy; and
- if an employee is to be a voting member, the Chief Executive Officer has the right to be that employee or to nominate another.

By requiring the Chair/Presiding Member to be an Elected Member in committees that include community members, the Shire ensures accountability, strong community representation, and alignment with Council's objectives. This provides leadership opportunities for Elected Members while strengthening transparency and accountability to the community.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION

That with respect to Council Committees, Reference Groups, and dealing with Council Member, Committee Member or Candidate Code of Conduct Complaints, Council establish the following Committees, Reference Groups, Authorisations and Panel and adopt the draft Terms of Reference, Quorums, and Standard Conditions as below and presented in Attachment 1:

- 1) Advisory Committees
 - Audit, Risk and Improvement Committee;
 - Airport Advisory Committee;
 - Local Emergency Management Committee;
 - Australia Day and Honours Advisory Committee;
 - Bush Fire Advisory Committee; and
 - Townscape Advisory Committee.
- 2) Reference Groups
 - Community Assisted Transport (CATS) Stakeholder Reference Group;
 - Narrogin & Dryandra Visitor Centre Reference Group;
 - Community Chest Grants Reference Group;
 - Roads Reference Group; and
 - iCAN (Inclusive Community Advisory Network) Reference Group.
- 3) Council Member, Committee Member and Candidate Code of Conduct Complaints Authorisations & Panel.



COUNCIL COMMITTEES and REFERENCE GROUPS

Establishment & Terms of Reference

Amended 28 May 2025

History Summary

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

Item	Date	Action	Description
			years; to read as: <i>Unsuccessful nominees may be either recommended and / or re-considered in future years.</i>
11	25 March 2020	Amendment	Resolution of Council 0320.010 Townscape Advisory Committee – Role and Scope point 4 changed from “quarterly” meetings to “every six weeks”.
12	23 June 2020	Amendment	Resolution 0220.010 Community Chest Reference Group to include assessment of Landcare applications for recommendation to Council.
13	23 June 2020	Amendment	Resolution of Council 0420.010 (Part 7) Expand membership of LEMC to include a representative of the Dept. of Education.
14	30 September 2020	Amendment	Resolution of Council 0720.003 Townscape Advisory Committee – new role and scope, point 5, the Committee is to make recommendations to Council to applications for grants made by businesses pursuant to the Colour Palette and Sign Guide (CBD) Policy.
15	11 March 2021	New Committee of Council	Resolution of Council 0221.016 New Code of Conduct for Council Members, Committee Members and Employees – New Conduct Complaints Committee.
16	11 March 2021	Edited Appendix 1	Resolution of Council 0221.016 Replaced reference to the former Code of Conduct with the new Code of Conduct.
17	27 October 2021	Re-established	Resolution of Council 1021.010 Review and re-establishment of Committees in accordance with Local Government Act 1995 section 5.8 and re-appointment of members s5.10 and 5.11, Bush Fires Act 1954, section 67 and Emergency Management Act 2005, section 38.
18	25 March 2022	Amended	Appendix 3 – Other Shire established groups – Occupational Health and Safety Committee amended to Work Health and Safety Committee
19	27 October 2023	Re-established	Resolution of Council 251023.09 Review and re-establishment of Committees in accordance with Local Government Act 1995 section 5.8 and re-appointment of members s5.10 and 5.11, Bush Fires Act 1954, section 67 and Emergency Management Act 2005, section 38.
20	23 May 2024	Amended	1.3 Joint Local Emergency Management Committee (Shire of Cuballing and Shire of Narrogin)
21	19 February 2025	Amended	Resolutions of Council 190225.12 & 190225.13 Amend to reflect the requirements of section 5.12 of the Local Government Act 1995, as amended by the Local Government Amendment Act 2024. Appoints and endorses members as the Council-appointed Presiding Members for their respective committees.

Item	Date	Action	Description
22	28 May 2025	Amended	Resolution of Council 280525.15 Deferral of implementation of Resolution 190225.12 Part 3 regarding independent Presiding and Deputy of Presiding Member appointments to the Audit, Risk and Improvement Committee, pending proclamation of the relevant provisions of the Local Government Amendment Act 2024. Interim appointment of Presiding Member.

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History Summary

Section 1 - Committees of Council

- 1.1 Audit, Risk and Improvement Committee
 - TOR Schedule 1.1 – Risk Management
- 1.2 Airport Advisory Committee
- 1.3 Joint Local Emergency Management Committee (Shire of Cuballing and Shire of Narrogin)
- 1.4 Australia Day and Honours Advisory Committee
 - TOR Schedule 1.4 – Honours and Awards Processes and Criteria
- 1.5 Townscape Advisory Committee
- 1.6 Bush Fire Advisory Committee
- 1.7 Code of Conduct Complaints Panels

Section 2 - Reference Groups

- 2.1 Community Assisted Transport Service (CATS) Stakeholder Reference Group
- 2.2 Community Chest Grants Reference Group
- 2.3 Roads Reference Group
- 2.4 Narrogin & Dryandra Visitor Centre Reference Group (N&DVC)
- 2.5 iCAN (Inclusive Community Advisory Network) Reference Group

Appendices

Appendix 1 – Standard conditions for establishment of Council Committees

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

Appendix 3 – Other Shire established groups

Section 1 - Committees of Council

1.1 Audit, Risk and Improvement Committee

Statutory context	Local Government Act 1995 –	
	<ul style="list-style-type: none"> Part 5, Division 2 Part 7, Audit 	
	Local Government (Audit) Regulations 1996	
	Appendix 1 – Standard conditions for establishment of Council Committees	
Council context	Appendix 1 – Standard conditions for establishment of Council Committees	
History	Established	25 October 2016
	Reviewed	23 October 2019
	Reviewed	27 October 2021
	Reviewed	25 October 2023
	Amended	19 February 2025
	Amended	28 May 2025

Establishment

Objectives	To exercise responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.
	To assist Council in discharging its legislative responsibilities of controlling the local government's affairs and determining the local government's policies pertaining to its finances and overseeing at a strategic level the allocation of the local government's finances and resources.
	To ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.
	To facilitate –
	<ul style="list-style-type: none"> the enhancement and objectivity of internal and external financial reporting; effective management of financial and other risks and the protection of assets; compliance with laws and regulations as well as best practice in auditing; the coordination of the internal audit function with the external audit; the effective communication between the auditor, the CEO and the Council.

Membership

Composition resolved by Council		
Nomination of	No.	
Presiding Member (Independent, Not an Elected Member or Employee)	1	Appointment subject to promulgation of legislation.
Deputy of Presiding Member (Independent, Not an Elected Member or Employee)	1	Appointment subject to promulgation of legislation.
Elected members (including ex-officio)	7	Shire President to be Chair until promulgation with

		current membership remains at 7 until promulgation of legislative amendments.
Employees (including ex-officio)	0	
Other persons – Community at large	0	
- Specified organisations	0	
Total Membership	7	9 effective upon promulgation of legislative amendments
Quorum	4	5 effective upon promulgation

Note: The Deputy of the Presiding Member is not an additional voting member and acts only in the absence of the Presiding Member, per draft legislative framework.

Required staff attendance (non-voting) –

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

Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

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

Role and Scope of Committee

1. Audit –
 - a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
 - b) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions.
 - c) Liaise with the CEO to ensure that the local government does everything in its power to –
 - assist the auditor to conduct the audit and carry out their other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously.
 - d) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters.
 - e) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
 - f) Review the scope of the audit plan and program and its effectiveness.
 - g) Review the local government's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;

- compliance with accounting standards and other reporting requirements;
- significant variances from prior years.

h) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.

i) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference.

j) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.

k) Review the Statutory Compliance Return and make a recommendation on its adoption to Council.

2. Risk Management –

- a) Oversight in the areas of risk management, internal control and legislative compliance in accordance with the Local Government (Audit) Regulations 1996 r.17.
- b) Consider, approve and review the annual Internal Audit Plan
- c) Advise Council on performance against the adopted Internal Audit Plan.

3. CEO support and advice –

- a) Provide the CEO with interim advice of a complex or confidential nature on request by the CEO.

– *End of TOR*

Notes

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

TOR Schedule 1.1 – Risk Management

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

Report prepared by

Executive Manager Corporate & Community Service

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

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

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

2. INTERNAL CONTROL

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

(1) Management Practices: (a) Separation of roles and functions, processing and authorisation: (i) integrity and ethics; (ii) documented policies & procedures, delegated authority, levels of responsibilities and authorities; (iii) audit practices; (b) Management operating style. (c) Human Resource management and practices: (i) volunteer management (ii) trained and qualified employees; and (iii) equity and diversity leadership. (d) HR Systems Control: (i) Induction Programs (ii) Recruitment (iii) Training (iv) Performance Management		•	Action required: •
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<p>(2) Information Management:</p> <p>(a) Data Management: Comparison of internal data with other or external sources of information, for example:</p> <ul style="list-style-type: none"> (i) Geographical Information Systems (GIS); and (ii) Public Works Engineering Data (e.g.: <i>As constructed data</i>). <p>(b) Control of approval of correspondence (documents, letters); and</p> <p>(c) Systems control: Security access, approval, version control.</p>		<ul style="list-style-type: none"> • 	<p>Action required:</p> <ul style="list-style-type: none"> •
<p>(3) Physical and Information Security: information system access and security, for example:</p> <p>(a) limitations on direct physical access to assets and records;</p> <p>(b) control of computer applications and information system standards;</p> <p>(c) limitations on access to make changes in data files and systems; and</p> <p>(d) testing the arithmetical accuracy and content of records.</p>		<ul style="list-style-type: none"> • 	<p>Action required:</p> <ul style="list-style-type: none"> •
<p>(4) Financial Management: integrity of financial systems, processes, controls, auditing, for example:</p> <p>(a) approval of financial transactions (records);</p> <p>(b) regular maintenance and review of financial control accounts and trial balances;</p> <p>(c) comparison and analysis of financial results with budgeted amounts;</p> <p>(d) report, review and approval of financial payments and reconciliations; and</p> <p>(e) comparison of the result of physical cash and inventory counts with accounting records.</p>		<ul style="list-style-type: none"> • 	<p>Action required:</p> <ul style="list-style-type: none"> •

3. LEGISLATIVE COMPLIANCE

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

<p>Legislative Compliance:</p> <p>(a) Statutory reporting timeframes are met;</p> <p>(b) Council and Executive Policy Positions are relevant and can be complied with;</p> <p>(c) Delegations are legislatively compliant, understood and complied with.</p>		<ul style="list-style-type: none"> • 	<p>Action required:</p> <ul style="list-style-type: none"> •
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– End of Schedule

1.2 Airport Advisory Committee

Statutory context Local Government Act 1995 –

- Part 5, Division 2

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

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

Establishment

Objectives To advise Council on –

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

Membership

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

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Technical & Rural Services	
Manager Operations	

Meetings**Appendix 1 – Standard conditions for establishment of Council Committees****Committee's Administrative Support**

Senior Officer responsible	Executive Manager Infrastructure Services
Initial contact person	Executive Support Officer

Role and Scope of Committee

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

– *End of TOR*

Notes

Nil

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

Statutory context Emergency Management Act 2005
 Emergency Management Regulations 2006
 State Emergency Management Directions

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

History	Established	25 October 2016
	Reviewed	23 October 2019
	Amended	23 June 2020
	Reviewed	27 October 2021
	Reviewed	25 October 2023
	Reviewed	22 May 2024
	Amended	19 February 2025

Establishment

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

Membership

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

Composition resolved by each Council		
Nomination of	No.	
Presiding Member & Deputy (Shire of Narrogin & Shire of Cuballing Elected Member) (rotating each meeting if available)	1	President Ballard or Shire President of Cuballing – *Presiding Member, rotating each meeting if available
Deputy Presiding Member (Shire of Narrogin & Shire of Cuballing Elected Member) (rotating each meeting if available)	1	President Ballard or Shire President of Cuballing – *Deputy Presiding Member, rotating each meeting if available
Shire of Narrogin Elected Member, including ex-officio	1	
Shire of Cuballing Elected Members	1	
Other persons – Community at large	0	
- WA Police, OIC Narrogin	1	ex-officio – LEM Coordinator
- DFES, Narrogin Regional Officer	1	
- Narrogin Regional Hospital	1	
- Narrogin Volunteer Bush Fire Brigades	1	Chief BFCO or DCBFCO
- Cuballing Volunteer Bush Fire Brigades	1	Chief BFCO or DCBFCO
- Narrogin VFRS Unit	1	
- Narrogin SES Unit	1	
- Water Corporation	1	

- Western Power, Narrogin	1	
- Department of Communities	1	
- Department of Primary Industry & Regional Development	1	
- Department of Biodiversity, Conservation & Attractions - Parks & Wildlife Services	1	
- Narrogin St John Ambulance Sub-centre	1	
- Department of Education	1	
Total Membership	18	
Quorum	8	No additional criteria

Observers to be invited (non-voting) –

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

Required staff attendance (non-voting) –

Primary	Secondary
Shire of Cuballing Chief Executive Officer	Or Nominee
Executive Manager Planning & Sustainability	Executive Manager Infrastructure Services
Community Emergency Services Manager	
Executive Support Officer	Executive Support Officer

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

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

Administrative Support

Senior Officer responsible	Executive Manager Planning & Sustainability
Initial contact person	Community Emergency Services Manager

Role and Scope of Committee

1. In accordance with Emergency Management Act s.38(2) the specified area of responsibility is the whole of the Shire of Narrogin.

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

– *End of TOR*

Notes

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

1.4 Australia Day and Honours Advisory Committee

Statutory context Local Government Act 1995 –

- Part 5, Division 2

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

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

Establishment

Objectives To provide an avenue of communication/consultation between Council and the community for –

- Australia Day WA Citizen of the Year Awards; in each category determined by it;
- Shire of Narrogin Australia Day Awards; consistent with the Australia Day WA Citizen of the Year Awards eligibility criteria and such other local award deemed appropriate by the Shire;
- Shire of Narrogin Australia Day functions and events; and
- other Commonwealth, State or local awards or honours.

Membership

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

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Corporate and Community Services	

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

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

Role and Scope of Committee

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

– *End of TOR*

Notes

TOR Schedule 1.4 – Honours and Awards Processes and Criteria

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

– End of Schedule

1.5 Townscape Advisory Committee

Statutory context Local Government Act 1995 –

- Part 5, Division 2

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

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

Establishment

Objectives To recommend to Council proposals to improve the physical infrastructure of the Narrogin and Highbury townsites, and throughout the district with a specific focus on:

- aesthetic presentation of the area,
- access and facilities for elderly and people with disabilities,
- designing out crime or anti-social behaviours.

Membership

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

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Infrastructure Services	

Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

Senior Officer responsible	Executive Manager Infrastructure Services
Initial contact person	Executive Support Officer

Role and Scope of Committee

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

– *End of TOR*

Notes

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

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

1.6 Bush Fire Advisory Committee

Statutory context Bush Fires Act 1954-

- Section 67

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

History

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

Establishment

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

Membership

Composition resolved by Council		
Nomination of	No.	
Presiding Member (Elected Member)	1	President L Ballard
Deputy Presiding Member (Elected Member)	0	Determined by the Committee as required
Elected members, including ex-officio	0	
Employees, including ex-officio	0	
o Non Employee Bush Fire Control Officers	15	
Total Membership	16	
Quorum	9	

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Planning & Sustainability	
Community Emergency Services Manager	
Shire FCOs (2 x Rangers)	

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

Senior Officer responsible	Executive Manager Planning & Sustainability
Initial contact person	Community Emergency Services Manager

Role and Scope of Committee

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

– End of TOR

Notes**BFAC**

Intended to hold two meetings annually –

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

1.7 Code of Conduct Complaints Panels

Statutory context Local Government Act 1995 –

- Part 5, Division 9

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

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

History

Established	24 February 2021
Reviewed	27 October 2021
Reviewed	25 October 2023
Amended	19 February 2025

Establishment

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

Membership

Panel Composition resolved by Council	
Authorised Persons	No.
The Shire President with respect to complaints made by anyone, excluding the Shire President;	1
The Deputy Shire President with respect to complaints made by the Shire President, excluding those made about the Deputy Shire President;	1
The Deputy Shire President with respect to complaints about the Shire President excluding those made by the Deputy Shire President; and	1
A panel comprising all of the Council Members , excluding the Shire President and Deputy Shire President, with respect to complaints about the Deputy Shire President made by the Shire President, or about the Shire President, made by the Deputy Shire President. Quorum: 3	5

Required staff attendance (non-voting) –

Primary	Secondary
Nil	

Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

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

Section 2 - Reference Groups

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

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

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

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

2.1 Community Assisted Transport Service (CATS) Stakeholder Reference Group

Statutory context	Local Government Act 1995 –	
	• Section 5.41 Role of CEO	
Council context	Appendix 1 – Standard conditions for establishment of Council Committees	
History	Established	25 October 2016
	Reviewed	23 October 2019
	Reviewed	27 October 2021
	Reviewed	25 October 2023
	Amended	19 February 2025
Establishment		
Objectives	A working group to provide advice regarding the management and coordination of the Community Assisted Transport Service.	
Meeting frequency	Generally once per annum	

Membership

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

Required staff attendance (non-voting) –

Primary	Secondary
Exec. Manager Corporate & Community Services	Manager Corporate Services
Manager Community Services	Homecare Services Coordinator

Administrative Support

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

Role and Scope

1. To provide feedback and advice on the strategic direction to Council and relating to –
 - a) how to operate the CATS program in a more sustainable manner.

- b) how to better promote the CATS program.
- c) fee structure.
- d) how to attract additional funding opportunities.
- e) how to support, attract and retain volunteers e.g. drivers/carers.
- f) raising of issues regarding the service to clients by the stakeholders.
- g) the type of motor vehicle to be used.
- h) how to expand the CATS program.
- i) recommend an alternative management/ownership of the CATS program, if required.

2. To provide a further avenue of communication between Council and the community groups which operate or contribute to the Service.

– *End of TOR*

Notes

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

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

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

2.2 Community Chest Grants Reference Group

Statutory context	Local Government Act 1995 –	
	• Section 5.41 Role of CEO	
Council context	Appendix 1 – Standard conditions for establishment of Council Committees	
History	Established	25 October 2016
	Amended	25 October 2017
	Reviewed	23 October 2019
	Amended	23 June 2020
	Reviewed	27 October 2021
	Reviewed	25 October 2023
	Amended	19 February 2025

Establishment

Objectives	A working group to review applications for Council assistance, prior to Officer's report to Council on suggested allocations from Budget.	
Meeting frequency	Generally twice per annum to assist the Administration develop recommendations to the Council for the two rounds.	

Membership

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

Required staff attendance (non-voting) –

Primary	Secondary
Chief Executive Officer	Executive Manager Corporate & Community Services

Administrative Support

Senior Officer responsible	Chief Executive Officer
Initial contact person	Community Economic & Development Coordinator

Role and Scope of Committee

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

– End of TOR

2.3 Roads Reference Group

Statutory context	Local Government Act 1995 –	
	<ul style="list-style-type: none"> • Section 5.41 Role of CEO 	
Corporate context	Appendix 1 – Standard conditions for establishment of Council Committees and Reference Group	
History	Established	22 March 2017
	Amended	25 October 2017
	Reviewed	23 October 2019
	Reviewed	27 October 2021
	Reviewed	25 October 2023
	Amended	19 February 2025

Establishment

Objectives	A working group to enhance communication between elected members and Technical & Rural Services staff –for <ul style="list-style-type: none"> - information exchange - discussion of technical issues.
Meeting frequency	Semi – Annually to Quarterly – <ul style="list-style-type: none"> • August – review roadworks program and recommended timetable • February – progress review, consider priorities for Budget consideration • May – progress review, confirm Budget priorities for consideration

Membership

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

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Infrastructure Services	
Manager Operations	
Executive Support Officer	

Administrative Support

Senior Officer responsible	Executive Manager Infrastructure Services
Initial contact person	Executive Support Officer

Role and Scope

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

– End of TOR

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

Statutory context	Local Government Act 1995 –	
	<ul style="list-style-type: none"> • Section 5.41 Role of CEO 	
Corporate context	Appendix 1 – Standard conditions for establishment of Council Committees and Reference Group	
	Memorandum of Understanding with Shire of Cuballing	
History	Established	25 October 2023
	Amended	19 February 2025

Establishment

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

Meeting frequency Generally twice per annum

Membership

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

Required staff attendance (non-voting) –

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

Administrative Support

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

Role and Scope

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

– End of TOR

2.5 iCAN (Inclusive Community Advisory Network) Reference Group

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none"> Section 5.41 Role of CEO Disability Services Act 1993 (WA) – <ul style="list-style-type: none"> Part 5 – Disability Access and Inclusion Plans (DAIPs)
Corporate context	Appendix 1 – Standard conditions for establishment of Council Committees and Reference Group

History	Draft	15 October 2025
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Establishment

Objectives: The Inclusive Community Advisory Network (iCAN) has been established to provide informed advice to the Shire of Narrogin on matters relating to access, inclusion, and community participation for all residents – particularly people living with disability, their carers, and families.

The Network will:

- Support the implementation and continuous improvement of the Shire's Disability Access and Inclusion Plan (DAIP);
- Promote equitable participation in community life, civic activities, and Shire services; and
- Strengthen the Shire's role as a community leader in fostering an inclusive, accessible and welcoming environment for all.

Meeting frequency Quarterly, or more frequently as required to address emerging matters or to provide input into specific projects or reviews.

Membership

Composition resolved by Council	
Nomination of	No.
Elected members	1
Employees, including ex-officio	1
Stakeholders and Community Members (People with lived experience of disability, carers, or representatives from relevant organisations and agencies).	5
Total Participation	8

Required staff attendance (non-voting) –

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

Administrative Support

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

Role and Scope

1. Advise the Senior Officer On DAIP Outcomes – provide input on strategies, programs, and projects contributing to the achievement of DAIP outcomes, including the review and implementation processes.
2. Act as a Consultation Mechanism – Serve as a formal forum for people with disability, carers, and key community stakeholders to share perspectives and raise issues affecting access and inclusion.
3. Champion Inclusion – Promote the principles of universal access and inclusion across the Shire's operations, events, facilities, services, and communications.
4. Provide Feedback on Policy and Planning – Review draft plans, strategies, and policies to ensure alignment with inclusive and accessible practices.
5. Foster Partnerships – Strengthen collaboration between the Shire, disability service providers, community organisations, and other stakeholders to enhance the inclusion and participation.
6. Support Community Awareness – Assist in the promotion and celebration of inclusion-focused events, such as International Day of People with Disability, and other awareness initiatives.
7. The iCAN Reference Group is an advisory body and holds no decision-making authority.
8. All recommendations are to be referred to the Senior Officer Responsible for consideration by the Executive and/or Council.
9. Membership is voluntary, with no meeting fees payable.
10. Minutes will be recorded, distributed to members, and submitted to Council for noting.
11. Membership will be reviewed at the commencement of each Council term to ensure broad and diverse representation.

– End of TOR

Appendices

Appendix 1 – Standard conditions for establishment of Council Committees

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

Matters will only be listed if varying from these Standard Conditions

Statutory context	<p>The majority of Committees are established under the Local Government Act 1995 –</p> <ul style="list-style-type: none"> - s.5.8 to s.5.18 – Committees and their meetings. - s.5.19 to s.5.25 – Matters affecting Council and Committee meetings. - s.5.59 to s.5.90 – Financial interests, declarations, gifts etc. <p>Also refer to Local Government (Administration) Regulations 1996 –</p> <ul style="list-style-type: none"> - r.4 to r.14B – Committees and committee meetings. <p>Shire of Narrogin Meeting Procedures Local Law 2016, unless otherwise provided for by the Act or Regulations.</p> <p>Some committees, but not all, have statutory functions. If so, general references to legislative requirements are given.</p>
Council context	<p>From time to time, Council may adopt specific policies that affect the Committee or provide direction.</p> <p>Compliance with the Shire of Narrogin Code of Conduct for Council Members, Committee Members and Candidates is mandatory, as required by the Act and Regulations.</p>
History	<p>First established</p> <p>Last amended</p> <p>Reviewed 25 October 2023</p>
Establishment	
Objectives	Brief outline of Council's objectives for the Committee.
Authority	Unless provided for by the Act or Regulations, the Committee has an advisory role only and has no delegated authority to implement actions or activity unless authorised by Council.
Financial Interests	<p>The Act requires all members of the Committee comply with the interest provisions of the Act –</p> <ul style="list-style-type: none"> - financial – both direct and indirect interests which impact the member; - proximity – development adjoining or affecting the member; - declarations – written declaration to be made to CEO or presiding members; - gifts – to be notified to CEO within 10 days of receipt or promise of gift.
Working Parties	The Act does not permit the establishment of a sub-Committee, however, the Committee may request that a member or several members consider a particular matter.

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

Membership

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

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

The Committee is to comprise of –

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

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

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

Members

Council members	As stipulated in the resolution establishing the Committee by absolute majority, or subsequent decision, and including any ex-officio member.
Employees	As stipulated in the resolution establishing the Committee by absolute majority, or subsequent decision, and including any ex-officio member.
Other persons	From the community or specific organisation, as stipulated in the resolution establishing the Committee by absolute majority, or subsequent decision.

Only appointed members of a Committee may vote. Generally, staff will not be voting members of a Committee, but have an advisory and support role only. However, there may be exceptions and these will be noted in the individual Committee's Terms of Reference.

Nomination of a member may be –

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

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

Deputy members	<p>The Act defines “deputy member” as a person appointed by Council authorised to act for a Committee member in that person’s unavailability.</p> <p>Only the person initially present at the meeting may participate, i.e. “tag teaming” by leaving a meeting, allowing the other to participate and vote, is not permitted.</p> <p>Where a deputy member is appointed by position, a person acting in that position automatically has membership. Where the person chooses to delegate the membership to another person within their organisation, this must be notified to the CEO.</p>
Vacancies	<p>The Act requires that members and deputy members be approved by absolute majority of Council.</p> <p>The Committee is not permitted to co-opt members but may invite a person or organisation to make a presentation or deputation.</p>
Tenure	<p>The Act stipulates membership of the Committee is until –</p> <ul style="list-style-type: none"> • the person no longer holds the office by virtue of which they were appointed, • the person resigns by notice in writing to the presiding member or the CEO, • the person’s term of appointment expires or is removed by Council, or otherwise become vacant, • the committee is disbanded or term for which it was established expires. <p>Generally, Council will only appoint an elected member or community member to the same committee for a maximum of 3 consecutive terms (i.e. 6 years).</p> <p>Consistent with the provisions of the Act s.2.25(4) applying to Council members, Council may remove a Committee member who has been absent for 3 consecutive meetings.</p>
Payments	<p>Apart from the Presiding Member and Deputy Presiding Member of the Council’s Audit, Risk and Improvement Committee, meeting fees are not paid. In some instances, reimbursement for actual expenses incurred in attending a Committee meeting may be permitted. Refer to CEO.</p>

Meetings

Frequency	May be specified by Council, but generally as required and determined by the Committee.
Presiding Member	The Act requires that the presiding member be selected by the Committee.
Procedures	In accordance with Shire of Narrogin Meeting Procedures Local Law.
Deputations	In accordance with Shire of Narrogin Meeting Procedures Local Law.
Quorum	<p>The Act stipulates 50% of the designated membership of the Committee whether the position is vacant or not, must be present.</p> <p>Where the membership is an odd number, the quorum is 50% and rounded up, e.g. quorum for a membership of 9 is 5.</p>

Voting	<p>In some circumstances, Council is permitted by absolute majority to give prior approval for a specific meeting to reduce the quorum required.</p>
	<p>All recommendations are to be by simple majority of Committee members present, The Presiding Members should announce the result of the vote, e.g. 3/1, or 4/0 etc..</p>
	<p>The Act requires that all Committee members present at the meeting –</p> <ul style="list-style-type: none"> • must vote, and • must vote in such a way that their vote is not secret, i.e. either on the voices or by show of hands.
	<p>Therefore the following are not permitted –</p> <ul style="list-style-type: none"> • proxy voting – submission of a written vote by another person); • abstaining from voting – those present are required by the Act to vote; • secret ballot or drawing of lots or similar.
	<p>In the case of equality of voting, the presiding member is to exercise a casting vote.</p>
	<p>Observers do not have a right to speak, but may address the meeting at discretion of the presiding member, and are not permitted to vote.</p>
Agendas	<p>To be available 3 days prior to meeting, to Committee members and the public.</p>
Minutes	<p>To be available 5 days after the meeting to Committee members and the public. The Act requires that the minutes of Committee meetings are submitted to Council for noting and to the following Committee meeting for confirmation.</p>
Recommendations	<p>All decisions of the committee are recommendations to Council, and are not to be actioned until authorised by Council, unless the senior officer has existing authority, responsibility or discretion to do so.</p>

Administrative Support

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

Role and Scope of Committee

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

– *End of Standard Conditions for TOR*

Notes

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

– *End of Schedule*

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

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

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

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

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

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

Community members of specific organisations will be invited for –

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

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

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

Appendix 3 – Other Shire established groups

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

Work Health and Safety Committee

Responsible to – CEO

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

11.4.3 COUNCIL COMMITTEES AND REFERENCE GROUPS PARTICIPATION AND DELEGATES TO EXTERNAL ORGANISATIONS

File Reference	13.3.2 & 15.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	14 October 2025
Author	Lily Webb – Executive Support Coordinator
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none">1. Council Committees and Reference Groups – Participation and Delegates to External Organisations

Summary

Council's consideration for membership of Council established Committees and Reference Groups and delegates to external organisations is requested. This includes endorsement of the membership to the newly formed iCAN Reference Group, subject to Council adoption earlier in this meeting.

Background

The *Local Government Act 1995* and the *Emergency Management Act 2005* respectively require the establishment of certain committees and prescribe membership requirements, including:

- Audit, Risk and Improvement Committee (ARIC) – must have a minimum of three elected members, with the majority of the committee being elected members. In accordance with proposed amendments to the *Local Government Act 1995* (sections 7.1A and 7.1B) and Council's resolution of February 2025, the ARIC must also include an Independent Presiding Member and an Independent Deputy Presiding Member, appointed by Council.
- Local Emergency Management Committee – must include the Local Emergency Management Coordinator.

While most committees and reference groups do not have maximum tenure specified in legislation, Section 5.11 of the *Local Government Act 1995* provides that membership tenure concludes at the next ordinary local government elections (maximum two years).

For consistency, it is recommended that Council review all memberships at this time.

Consultation

The Shire President and Executive Leadership Team were consulted in the development of the Report.

Statutory Environment

- *Local Government Act 1995*:
 - Sections 5.8 and 5.9 – Establishment and composition of committees;
 - Section 5.10 – Appointment of committee members;

- Section 5.11A – Deputy committee members;
- Section 5.11 – Committee membership, tenure of; and
- Section 7.1A and 7.1B (yet to be promulgated) – Audit, Risk & Improvement Committee, requiring independent Presiding and Deputy Presiding Members (excludes employees or representative of Chief Executive Officer).
- *Emergency Management Act 2005*:
 - Section 38 – requiring inclusion of the Local Emergency Coordinator in the LEMC.
- *Bush Fires Act 1954*:
 - Section 67 – Advisory committees
- The Shire of Narrogin's Meeting Procedures Local Law 2016.

Policy Implications

There are no policy implications that relate.

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 - Adoption of committee and reference group memberships supports positive social outcomes by strengthening community representation, encouraging participation, and promoting inclusiveness in Council decision-making.

Financial Implications

There are no significant financial implications beyond administrative costs and existing budget allocations.

Elected Members are paid a quarterly allowance for attendance at Council and Committee Meetings, irrespective of the number of meetings attended.

Subject to the relevant laws being promulgated, the Independent Presiding Member and Independent Deputy Presiding Member of the Audit, Risk and Improvement Committee (ARIC) are entitled to a meeting fee of \$224 per meeting, as adopted by Council. These costs have been provided for within the current Annual Budget.

Community members appointed to other committees or reference groups are not entitled to a meeting fee under the *Local Government Act 1995* or the Salaries and Allowances Tribunal Determination No. 1 of 2025.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	2	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
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation
Strategy:	4.1.1 Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2 Continue to enhance communication and transparency

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to adopt and appoint Elected Members to Council Committees and Reference Groups would result in a breach of the Local Government Act 1995.	Unlikely (2)	Moderate (3)	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 Local Government Act allows committees to comprise Elected Members, employees, and/or community members. Employees may attend to provide advice and support but do not hold voting rights. Depending on the intended purpose of the committee, its composition may be restricted or have other rights, impacts and obligations.

The Terms of Reference outline membership arrangements, which include:

- Representatives of specified organisations; and
- Community members at large, appointed by Council.

Committees and Reference Groups with non-Councillor membership include:

- Airport Advisory Committee
 - Specified organisations (3)
- Audit, Risk & Improvement Committee (ARIC)
 - Independent Presiding Member (1)
 - Independent Deputy to the Presiding Member (1)
- Local Emergency Management Committee (LEMC)
 - Specified organisations (13)
- Australia Day and Honours Advisory Committee
 - Specified organisations (3)
 - Community members at large (3)
- Townscape Advisory Committee (TAC)
 - Specified organisations (3)
 - Community members at large (4) (including 2 with special focus if possible)
- Community Assisted Transport Service (CATS) Stakeholder Reference Group
 - Specified organisations (6)
- Bush Fire Advisory Committee (BFAC)
 - Bush Fire Control Officers
- Narrogin & Dryandra Visitor Centre Reference Group
 - Shire of Cuballing representative
 - Volunteers' representative
- iCAN (Inclusive Community Advisory Network) Reference Group (new)
 - representatives from disability support organisations, service providers, and community members with lived experience.

There is no legislative power for any committee or reference group to “co-opt” a person as a voting member. However, a person may be invited to attend a meeting to present on a matter or to speak to an item with the consent of the Presiding Member.

Only those members formally appointed by Council have the right to move or second motions, vote, or speak at meetings. A deputy may act as a member only if appointed by Council and only when the member they represent is absent for the entirety of the meeting.

Appointments with Council Committees require an absolute majority resolution of Council. Appointments to Reference Groups and to external organisations may be made by simple majority.

It is recommended that:

- Each specified organisation confirms its nominated representative; and
- Community nominations be invited for the Australia Day and Honours Advisory Committee, the Townscape Advisory Committee, and the new iCAN Reference Group.

External organisations are those over which Council does not have control of establishment or dissolution. Appointment as a Council delegate to such organisations entitles the Elected Member to

claim travel and associated costs in accordance with Council's adopted policy. A deputy delegate may only claim travel costs if attending in the absence of the appointed delegate.

Changes to committee or reference group membership may be made at any time through resignation, Council resolution, or other appropriate processes.

Voting Requirements

- 1) Simple Majority required for the procedural motions.
- 2) Absolute Majority required for the committee delegate appointments.

OFFICERS' RECOMMENDATION

That with respect to membership on Council Committees, Reference Groups and delegates to external organisations, Council:

- 1) Request the organisations as specified in the Committee and Reference Group Terms of Reference to confirm their desired continued participation and nominated representative;
- 2) Seek public applications for community membership on the Australia Day and Honours Advisory Committee, the Townscape Advisory Committee, and the iCAN Reference Group; and
- 3) Make the following appointments as members and deputy members of Committees:

Committee	Member/s	Deputy/s
Audit, Risk and Improvement Committee (1 community member, + deputy (from date of promulgation of new legislation), 7 elected members)	Mr Seale, Presiding Member President L Ballard Cr Broad Cr Wiese Cr Pomykala Cr ... Cr ... Cr ...	Mr Durkee N/A
Airport Advisory Committee (3 elected members, 3 organisations)	President L Ballard Cr ... Cr ... Narrogin Gliding Club Narrogin Flying Club St John Ambulance	Cr ... N/A
Joint Local Emergency Management Committee	President Ballard – Shire of Narrogin *Presiding Member, rotating each meeting if available	Cr ...

<p>(2 Shire of Narrogin elected members, 2 Shire of Cuballing elected members, 14 organisations)</p>	<p>Cr ... – Shire of Narrogin Elected Member, including ex-officio</p>	
	<p>President – Shire of Cuballing *Presiding Member, rotating each meeting if available</p>	N/A
	<p>Shire of Cuballing Elected Member</p>	
	<p>WA Police – OIC Narrogin</p>	Ex-officio (LEM Coordinator)
	<p>Department Fire & Emergency Services – Narrogin Regional Officer</p>	N/A
	<p>Narrogin Regional Hospital – WACHS Operations Manager Southern Wheatbelt or delegate</p>	
	<p>Narrogin Volunteer Bush Fire Brigades</p>	Chief BFCO or DCBFCO
	<p>Cuballing Volunteer Bush Fire Brigades</p>	Chief BFCO or DCBFCO
	<p>Narrogin VFRS Unit – Captain</p>	N/A
	<p>Narrogin SES Unit – Manager or delegate</p>	
	<p>Water Corporation</p>	
	<p>Western Power</p>	
	<p>Department of Communities</p>	
	<p>Department of Primary Industry & Regional Development</p>	
	<p>Department of Biodiversity, Conservation & Attractions – Parks & Wildlife Services</p>	
<p>Australia Day and Honours Advisory Committee (3 elected members, 3 organisations, 3 community members)</p>	<p>Narrogin St John Ambulance Sub-Centre</p>	Cr ...
	<p>Department of Education</p>	
	<p>President Ballard</p>	
	<p>Cr ...</p>	
	<p>Cr ...</p>	N/A
	<p>Narrogin Lions Club – President or delegate</p>	

	Narrogin Rotary Club – President or delegate	
	Narrogin Chamber of Commerce	
	Community Member	
	Community Member	
	Community Member	
Townscape Advisory Committee (2 elected members, 3 organisations, 2 community members, 2 community members special focus)	Cr ...	Cr ... N/A
	Cr ...	
	Highbury District Community Council – President or delegate	
	Narrogin Chamber of Commerce - Chairperson or delegate	
	Arts Narrogin - Chairperson or delegate	
	Community Member	
	Community Member	
	Community Member (special focus)	
	Community Member (special focus)	
Bush Fire Advisory Committee (1 elected member, all Fire Control Officers excluding Shire employees)	President Ballard	Cr ...
	All registered Fire Control Officers excluding Shire employees	N/A

4) Make the following appointments as members and deputy members of reference groups:

Reference Group	Member/s	Deputy/s
Community Assisted Transport Service (CATS) Stakeholder Reference Group (1 elected member)	Cr ...	Cr ... N/A
	Narrogin Lions Club	
	Narrogin Revheads	
	Contributing Local Governments	
	Narrogin & District Senior Citizens	
	Volunteer driver representative	
	President Ballard	Cr ...

Community Chest Grants Reference Group (3 elected members)	Cr ...	
	Cr ...	
Roads Reference Group (3 elected members)	Cr ...	
	Cr ...	President Ballard
	Cr ...	
Narrogin & Dryandra Visitor Centre Reference Group (1 elected member)	Cr ...	Cr ...
	Shire of Cuballing representative	N/A
	Narrogin & Dryandra Visitor Centre Volunteers representative	
iCAN Reference Group (1 elected member, 5 community members)	Cr ...	Cr ...
	Community Member	N/A
	Community Member	

5) Make the following appointments as delegates and deputy delegates to external organisations:

External Organisation	Delegate/s	Deputy/s (if desired)
Development Assessment Panel must be elected member	President Ballard	Cr ... & Cr ...
	Cr ...	
Central Country Zone WALGA must be elected member	President Ballard	Cr ...
	Cr ...	
Wheatbelt South Regional Road Group (& Narrogin Sub-Group) must be elected member	Cr ...	Cr ...
Narrogin Cottage Homes Committee	Cr ...	N/A
District Health Advisory Committee (of WACHS)	Cr ...	N/A
Narrogin Community Support Organisation	Cr ...	N/A



DELEGATES TO COUNCIL COMMITTEES REFERENCE GROUPS EXTERNAL ORGANISATIONS

Membership | Deputies | Representatives

To be read in conjunction with the Establishment and Terms of Reference

**All membership of committees prior to 2025 elections
are terminated, in accordance with
Local Government Act 1995 section 5.11**

A copy of the Council Committees and Reference Groups Establishment and Terms of Reference are available from the Shire's [website](#).

History Summary

Date	Action	Description
25 October 2017	Adopted	Community Chest Reference Group and Roads Reference Group be altered, by only allowing voting rights for elected members, and not officers of the local government.
26 September 2018	Amended	Senior Officer Responsible Townscape Committee changed to Executive Manager Development & Regulatory Services.
13 December 2018	Amended	Resignation of G Ballard from Townscape Committee
27 February 2019	Amended	Appointment of Ms G Kami and Mrs V Chadwick to Townscape Committee
28 October 2019	Adopted	Res 1019.013 – Post election review and nomination of elected members to Committees, Reference Groups and external organisations.
20 December 2019	Amended	Res 1219.009 – Townscape Advisory Committee and Australia Day and Honours Advisory Committee membership updated.
3 August 2020	Amended	Cr Murray Fisher and Cr Brian Seale added to District Health Advisory Council of WA Country Health Service.
15 March 2021	Amended	Res 0221.016 New Committee – Code of Conduct Complaints Committee
27 October 2021	Adopted	Res 1021.011 – Post Election review and nomination of elected members to Committees, Reference Groups and external organisations
15 December 2021	Amended	Res 1215.006 – Appointment of Mrs V Chadwick, Mrs D Broad & Mr C Bartron to Townscape Committee
15 December 2021	Amended	Res 1215.006 – Appointment of Ms C Mahony to Australia Day & Honours Advisory Committee.
20 January 2022	Amended	Mr B Seale advised as Narrogin Chamber of Commerce representative
1 March 2022	Amended	Res 0223.010 – Appointment of Ms R Storey to Townscape Advisory Committee
25 October 2023	Amended	Res 251023.10 Post Election review and nomination of elected members to Committees, Reference Groups and external organisations
22 May 2024	Amended	Res 220524.04 Local Emergency Management Committee amended to Joint Local Emergency Management Committee, and memberships to reflect the inclusion of Shire of Cuballing.
7 August 2024	Amended	Appointment of Mrs T Angwin to Australia Day and Honours Advisory Committee and Appointment of Mr Allan Corner to Community Assisted Transport Service (CATS) Stakeholder Reference Group.
19 February 2025	Amended	Res 190225.12 Audit Advisory Committee amended to Audit, Risk and Improvement Committee

Council Committee Members & Deputy Members

Council committees are those where Council **does** exercise control (establishment, dissolution etc).

Appointed – 22 October 2025

Concluding – October 2027

Committee	Member/s	Deputy/s
Audit, Risk and Improvement Committee The Independent Presiding Member and Deputy Presiding Member are subject to promulgation of the legislation. (1 community member, + deputy, 7 elected members)	Mr Seale, Presiding Member	Mr Durkee
	President L Ballard	
	Cr Broad, Deputy President	
	Cr ...	
	Cr ...	
	Cr Pomykala	N/A
	Cr Wiese	
	Cr ...	

Committee	Member/s	Deputy/s
Airport Advisory Committee	President L Ballard	
	Cr ...	Cr ...
	Cr ...	
	Narrogin Gliding Club	
	Narrogin Flying Club	N/A
	St John Ambulance	

Committee	Member/s	Deputy/s
Joint Local Emergency Management Committee (2 Shire of Narrogin elected members, 2 Shire of Cuballing elected members, 14 organisations)	President Ballard – Shire of Narrogin *Presiding Member, rotating each meeting if available	Cr ...
	Cr ... – Shire of Narrogin Elected Member, including ex-officio	
	President – Shire of Cuballing *Presiding Member, rotating each meeting if available	N/A
	Shire of Cuballing Elected Member	
	WA Police – OIC Narrogin	ex-officio (LEM Coordinator)
	Dept Fire & Emergency Services – Narrogin Regional Officer	N/A
	Narrogin Regional Hospital – WACHS Operations Manager Southern Wheatbelt or delegate	
	Narrogin Volunteer Bush Fire Brigades	Chief BFCO or DCBFCO
	Cuballing Volunteer Bush Fire Brigades	Chief BFCO or DCBFCO
	Narrogin VFRS Unit – Captain	
	Narrogin SES Unit – Manager or delegate	
	Water Corporation	

	Western Power	N/A
	Dept of Communities	
	Dept of Primary Industry & Regional Development	
	Dept of Biodiversity, Conservation & Attractions – Parks & Wildlife Services	
	Narrogin St John Ambulance Sub-Centre	
	Dept of Education	

Committee	Member/s	Deputy/s
Australia Day and Honours Advisory Committee (3 elected members, 3 organisations, 3 community)	President L Ballard	Cr ...
	Cr ...	
	Cr ...	
	Narrogin Lions Club – President or delegate	N/A
	Narrogin Rotary Club – President or delegate	
	Narrogin Chamber of Commerce – President or delegate	
	Community Member	
	Community Member	
	Community Member	

Committee	Member/s	Deputy/s
Townscape Advisory Committee (2 elected members, 3 organisations, 2 community, 2 community special focus)	Cr ...	Cr ...
	Cr ...	
	Highbury District Community Council – President or delegate	N/A
	Narrogin Chamber of Commerce – Chairperson or delegate	
	Arts Narrogin – Chair or delegate	
	Community Member	
	Community Member	
	Community Member (special focus)	
	Raylene Storey - Community Member (special focus)	

Committee	Member/s	Deputy/s
Bush Fire Advisory Committee (1 elected member, all Fire Control Officers)	President L Ballard	Cr ...
	All registered Fire Control Officers, noting Shire of Narrogin employee Fire Control Officers are not entitled to vote.	

Council Reference Groups

Reference groups are those where Council does exercise control (establishment, dissolution etc).

Appointed – 22 October 2025

Concluding – October 2027

Reference Group	Member/s	Deputy/s
Community Assisted Transport Service (CATS) Stakeholder Reference Group	Cr ...	Cr ... N/A
	Narrogin Lions Club	
	Narrogin Revheads	
	Contributing Local Governments	
	Narrogin & District Senior Citizens	
	Volunteer driver representative	

Reference Group	Member/s	Deputy/s
Community Chest Grants Reference Group	President L Ballard	Cr ...
	Cr ...	
	Cr ...	

Reference Group	Member/s	Deputy/s
Roads Reference Group	Cr ...	President Ballard
	Cr ...	
	Cr ...	

Reference Group	Member/s	Deputy/s
Narrogin & Dryandra Visitor Centre Reference Group	Cr ...	Cr ... N/A
	Shire of Cuballing representative	
	Narrogin & Dryandra Visitor Centre Volunteers representative	

Reference Group	Member/s	Deputy/s
iCAN Reference Group	Cr ...	Cr ... N/A
	Community Member	

External Organisations: Council Representatives & Deputy Representatives

External organisations are those where Council does not exercise control (establishment, dissolution etc).

Commencing – 22 October 2025

Concluding – October 2027

External Organisation	Delegate/s	Deputy/s
Development Advisory Panel must be elected member	President L Ballard ----- Cr ...	Cr ... & Cr ...
Central Country Zone WALGA must be elected member	President L Ballard ----- Cr ...	Cr ...
Wheatbelt South Regional Road Group (& Narrogin Sub-Group) must be elected member	Cr ... ----- Cr ...	Cr ...
Narrogin Cottage Homes Committee	C ...	N/A
Narrogin Community Support Organisation	Cr ...	N/A
District Health Advisory Committee (of WACHS)	Cr ...	N/A

11.4.4 ELECTED MEMBER TRAINING AND CONTINUING PROFESSIONAL DEVELOPMENT

File Reference	13.5.4
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	14 October 2025
Author	Lily Webb – Executive Support Coordinator
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none">1. Council Policy 1.17 – Continuing Professional Development

Summary

This report recommends that Council review and retain the existing Policy relating to Continuing Professional Development; and reaffirm the preferred service provider for Elected Member Training.

Background

The *Local Government Legislation Amendment Act 1995* received the Governor's assent on 5 July 2019. Section 5.128 of the Act requires Councils to adopt a policy in relation to the continuing professional development of Elected Members with a requirement for a Policy to be published on the local government's website.

The Department of Local Government, Sport and Cultural Industries (DLGSC) have subsequently advised that all Council Members will need to complete the Council Member Essentials training course, within 12 months of being elected. The course has been developed to provide Council Members with the skills and knowledge to perform their roles as leaders in their district.

Consultation

Officers have consulted with the Department of Local Government, Industry Regulation and Safety (LGIRS) and the Western Australian Local Government Association (WALGA).

Statutory Environment

Pursuant to section 5.128 of the *Local Government Act 1995* (the Act), all Councils are required to adopt a policy in relation to the continuing professional development of Elected Members, with a requirement that an up-to-date version of the policy be available on the Shire's website and the policy complying with any prescribed policy, if any. There is no current prescribed policy, nor any proposed by the Department, at this time.

Section 5.128 (5) requires a local government to review the policy after each ordinary election.

Regulation 35 (3) of the *Local Government (Administration) Regulations 1996* specifies that an Elected Member has 12 months from the date of election to complete the required courses.

In addition, section 5.127 of the Act, requires the Shire to report on the training completed by Elected Members each financial year, and that report is to be published on the Shire's website within 1 month after the end of the financial year.

Policy Implications

The current policy with respect to continuing professional development and training is contained in Attachment 1.

Elected Members attendance at conferences is dealt with separately in accordance with Policies:

- Continuing Professional Development;
- Elected Members – Conference, Training, Travel and out of Pocket Expenses; and
- Council Policy 8.13 – Training, Study and Education.

The current section of the Policy under the heading 'Procedures' states;

"Considerations for approval of the training or professional development activity include:

- *The costs of attendance including registration, travel and accommodation, if required;*
- *The Budget provisions allowed and the uncommitted or unspent funds remaining;*
- *Any justification provided by the applicant when the training is submitted for approval;*
- *The benefits to the Shire of the person attending;*
- *Identified skills gaps of elected members both individually and has a collective;*
- *Alignment to the Shire's Strategic Objectives; and*
- *The number of Shire representatives already approved to attend.*

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, which are deemed to be approved, are to be assessed as follows:

- *Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO; and*
- *Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO."*

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

Cost associated with training are allocated in the Members of Council section of the Budget.

Costs associated with accommodation, meals and travel expenses should be taken into consideration for any face-to-face training.

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to review Policy 1.17 Continuing Professional Development under Section 5.128 (5) of the Local Government Act 1995 would result in a breach of the legislation.	Unlikely (2)	Moderate (3)	Medium (5-9)	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 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

All Council Members will have to complete the Council Member Essentials course within 12 months of being elected, unless, in the previous five years, they have passed the Diploma of Local Government 52756WA (Elected Member) or the course titled LGASS00002 Elected Member Skill Set.

The Council Member Essentials course comprises of the following five units:

- Understanding Local Government (1/2 day) eLearning @ \$240.00 per enrolment;
- Serving on Council (1/2 day) eLearning @ \$470.00 per enrolment;
- Meeting Procedures (2 days) eLearning @ \$370.00 per enrolment;
- Conflicts of interest (1 day) eLearning @ \$240.00 per enrolment; and
- Understanding financial reports and budgets (1 day) eLearning @ \$370.00 per enrolment.

Courses are provided by the Western Australian Local Government Association (WALGA).

Options	Delivery of Training	Individual cost per person
Option 1	5 x individual face to face (at WALGA offices)	\$2,680
Option 2	5 x individual eLearning (all 5 courses conducted online) (unlimited) Sat Band 3	\$6,552 per local government p.a. or \$2,580 per Elected Member

The Shire of Narrogin's Annual Budget includes allowance for the costs associated with Elected Member training, which could be face-to-face or completed online. Council Officers will liaise with Elected Members to arrange mutually convenient training opportunities. The training is valid for five years.

The Officer has recommended that the policy refers to eLearning being the Council's preference, given that this represents a cost saving to the Shire. However, the policy also acknowledges that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region. Individual training requirements can be discussed with the Shire President or Chief Executive Officer.

Should an Elected Member have completed any of the units of training previously, the Elected Member will be required to undertake the on-line assessment component only of the training which will then be auto marked and a Certificate of Achievement automatically issued.

The Administration has recommended WALGA as the Shire's preferred facilitator for the Council Member Essentials training.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION

That Council endorse the review of Policy 1.17 Continuing Professional Development, noting no change, and as per Attachment 1.

1.17 Continuing Professional Development

Responsible Executive	Chief Executive Officer
Statutory context	Local Government Act 1995, s.5.98, s.5.127, s.5.128 and s.5.129 Local Government (Administration) Regulations 1996, r.30-32
Corporate context	Policy 1.8 - Elected Members – Conference, Training, and out of pocket Expenses Policy 8.13 – Training, Study and Education
History	Adopted 24 March 2020 Reviewed 7 June 2021 Amended 24 November 2021 Reviewed 26 April 2023 Reviewed 28 May 2025

Objective

To ensure that Elected Members of the Shire of Narrogin receive appropriate information and training to enable them to understand and undertake their responsibilities and obligations.

Policy Statement

The Shire of Narrogin recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

Pursuant to the Local Government Act 1995, Elected Members must complete Council Member Essentials which incorporates the following training units:

- Understanding Local Government;
- Conflicts of Interest;
- Serving on Council;
- Meeting Procedures and Debating; and
- Understanding Financial Report and Budgets.

Council's preferred provider for the training is WALGA (WA Local Government Association).

All units and associated costs will be paid for by the Shire and must be completed by 30 June in the year immediately following the elected Member's election. The training is valid for a period of five years.

Additionally, the Shire will publish, on the Shire's website, training undertaken by all Elected Members within one month after the end of the financial year pursuant to Local Government Act 1995.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

Procedures

Considerations for approval of the training or professional development activity include:

- The costs of attendance including registration, travel and accommodation, if required;
- The Budget provisions allowed and the uncommitted or unspent funds remaining;
- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the person attending;
- Identified skills gaps of elected members both individually and has a collective;
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend.

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, or Diploma in Local Government (Elected Member), (payment in arrears on successful completion of each unit), which are both deemed to be approved, are to be assessed as follows:

- Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO; and
- Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO.

Note well: any expenditure commitments associated with training or professional development must be performed by and authorised through the CEO.

Forms and Templates

Nil

– End of Policy

Notes

Statutory requirement –

The Local Government Act requires that the policy may only be adopted or amended by absolute majority.

A copy of this Policy (S 5.128) and the Annual Report of Elected Members training (S 5.127) undertaken for the preceding financial year is available here:

<https://www.narrogin.wa.gov.au/your-shire/your-council/elected-members-training.aspx>

OFFICERS' RECOMMENDATION

That pursuant to section 5.23 (2)(a), (b), & (c) of the Local Government Act 1995, the Council move behind closed doors to discuss:

- 1) a matter affecting an employee or employees;
- 2) the personal affairs of a person; and
- 3) 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.

11.4.5 RECRUITMENT OF EXECUTIVE MANAGER INFRASTRUCTURE SERVICES

File Reference	Personal File
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	15 October 2025
Author	Lily Webb – Executive Support Coordinator
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none">1. CONFIDENTIAL attachment Proposed Contract and CV of preferred applicant (provided under separate cover)

Summary

The Chief Executive Officer proposes to offer a 5 (five) year contract to the preferred applicant for the position of Executive Manager Infrastructure Services with the individual, commencing employment on Tuesday, 4 November 2025 and contract ending 3 November 2030.

A copy of the preferred applicant's CV and Cover Letter have been provided under separate cover, together with the proposed employment contract.

This report seeks Council's formal endorsement of:

- The appointment pursuant to section 5.37(2) of the *Local Government Act 1995*;
- The renaming of the former Executive Manager Technical & Rural Services role to Executive Manager Infrastructure Services; and
- Amendment of Council's Policy Manual and Delegations Register to give effect to this renaming.

Background

The former Executive Manager Infrastructure Services (Executive Manager Technical & Rural Services) retired from employment with the Shire on 21 August 2025 after being with the Shire for over ten and a half years.

A state-wide recruitment process has concluded with 18 applicants, three (3) of whom were interviewed by the selection panel comprising the Chief Executive Officer and the Executive Manager Corporate & Community Services.

Consultation

The Chief Executive Officer has consulted with:

- the Shire President;
- the Deputy Shire President; and
- the Executive Manager Corporate & Community Services.

Statutory Environment

The following sections of the *Local Government Act 1995* provide the legislative framework that supports both the Chief Executive Officer's decision to proceed with the appointment (subject to Council endorsement) and the redefined title:

- Section 5.37 – Senior Employees
The CEO is to inform the Council of each proposal to employ or dismiss a senior employee, and the Council may accept or reject the CEO's recommendation.
- Section 5.40 – Principles Affecting Employment by Local Governments
This section emphasises fair, equitable, and lawful employment practices, reinforcing the integrity of the recruitment and appointment process.
- Section 5.44 – CEO May Delegate to Other Employees.
This provision is relevant in relation to internal delegation structures, ensuring operational efficiency and clarify of responsibility within the organisation.
- Section 3.1(1A) – General Function of a Local Government (introduced November 2023)
This section underlines the broader strategic and sustainable considerations required in all decision-making processes by local governments, including human resource decisions.

Policy Implications

Council Policy 2.1 Senior Employees – Designation & Appointing Acting Chief Executive Officer relates and requires a small modification as a result of this proposed appointment.

The current policy states in part “Pursuant to Section 5.37 of the Local Government Act 1995, the following employees are designated as senior employees –

- a) Executive Manager, Corporate and Community Services;
- b) Executive Manager, Planning & Sustainability; and
- c) Executive Manager, Technical and Rural Services”.

This proposal calls for the title of the position of Executive Manager, Technical and Rural Services to be named Executive Manager Infrastructure Services with the new appointment to better reflect the primary focus of the position.

In addition to Council Policy 2.1, the following policies also refer to the Executive's title and will require minor amendments to ensure consistency:

- Policy 5.6 Fire Fighting – Emergency Plant Hire
- Policy 12.6 Private Works
- Policy 12.8 Directional Street Signs – Non-commercial
- Policy 13.3 Street Trees

Sustainability & Climate Change Implications

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

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

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

Financial Implications

The recruitment is replicating existing staffing level and is in accordance with current Budget provisions.

Strategic Implications

Outcome:	4. Civic Leadership Objective (To Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Strategy:	4.1 An efficient and effective organisation
Strategy:	4.1.1 Continually improve operational efficiencies and provide effective services
Strategy:	4.2. An employer of choice
Strategy:	4.2.1 Provide a positive, desirable workplace

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Misalignment with organisation goals or inadequate performance, impacting operational efficiency and strategic outcomes.	Unlikely (2)	Moderate (3)	Medium (5-9)	Employment Practices	Risk Management through recruitment process, vetting, and probationary period to assess the employee's suitability for the role.

Risk Matrix

Consequence 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 preferred applicant is a well-qualified and experienced senior local government officer that brings a wealth of knowledge to the organisation. The Council is now requested to formally endorse the Chief Executive Officer's appointment of the applicant in accordance with the *Local Government Act 1995*; and approve the supporting policy amendment to give effect to the role's revised title as Executive Manager Infrastructure Services.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION 1 OF 2

That pursuant to section 5.37 of the *Local Government Act 1995*, the Council endorse the Chief Executive Officer's recommendation to make an offer to the preferred Candidate for the position of Executive Manager Infrastructure Services, as discussed behind closed doors.

OFFICERS' RECOMMENDATION 2 OF 2

That Council;

- 1) Amend its Policy Manual by deleting all references to the role of 'Executive Manager Technical & Rural Services' and replacing it with the role of 'Executive Manager Infrastructure Services,' wherever it occurs.
- 2) Note that the Administration will make consequential administrative amendments to give effect to this.

OFFICERS' RECOMMENDATION

That Council proceed in public.

12. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**13. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING****14. CLOSURE OF MEETING**

There being no further business to discuss, the Presiding Member declared the meeting closed at 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 26 November 2025, at this same venue.



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