



Shire of
Narrogin
Love the life

MINUTES

ORDINARY COUNCIL MEETING

26 NOVEMBER 2025

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

Signed:

Date

28 November 2025

These minutes were confirmed at the Ordinary Council Meeting held on 17 / 12 / 2025

Signed:

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

Acknowledgement of Noongar People

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

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

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Shire of
Narrogin

Love the life

STRATEGIC COMMUNITY PLAN

SNAPSHOT

2017-27

VISION

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

MISSION

Provide leadership, direction and opportunities for the community.

KEY PRINCIPLES

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

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

OUR VALUES

Care with Trust & Teamwork

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

Accountability - We accept responsibility for our actions and outcomes

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

Excellence - We go the extra mile to deliver outstanding services

Trust - We share without fear of consequences

Team Work - We work together for a common goal

ECONOMIC



Support growth and progress, locally and regionally...

Growth in revenue opportunities

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

Increased Tourism

- Promote, develop tourism and maintain local attractions

An effective well maintained transport network

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

Agriculture opportunities maintained and developed

- Support development of agricultural services

SOCIAL



Provide community facilities and promote social interaction...

Provision of youth services

- Develop and implement a youth strategy

Build a healthier and safer community

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

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

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

Cultural and heritage diversity is recognised

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

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

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

ENVIRONMENT



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

A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

Effective waste services

- Support the provision of waste services

Efficient use of resources

- Increase resource usage efficiency

A well maintained built environment

- Improve and maintain built environment

CIVIC



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

An efficient and effective organisation

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

An employer of choice

- Provide a positive, desirable workplace

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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.

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

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ORDINARY COUNCIL MEETING

26 NOVEMBER 2025

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 7:04 pm.

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

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

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

Members (Voting)

Mr L Ballard – Shire President (Presiding Member)

Cr G Broad – Deputy Shire President

Cr M Fisher

Cr C Bartron

Cr J Pomykala

Cr T Wiese

Cr R McNab

Staff

Mr D Stewart – Chief Executive Officer

Mr I Graham – Executive Manager Corporate & Community Services

Mr A Majid – Executive Manager Planning & Sustainability

Mr J Warburton – Executive Manager Infrastructure Services

Mrs L Webb – Executive Support Coordinator

Leave of Absence

Nil

Apologies

Nil

Absent

Nil

Visitors

Nine (9)

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

Name	Item No	Interest	Nature
Cr Broad	10.4.2	Impartiality	Spouse of Nominee

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

5.1 QUESTION FROM BRIAN SEALE

1. *"Will the Council consider slightly modifying two recommendations in the Agenda, Item 10.3.5, the rate exemption request, to 'decline' rather than 'refuse', so that the wording reflects that Council has considered the request; and Item 10.4.1, the 50% discount request, to read 'approve' rather than 'endorse', as the term 'endorse' suggests the request has been considered before Council's deliberation."*

Response from the Shire President:

The Shire President acknowledged the suggestions, noting that the Elected Members would consider them at the appropriate time in the agenda.

5.2 QUESTIONS FROM ANDREW BORTHWICK

1. *"Why was I not advised, nor did I receive correspondence, regarding my rates and the payment process for late rates?"*

Response from the Chief Executive Officer:

The Chief Executive Officer advised that he recalled someone saying at the question time two months earlier that someone hadn't allegedly not received their rates however weren't advised who they were and asked to be advised. As far as he was aware we had not received that advice. Now that has been confirmed he would investigate whether it can be confirmed whether Mr Borthwick did not receive his notice and if so why and communicate directly with Mr Borthwick about those findings.

2. *"An email was sent to the CEO and Councillors in March 2024 regarding historical road grading on Yilliminning Road, including shoulder maintenance and widening. How many of the CEO and Councillors have travelled this road?"*

Response from the Shire President:

The Shire President noted that the Administration will review the original email and the matters raised, determine what actions have occurred, and request the Administration to provide a response to Mr Borthwick.

3. *“Is Council prepared to hold an additional Renewable Energy Transition Session with updated / current data?”*

Response from the Shire President:

The Shire President advised that the session was an information evening to share what the Council or proponents of Powering WA knows about the renewables within the Shire. No additional session is currently planned and the information presented was peer reviewed and whilst some of it was 10 years old, the most current peer renewed data available.

4. *“Some of the information presented was approximately 11 years old. Is that appropriate for current consideration?”*

Response from the Shire President:

The Shire President advised that all information presented was peer-reviewed. The Shire hosted the forum but was not responsible for producing the material presented.

The Shire President noted that PoweringWA will be holding a follow-up information session, details of which will be advised. Community members are encouraged to direct technical questions to PoweringWA.

5.3 QUESTIONS FROM MARION PRICE

1. *“On behalf of Robert Lange (East Neighbourhood Collective): Did the Councillors ever ask ratepayers their thoughts on green energy before welcoming renewable energy developers, and if so, how?”*

Response from the Shire President:

The Shire President responded that energy transition mandates sit with the State Government. The Shire did not initially approach or invite renewable energy developers to the district.

2. *“On behalf of Robert Lange (East Neighbourhood Collective): When local government proposes changes to land, there are obligations to notify the community. Does this apply to agricultural land, if so, when does the community have the opportunity to voice its comments? If not, why not?”*

Response from the Shire President:

The Shire President responded that once the Development Application has been lodged it is then advertised to the public via the relevant Government Agency.

Response from the Chief Executive Officer:

The CEO advised that the State undertakes an advertising and community consultation period of approximately 90 days. Local governments typically have a 30-day consultation period. Rezoning requests generally require local government approval unless overridden by the State. The Shire’s Local Planning Scheme does not exclude renewable energy companies, and the State Government has determined that the use is not inconsistent. Planning schemes are controlled by the State Government of Western Australia.

3. *“Can the Narrogin East Neighbourhood Collective hold a meeting to present the information they have gathered?”*

Response from the Shire President:

The Shire President responded yes.

5.4 QUESTIONS FROM ALICEN JOHNSON

1. *“Given that there are 11 projects proposed, would the Shire support the Narrogin East Neighbourhood Collective publicly by directly advising developers that the Shire of Narrogin is not a suitable location for these developments?”*

Response from the Shire President:

The Shire President advised that Council could discuss the question and consider what such an approach may achieve.

Response from the Deputy Shire President:

The Deputy Shire President reminded attendees that Council's adopted documents, outlining its position and related policy matters, are available on the Shire's website.

2. *“Have any committees been formed by Council regarding these new energy developments coming to Narrogin?”*

Response from the Shire President:

The Shire President responded that no committees have been formed.

3. *“What is happening with Christmas decorations in the town of Narrogin?”*

Response from the Shire President:

The Shire President advised that staff can no longer access parapets for safety reasons. Decorations have begun to be installed at the NRLC, Mackie Park, and the Town Hall. Some CBD lighting infrastructure may be replaced to allow Christmas lighting to be installed.

Response from the Chief Executive Officer:

The CEO noted that lights are installed by 1 December each year as standard practice. Access to private property and some buildings previously used is now restricted due to WHS concerns. Council has a budget for Christmas lighting and has investigated replacement options for the CBD for next Budget.

5.5 QUESTIONS FROM COURTNEY WRIGHT

1. *“Has the Shire engaged directly with Indigenous community members regarding sacred sites located on Shire or other property? There is no documentation available at the Shire office, and will the Shire investigate these sites or communicate with the State authority to obtain information?”*

Response from the Chief Executive Officer:

The CEO advised that Planning and other Shire Officers are well versed in the relevant legislation. Information about registered sites is available on the State's online database. Some sites are located on private land, including west of the townsite and within Narrogin itself. Local elders are referring certain areas to the responsible State agency. The Department of Planning, Lands and Heritage is responsible for making this information available. The Shire has undertaken its own survey of Gnarojin Brook and liaises with local elders as appropriate from time to time. The website is [Aboriginal Cultural Heritage Inquiry System](https://espatial.dplh.wa.gov.au/ACHIS/index.html?viewer=ACHIS) (<https://espatial.dplh.wa.gov.au/ACHIS/index.html?viewer=ACHIS>)

2. *“There may be missing information relating to sites at Birdwhistle Rock.”*

Response from the Chief Executive Officer:

The CEO encouraged Ms Wright to continue engaging with elders so they can work with the appropriate State entities to undertake research and employ suitable expertise. The CEO confirmed that responsibility for identifying and assessing heritage sites rests with the State, and Elders not local government.

3. *“Concerns about microplastics, asbestos distribution, waste removal costs, and community impacts following project completion.”*

Response from the Chief Executive Officer:

The CEO advised that concerns regarding asbestos and similar issues should be raised during the formal advertising period for the project. Submissions should be made to the assessment authority and the project proponents. Information may also be forwarded to the Shire Administration should it be relevant to any conditions the Shire may consider.

6. APPLICATIONS FOR LEAVE OF ABSENCE

The next meeting is scheduled for 17 December 2025.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting

OFFICER’S RECOMMENDATION & COUNCIL RESOLUTION 261125.01

Moved: Cr Pomykala

Seconded: Cr Bartron

That the minutes of the Ordinary Council Meeting held on 22 October 2025 be confirmed as an accurate record of the proceedings.

CARRIED 7/0

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

Against: Nil

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Nil

10. MATTERS WHICH REQUIRE DECISIONS

10.1 PLANNING & SUSTAINABILITY

ELECTED MEMBER'S MOTION & COUNCIL RESOLUTION 261125.02

Moved: Cr Fisher

Seconded: Cr Broad

That Item '10.1.1 RFQ 25/26-05 Operation and Maintenance of Narrogin Waste Management Facility' be considered as the final matter requiring a decision at this meeting.

CARRIED 7/0

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

Against: Nil

10.2 INFRASTRUCTURE SERVICES

10.2.1 TOWNSCAPE ADVISORY COMMITTEE - MINOR ENTRY STATEMENTS

File Reference	26.3.8
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	19 November 2025
Author	Lily Webb – Executive Support Coordinator
Authorising Officer	John Warburton – Executive Manager Infrastructure Services
Attachments 1. Minor Entry Statement – Concept Design	

Summary

At its Ordinary Council Meeting held on 27 August 2025, Council endorsed in principle the concept of replacing minor entry statements for the townsites of Narrogin and Highbury, noting that the Williams-Kondinin Road (Eastern entrance) be proposed as a large entrance statement, and resolved to undertake a 30-day community consultation period prior to making a final decision. The consultation period has been completed with no submissions received. This report now presents the item back to Council for final determination.

The Townscape Advisory Committee (TAC) recommended a concept design (see Attachment 1) for five (5) minor entry statements located in Highbury and Narrogin, to replace existing silo and other entry statements. The Administration undertook community consultation in accordance with Council's previous resolution (270825.03), and no objections or comments were received.

Should Council resolve to accept the minor entry statement concept, then the Administration will implement the project with funding contained within the 2025/26 Budget of up to \$25,000 allocated to Public Art Strategy Implementation.

Background

As part of the adopted Ten Year Public Art Program 2024 – 2034, the replacement of entry statements features as a project. The TAC has identified this project as a high priority. The Administration has subsequently informally discussed this with elected members at a recent Monthly Briefing Session (MBS) to gauge elected members support, whereby the concept was supported in principle.

At its meeting held on 27 August 2025, Council resolved to endorse the concept in principle, noting that the Williams-Kondinin Road Eastern entrance be proposed as a large entrance statement, and to advertise the proposal for a period of 30 days to invite community feedback prior to making a final decision.

The consultation period commenced on 17 September 2025 and closed on 16 October 2025. No submissions were received.

Consultation

Consultation with Elected Members occurred prior to the August 2025 Council Meeting at the monthly informal briefing session, and the TAC recommendation was supported in principle at that time.

In accordance with Council Resolution 270825.03, the Administration undertook a 30-day community consultation process. The proposal and indicative cost were advertised on the Shire's website, Facebook page and public noticeboards, and referred to the Highbury District Community Council Inc. No submissions were received during the consultation period.

The consultation requirements of Council's Community Engagement Charter (Policy 1.14) have therefore been satisfied.

Statutory Environment

The replacement of the Shire's existing townsite entry statements is subject to compliance with the *Local Government Act 1995*, planning and building regulations, and any relevant policies of the Shire of Narrogin, while there are none known that relate.

Where entry statements are located on or adjacent to road reserves managed by Main Roads WA (MRWA), approvals may also be required from MRWA to ensure compliance with road safety and visibility standards.

Policy Implications

Council's Policy 1.14 – Community Engagement Charter outlines the Shire's commitment to ensuring that community members are appropriately informed and given the opportunity to contribute to decisions that may affect them. Recognising that some residents may consider the removal and replacement of existing entry statements to be unnecessary, the Administration undertook a transparent engagement process in accordance with this policy, allowing all interested community members a clear opportunity to review the concept designs and provide feedback prior to Council making its final decision.

Sustainability & Climate Change Implications

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

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

Social - The installation of town entry statements is expected to deliver positive social outcomes for the Shire and wider community. Such statements contribute to a stronger sense of identity and civic pride by visually representing the character and values of the town. They create a welcoming impression for residents, visitors and potential investors, reinforcing the town's profile as a vibrant and attractive place to live, work and visit. Town entry statements can also encourage community connectedness, as they often become a source of local pride and a symbol of belonging, while enhancing the town's overall visual amenity.

Financial Implications

Through a cost enquiry with a local steel fabricator by a committee member of the TAC regarding the concept design at Attachment 1, the indicative costing given was \$2,000 ex GST each to supply the design inclusive of rustic steel sign, mini orb backing, laser cut lettering and upright posts.

Landscaping similar to the concept design with two grass trees (Axanthorrhoea) and some locally sourced granite rocks would take the total for each of the five minor entry statements to approximately \$5,000.

The total cost of up to \$25,000 municipal funding for the five minor entry statements is contained in the 2025/26 Budget, under Other Culture, Job IO113.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	1.	Economic Objective (Support growth and progress, locally and regionally)
Strategy:	1.1.2	Promote Narrogin and the Region
Outcome:	1.2	Increased Tourism
Strategy:	1.2.1	Promote, develop tourism and maintain local attractions

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Given community consultation has occurred with no submissions received the risks associated with proceeding based on 'design' or 'cost' has been eliminated.	Unlikely (2)	Insignificant (1)	Low (1-4)	Engagement Practices	Nil proposed.

Risk Matrix

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

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

Council previously endorsed the concept for five (5) minor entry statements in principle and resolved to seek community feedback prior to finalising the decision. The consultation period has now concluded with no submissions received.

The four (4) minor entry statements proposed to replace existing silo and other entry statements include the following locations:

1. Highbury x 2, one at either end of the Highbury townsite on Great Southern Highway (GSH). Instead of Welcome to Narrogin, the entry will read Welcome to Highbury with the Shire logo on it and keeping the same theme as the other three. Replaces two current entry signs;
2. Narrakine Road at the junction of Fleay Road. Replaces a silo entry statement; and
3. Narrogin Harrismith Road on entry to town. This is a new entry statement not replacing one.

The attached design has been indicatively costed by a local steel fabricator at \$2,000 ex GST. Add supply of landscaping materials and labour (inhouse) then each minor entry statement would cost around \$5,000 ex GST. There is a provision of \$25,000 in the current 2025/26 Budget for Public Art of which would cover the expense of supply and install of all five minor entry statements.

Acceptance of the design will allow Administration to commence fabrication and installation within the allocated 2025/26 budget.

Should Council resolve to accept the recommendation, then the TAC will commence further discussions and design the large entry statements under a similar concept design, and present the design and costings to Council in due course for consideration and resolution.

The four (4) large entry statements are proposed to be located at:

1. Williams Kondinin Road (East entry to town from Wickiepin). Replaces a silo entry statement;
2. Williams Kondinin Road (West, near the Cemetery). Replaces a silo entry statement;
3. Great Southern Highway (entering from Wagin). Replaces a silo entry statement; and
4. Great Southern Highway (entering from Cuballing). Replaces a silo entry statement.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That, with respect to the proposed replacement of minor entry statements for the townships of Narrogin and Highbury, Council:

- 1) Note that the 30-day community consultation period, undertaken in accordance with Council Resolution 270825.03, has concluded with no submissions received;
- 2) Endorse the minor entry statement concept design as presented in Attachment 1 to be located at the following four (4) locations:
 - a) Highbury x 2, one at either end of the Highbury township on Great Southern Highway (GSH). Instead of Welcome to Narrogin, the entry will read Welcome to Highbury with the Shire logo on it and keeping the same theme as the other three. Replaces two current entry signs;
 - b) Narrakine Road at the junction of Fleay Road. Replaces a silo entry statement; and
 - c) Narrogin Harrismith Road on entry to town. This is a new entry statement not replacing one.

Authorise the Chief Executive Officer to proceed with procurement, fabrication and installation of the four minor entry statements within the 2025/26 Budget allocation.

COUNCIL RESOLUTION 261125.03

Moved: Cr McNab

Seconded: Cr Bartron

That, with respect to the proposed replacement of minor entry statements for the townships of Narrogin and Highbury, Council:

- 1) Note that the 30-day community consultation period, undertaken in accordance with Council Resolution 270825.03, has concluded with no submissions received;
- 2) Endorse the minor entry statement concept design as presented in Attachment 1, on the top of pages 54 and 55 of the agenda, without the # symbol, and simply the words 'Welcome to Narrogin, Love the Life,' utilising the wheat and brook motifs, to be located at the following four (4) locations:
 - a) Highbury x 2, one at either end of the Highbury township (wheat motif) on Great Southern Highway (GSH). Instead of Welcome to Narrogin, the entry will read Welcome to Highbury with the Shire logo on it and keeping the same theme as the other three. Replaces two current entry signs;
 - b) Narrakine Road at the junction of Fleay Road (brook motif). Replaces a silo entry statement; and
 - c) Narrogin Harrismith Road on entry to town (brook motif). This is a new entry statement not replacing one.
- 3) Authorise the Chief Executive Officer to proceed with procurement, fabrication and installation of the four minor entry statements within the 2025/26 Budget allocation.

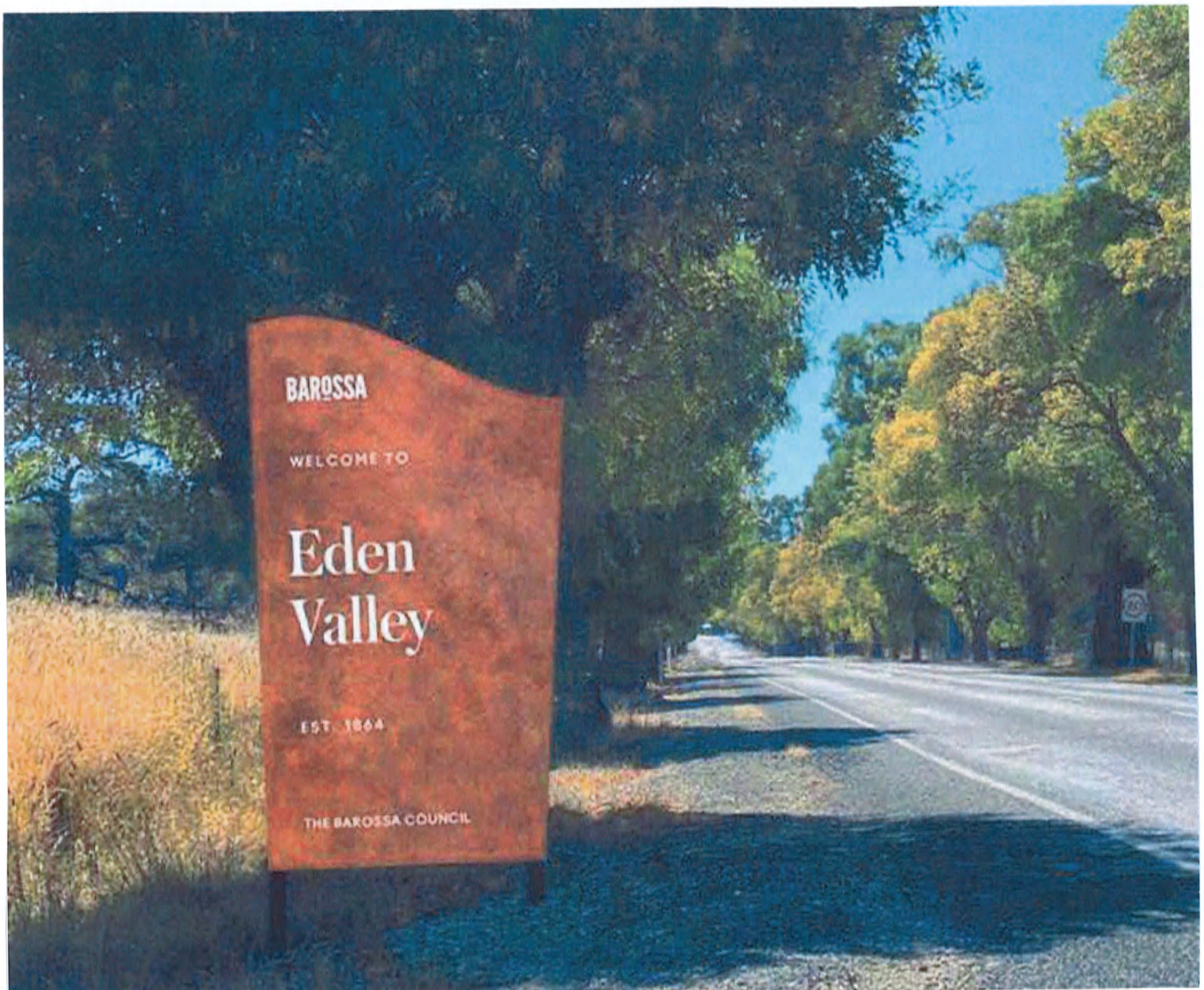
CARRIED 7/0

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

Reason for change: To ensure clarity around which version of the designs were to be installed.

ENTRY STATEMENTS

OUR INSPIRATION





RUSTED METAL
FRONT

ZINCALUME MINI ORB
BACKING

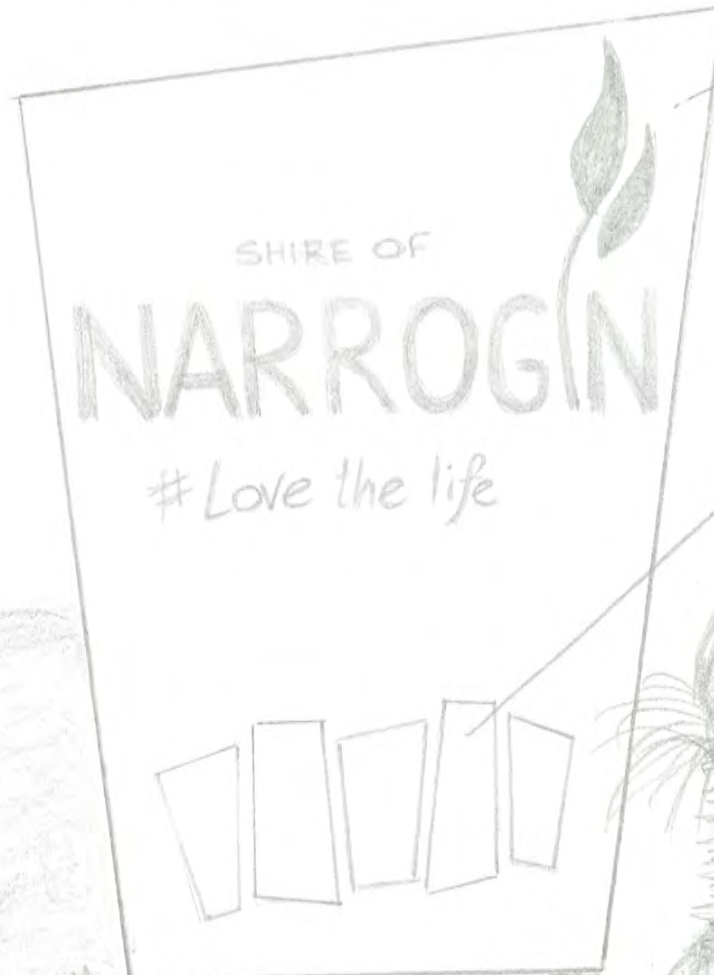




Shire of
Narrogin

Love the life

LARGE ROCKS
+
GRASS TREES



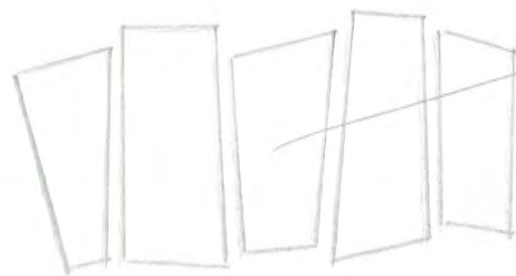
RUSTED METAL

BACKING
ZINCALUME
MINI ORB

SHIRE LOGO

WELCOME TO

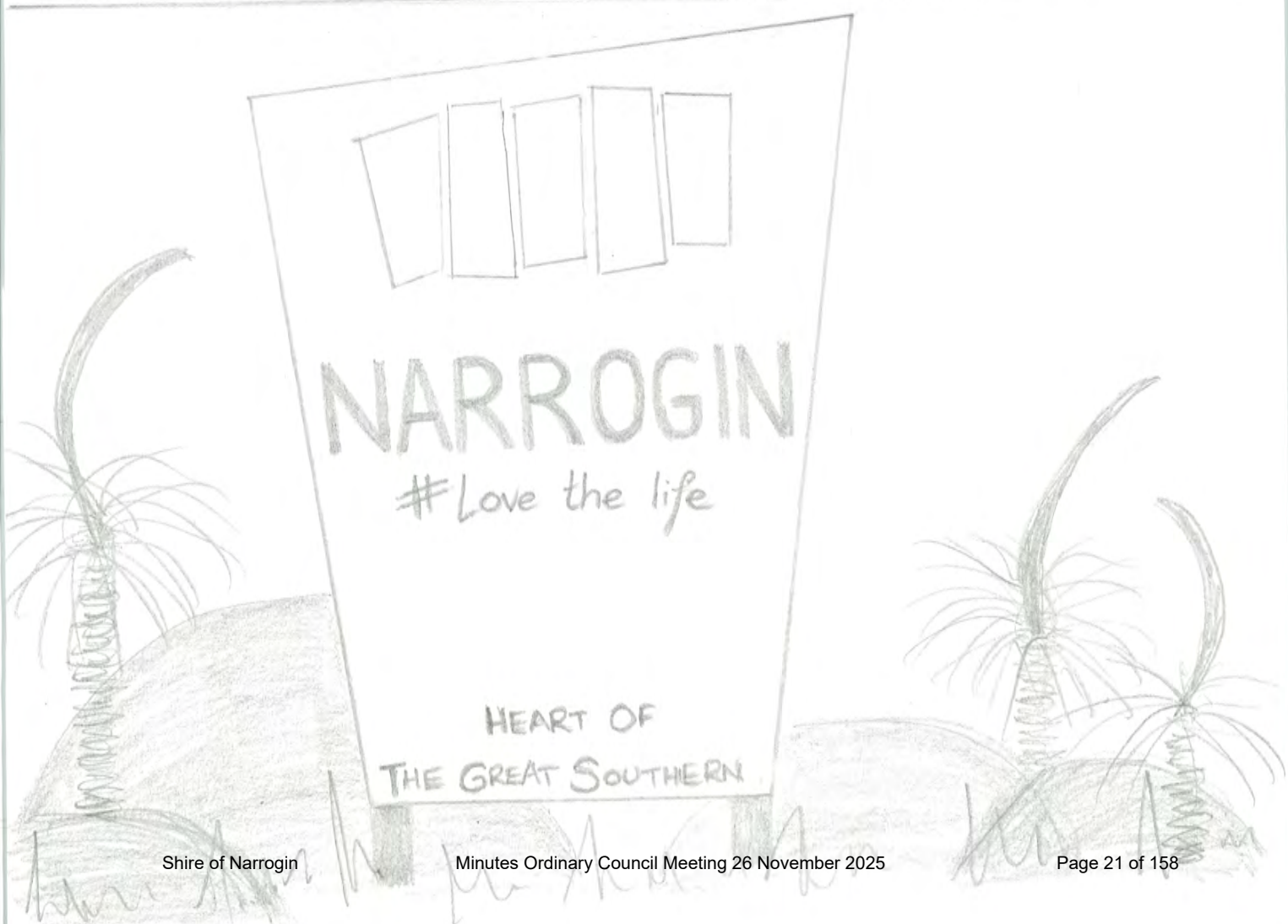
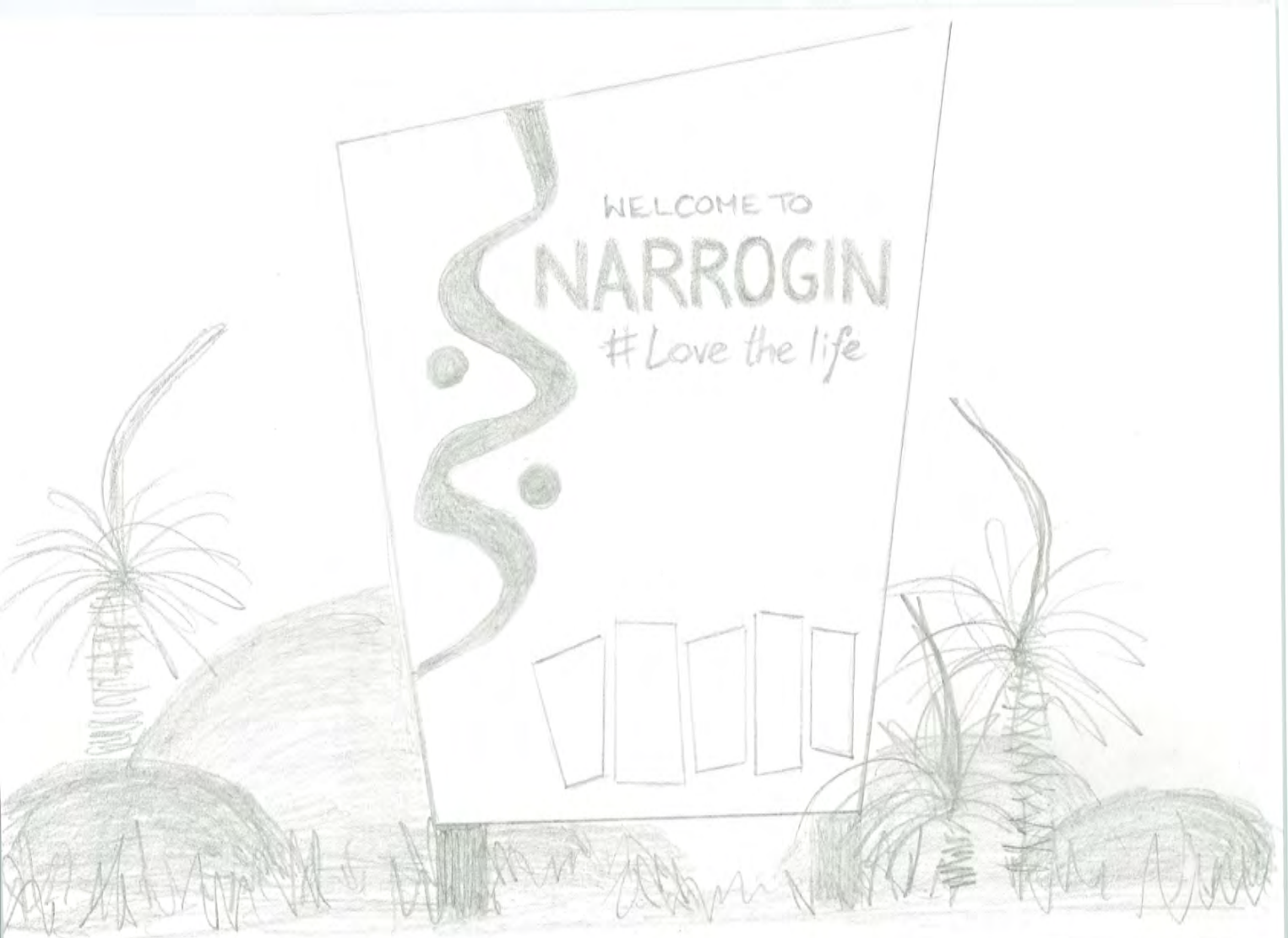
NARROGIN



RUSTED METAL

BACKING ZINCALUME
MINI ORB

SHIRE LOGO



ENTRY STATEMENTS

SPECIFICATIONS

- * 2.8m x 2.2m
- * SPACE BETWEEN FRONT OF SIGN & BACKING TO ALLOW DEBRIS TO FALL THROUGH

LANDSCAPING

- * LARGE - MEDIUM SIZE BOULDERS/ROCKS EITHER SIDE OF SIGN
- * GRASS TREES & NATIVE PLANTS

MATERIALS

- * RUSTED METAL
- * ZINCALUME MINI ORB BACKING

DESIGN SCRIPT

- * WELCOME TO NARROGIN
- * NARROGIN
- * SHIRE OF NARROGIN
- * IF LOVE THE LIFE
- * SHIRE LOGO

10.3 CORPORATE & COMMUNITY SERVICES

10.3.1 SCHEDULE OF ACCOUNTS PAID – OCTOBER 2025

File Reference	12.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	12 November 2025
Author	Belinda Knight – Manager Corporate Services
Authorising Officer	Ian Graham – Executive Manager Corporate & Community Services
Attachments	1. Schedule of Accounts Paid – October 2025

Summary

The Council is requested to note the payments as presented in the Schedule of Accounts Paid for October 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

The 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 2025/2026 Annual Budget or resulting from a Council resolution.

Strategic Implications

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

Risk Implications

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

Risk Matrix

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

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

October 2025 Payments			Regional Payments	\$	%
Payment Type	\$	%	Non Local/Statutory	1,411,631.94	64.00
Cheque	0.00	0.00	Local Suppliers	221,409.17	10.00
EFT (incl Payroll)	1,809,445.06	83.00	Payroll	558,610.37	26.00
Direct Debit	382,206.42	17.00	Total	2,191,651.48	100.00
Credit Card	0.00	0.00			
Trust	0.00	0.00			
Total Payments	2,191,651.48	100.00			

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 261125.04

Moved: Cr Fisher

Seconded: Cr Broad

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

CARRIED 7/0

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

Against: Nil

	Chq/EFT	Date	Name	Description	Payment Amount	Invoice Amount	Type
1	EFT26388	03/10/2025	AG & MF Borthwick		\$3,294.83		
2	249	26/08/2025		Landcare Project Fund 2025		\$3,294.83	L
3	EFT26389	03/10/2025	Aquatic Services WA Pty Ltd		\$15,692.66		
4	AS 20250062	28/01/2025		NRLC - Pool maint - replace spa jets		\$623.59	
5	AS 20250567	11/08/2025		NRLC - Pool maint - replace water return from filter 1		\$246.73	
6	AS 20250581	13/08/2025		NRLC - Pool maint - relocate backwash separation tank		\$4,856.34	
7	AS 20250583	13/08/2025		NRLC - Pool maint - 520kg diatomaceous earth for filters		\$2,981.00	
8	AS 20250635	28/08/2025		NRLC - Mechanical condition report		\$6,985.00	
9	EFT26390	03/10/2025	Australia Post		\$3,064.24		
10	1014222216	03/09/2025		Postage costs Aug 2025		\$3,064.24	
11	EFT26391	03/10/2025	Cardering		\$1,164.00		
12	445	27/09/2025		CHCP - Equipment Review		\$776.00	L
13	446	28/09/2025		CHCP - Equipment Review		\$388.00	L
14	EFT26392	03/10/2025	Digga West & Earthparts WA		\$825.00		
15	68374	10/09/2025		NO686 Bobcat - 300mm Auger		\$825.00	
16	EFT26393	03/10/2025	Elgas		\$2,175.60		
17	0361073350	19/09/2025		NRLC - Gas - 2,100lt		\$2,175.60	
18	EFT26394	03/10/2025	Elite Global Supply Pty Ltd		\$880.00		
19	INV 0432	01/09/2025		NRLC - Pool maint - treatment & service heating water loop		\$880.00	
20	EFT26395	03/10/2025	Farmers Centre Narrogin Pty Ltd		\$309.37		
21	96990	05/09/2025		P833 Backhoe - Supply hydraulic line & fittings, 20 Lt Drum JCB Hydraulic Oil		\$309.37	L
22	EFT26396	03/10/2025	Goodyear Auto Care Narrogin		\$615.00		
23	104537	06/02/2025		NO237 Tyre Roller - Fit tube to tyre		\$40.00	L
24	106127	09/09/2025		NO4871 JD 620G Grader - Major tyre repair		\$460.00	L
25	106149	10/09/2025		NO4141 CAT Backhoe Loader - Clean rim & re-fit tyre		\$115.00	L
26	EFT26397	03/10/2025	Great Southern Window Cleaning Services		\$550.00		
27	017	17/09/2025		John Higgins Centre - Window cleaning Sep 2025		\$550.00	L
28	EFT26398	03/10/2025	Hancocks Home Hardware		\$49.35		
29	10026273	23/09/2025		CHCP - Keys Cut		\$5.40	L
30	10026582	26/09/2025		Homecare - Whipper Snipper Wire		\$43.95	L
31	EFT26399	03/10/2025	J & D Rural Fencing		\$15,799.30		
32	INV 0271	18/09/2025		Bannister Road Reserve - Instal fencing		\$15,799.30	L
33	EFT26400	03/10/2025	JG & MM Armstrong		\$3,701.50		
34	17	19/08/2025		Landcare Project Fund 2025		\$3,701.50	L
35	EFT26401	03/10/2025	Lite n' Easy		\$1,856.89		
36	8208291	23/09/2025		CHCP - Lite n Easy		\$103.73	
37	8208486	23/09/2025		CHCP - Lite n Easy		\$126.87	
38	8208499	23/09/2025		CHCP - Lite n Easy		\$126.87	
39	8209106	23/09/2025		CHCP - Lite n Easy		\$146.75	
40	8209296	23/09/2025		CHCP - Lite n Easy		\$138.07	
41	8209793	23/09/2025		CHCP - Lite n Easy		\$193.79	
42	8210847	23/09/2025		CHCP - Lite n Easy		\$192.25	
43	8184573	23/09/2025		CHCP - Lite n Easy		\$152.73	
44	8206659	23/09/2025		CHCP - Lite n Easy		\$89.07	
45	8207500	23/09/2025		Lite n Easy - Jessie House		\$314.75	
46	8208226	23/09/2025		CHCP - Lite n Easy		\$272.01	
47	EFT26402	03/10/2025	MCG Fire Services		\$3,803.16		
48	INV 4898	28/08/2025		Service fire hydrants - all Shire Buildings		\$3,803.16	
49	EFT26403	03/10/2025	Mable		\$388.62		
50	866810121	01/10/2025		HCP - Clinical Nursing Care		\$388.62	
51	EFT26404	03/10/2025	Marketforce Pty Ltd		\$1,098.46		
52	1866732	31/07/2025		Advertising - EMIS		\$515.86	
53	1866734	31/07/2025		Advertising - EMIS		\$582.60	
54	EFT26405	03/10/2025	Melchiorre Plumbing & Gas		\$891.94		
55	6104MPG	14/08/2025		Mackie Park - Fix leak in male toilet		\$625.85	L
56	6154MPG	20/08/2025		Caravan Park - Maintenance to ladies toilets		\$266.09	L
57	EFT26406	03/10/2025	Narrogin Auto Centre		\$18,269.69		
58	26223	25/09/2025		NO05 Senior Ranger - Purchase Ford Ranger, Trade Toyota Hilux SR5 - Asset 9213C		\$18,269.69	L
59	EFT26407	03/10/2025	Narrogin Betta Home Living		\$199.00		
60	25710107280	19/09/2025		Library - TV Mount		\$199.00	L
61	EFT26408	03/10/2025	Narrogin Fruit Market		\$1,053.45		
62	81405	13/08/2025		Catering - Council Meeting 27/08/2025		\$428.45	L
63	92472	15/09/2025		Catering - LG Professionals Workshop 10/9/2025		\$625.00	L
64	EFT26409	03/10/2025	Narrogin Gasworx		\$1,140.00		
65	91663	15/09/2025		Yillimining Rock BBQ - Gas Bottle		\$30.00	L
66	91910	22/09/2025		CHCP - Shoprider Accessories		\$410.00	L
67	92109	26/09/2025		CHCP - iCare Mattress		\$700.00	L
68	EFT26410	03/10/2025	Narrogin Packaging		\$1,948.35		
69	00096058	21/08/2025		Public toilets - cleaning goods		\$447.00	L
70	00096730	10/09/2025		Caravan Park - general purchases		\$23.50	L
71	00096607	16/09/2025		Public toilets - cleaning goods		\$417.50	L
72	00096608	16/09/2025		Admin Office - cleaning Goods		\$231.35	L
73	00096666	20/09/2025		Public toilets - cleaning goods		\$325.95	L
74	00096667	20/09/2025		Lydeker Depot - cleaning Goods		\$141.00	L
75	00096668	20/09/2025		Library - cleaning goods		\$56.00	L
76	00096740	24/09/2025		Parks & Gardens - general purchases		\$306.05	L
77	EFT26411	03/10/2025	Narrogin Tyrepower		\$1,592.00		
78	114226	05/09/2025		Supply and fit tyres - 1NO Toyota Hilux (P8164)		\$1,592.00	L
79	EFT26412	03/10/2025	Narrogin Valley Stockfeed		\$138.00		
80	NVS174546	18/09/2025		Pound - Dog food		\$138.00	L
81	EFT26413	03/10/2025	New Cornwall Hotel		\$420.00		
82	1879	17/09/2025		Catering - Council Meeting 24/09/2025		\$420.00	L
83	EFT26414	03/10/2025	Niche Diving Services Pty Ltd		\$4,979.79		
84	NDS168	06/09/2025		NRLC - Pool leak detection and partial repairs		\$4,979.79	
85	EFT26415	03/10/2025	Nilfisk Pty Ltd		\$5,218.18		
86	PSV1038910	25/07/2025		NRLC - Service floor stadium floor scrubber		\$937.75	
87	PSI0218038	30/07/2025		NRLC - Purchase new compact general purpose floor scrubber		\$4,280.43	
88	EFT26416	03/10/2025	ORH Truck Solutions Pty Ltd		\$7,937.07		
89	1 S014271	05/09/2025		NO3 Nissan Tip Truck - Repairs to tipper		\$7,937.07	
90	EFT26417	03/10/2025	PFDF Food Services Pty Ltd		\$604.70		
91	LR645562	23/09/2025		NRLC - Kiosk stock		\$604.70	
92	EFT26418	03/10/2025	Parry's Narrogin		\$836.38		
93	1004062	22/09/2025		CHCP - Staff uniforms, CHSP - Staff uniforms		\$132.75	L
94	1004137	24/09/2025		Works - Protective clothing		\$50.95	L
95	1004181	24/09/2025		Works - Protective clothing		\$411.40	L
96	1004182	24/09/2025		Works - Protective clothing		\$241.28	L
97	EFT26419	03/10/2025	Sherrin Rentals Pty Ltd		\$4,840.00		
98	5230841	30/09/2025		Clayton Road - Hire 20T Padfoot roller		\$4,840.00	
99	EFT26420	03/10/2025	Team Global Express Pty Ltd		\$320.03		
100	0671 T740710	11/05/2025		Freight - Scavenger Fire Safety, Freight - T-Quip		\$119.65	
101	0683 T740710	07/09/2025		Freight - Pathwest, CJD Equipment, Wirtgen		\$200.38	
102	EFT26421	03/10/2025	The Royal Life Saving Society Australia		\$440.00		
103	RLSSWA INV4021	22/09/2025		NRLC - Watch Around Water 3 Year Subscription		\$440.00	
104	EFT26422	03/10/2025	Tunstall Austalia Pty Ltd		\$31.30		
105	INV1289619	08/09/2025		CHCP - Falls Alarm Monthly Sim Card Charge		\$31.30	
106	EFT26423	03/10/2025	Uniforms At Work Australia Pty Ltd		\$235.61		
107	37000037	04/09/2025		Cleaners - Uniforms		\$235.61	
108	EFT26424	03/10/2025	YMCA Services Pty Ltd		\$396.00		
109	50043651	04/09/2025		NRLC - Goggles		\$396.00	
110	EFT26425	03/10/2025	ASSA ABLOY Australia Pty Limited		\$616.64		
111	IN03085979	06/10/2025		Coles Carpark Toilets - Toilet Indicator Bolt		\$616.64	
112	EFT26426	03/10/2025	Allans Bobcat And Truck Hire		\$440.00		
113	1797	21/09/2025		Cemetery Grave Digging		\$440.00	

114	EFT26427	09/10/2025	Ampac Debt Recovery (WA)		\$77.00		
115	122866	30/09/2025	Debt Collection - A340104			\$77.00	
116	EFT26428	09/10/2025	Ballroom Fit		\$2,400.00		
117	12989	22/09/2025	Ballroom Fit All Inclusive Dance Classes - 6 Week Program			\$2,400.00	
118	EFT26429	09/10/2025	Belinda Knight		\$5,720.00		
119	BK243	30/09/2025	Financial Services - Sep 2025			\$5,720.00	
120	EFT26430	09/10/2025	Best Office Systems		\$1,716.21		
121	650926	23/09/2025	Copier contracts			\$1,716.21	
122	EFT26431	09/10/2025	Cardering		\$1,164.00		
123	442	26/09/2025	CHCP - Cognitive and Equipment Review			\$485.00	L
124	24025	26/09/2025	CHCP - Cognitive and Equipment Review			\$679.00	L
125	EFT26432	09/10/2025	Carlisle Events Hire		\$4,136.00		
126	46182	17/09/2025	Aust Day 2025 - Shade installation and Hire			\$4,136.00	
127	EFT26433	09/10/2025	Centigrade Services		\$46,388.29		
128	424777	23/07/2025	NRLC - Upgrade to Aquatic Toilet area exhaust system (LRCP funded)			\$17,459.75	
129	424896	25/07/2025	NRLC - Pool heat pump repairs (LRCP funded)			\$28,928.54	
130	EFT26434	09/10/2025	Cuballing Building Company		\$755.26		
131	INV04187	07/10/2025	CHCP - Client Purchases			\$755.26	L
132	EFT26435	09/10/2025	Department of Local Government, Industry Regulation and Safety		\$860.50		
133	T13	30/09/2025	Building Services Levy - Sep 2025			\$860.50	
134	EFT26436	09/10/2025	Elgas		\$3,320.39		
135	0361094438	24/09/2025	Gas supplied - Caravan Park 205lt			\$212.38	
136	0364178614	03/10/2025	NRLC - Gas - 3,000lt			\$3,108.01	
137	EFT26437	09/10/2025	Goodyear Auto Care Narrogin		\$423.00		
138	106171	17/09/2025	NO2706 Dog Trailer - Puncture Repair			\$60.00	
139	EFT26438	09/10/2025	Grandstand Ventures Pty Ltd		\$2,090.00		
140	INV 7827	24/09/2025	Annual Seniors Week Concert			\$2,090.00	
141	EFT26439	09/10/2025	Halanson Earthmoving		\$1,782.00		
142	2077	26/05/2025	Road Mtce - Float excavator			\$1,188.00	
143	2090	07/08/2025	P977 Excavator - Float to Boundain North Rd			\$594.00	
144	EFT26440	09/10/2025	Hammersley Building Co Pty Ltd		\$34,100.00		
145	3925-2	26/09/2025	Narrogin Museum repairs - Payment #2			\$34,100.00	L
146	EFT26441	09/10/2025	ikes Home Improvement & Glass Centre		\$577.39		
147	00031992	06/10/2025	NRLC - Repair Stadium Door & Group Fitness Door			\$577.39	L
148	EFT26442	09/10/2025	Independence Australia Group		\$521.26		
149	83090839 01	25/09/2025	CHCP - Continence Products			\$33.50	
150	83090982 01	25/09/2025	CHCP - Continence Order			\$178.56	
151	83090861 01	02/10/2025	CHCP - Continence Products			\$309.20	
152	EFT26443	09/10/2025	Integrated ICT		\$215.71		
153	39701	26/09/2025	Admin IT - Exlaimer Signature Cloud Sep 2025			\$215.71	
154	EFT26444	09/10/2025	JH Computer Services		\$20,861.50		
155	006652 D01	31/08/2025	Adobe Licences - Aug 2025			\$886.60	
156	006650 D01	30/09/2025	IT Contract - Oct 2025, DATTO Contract - Oct 2025			\$16,280.00	
157	006651D01	30/09/2025	Microsoft 360 Sep 2025			\$2,423.30	
158	006653 D01	30/09/2025	Adobe Licences - Sep 2025			\$886.60	
159	006654-D01	30/09/2025	Additional Adobe Licences - Aug 2025			\$385.00	
160	EFT26445	09/10/2025	Lee Conlan		\$625.00		
161	T5	06/10/2025	Bond Refund - Receipt 145804			\$625.00	L
162	EFT26446	09/10/2025	Lite n' Easy		\$2,533.33		
163	8168497	09/09/2025	CHCP - Lite n' Easy			\$103.42	
164	8184571	09/09/2025	CHCP - Lite n' Easy			\$152.73	
165	8185928	09/09/2025	CHCP - Lite n' Easy			\$316.01	
166	8186611	09/09/2025	CHCP - Lite n' Easy			\$103.73	
167	8188479	09/09/2025	CHCP - Lite n' Easy			\$138.07	
168	8188809	09/09/2025	CHCP - Lite n' Easy			\$246.78	
169	8218846	30/09/2025	CHCP - Lite n' Easy			\$89.07	
170	8219042	30/09/2025	CHCP - Lite n' Easy			\$323.18	
171	8219492	30/09/2025	CHCP - Lite n' Easy			\$167.40	
172	8219637	30/09/2025	CHCP - Lite n' Easy			\$103.35	
173	8220975	30/09/2025	CHCP - Lite n' Easy			\$91.80	
174	8221189	30/09/2025	CHCP - Lite n' Easy			\$126.06	
175	8222058	30/09/2025	CHCP - Lite n' Easy			\$135.23	
176	8178732	30/09/2025	CHCP - Lite n' Easy			\$195.01	
177	8198121	30/09/2025	CHCP - Lite n' Easy			\$103.42	
178	8211951	30/09/2025	CHCP - Lite n' Easy			\$138.07	
179	EFT26447	09/10/2025	LiveLife Alarms		\$90.00		
180	R434484	11/09/2025	CHCP - Annual Falls alarm renewal			\$90.00	
181	EFT26448	09/10/2025	Lorraine Berenice Larmont		\$108.08		
182	20250811	11/08/2025	Visitors Centre - Bookmarks, Keyrings and Magnets			\$108.08	L
183	EFT26449	09/10/2025	MCG Fire Services		\$203.50		
184	INV 5016	01/10/2025	NRLC site service fee, NRLC Monthly EVAC panel			\$203.50	
185	EFT26450	09/10/2025	Mable		\$121.43		
186	889092102	08/10/2025	CHCP - Clinical Care Nursing			\$80.63	
187	793340103	08/10/2025	CHCP - Clinical Care Nursing			\$40.80	
188	EFT26451	09/10/2025	Narrogin Central Bushfire Brigade		\$2,500.00		
189	1003	22/09/2025	Community Chest Grant Round 2 2024/25			\$2,500.00	L
190	EFT26452	09/10/2025	Narrogin Fruit Market		\$731.30		
191	51768	14/05/2025	ADMIN - Groceries			\$5.95	L
192	53395	19/05/2025	ADMIN - Groceries			\$59.55	L
193	55708	26/05/2025	ADMIN - Groceries			\$11.90	L
194	63272	16/06/2025	ADMIN - Groceries			\$84.73	L
195	65782	24/06/2025	ADMIN - Catering 18/06/2025			\$328.50	L
196	70493	07/07/2025	ADMIN - Groceries			\$62.17	L
197	71534	10/07/2025	ADMIN - Groceries			\$5.95	L
198	75147	22/07/2025	ADMIN - Groceries			\$21.95	L
199	95157	23/09/2025	NRLC - Catering			\$134.75	L
200	95646	25/09/2025	ADMIN - Groceries			\$15.85	L
201	EFT26453	09/10/2025	Narrogin Gasworx		\$825.00		
202	92271	02/10/2025	CHCP - Tipper Kettle			\$220.00	L
203	92241	02/10/2025	CHCP - Mobility Aids			\$605.00	L
204	EFT26454	09/10/2025	Narrogin Meals On Wheels		\$510.00		
205	SEP 2025	03/10/2025	Meals on Wheels - September 2025			\$510.00	L
206	EFT26455	09/10/2025	Narrogin Packaging		\$71.70		
207	00096891	01/10/2025	NRLC - Cleaning Supplies			\$71.70	L
208	EFT26456	09/10/2025	Narrogin Smash Repairs		\$2,631.71		
209	35075	30/09/2025	NGN2 Corolla - Panel Repairs			\$2,631.71	L
210	EFT26457	09/10/2025	Narrogin Tyrepower		\$1,604.00		
211	INV00012899	16/09/2025	NO2260 Dog Trailer - Supply and Fit Tyres,			\$1,604.00	L
212	EFT26458	09/10/2025	New Security Installations Pty Ltd		\$2,013.44		
213	4016	01/10/2025	NRLC Alarm Monitoring			\$1,006.72	
214	4024	01/10/2025	GPRS Alarm Monitoring			\$1,006.72	
215	EFT26459	09/10/2025	Power Network		\$151.80		
216	PNX21406	03/10/2025	Greeting message - Sep 2025			\$151.80	
217	EFT26460	09/10/2025	Public Transport Authority		\$450.37		
218	T2	30/09/2025	TransWA ticket sales - Sep 2025			\$530.35	
219	5619756 SEP	30/09/2025	Commission			\$79.98	
220	EFT26461	09/10/2025	Regional Communication Solutions		\$3,300.00		
221	INV 2755	01/10/2025	Inspection & maintenance of public CCTV			\$3,300.00	
222	EFT26462	09/10/2025	Sandra Randall		\$1,955.88		
223	A127000	08/10/2025	Rates refund A127000 overpaid rates			\$1,955.88	L

224	EFT26463	09/10/2025	Team Global Express Pty Ltd		\$89.93		
225	0684-T740710	14/09/2025		Corsign - Freight, Sweeper - Freight		\$89.93	
226	EFT26464	09/10/2025	Telair Pty Ltd		\$1,678.75		
227	TA10781-075	30/09/2025		Admin Office, CHCP, CHSP, PWO, Library, Fire Control		\$1,678.75	
228	EFT26465	09/10/2025	The Social Schedule		\$4,500.00		
229	2526 08	24/09/2025		Monopoly Project - Strategic Marketing Services		\$4,500.00	
230	EFT26466	09/10/2025	United Security Enforcement Corporation		\$475.20		
231	00013622	29/09/2025		Town Hall - Alarm Activation 26/09/2025 & 29/09/2025		\$475.20	
232	EFT26467	09/10/2025	WEX Australia Pty Ltd		\$58.79		
233	222	31/08/2025		Late Payment Fee		\$58.79	
234	EFT26468	09/10/2025	Water Corporation		\$564.29		
	90 07803 12 2 AUG	28/08/2025		Standpipe Wagin-Wickepin Rd - Water - 20/06/2025 - 27/08/2025		\$564.29	
235							
236	EFT26469	09/10/2025	Waterlogic Australia		\$66.41		
237	5055419	01/10/2025		NRLC - Water Cooler Rental - 01/10/2025 - 31/10/2025		\$66.41	
238	EFT26470	16/10/2025	Aged Care Provider Assistance Pty Ltd		\$756.53		
239	INV 0343	10/10/2025		CHCP - Subscription Annual Fees		\$756.53	
240	EFT26471	16/10/2025	Australia Post		\$724.08		
241	1014293398	03/10/2025		Postage costs for Sep 2025		\$724.08	
242	EFT26472	16/10/2025	Cardering		\$873.00		
243	430	10/08/2025		CHCP - Cognitive and Psychological Assessment		\$388.00	L
244	431	11/08/2025		CHCP - Equipment Review		\$485.00	L
245	EFT26473	16/10/2025	Department of Planning, Lands And Heritage		\$24,505.00		
246	04001 1924	17/09/2025		29 Egerton Street - Deposit & Documentation Prep Fee		\$24,505.00	
247	EFT26474	16/10/2025	Duke of York Hotel		\$191.50		
248	418907	24/09/2025		Emergency accomodation		\$191.50	L
249	EFT26475	16/10/2025	Farmelec		\$176.00		
250	3260	13/10/2025		Town Hall - Replace stage spotlights		\$176.00	
251	EFT26476	16/10/2025	Fleetwood Building Solutions Pty Ltd		\$345,925.93		
252	S132095	24/09/2025		Caravan Park Accommodation Units - Payment #1		\$345,925.93	
253	EFT26477	16/10/2025	Great Southern Fuel Supplies		\$11.00		
	31011897	25/09/2025		NOS020 Isuzu Fire Unit - fuel card			
				00NGN Hilux - fuel card			
				NO209 Isuzu Fire Unit - fuel card		\$8.25	
				NO209 Isuzu Fire Unit - Fuel card		\$2.75	
254							
255	31011983	30/09/2025					
256	EFT26478	16/10/2025	Hammersley Building Co Pty Ltd		\$16,500.00		
257	3925 2A	11/10/2025		Narrogin Museum Repairs - Payment #2A		\$16,500.00	L
258	EFT26479	16/10/2025	Independence Australia Group		\$1,282.50		
259	82935930 01	07/07/2025		CHCP - Conni Bed Pad		\$182.70	
260	83112005 01	06/10/2025		CHCP - Continence Products		\$442.20	
261	83111913 01	06/10/2025		CHCP - Continence Products		\$657.60	
262	EFT26480	16/10/2025	Joseph Saragozza		\$50.00		
263	20251001	01/10/2025		Rural Numbering - Reimbursement works not completed		\$50.00	L
264	EFT26481	16/10/2025	Keeling Electrical Group		\$233.84		
265	2018	08/10/2025		Library - Replace Light Switch		\$233.84	
266	EFT26482	16/10/2025	Lite n' Easy		\$1,509.35		
267	8230517	07/10/2025		CHCP - Lite n Easy		\$138.07	
268	8231075	07/10/2025		CHCP - Lite n Easy		\$207.61	
269	8231087	07/10/2025		CHSP - Lite n Easy - Jessie House Meals		\$335.70	
270	8231092	07/10/2025		CHCP - Lite n Easy		\$87.98	
271	8232935	07/10/2025		CHCP - Lite n Easy		\$138.73	
272	8209117	07/10/2025		CHCP - Lite n Easy		\$103.42	
273	8223683	07/10/2025		CHCP - Lite n Easy		\$103.73	
274	8230402	07/10/2025		CHCP - Lite n Easy		\$135.23	
275	8230404	07/10/2025		CHCP - Lite n Easy		\$135.23	
276	8230491	07/10/2025		CHCP - Lite n Easy		\$123.65	
277	EFT26483	16/10/2025	MCG Fire Services		\$1,886.50		
278	INV 4889	27/08/2025		NRLC - Site Service Fee - July 2025		\$1,886.50	
279	EFT26484	16/10/2025	NER Finance		\$270.41		
280	NA00215344	18/08/2025		NRLC - Monthly Printer Rental - Sep 2025		\$270.41	
281	EFT26485	16/10/2025	Narrogin Agricultural Society Inc.		\$5,000.00		
282	0124	08/10/2025		Contribution to the Narrogin Agricultural Show		\$5,000.00	L
283	EFT26486	16/10/2025	Narrogin Auto Electrics		\$110.00		
284	270644	16/09/2025		NGN12158 Roller Trailer - LED rear lights		\$110.00	L
285	EFT26487	16/10/2025	Narrogin Bearing Service		\$36.08		
286	IN232099	07/10/2025		NGN3146 Mower Trailer - Supply Bearing Kits		\$36.08	L
287	EFT26488	16/10/2025	Narrogin Betta Home Living		\$674.00		
288	25710107666	02/10/2025		NRLC - Hot water dispenser		\$279.00	L
289	25710107944	13/10/2025		Caravan Park - TV for Chalet		\$395.00	L
290	EFT26489	16/10/2025	Narrogin Carpets & Curtains		\$4,015.00		
291	8012693	14/10/2025		Goods Shed - Vinyl Tiles		\$4,015.00	L
292	EFT26490	16/10/2025	Narrogin Chamber Of Commerce		\$3,000.00		
293	INV 0518	02/10/2025		Early Bird Rates Prizes 2025/2026		\$3,000.00	L
294	EFT26491	16/10/2025	Narrogin Flying Club		\$72.91		
295	INV0323	02/10/2025		Electricity - airstrip lights - 05/08/2025 - 30/09/2025		\$72.91	L
296	EFT26492	16/10/2025	Narrogin Fruit Market		\$837.54		
297	69540	03/07/2025		Council Catering - 03/07/2025		\$293.70	L
298	100400	10/10/2025		Council Catering - 08/10/2025		\$479.40	L
299	101257	13/10/2025		ADMIN - Groceries		\$64.44	L
300	EFT26493	16/10/2025	Narrogin Gasworx		\$4,945.00		
301	92310	03/10/2025		CHCP - Lift Chair		\$3,575.00	L
302	92459	09/10/2025		CHCP - Mobility Walkers		\$1,370.00	L
303	EFT26494	16/10/2025	Narrogin Packaging		\$294.24		
304	00096843	30/09/2025		Highbury Public Toilets - Cleaning Goods		\$127.00	L
305	00096863	30/09/2025		Thomas Hogg Oval - various goods		\$158.29	L
306	00096844	30/09/2025		Parks & Gardens - various goods		\$8.95	L
307	EFT26495	16/10/2025	Narrogin Smash Repairs		\$750.00		
308	35005	15/09/2025		NGN2 Corolla - Insurance Claim Excess		\$750.00	L
309	EFT26496	16/10/2025	Officeworks Ltd		\$410.08		
310	624040092	23/09/2025		NRLC - Cleaning supplies		\$410.08	
311	EFT26497	16/10/2025	PFD Food Services Pty Ltd		\$215.20		
312	LR782962	07/10/2025		NRLC - Kiosk Stock		\$215.20	
313	EFT26498	16/10/2025	Perth Bouncy Castle Hire		\$2,447.17		
314	40675	24/09/2025		Naidoc Gala - Bouncy Castle Hire incl travel		\$2,447.17	
315	EFT26499	16/10/2025	Readytech		\$277.20		
316	INITV042640	23/09/2025		Reverse asset disposal		\$277.20	
317	EFT26500	16/10/2025	Seton Australia Pty Ltd		\$476.08		
318	9360018837	22/09/2025		NRLC - Cleaning Wipes for Gym Equipment		\$476.08	
319	EFT26501	16/10/2025	Seven Network (Operations) Limited		\$3,172.40		
320	TV034503	30/06/2025		Promotional Adds 7 Western Australia		\$972.40	
321	TV042764	31/07/2025		Promotional Adds 7 Western Australia		\$807.40	
322	TV050032	31/08/2025		Promotional Adds 7 Western Australia		\$1,392.60	
323	EFT26502	16/10/2025	Shire of Victoria Plains		\$305.28		
	PPSIN00105	14/07/2025		CEO & SP Meal - Dinner with Shire of Victoria Plains whilst in Canberra		\$305.28	
324							
325	EFT26503	16/10/2025	Surgical House Pty Ltd		\$153.46		
326	A1035818	18/09/2025		CHCP - Continence Products		\$153.46	
327	EFT26504	16/10/2025	Team Global Express Pty Ltd		\$97.10		
328	0685 T740710	21/09/2025		Freight - Digga West, Freight - Truck Centre		\$97.10	

329	EFT26505	16/10/2025	United Security Enforcement Corporation		\$158.40		
330	00013634	06/10/2025		CHCP - Alarm Activation - 03/10/2025		\$158.40	
331	EFT26506	16/10/2025	Water Corporation		\$191.04		
	90 07802 88 3 AUG	26/08/2025		Standpipe Read Rd Narrogin - Water - 23/06/2025 - 25/08/2025		\$191.04	
332							
333	EFT26507	16/10/2025	Wirtgen Australia Pty Ltd		\$348.63		
334	1900146919	07/10/2025		NO4929 Roller - Supply Fuel Line		\$348.63	
335	EFT26508	24/10/2025	Arts Narrogin Incorporated		\$71,500.00		
336	INV 2335	07/10/2025		Arts Narrogin - Annual contribution 2025/2026		\$71,500.00	
337	EFT26509	24/10/2025	Australian Services Union Western Australian Branc		\$7.57		
338	119	08/10/2025		Payroll deduction		\$7.57	
339	EFT26510	24/10/2025	Autosmart WA Southwest		\$368.76		
340	02405423	30/09/2025		Depot - Armourglow, Rags and Sprayer		\$368.76	
341	EFT26511	24/10/2025	BCE Surveying		\$8,965.00		
342	00016041	30/09/2025		Narrogin Valley Road - Survey, design & peg out		\$8,965.00	
343	EFT26512	24/10/2025	BMR Mechanical Pty Ltd		\$3,166.89		
344	INV 4278	16/10/2025		NO084 6 Wheel Loader - Repair Exhaust Manifold		\$3,166.89	
345	EFT26513	24/10/2025	Bucher Municipal Pty Ltd - McDonald Johnston		\$882.37		
346	AUINV0016403	22/09/2025		NGN339 Road Sweeper - Anchor welded assembly		\$882.37	
347	EFT26514	24/10/2025	CSSTech Pty Ltd		\$843.45		
348	10004862	01/10/2025		CESM - Samsung Galaxy A55 5G mobile phone & accessories		\$843.45	
349	EFT26515	24/10/2025	Cardering		\$1,649.00		
350	452	17/10/2025		CHCP - Equipment Review		\$291.00	L
351	453	19/10/2025		CHCP - Functional and Cognitive assessment		\$776.00	L
352	454	19/10/2025		CHCP - Home Modification Review		\$582.00	L
353	EFT26516	24/10/2025	CID Equipment Pty Ltd		\$168.34		
354	001335369	20/10/2025		P977 Excavator - Service Filters		\$168.34	
355	EFT26517	24/10/2025	Corsign (WA) Pty Ltd		\$1,063.70		
356	00098075	10/09/2025		Fenced Dog Park - Custom Signage		\$275.00	
	00098711	24/09/2025		Railway Dam - Do Not Feed Wildlife/No Swimming Sign, Lot 123 - No Off-Road Activities Sign		\$788.70	
357							
358	EFT26518	24/10/2025	Cuballing Building Company		\$1,132.45		
359	INV04177	23/09/2025		CHCP - Supply and install midrail to ramp		\$1,132.45	L
360	EFT26519	24/10/2025	Daimler Trucks Perth		\$248.84		
361	XA980083437 01	08/10/2025		NO4846 Canter - Supply Filter Kit		\$248.84	
362	EFT26520	24/10/2025	David Brian Cairns		\$100.00		
363	146952	30/09/2025		Rate Refund - A109000		\$100.00	L
364	EFT26521	24/10/2025	Department of Human Services		\$878.68		
365	119	08/10/2025		Payroll deduction		\$493.31	
366	119	08/10/2025		Payroll deduction		\$385.37	
367	EFT26522	24/10/2025	Earl Street Physiotherapy		\$280.00		
368	0054974	13/10/2025		CHCP - Standard Physio Consultation		\$90.00	
369	0055037	15/10/2025		CHCP - Standard Physio Consultation		\$90.00	
370	0055133	20/10/2025		CHCP - Move your body program		\$10.00	
371	0055147	20/10/2025		CHCP - Standard Physio Consultation		\$90.00	
372	EFT26523	24/10/2025	Easifleet		\$4,340.48		
373	JULY2025	30/07/2025		Employee Benefit Payments		\$62.60	
374	AUGUST2025	30/08/2025		Employee Benefit Payments		\$57.78	
375	SEPTEMBER2025	30/09/2025		Employee Benefit Payments		\$149.64	
376	08102025	08/10/2025		Pre-Tax Deductions		\$2,035.23	
377	22102025	22/10/2025		Pre-Tax Deductions		\$2,035.23	
378	EFT26524	24/10/2025	Elgas		\$146.04		
379	0364148661	01/10/2025		Caravan Park - 210L gas		\$146.04	
380	EFT26525	24/10/2025	Farmers Centre Narrogin Pty Ltd		\$5,164.11		
381	311046 00	07/07/2025		P833 JCB Backhoe - Investigate hydraulic leak		\$5,164.11	L
382	EFT26526	24/10/2025	Great Southern Electrical Services		\$11,311.75		
383	INV 00017291	30/09/2025		Thomas Hogg Oval - Check Irrigation Pump power		\$311.74	L
384	INV 00017210	13/10/2025		Goods Shed - Electrical work to office & shed		\$11,000.01	L
385	EFT26527	24/10/2025	Great Southern Fuel Supplies		\$40,939.57		
386	D2211103	31/03/2025		Depot - Diesel		\$27,078.94	
387	AUG 2025	31/08/2025		Fuel cards - Aug 2025		\$6,320.98	
388	SEP 2025	30/09/2025		Fuel cards - Sep 2025		\$5,783.41	
389	19021639	13/10/2025		Depot - Fuel Fobs		\$220.00	
390	19021645	13/10/2025		Depot - 15WD40 Engine Oil		\$1,197.43	
391	D2231206	16/10/2025		Depot - 200L Unleaded		\$338.81	
392	EFT26528	24/10/2025	Ground Up Building & Construction		\$6,713.00		
393	SON 0 10	17/10/2025		Gnarrogin Park - Toilet Vandalism Repair		\$429.00	L
394	SON 08	17/10/2025		Showmen's - Toilets Maintenance		\$4,972.00	L
395	SON 09	17/10/2025		Various repairs - BMX toilet, Railway Station, etc		\$1,312.00	L
396	EFT26529	24/10/2025	Harcher Distributors (Wa Distributors P/L)		\$1,483.75		
397	1112263	02/09/2025		NRLC - Kiosk Stock		\$182.45	
398	1112264	02/09/2025		NRLC - Kiosk Stock		\$330.35	
399	1114986	09/09/2025		NRLC - Kiosk Stock		\$260.30	
400	1117665	16/09/2025		NRLC - Kiosk Stock		\$236.10	
401	1119932	23/09/2025		NRLC - Kiosk Stock		\$387.60	
402	1119933	23/09/2025		NRLC - Kiosk Stock, NRLC - Cleaning Supplies		\$86.95	
403	EFT26530	24/10/2025	IRIS Consulting Group PTY LTD		\$1,218.19		
404	00002429	14/10/2025		Records - Staff training		\$1,218.19	
405	EFT26531	24/10/2025	IW Projects		\$8,662.50		
406	1811	10/10/2025		Tip Maintenance - Power Poles Assessment Report		\$8,662.50	
407	EFT26532	24/10/2025	Independence Australia Group		\$2,387.39		
408	83100955 01	30/09/2025		CHCP - Continence Products		\$287.35	
409	83090839 02	01/10/2025		CHCP - Continence Products		\$331.48	
410	83100955 02	07/10/2025		CHCP - Continence Products		\$90.30	
411	83112026 01	08/10/2025		CHCP - Continence Products		\$1,143.30	
412	83112037 01	08/10/2025		CHCP - Continence Products		\$476.55	
413	83114608 01	09/10/2025		CHCP - Personal Care Products		\$58.41	
414	EFT26533	24/10/2025	Jeanette D Ahrens		\$115.00		
415	20251014	14/10/2025		CATS - Trip Cancellation - Receipt 144570		\$115.00	L
416	EFT26534	24/10/2025	Lite n' Easy		\$1,580.48		
417	8223209	14/10/2025		CHCP - Lite n Easy		\$138.07	
418	8236447	14/10/2025		CHCP - Lite n Easy		\$316.01	
419	8239268	14/10/2025		CHCP - Lite n Easy		\$105.80	
420	8239361	14/10/2025		CHCP - Lite n Easy		\$133.13	
421	8239395	14/10/2025		CHCP - Lite n Easy		\$126.13	
422	8240350	14/10/2025		CHCP - Lite n Easy		\$103.73	
423	8240413	14/10/2025		CHCP - Lite n Easy		\$195.01	
424	8241893	14/10/2025		CHCP - Lite n Easy		\$96.73	
425	8243900	14/10/2025		CHCP - Lite n Easy		\$170.86	
426	8199094	14/10/2025		CHCP - Lite n Easy		\$195.01	
427	EFT26535	24/10/2025	Melchiorre Seeds		\$6,160.00		
428	00002411	04/02/2025		Fire Clean up - Wet Hire Loaders		\$6,160.00	L
429	EFT26536	24/10/2025	Metal Artwork Badges		\$51.15		
430	34748	09/10/2025		Name Badges		\$51.15	
431	EFT26537	24/10/2025	Narrogin Bearing Service		\$1,575.13		
432	IN232531	17/10/2025		NGN93 D-Max - Tool Kit		\$399.00	L
433	IN232635	21/10/2025		Depot - Grease Gun Couplers and Alemlube Air Kit		\$1,176.13	L

434	EFT26538	24/10/2025	Narrogin Earthmoving & Concrete Pty Ltd		\$330.00		
435	IV0000003674	30/09/2025	Narrogin Valley Road - Float Excavator to Narrogin Valley Pit			\$330.00	L
436	EFT26539	24/10/2025	Narrogin Fruit Market		\$362.92		
437	101260	13/10/2025	ADMIN - Groceries			\$57.97	L
438	102632	17/10/2025	Community Development - Catering			\$299.00	L
439	102597	17/10/2025	ADMIN - Groceries			\$5.95	L
440	EFT26540	24/10/2025	Narrogin Gasworx		\$16,250.95		
441	92000	25/09/2025	CHCP - Mobility Aid			\$6,610.00	L
442	92303	03/10/2025	CHCP - Shower Mat, CHCP - Kettle and Shower stool			\$581.00	L
443	92495	10/10/2025	CHCP - Shower non-slip Mat			\$110.00	L
444	92619	14/10/2025	CHCP - Revolution Swivel Chair			\$1,300.00	L
445	92657	16/10/2025	CHCP - Transfer Aid, Shower Commode, Wheelchair, Dementia Digital Clock, CHCP - Digital Clock			\$7,649.95	L
446	EFT26541	24/10/2025	Narrogin Packaging		\$230.75		
447	00096966	08/10/2025	CHCP - Vinyl Gloves			\$50.00	L
448	00097242	12/10/2025	Cemetery - various goods			\$44.20	L
449	00097215	14/10/2025	Cemetery - various goods			\$44.65	L
450	00097235	16/10/2025	CBD Parks - various goods			\$91.90	L
451	EFT26542	24/10/2025	Narrogin Podiatry		\$82.50		
452	0026240	21/10/2025	CHCP - Standard Podiatry Consultation			\$82.50	L
453	EFT26543	24/10/2025	Narrogin Quarry Operations		\$130.09		
454	00007755	24/09/2025	Clayton Road Renewal - Rocks			\$130.09	L
455	EFT26544	24/10/2025	Narrogin Toyota		\$1,151.59		
456	P123070553	24/09/2025	Chainsaw chain			\$46.55	L
457	P123070744	07/10/2025	Chainsaw parts			\$97.88	L
458	P123070738	07/10/2025	Chainsaw parts			\$179.07	L
459	JC24049143	16/10/2025	NGN10179 - Toyota Hiace repairs to steps			\$827.99	L
460	EFT26545	24/10/2025	Narrogin Valley Stockfeed		\$630.00		
461	NVS176627	13/10/2025	Caravan Park - 45kg Gas Bottle			\$630.00	L
462	EFT26546	24/10/2025	Parry's Narrogin		\$237.96		
463	1005067	16/10/2025	Depot - PPE			\$237.96	L
464	EFT26547	24/10/2025	Perfect Gym Solutions		\$907.50		
465	INV270005208	01/10/2025	NRLC Perfect Gym package - Sep 2025			\$907.50	
466	EFT26548	24/10/2025	Public Libraries Western Australia Incorporated		\$300.00		
467	5674043F96	09/10/2025	Library - PLWA Membership			\$300.00	
468	EFT26549	24/10/2025	RJ Smith Engineering		\$236.50		
469	DI29664	23/09/2025	Works - Lubricant			\$76.00	
470	DI29673	23/09/2025	P977 Excavator - Bolts			\$95.50	
471	DI29952	30/09/2025	P977 Excavator - Repair steel plate			\$65.00	
472	EFT26550	24/10/2025	Readytech		\$1,375.00		
473	INITV42028	14/03/2025	SynergySoft - Staff Training			\$1,375.00	
474	EFT26551	24/10/2025	Sherrin Rentals Pty Ltd		\$1,138.50		
475	5230931	03/10/2025	Clayton Road - 9 Day Dry Hire 20T Padded Drum Roller			\$1,138.50	
476	EFT26552	24/10/2025	Shire of Kellerberrin		\$480.00		
477	9102	11/07/2025	LGIS Golf Tournament 15/08/25 CEO			\$480.00	
478	EFT26553	24/10/2025	South West Recycling		\$176.00		
479	INV 10972	14/10/2025	Admin - Confidential Bin Collection			\$176.00	
480	EFT26554	24/10/2025	Southern Cross Austereo Pty Ltd		\$220.00		
481	71837852	31/08/2025	Ball Room Fit Class Radio Advertising			\$220.00	
482	EFT26555	24/10/2025	St John Ambulance Western Australia Ltd		\$720.00		
483	FAINV01339898	25/09/2025	CHCP/CHSP - First Aid and CPR Training			\$180.00	
484	FAINV01339899	25/09/2025	CHCP/CHSP - First Aid and CPR Training			\$180.00	
485	FAINV01339896	25/09/2025	CHCP/CHSP - First Aid and CPR Training			\$180.00	
486	FAINV01339897	25/09/2025	CHCP/CHSP - First Aid and CPR Training			\$180.00	
487	EFT26556	24/10/2025	T Yuen Construction		\$550.00		
488	8269	14/10/2025	Town Hall - mobile scaffold, Town Hall - labour			\$550.00	L
489	EFT26557	24/10/2025	Team Global Express Pty Ltd		\$134.58		
490	0670 T740710	27/04/2025	Pathwest- Freight			\$40.23	
491	0681 T740710	11/08/2025	Pathwest - Freight			\$40.08	
492	0686 T740710	28/09/2025	Freight - Westrac			\$54.27	
493	EFT26558	24/10/2025	Truck Centre (WA) Pty Ltd		\$765.05		
494	1852992 000001	16/09/2025	NO1 Tip Truck - Supply Filter Kits			\$765.05	
495	EFT26559	24/10/2025	WA Hino		\$337.87		
496	321026	20/10/2025	NO4834 Hino - Oil & fuel filters			\$337.87	
497	EFT26560	24/10/2025	WA Library Supplies & WA Ergo Supplies		\$97.65		
498	00143104	04/09/2025	Library - Book labels			\$97.65	
499	EFT26561	24/10/2025	Water Corporation		\$2,643.79		
500	90 07800 27 1 AUG	14/08/2025	Standpipe Great Southern Highway - Water - 17/06/2025 - 13/08/2025, Overdue Charges			\$1,575.30	
501	90 07801 88 0 AUG	18/08/2025	Standpipe Yilliminning Rd - Water - 19/06/2025 - 15/08/2025			\$1,019.24	
502	90 07710 35 6 OCT	07/10/2025	14 McCormick Way - Water - 30/07/2025 - 02/10/2025			\$49.25	
503	EFT26562	30/10/2025	ASSA ABLOY Australia Pty Limited		\$5,134.29		
504	IN03100865	28/10/2025	Caravan Park Units Project - Deadbolts, Keys			\$5,134.29	
505	EFT26563	30/10/2025	Agwest Machinery		\$6,700.00		
506	21440	07/10/2025	Fertiliser Spreader			\$6,700.00	
507	EFT26564	30/10/2025	Belvedere Homestead Nursery		\$1,330.00		
508	000056	28/10/2025	Parks & Gardens - Grevilleas			\$1,330.00	
509	EFT26565	30/10/2025	Best Office Systems		\$1,578.51		
510	652075	24/10/2025	Copier contracts			\$1,578.51	
511	EFT26566	30/10/2025	Cardering		\$1,164.00		
512	455	22/10/2025	CHCP - Cognitive and Functional Assessment			\$582.00	L
513	456	28/10/2025	CHCP - Cognitive and Functional Assessment			\$582.00	L
514	EFT26567	30/10/2025	Coca Cola Euro Pacific		\$1,683.83		
515	0237579968	17/09/2025	NRLC - Kiosk Stock			\$563.46	
516	0237630050	24/09/2025	NRLC - Kiosk Stock			\$1,120.37	
517	EFT26568	30/10/2025	Earl Street Physiotherapy		\$218.20		
518	0052750	09/07/2025	CHCP - Standard Physio Consultation			\$28.20	L
519	0055330	17/10/2025	CHCP - Move your Body Program			\$10.00	L
520	0055259	23/10/2025	CHCP - Standard Physio Consultation			\$90.00	L
521	0055338	27/10/2025	CHCP - Standard Physio Consultation			\$90.00	L
522	EFT26569	30/10/2025	Elgas		\$10,545.87		
523	0364148662	01/10/2025	NRLC - Service charge - Gas tanks			\$788.05	
524	0360895047	13/10/2025	NRLC - 6,576Lt Gas			\$6,615.88	
525	0360830876	22/10/2025	NRLC - 3,123Lt Gas			\$3,141.94	
526	EFT26570	30/10/2025	Farmers Centre Narrogin Pty Ltd		\$152.81		
527	97269	07/10/2025	P977 Volvo Excavator - Supply Hydraulic Hose & Fittings			\$152.81	L
528	EFT26571	30/10/2025	Fleet Fitness		\$4,387.90		
529	85166	01/10/2025	NRLC - Matrix Total Body Cycle incl delivery			\$3,305.50	
530	85173	08/10/2025	NRLC - Barbell Plates & Collars			\$1,082.40	
531	EFT26572	30/10/2025	Fleetwood Building Solutions Pty Ltd		\$3,589.30		
532	SI32120	01/10/2025	Caravan Park - Housing Project BAL assessment			\$3,589.30	
533	EFT26573	30/10/2025	Goodyear Auto Care Narrogin		\$242.00		
534	106341	07/10/2025	NGN3146 Mower Trailer - Supply 185R14C Dynamo Tyres			\$242.00	L
535	EFT26574	30/10/2025	Great Southern Fuel Supplies		\$2.75		
536	31012105	17/10/2025	NO5504 CESM - Distributor Card			\$2.75	

537	EFT26575	30/10/2025	Independence Australia Group		\$408.30		
538	83134994 01	20/10/2025		CHCP - Personal Care Products		\$41.47	
539	83135001 01	20/10/2025		CHCP - Continence Products		\$168.30	
540	83141190 01	21/10/2025		CHCP - Nursing Supplies		\$85.15	
541	83141190 02	22/10/2025		CHCP - Nursing Supplies		\$0.28	
542	83147088 01	24/10/2025		CHCP - Continence Products		\$113.10	
543	EFT26576	30/10/2025	Integrated ICT		\$19.61		
544	38444	30/06/2025		Admin IT - Exclaimer Signature Cloud Jun 2025		\$19.61	
545	EFT26577	30/10/2025	Kulker Carpentry And Construction		\$9,948.62		
546	IV0000001344	24/10/2025		Good Shed - Stormwater installation		\$9,948.62	L
547	EFT26578	30/10/2025	LGISWA		\$268,972.82		
548	100 160994 02	01/10/2025		50% Insurance costs for 2025/2026 - Payment # 2		\$268,972.82	
549	EFT26579	30/10/2025	Libero Systems Pty Ltd		\$11,481.80		
550	INV 63320	01/10/2025		Library - Libero Annual Subscription 01/10/2025 - 30/09/2026		\$8,731.80	
551	INV 63328	01/10/2025		Library - Libero Library App Fee 01/10/2025 - 30/09/2026		\$2,750.00	
552	EFT26580	30/10/2025	Lite n' Easy		\$1,179.47		
553	8254277	21/10/2025		CHCP - Lite n Easy		\$154.69	
554	8255056	21/10/2025		CHCP - Lite n Easy		\$138.73	
555	8223684	21/10/2025		CHCP - Lite n Easy		\$103.73	
556	8251870	21/10/2025		CHCP - Lite n Easy		\$103.73	
557	8252297	21/10/2025		CHCP - Lite n Easy		\$91.80	
558	8252345	21/10/2025		CHCP - Lite n Easy		\$76.47	
559	8252418	21/10/2025		CHCP - Jessie House Meals		\$314.75	
560	8253698	21/10/2025		CHCP - Lite n Easy		\$89.07	
561	8253708	21/10/2025		CHCP - Lite n Easy		\$106.50	
562	EFT26581	30/10/2025	LiveLife Alarms		\$90.00		
563	O 00556991	04/10/2025		CHCP - Falls Alarm Annual Renewal		\$90.00	
564	EFT26582	30/10/2025	MCG Fire Services		\$544.50		
565	INV 5040	16/10/2025		Town Hall - Service period - Sep 2025		\$341.00	
566	INV 5041	16/10/2025		NRLC - site service fee		\$203.50	
567	EFT26583	30/10/2025	Mable		\$323.86		
568	956606105A	01/10/2025		CHCP - Nursing Care		\$323.86	
569	EFT26584	30/10/2025	Maggie Signs & Decals		\$25.00		
570	INV202142	20/10/2025		Members - Update Honourboard in Chambers		\$25.00	
571	EFT26585	30/10/2025	Melchiorre Plumbing & Gas		\$148.50		
572	6332MPG	06/10/2025		ADMIN - Repair leak men's toilet		\$148.50	L
573	EFT26586	30/10/2025	Narrogin Bearing Service		\$54.46		
574	IN231394	16/09/2025		BFB Plant - Supply Tow Hitch & D-Shackle		\$54.46	L
575	EFT26587	30/10/2025	Narrogin Electrical Appliance Testing		\$363.00		
576	859	27/10/2025		CHSP - Tag & test electrical appliances		\$363.00	L
577	EFT26588	30/10/2025	Narrogin Fruit Market		\$128.14		
578	106626	27/10/2025		ADMIN - Groceries		\$59.45	L
579	106627	27/10/2025		ADMIN - Groceries		\$68.69	L
580	EFT26589	30/10/2025	Narrogin Gasworx		\$12,656.50		
581	92772	20/10/2025		CHCP - iCare Bed and Mattress, Freight		\$6,229.00	L
582	92786	20/10/2025		CHCP - iCare King Single Bed, CHCP - Freight on bed		\$6,224.00	L
583	92829	21/10/2025		NO1225 Forklift - Gas Bottles		\$203.50	L
584	EFT26590	30/10/2025	Narrogin McIntosh & Sons		\$49.13		
585	P15 2189	23/09/2025		CHCP/CHSP - Whipper snipper deflector assy		\$49.13	L
586	EFT26591	30/10/2025	Narrogin Packaging		\$1,408.85		
587	00096942	06/10/2025		CHCP - Cleaning Goods		\$190.45	L
588	00097078	13/10/2025		Caravan Park - Cleaning goods		\$883.90	L
589	00097209	14/10/2025		Public toilets - cleaning goods		\$334.50	L
590	EFT26592	30/10/2025	Narrogin Podiatry		\$165.00		
591	0026271	21/10/2025		CHCP - Standard Podiatry Consultation		\$82.50	L
592	0026465	28/10/2025		CHCP - Standard Podiatry Consultation		\$82.50	L
593	EFT26593	30/10/2025	Narrogin Valley Stockfeed		\$316.95		
594	NVS176799	14/10/2025		Pound Supplies - Dog food		\$274.00	L
595	NVS177252	20/10/2025		Cat Carrier		\$42.95	L
596	EFT26594	30/10/2025	Officeworks Ltd		\$396.42		
597	624258692	06/10/2025		NRLC - Cleaning Supplies		\$238.32	
598	24013	08/10/2025		NRLC - Kiosk Stock		\$158.10	
599	EFT26595	30/10/2025	PPD Food Services Pty Ltd		\$472.85		
600	LR858928	14/10/2025		NRLC - Kiosk Stock		\$472.85	
601	EFT26596	30/10/2025	Price's Fabrication & Steel		\$459.80		
602	00005584	19/09/2025		Thomas Hogg Oval - Tank flanges Installation		\$459.80	L
603	EFT26597	30/10/2025	Seven Network (Operations) Limited		\$1,100.00		
604	TV058644	30/09/2025		Promotional Adds 7 Western Australia		\$1,100.00	
605	EFT26598	30/10/2025	Susan Farrell		\$50.00		
606	11	22/07/2025		Chambers - laundry		\$50.00	
607	EFT26599	30/10/2025	Synergy		\$107.92		
608	459 650 610 OCT	15/10/2025		14 McCormick Way - Electricity - 07/08/2025 - 08/10/2025		\$107.92	
609	EFT26600	30/10/2025	The Royal Life Saving Society Australia		\$149.00		
610	AX 17075	17/10/2025		NRLC - Swim Teacher Course - Joanna Hicks		\$149.00	
611	EFT26601	30/10/2025	Tunstall Australia Pty Ltd		\$31.30		
612	INV1300698	01/10/2025		CHCP - Monthly monitor alarm		\$31.30	
613	EFT26602	30/10/2025	Water Corporation		\$1,709.81		
614	90 07798 96 8 OCT	15/10/2025		Standpipe - Williams-Kondinin Rd - Water - 11/08/2025 - 14/10/2025		\$114.46	
615	90 07800 27 1 OCT	16/10/2025		Standpipe Great Southern Hwy - Water - 13/08/2025 - 15/10/2025		\$1,595.35	
616	EFT26603	30/10/2025	Wiese's Handyman & Property Maintenance		\$2,152.26		
617	INV 0129	31/08/2025		NRLC - Fit Door to Creche Area		\$423.50	L
618	INV 0131	11/09/2025		NRLC - Maintenance Works		\$874.50	L
619	INV 0134	18/09/2025		NRLC - Maintenance Works		\$854.26	L
620	EFT26604	31/10/2025	Department of Human Services		\$878.68		
621	120	22/10/2025		Payroll deductions		\$385.37	
622	120	22/10/2025		Payroll deductions		\$493.31	
623	EFT26605	31/10/2025	Easifleet		\$52.91		
624	AUGUST2025	30/10/2025		Employee Benefit Payments		\$52.91	
TOTAL EFT'S						\$1,250,834.69	

	Direct Debit	Date	Name	Description	Payment Total	Invoice Amount	Type
625	DD10699.1	25/10/2025	National Australia Bank Ltd		\$185.44		
626	662073310-152	25/10/2024		Nab Connect Fees 01/09/2024 - 30/09/2024		\$185.44	
627	DD12029.1	07/10/2025	Synergy		\$522.17		
628	056 460 840 SEP	16/09/2025		John Higgins Building - Electricity - 19/08/2025 - 15/09/2025		\$522.17	
629	DD12029.2	01/10/2025	Synergy		\$29,348.43		
630	403 301 690 SEP	10/09/2025		NRLC - Electricity - 13/08/2025 - 09/09/2025		\$25,487.97	
631	403 301 880 SEP	10/09/2025		Caravan Park - Electricity - 13/08/2025 - 09/09/2025		\$3,860.46	
632	DD12033.1	01/10/2025	CRISP Wireless		\$1,455.80		
633	202501008067	01/10/2025		NRLC - Crisp Enterprise Premium - 01/10/2025 - 31/10/20		\$1,455.80	
634	DD12033.2	01/10/2025	Les Mills Asia Pacific		\$905.00		
	LMB1290359	01/10/2025		NRL - Les Mills partnership package - 01/10/2025 - 31/05/2025		\$905.00	
635							
636	DD12073.1	15/10/2025	Sandwai Pty Ltd		\$960.30		
	INV 5600	01/10/2025		Sandwai Admin User - Monthly - Oct 2025, Sandwai Mobile User - Monthly - Oct 2025		\$960.30	
637							
638	DD12086.1	23/10/2025	Water Corporation		\$621.48		
639	90 07713 41 8 OCT	03/10/2025		Library - Service Charge - 31/07/2025 - 02/10/2025		\$53.18	
640	90 07708 13 3 OCT	03/10/2025		Fairway Depot - Water - 31/07/2025 - 02/10/2025		\$191.03	
641	90 07713 11 9 OCT	03/10/2025		Railway Institute - Water - 31/07/2025 - 02/10/2025		\$377.27	
642	DD12086.2	30/10/2025	Water Corporation		\$877.82		
643	90 07716 03 7 OCT	10/10/2025		13 Hough St - Water - 01/08/2025 - 03/10/2025		\$284.89	
644	90 07725 55 8 OCT	10/10/2025		Gnarrojin Park - Water - 07/08/2025 - 09/10/2025		\$194.94	
645	90 07729 22 5 OCT	10/10/2025		30 Gray St - service charge - 07/08/2025 - 09/10/2025		\$123.36	
646	90 22879 35 2 OCT	10/10/2025		48A Grant St - service charge - 07/08/2025 - 09/10/2025		\$274.63	
647	DD12086.3	27/10/2025	Water Corporation		\$141.00		
	90 07723 33 3 OCT	07/10/2025		Michael Brown Park - service charge - 05/08/2025 - 06/10/2025		\$99.96	
648						\$41.04	
649	90 07708 35 2 OCT	07/10/2025		EMTRS Staff Huse - Water - 30/07/2025 - 03/10/2025		\$41.04	
650	DD12086.4	30/10/2025	Synergy		\$1,485.95		
651	272 793 710 OCT	10/10/2025		Lions Park - Electricity - 12/08/2025 - 09/10/2025		\$132.92	
652	403 301 740 OCT	10/10/2025		Admin Office - Electricity - 12/08/2025 - 09/10/2025		\$1,353.03	
653	DD12086.5	28/10/2025	Synergy		\$26,953.93		
654	403 301 690 OCT	08/10/2025		NRLC - Electricity - 10/09/2025 - 07/10/2025		\$23,593.41	
655	403 301 880	08/10/2025		Caravan Park - Electricity - 10/09/2025 - 07/10/2025		\$3,360.52	
656	DD12086.6	23/10/2025	Synergy		\$13,355.94		
657	649 918 430 OCT	03/10/2025		Street Lighting - Electricity - 24/06/2025 - 24/09/2025		\$13,355.94	
658	DD12087.2	21/10/2025	Water Corporation		\$3,174.88		
659	90 07713 44 2 OCT	01/10/2025		Senior Citizen Centre - Water - 31/07/2025 - 30/09/2025		\$214.58	
660	90 07713 74 1 OCT	01/10/2025		Memorial Park - Water - 31/07/2025 - 30/09/2025		\$128.36	
661	90 07713 95 2 OCT	01/10/2025		Mackie Park - Water - 31/07/2025 - 30/09/2025		\$415.21	
662	90 07713 98 7 OCT	01/10/2025		CSBP - Water - 31/07/2025 - 30/09/2025		\$456.79	
663	90 07714 16 2 OCT	01/10/2025		Museum - Water - 31/07/2025 - 30/09/2025		\$175.97	
664	90 07714 24 2 OCT	01/10/2025		Cemetery - Water - 31/07/2025 - 30/09/2025		\$216.86	
665	90 07714 25 0 OCT	01/10/2025		Caravan Park - Water - 31/07/2025 - 30/09/2025		\$1,135.83	
666	90 07715 11 4 OCT	01/10/2025		Smith St Public Toilets - Water - 31/07/2025 - 30/09/2025		\$431.28	
667	DD12131.1	20/10/2025	Australian Taxation Office		\$55,055.00		
668	20102025	20/10/2025		PAYG, Pay period ending - 20/10/2025		\$55,055.00	
669	DD12144.1	31/10/2025	Department of Transport		\$231,126.10		
670	T1	31/10/2025		Dept of Transport agency collections Oct 2025		\$231,126.10	
671	DD12146.1	31/10/2025	Synergy		\$1,325.28		
672	211 651 630 OCT	13/10/2025		Sydney Hall Way Park - Electricity - 12/08/2025 - 10/10/2025		\$124.31	
673	388 675 720 OCT	13/10/2025		Cemetery - Electricity - 13/08/2025 - 10/10/2025		\$125.10	
674	407 021 070 OCT	13/10/2025		Shop 1/84 Federal St - Electricity - 13/08/2025 - 10/10/2025		\$294.90	
675	456 000 910 OCT	13/10/2025		Museum - Electricity - 13/08/2025 - 10/10/2025		\$254.68	
676	614 718 030 OCT	13/10/2025		Library - Electricity - 13/08/2025 - 10/10/2025		\$404.05	
677	636 073 950 OCT	13/10/2025		History Hall - Electricity - 13/08/2025 - 10/10/2025		\$122.24	
678	DD12149.1	30/10/2025	Water Corporation		\$14,711.90		
679	90 07721 06 3 OCT	09/10/2025		Waste Facility - Water - 05/08/2025 - 08/10/2025		\$30.12	
680	90 07721 157 3 OCT	09/10/2025		May St Public Toilets - Water - 05/08/2025 - 08/10/2025		\$242.44	
681	90 07721 60 2 OCT	09/10/2025		Hockey field - Water - 05/08/2025 - 08/10/2025		\$552.76	
682	90 7721 61 0 OCT	09/10/2025		NRLC - Water - 05/08/2025 - 08/10/2025		\$10,845.85	
683	90 07721 62 9 OCT	09/10/2025		John Higgins Complex - Water - 05/08/2025 - 08/10/2025		\$975.89	
	90 07721 62 9 OCT	09/10/2025		Narrogin Racecourse Track - Water - 05/08/2025 - 08/10/2025		\$1,062.33	
684	90 7721 65 3 OCT	09/10/2025		Croquet Clubrooms - Water - 05/08/2025 - 08/10/2025		\$919.99	
685	90 7721 66 1 OCT	09/10/2025		Earl Street Public Toilets - Water - 05/08/2025 to 08/10/2025		\$5.95	
	90 07721 28 8 OCT	09/10/2025		Old Railway Tennis Building - Water service charge - 05/08/2025 - 08/10/2025		\$76.57	
686							
TOTAL DIRECT DEBITS						\$382,206.42	

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Payroll		Name	Description	Invoice Amount	Payment Total
PAYROLL		Payroll			\$558,610.37
			06/10/2025	\$291,551.32	
			20/10/2025	\$267,059.05	
TOTAL PAYROLL					\$558,610.37
GRAND TOTAL					\$2,191,651.48

October 2025 Payments		
Payment Type	\$	%
Cheque	0.00	0%
EFT (inc. Payroll)	\$1,809,445.06	83%
Direct Debit	\$382,206.42	17%
Credit Card	0.00	0%
Trust	0.00	0%
Total Payments	\$2,191,651.48	

Regional Payments		
	\$	%
Non Local/Statutory	\$1,411,631.94	64%
Local Suppliers	\$221,409.17	10%
Payroll	\$558,610.37	26%
Total	\$2,191,651.48	

10.3.2 MONTHLY FINANCIAL REPORT – OCTOBER 2025

File Reference	12.8.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	12 November 2025
Author	Belinda Knight – Manager Corporate Services
Authorising Officer	Ian Graham – Executive Manager Corporate & Community Services
Attachments 1. Monthly Financial Report for October 2025; and 2. Capital Projects Tracker – October 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 October 2025 Monthly Financial Report.

Consultation

Consultation has been undertaken with the Executive Manager Corporate & Community Services.

Statutory Environment

The 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

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

- Rates – Payments received during October totalled \$763,346, with 590 assessments paying by instalments.
- Monthly Summary Information Graphs – as part of our ongoing commitment to financial transparency and effective budget management, some clarification regarding the phasing of expenditure in relation to the budget adopted in July each year is provided.

While the budget provides an annual allocation of funding, actual expenditure throughout the year may not always align perfectly with the anticipated monthly distribution. This is particularly relevant when considering the default phasing of expenditure, which is often spread evenly (at 1/12 per month or an initial 8.33% 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 October 2025 Monthly Financial Report is presented for review.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 261125.05

Moved: Cr Wiese

Seconded: Cr Pomykala

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

CARRIED 7/0

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

Against: Nil



SHIRE OF NARROGIN

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 October 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

	Amended Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
Note	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
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	4,024	16,273	12,249	304.40%	
Grants, subsidies and contributions	3,626,860	1,084,300	1,247,401	163,101	15.04%	▲
Fees and charges	3,629,340	1,912,248	1,745,811	(166,437)	(8.70%)	
Interest revenue	645,850	46,224	122,860	76,636	165.79%	▲
Other revenue	535,820	113,572	146,312	32,740	28.83%	▲
Profit on asset disposals	100,000	25,000	1,945	(23,055)	(92.22%)	▼
	14,885,095	9,520,513	9,614,153	93,640	0.98%	
Expenditure from operating activities						
Employee costs	(7,455,910)	(2,453,592)	(2,522,355)	(68,763)	(2.80%)	
Materials and contracts	(4,169,005)	(1,320,560)	(1,416,328)	(95,768)	(7.25%)	
Utility charges	(1,309,760)	(436,430)	(268,339)	168,091	38.51%	▲
Depreciation	(4,632,150)	(1,544,056)	(1,615,689)	(71,633)	(4.64%)	
Finance costs	(491,380)	(84)	1,786	1,870	2226.19%	
Insurance	(382,870)	(185,435)	(273,457)	(88,022)	(47.47%)	▼
Other expenditure	(397,140)	(128,032)	(63,558)	64,474	50.36%	▲
Loss on asset disposals	(91,400)	(22,850)	(14,004)	8,846	38.71%	
	(18,929,615)	(6,091,039)	(6,171,944)	(80,905)	(1.33%)	
Non cash amounts excluded from operating activities	2(c) 4,623,550	1,541,906	1,627,748	85,842	5.57%	
Amount attributable to operating activities	579,030	4,971,380	5,069,957	98,577	1.98%	
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)	(5,630,544)	(1,480,826)	4,149,718	73.70%	▲
Acquisition of infrastructure	(4,106,140)	(1,262,640)	(154,687)	1,107,953	87.75%	▲
Payments for financial assets at amortised cost - self supporting loans	(3,329,915)	0	0	0	0.00%	
	(37,042,405)	(6,893,184)	(1,635,513)	5,257,671	76.27%	
Amount attributable to investing activities	(19,062,690)	(6,022,425)	(1,198,071)	4,824,354	80.11%	
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)	(21,137)	(21,137)	0	0.00%	
Repayment of borrowings	(671,135)	(17,917)	(17,917)	0	0.00%	
Transfer to reserves	(973,750)	0	(11,666)	(11,666)	0.00%	
	(1,667,215)	(39,054)	(50,720)	(11,666)	(29.87%)	
Amount attributable to financing activities	15,912,340	(39,054)	(50,720)	(11,666)	(29.87%)	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 2,571,320	2,571,320	3,788,070	1,216,750	47.32%	▲
Amount attributable to operating activities	579,030	4,971,380	5,069,957	98,577	1.98%	
Amount attributable to investing activities	(19,062,690)	(6,022,425)	(1,198,071)	4,824,354	80.11%	▲
Amount attributable to financing activities	15,912,340	(39,054)	(50,720)	(11,666)	(29.87%)	
Surplus or deficit after imposition of general rates	0	1,481,221	7,609,236	6,128,015	413.71%	▲

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 31 OCTOBER 2025

	Actual 30 June 2025 \$	Actual as at 31 October 2025 \$
CURRENT ASSETS		
Cash and cash equivalents	10,143,989	12,137,753
Trade and other receivables	898,372	2,692,490
Inventories	16,342	24,229
TOTAL CURRENT ASSETS	11,058,703	14,854,472
NON-CURRENT ASSETS		
Trade and other receivables	228,055	228,055
Other financial assets	119,609	119,609
Property, plant and equipment	69,865,070	70,267,580
Infrastructure	90,588,609	90,060,624
Right-of-use assets	21,421	21,421
TOTAL NON-CURRENT ASSETS	160,822,764	160,697,289
TOTAL ASSETS	171,881,467	175,551,761
CURRENT LIABILITIES		
Trade and other payables	723,117	1,029,985
Capital grant/contributions liabilities	1,047,245	655,245
Lease liabilities	22,330	1,194
Borrowings	298,990	281,072
Employee related provisions	777,072	777,072
TOTAL CURRENT LIABILITIES	2,868,754	2,744,568
NON-CURRENT LIABILITIES		
Lease liabilities	11,055	11,055
Borrowings	2,383,866	2,383,866
Employee related provisions	216,522	216,522
TOTAL NON-CURRENT LIABILITIES	2,611,443	2,611,443
TOTAL LIABILITIES	5,480,197	5,356,011
NET ASSETS	166,401,270	170,195,750
EQUITY		
Retained surplus	54,411,035	58,193,849
Reserve accounts	5,007,326	5,018,992
Revaluation surplus	106,982,909	106,982,909
TOTAL EQUITY	166,401,270	170,195,750

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

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 11 November 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 POLICES

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 31 OCTOBER 2025

2 NET CURRENT ASSETS INFORMATION

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

	Amended Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 31 October 2025
Note	\$	\$	\$
Current assets			
Cash and cash equivalents	9,981,002	10,143,989	12,137,753
Trade and other receivables	766,589	898,372	2,692,490
Other financial assets	124,756	0	0
Inventories	37,072	16,342	24,229
	10,909,419	11,058,703	14,854,472
Less: current liabilities			
Trade and other payables	(395,313)	(723,117)	(1,029,985)
Other liabilities	(2,121,830)	(1,047,245)	(655,245)
Lease liabilities	(22,330)	(22,330)	(1,194)
Borrowings	(671,135)	(298,990)	(281,072)
Employee related provisions	(813,630)	(777,072)	(777,072)
Other provisions		0	(5,148)
	(4,024,238)	(2,868,754)	(2,749,716)
Net current assets	6,885,181	8,189,949	12,104,756
Less: Total adjustments to net current assets	2(b) (4,313,861)	(4,401,879)	(4,495,520)
Closing funding surplus / (deficit)	2,571,320	3,788,070	7,609,236

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets			
Less: Reserve accounts	(5,007,326)	(5,007,326)	(5,018,992)
Less: Current assets not expected to be received at end of year	0	(119,609)	(119,609)
- Current financial assets at amortised cost - self supporting loans			
- Other liabilities - other adjustments from 2024/2025			(43,862)
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of lease liabilities	22,330	22,330	1,194
- Current portion of borrowings	671,135	298,990	281,072
- Current portion of employee benefit provisions held in reserve	0	403,736	404,677
Total adjustments to net current assets	2(a) (4,313,861)	(4,401,879)	(4,495,520)

Amended Budget Estimates 30 June 2026	YTD Budget Estimates 31 October 2025	YTD Actual 31 October 2025
\$	\$	\$

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities			
Less: Profit on asset disposals	(100,000)	(25,000)	(1,945)
Add: Loss on asset disposals	91,400	22,850	14,004
Add: Depreciation	4,632,150	1,544,056	1,615,689
Total non-cash amounts excluded from operating activities	4,623,550	1,541,906	1,627,748

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 31 OCTOBER 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	163,101	15.04%	▲
<i>CHCP grants paid in advance.</i>			
Interest revenue	76,636	165.79%	▲
<i>Maximising of term deposits early in year. (Timing)</i>			
Other revenue	32,740	28.83%	▲
<i>Reimbursement for WA Renewables CBF Guidelines & Transport Commission (Timing)</i>			
Profit on asset disposals	(23,055)	(92.22%)	▼
<i>Profit on asset disposals lower than anticipated (Timing)</i>			
Expenditure from operating activities			
Utility charges	168,091	38.51%	▲
<i>Costs lower than anticipated - may require review.</i>			
Insurance	(88,022)	(47.47%)	▼
<i>Insurance 2nd instalment paid - may require review.</i>			
Other expenditure	64,474	50.36%	▲
<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	4,149,718	73.70%	▲
<i>See Note 4 for details</i>			
Acquisition of infrastructure	1,107,953	87.75%	▲
<i>See Note 4 for details</i>			
Surplus or deficit at the start of the financial year	1,216,750	47.32%	▲
<i>Pending Audit</i>			
Surplus or deficit after imposition of general rates	6,128,015	413.71%	▲
<i>Pending Audit</i>			

SHIRE OF NARROGIN

SUPPLEMENTARY INFORMATION

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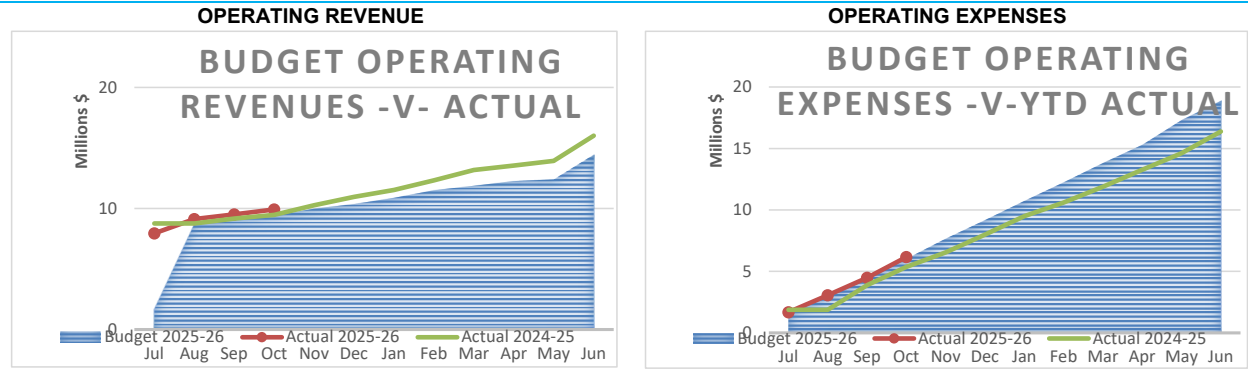
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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

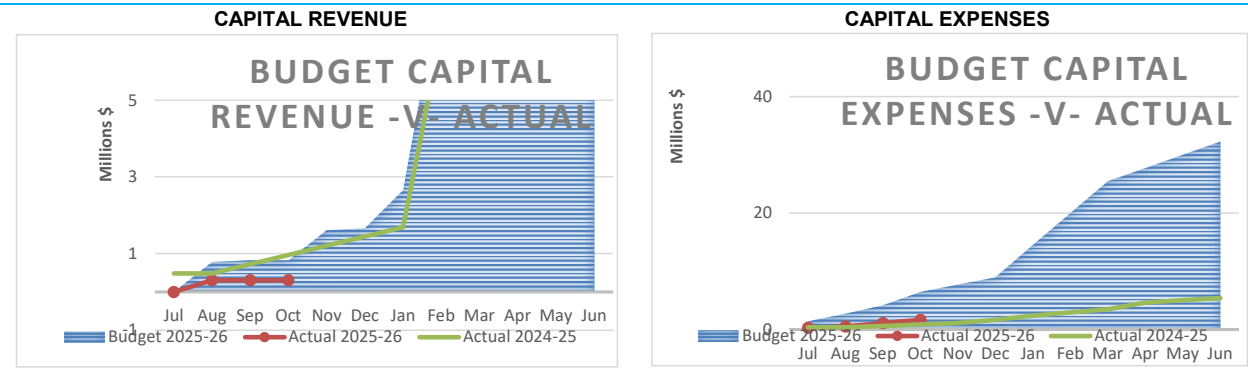
Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

1 KEY INFORMATION - GRAPHICAL

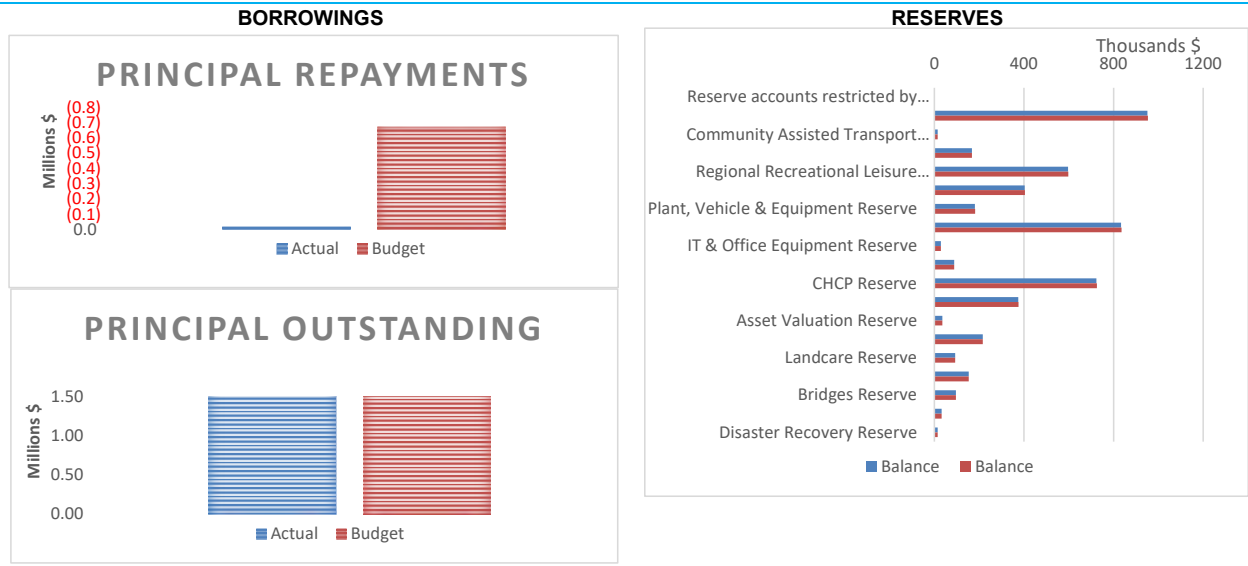
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



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	1,087,693	0	1,087,693		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	1,515,534	0	1,515,534		CBA	4.05%	2/09/2025
Term Deposit - Reserves	Cash and cash equivalents	0	2,503,663	0		WPC	4.07%	4/01/2026
Term Deposit - Reserves	Cash and cash equivalents	0	2,503,663	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		7,118,761	5,018,994	12,137,755	0			
Comprising								
Cash and cash equivalents		7,118,761	5,018,994	12,137,755	0			
		7,118,761	5,018,994	12,137,755	0			

KEY INFORMATION

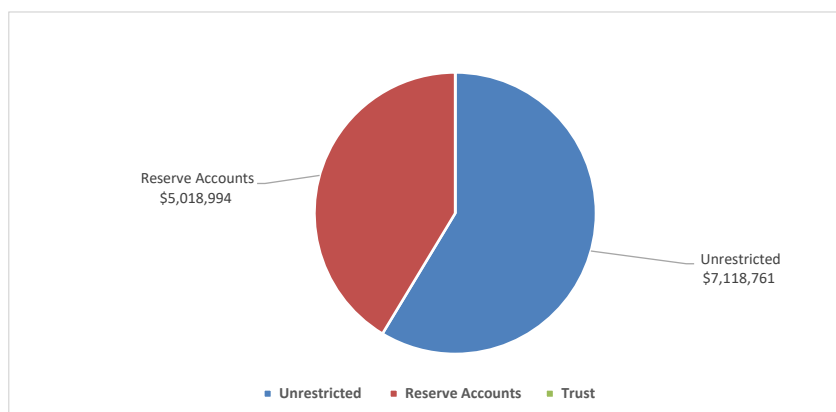
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of 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 31 OCTOBER 2025

3 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	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		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	200,000	0	0	0
Buildings - specialised	26,930,795	4,590,576	1,160,979	(3,429,597)
Furniture and equipment	315,955	38,460	21,169	(17,291)
Plant and equipment	2,109,600	984,844	298,678	(686,166)
Artwork & sculptures	50,000	16,664	0	(16,664)
Acquisition of property, plant and equipment	29,606,350	5,630,544	1,480,826	(4,149,718)
Infrastructure - roads	2,695,980	898,656	120,597	(778,059)
Infrastructure - footpaths	183,010	60,992	0	(60,992)
Infrastructure - drainage	10,000	3,332	5,643	2,311
Infrastructure - Parks, oval & other	530,150	70,660	28,447	(42,213)
Infrastructure - Bridges	687,000	229,000	0	(229,000)
Acquisition of infrastructure	4,106,140	1,262,640	154,687	(1,107,953)
Total capital acquisitions	33,712,490	6,893,184	1,635,513	(5,257,671)
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	6,022,425	1,198,071	(4,824,354)
Capital funding total	33,712,490	6,893,184	1,635,513	(5,257,671)

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

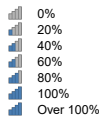
In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

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

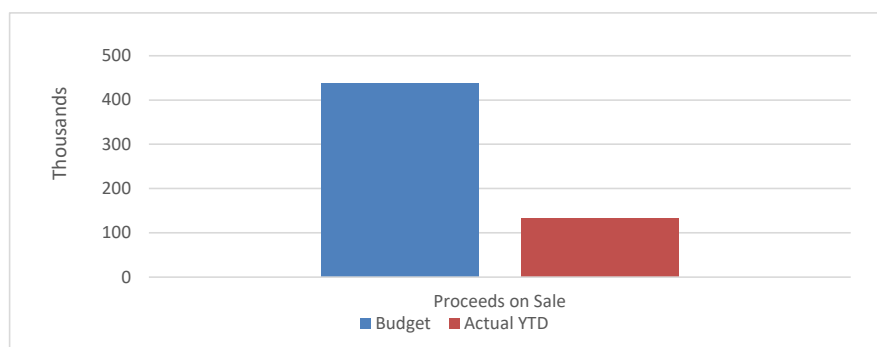


Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
		\$	\$	\$	\$
4090255	Land - Capital	200,000	0	0	0
BC265	Ses Training / Meeting Room	54,725	18,240	0	18,240
BC280	Ses & Bfb Joint Facilities	3,087,000	0	0	0
BC312	Housing Project - Capital	12,500,000	0	9,301	(9,301)
BC274	Recycling Shed (Tip Shop) - Capital	50,000	16,664	0	16,664
BC132	Smith St Public Toilets (Coles Carpark) Capital	6,000	0	3,000	(3,000)
BC152	John Higgins Community Complex Building Capital	7,000	2,332	0	2,332
BC181	Town Hall Upgrade - Capital	81,110	27,036	0	27,036
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	83,332	0	83,332
BC302	Town Hall Improvements - Rigging Upgrade - (Buildings) - Capital	150,000	50,000	0	50,000
BC160	Nrlc Building (Capital)	2,805,000	935,000	224	934,776
BC296	Nrlc Energy Efficiency & Upgrade Project - Capital	1,070,715	356,904	0	356,904
BC298	Nrlc - 24/7 Gym Access - (Buildings) - Capital	45,000	45,000	0	45,000
BC310	Nrlc - Ceiling Fan To Court - Capital	25,000	25,000	0	25,000
BC299	Hawks Football Pavilion - (Buildings) - Capital	4,000,000	1,333,332	0	1,333,332
IO080B	Library Extension - Capital	147,245	49,080	0	49,080
BC201	Museum Building (Capital)-Museum Restoration As Per Conservation Report	110,000	36,664	77,000	(40,336)
BC236	Caravan Park Accommodation Units - Capital	1,500,000	750,000	710,673	39,327
BC308	27 Egerton St Acquisition - Capital	265,000	265,000	266,797	(1,797)
LB031	Furnival Street Acquisition - Capital	264,000	264,000	20,005	243,995
BC278	Good Shed Roof And Wall Restoration - Capital	50,000	16,664	51,702	(35,038)
BC304	45 Federal Street Renovations - (Buildings) - Capital	20,000	6,664	0	6,664
BC306	Façade Refurbishments (Shire Owned Buildings) - (Buildings) - Capital	30,000	10,000	0	10,000
BC309	29 Egerton Street - Rsl Building - Capital	233,000	233,000	22,277	210,723
BC260	Admin Office Building - Capital	140,000	46,664	0	46,664
BC307	Administration Office - Repair Cracks In Walls - (Buildings) - Capital	30,000	10,000	0	10,000
FE041	Nrlc - Additional Cctv - (F&E) - Capital	15,000	5,000	0	5,000
FE042	Nrlc - Foyer A/C - (F&E) - Capital	23,000	7,664	0	7,664
FE043	Nrlc - Replace Change Room Seats - (F&E) - Capital	13,900	4,632	12,900	(8,268)
FE044	Library - Interactive Panel - (F&E) - Capital	6,000	2,000	5,969	(3,969)
FE109	Portable Library Shelving	12,500	4,164	0	4,164
FE045	Pc'S/Laptops (Windows 11 Compatible) - (F&E) - Capital	15,000	5,000	2,300	2,700
FE046	Records Management - (F&E) - Capital	30,000	10,000	0	10,000
PA981	Drone (Ranger) - Capital	5,000	1,664	0	1,664
PA982	Utility (Cesm) - Capital	60,000	60,000	50,909	9,091
PA950	Acquisition Of Incident Control Vehicle	881,900	293,964	0	293,964
PA951	Acquisition Of General Rescue Utility	110,200	36,732	0	36,732
PA8163	Utility - Senior Ranger - Capital	45,000	15,000	65,700	(50,700)
FE037	Additional Public Cctv Camera'S - Installation	100,000	33,332	0	33,332
PA11	Replacement Homecare Minibus - Capital	90,000	30,000	0	30,000
PA14	Replacement Cats Vehicle - Capital	35,000	11,664	0	11,664
PA100	Utility (Construction) - Capital	35,000	11,664	0	11,664
PA18	Utility (Turf Curator Parks) - Capital	35,000	0	0	0
PA52	Trailer 6X4 (Works) - Capital	2,500	832	0	832
PA66	Ride-On-Mower (Parks) - Capital	10,000	3,332	11,563	(8,231)
PA74	Utility (Building Maint) - Capital	45,000	15,000	0	15,000
PA980	Wheel Loader - Capital	380,000	380,000	0	380,000
PE021	Mower Ride-On John Deere Jd130 (Caravan Park)	10,000	3,332	10,339	(7,007)
PA6	Building Surveyor Vehicle - Capital	30,000	10,000	0	10,000
PA12	Ceo Vehicle - (P&E) - Capital	70,000	23,332	0	23,332
PA13	Emccs Vehicle - (P&E) - Capital	55,000	18,332	50,909	(32,577)
PA15	Emtrs Vehicle - (P&E) - Capital	55,000	18,332	60,996	(42,664)
PA16	Emdrs Vehicle - (P&E) - Capital	55,000	18,332	0	18,332
PE064	Fertilizer Spreader - (P&E) - Capital	0	0	6,091	(6,091)
PE084	NRLC - Upgrades (Pool, glazing) - (P&E) - Capital	0	0	42,171	(42,171)
IR135	Argus Street Widening - Capital	27,605	9,200	0	9,200
IR212	Narrogin Valley Road - Renewal (Rural) - Capital	358,365	119,460	18,337	101,123
R2R001	Fortune Street - Renewal (Local) (R2R) - Capital	17,705	5,900	0	5,900
R2R010	Furnival Street - Renewal (Local) (R2R) - Capital	7,920	2,640	0	2,640
R2R019	Harris St Reseal 0.0 To 0.16 - Capital	7,395	2,464	0	2,464
R2R025	Havelock Street - Renewal (Local) (R2R) - Capital	295,000	98,332	3,363	94,969
R2R030	Fairway Street - Renewal (Local) (R2R) - Capital	16,335	5,444	0	5,444
R2R068	James St Reseal 0.0 To 0.17 (R2R) - Capital	8,415	2,804	0	2,804
R2R083	Halo St Reseal 0.0 To 0.1 (R2R) - Capital	3,960	1,320	0	1,320
R2R084	Hive St Reseal 0.0 To 0.15 (R2R) - Capital	4,015	1,336	0	1,336
R2R098	Dowsett St Reseal - 0.00 To 0.09 (R2R) - Capital	3,130	1,040	0	1,040
R2R122	Harbour St Reseal 0.0 To 0.05 (R2R) - Capital	3,930	1,308	0	1,308
R2R128	Lydeker Way Reseal 0.0 To 0.41 (R2R) - Capital	16,910	5,636	0	5,636
R2R162	Pioneer Drive Slipplane (R2R) - Capital	165,745	55,252	0	55,252
R2R202	Congelin Road - Slk 0.0 To 1.5 (R2R) - Capital	63,000	21,000	0	21,000
R2R207	Wagin-Wickepin Road - Renewal (Rural) (R2R) - Capital	91,350	30,448	0	30,448
R2R217	Cooramining Rd Resheet 2.8 To 12.2 (R2R) - Capital	198,875	66,292	0	66,292
R2R220	Confine Rd Resheet 5.15 To 7.75 (R2R) - Capital	107,115	35,704	0	35,704
R2R221	Narrakine Road South - Renewal (Rural) (R2R) - Capital	52,510	17,504	0	17,504
R2R331	Narrogin-Harrismith Road - Renewal (Local) (R2R) - Capital	105,950	35,316	0	35,316
RRG047	Clayton Road - Renewal (Local) (Rrg) - Capital	740,750	246,920	98,616	148,304
RRG331	Narrogin-Harrismith Road - Renewal (Local) (Rrg) - Capital	400,000	133,336	281	133,055
FP010	Narrogin Railway Precinct Pathway - (Footpaths) - Capital	65,000	21,664	0	21,664
IB9250	Led Lighting Upgrade To Footbridge - Capital	20,000	6,664	0	6,664
IF011	Footpath Construction Falcon St (Glyde To Johnston) - Capital	27,000	9,000	0	9,000
IF018	Footpath Construction Narrakine Rd (Clayton To Elliot) - Capital	35,000	11,664	0	11,664
IF019	Footpath Construction Grey St (Hansard To Homer) - Capital	17,010	5,668	0	5,668
IF024	Footpath Construction Homer St (Grey To Butler) - Capital	19,000	6,332	0	6,332
DR010	Stormwater Diversion To Railway Dam - (Inf Oth) - Capital	10,000	3,332	5,643	(2,311)
IO037	Boundary Fencing Bannister Reserve	32,250	0	14,363	(14,363)
IO035	Dog Pound Improvements (Fencing, Hard Stand Area & Cameras) - (Inf Oth) - Capital	12,000	4,000	0	4,000
IO071	Dog Park - Gnaroin Park - (Inf Oth) - Capital	30,000	10,000	12,164	(2,164)
IO188	Liquid Waste Ponds - Capital	35,000	11,664	0	11,664
IO026	Cemetery Upgrade	18,000	6,000	0	6,000
IO201	Alby Park - Flag Poles X 3 - (Inf Oth) - Capital	10,000	3,332	0	3,332
IO202	Thomas Hogg Oval - Light Pole Structure Upgrade - (Inf Oth) - Capital	10,000	3,332	1,921	1,412
IO203	Alby Park Soundshell - (Inf Oth) - Capital	75,000	25,000	0	25,000
IO204	Gnaroin Park - Lighting Upgrade - (Inf Oth) - Capital	12,000	4,000	0	4,000
IO138	Narrogin Speedway Lighting Upgrade Project - Capital	285,900	0	0	0
IO113	Public Art Strategy - Implementation	50,000	16,664	0	16,664
IO209	Administration Office - Shade Structure At Rear Over Table - (Buildings) - Capital	10,000	3,332	0	3,332
IB204	Tarwonga Rd Bridge 4551	687,000	229,000	0	229,000
FE047	Caravan Park Accommodation Units - Fit out	200,555	0	0	0

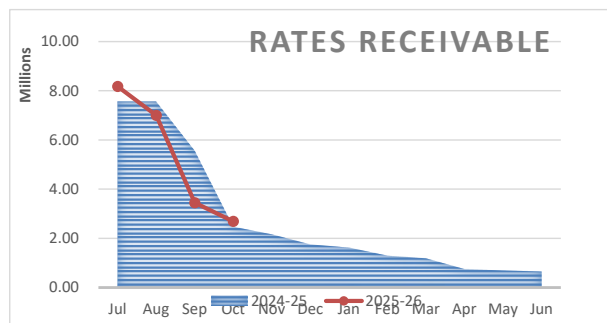
5 DISPOSAL OF ASSETS

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	31 Oct 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)	(5,736,655)
Gross rates collectable	646,736	2,690,179
Allowance for impairment of rates receivable	(200,000)	(208,594)
Net rates collectable	446,736	2,481,585
% Collected	91.8%	68.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general (incl Pensioner Claims)	(4,281)	14,779	48,425	3,318	44,922	107,163
Percentage	(4.0%)	13.8%	45.2%	3.1%	41.9%	
Balance per trial balance						
Trade receivables	(4,281)	59	48,425	3,318	44,922	92,443
Pensioner Claims - Pending	0	14,720	0	0	0	14,720
GST receivable	103,742	0	0	0	0	103,742
Total receivables general outstanding						210,905

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).

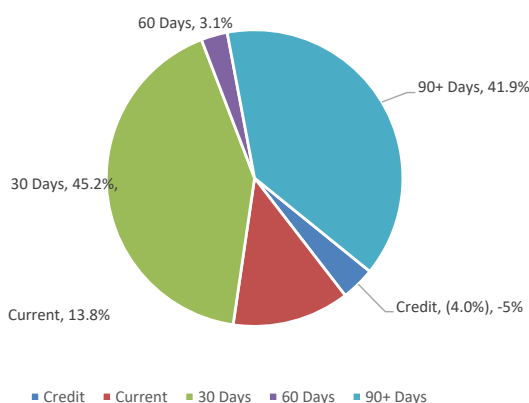
The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

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)



7 OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 October 2025
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel	16,342	7,887	0	24,229
Total other current assets	16,342	7,887	0	24,229
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.

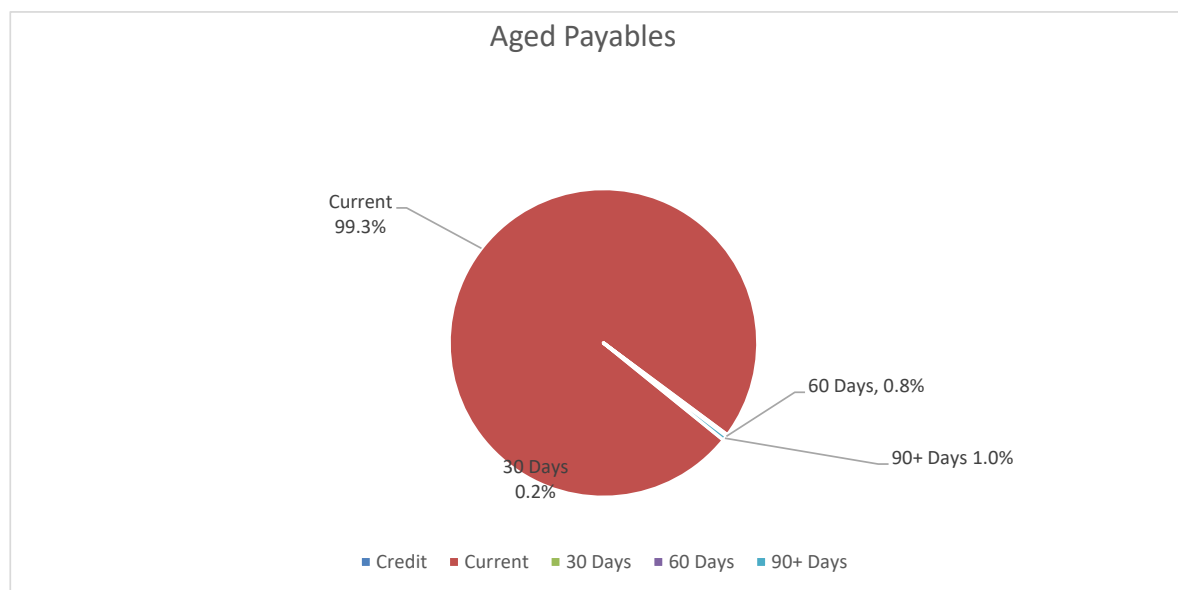
8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	616,993	1,121	0	3,088	621,202
Percentage	0.0%	99.3%	0.2%	0.0%	0.5%	
Balance per trial balance						
Sundry creditors	0	616,993	1,121	0	3,088	621,203
Accrued salaries and wages	0	(16,636)	0	0	0	(16,636)
ATO liabilities	0	17,461	0	0	0	17,461
Other payables	0	286,929	0	0	0	286,929
Rates paid in advance	0	0	0	0	60,998	60,998
Bonds & deposits	0	0	0	0	60,030	60,030
Total payables general outstanding						1,029,985

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.	1 July 2025	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			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	(17,917)	(36,015)	130,617	112,519	(1,229)	(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	(17,917)	(428,220)	2,664,939	14,790,831	1,786	(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	(17,917)	(671,135)	2,664,939	17,634,916	1,786	(491,110)
Current borrowings		281,072					281,072			
Non-current borrowings		2,401,784					2,383,867			
		2,682,856					2,664,939			

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.	New Leases			Principal Repayments		Principal Outstanding		Interest Repayments	
			1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	\$
8 Parry Court, Narrogin	2		3,765	0	0	(6,840)	(3,765)	(3,075)	0	0	(20)
68 Williams Road, Narrogin	3		29,620	0	0	(5,547)	(18,565)	24,073	11,055	0	(250)
14 McCormic Way, Narrogin	4		0	0	0	(8,750)	0	(8,750)	0	0	0
Total			33,385	0	0	(21,137)	(22,330)	12,248	11,055	0	(270)
Current lease liabilities			22,330					1,194			
Non-current lease liabilities			11,055					11,055			
			33,385					12,249			

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

	Note	Opening Balance 1 July 2025 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 October 2025 \$
Other current liabilities						
Other liabilities						
Capital grant/contributions liabilities		1,047,245	0	0	(392,000)	655,245
Total other liabilities		1,047,245	0	0	(392,000)	655,245
Employee Related Provisions						
Provision for annual leave		423,338	0	0	0	423,338
Provision for long service leave		353,734	0	0	0	353,734
Total Provisions		777,072	0	0	0	777,072
Total other current liabilities		1,824,317	0	0	(392,000)	1,432,317

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.

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2025	Current Liability 31 Oct 2025	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
GENGRANT - Financial Assistance Grant - General	0	0	0	0	0	1,070,000	197,000	210,501
GENGRANT - Financial Assistance Grant - Roads	0	0	0	0	0	570,000	101,250	107,258
ESL - SES Subsidy (Operating) Grant	0	0	0	0	0	15,530	5,176	0
ESL - Bush Fires Subsidy (Operating) Grant	0	0	0	0	0	67,280	33,640	40,121
ESL - SES/BFB Self Supporting Loan - Interest Incurr	0	0	0	0	0	151,265	0	0
LIB - Grant - Regional Library Services .	0	0	0	0	0	4,500	4,500	6,220
OTHCUL - Grants - Other Culture	0	0	0	0	0	50,000	16,668	5,000
ROADM - Direct Road Grant (MRWA)	0	0	0	0	0	240,100	240,100	240,100
ROADM - Street Lighting Subsidy	0	0	0	0	0	18,110	6,036	0
TOUR - Grants	0	0	0	0	0	1,000	250	0
CHCP - Recurrent Grant Funding	0	0	0	0	0	724,500	241,492	483,398
CHSP - Recurrent Grant Funding	0	0	0	0	0	570,400	190,132	133,735
WELFARE - Grants	0	0	0	0	0	0	0	2,247
REC - Grants - Kids Sports	0	0	0	0	0	0	0	2,418
WELFARE - Developmental Disability Council grant	0	0	0	0	0	0	0	4,000
	0	0	0	0	0	3,482,685	1,036,244	1,234,999
Contributions								
CESM - Contributions & Reimbursements	0	0	0	0	0	137,965	45,988	0
CHSP - Contributions & Donations	0	0	0	0	0	100	32	1
REC - Contributions & Donations	0	0	0	0	0	3,110	1,036	0
LIB - Contributions & Donations	0	0	0	0	0	500	168	10,260
ADMIN - Contributions & Donations	0	0	0	0	0	2,500	832	0
OTHCUL - Contributions & Donations - Other Culture	0	0	0	0	0	0	0	2,141
	0	0	0	0	0	144,175	48,056	12,402
TOTALS	0	0	0	0	0	3,626,860	1,084,300	1,247,401

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2025	Current Liability 31 Oct 2025	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
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 31 OCTOBER 2025

14 BUDGET AMENDMENTS

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

	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
GL/Job	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 Accomodation Units	27-Aug	Capital expenses		0	(1,500,000)	(1,490,000)
FE047	Caravan Park Accomodation 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 31/10/2025

Investment of funds - Municipal Account								
Bank	Deposit number	Lodgement Date	Date of Maturity		Amount Deposited	Interest Rate	Estimated interest earned	TOTAL INVESTED (excluding at call)
NAB	50-835-8169		At call		\$1,101,800.33		\$0.00	\$6,031,068.50
NAB	10984852	8/10/2025	7/11/2025		\$1,500,000.00	3.20%	\$3,945.21	
NAB	28-7917	8/10/2025	1/12/2025		\$1,515,534.25	3.80%	\$8,520.21	
CBA	066-000 00012076	8/10/2025	1/12/2025		\$1,515,534.25	3.97%	\$8,901.38	
CBA	066-000 00012076	8/10/2025	7/11/2025		\$1,500,000.00	3.78%	\$4,660.27	
	Total Invested				\$7,132,868.83			

Investment of funds - Reserve Account								
Bank	Deposit number	Lodgement Date	Date of Maturity		Amount Deposited	Interest Rate	Estimated interest earned	TOTAL INVESTED (excluding at call)
NAB	26-899-1183		At call		\$11,668.38		\$0.00	\$5,007,326.44
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		
Municipal Account		%
NAB		50.00%
CBA		50.00%
		100.00%
		\$6,031,068.50
Reserve Account		%
NAB		50.00%
Westpac		50.00%
		100.00%
		\$5,007,326.44

Strategic Budget Projects Register 2025/26



AS AT 31 OCTOBER 2025

Project Title/Task	COA	Job	Category	Original Budget Adopted by Council	Current Budget varied by Council	Actual Exp / Income to 31/10/2025	Outstanding PO Exp to 31/10/2025 (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 – Fencing 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. 8/10/2024 - No change to status. 5/1/2025 - Still in concept phase with DFES Fleet Development 18/2/2025 - No change to status 11/3/2025 - The Manager Fleet Development at DFES has indicated that ICV build program has not progressed. They still have not undertaken the tendering process to enable builds to be completed. 09/05/2025 - Included in carryovers for 2025-26 budget in proposed CAPEX report to MBS May 2025. 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.Awaiting recipient created tax invoice.	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 2023/2024 capital funding was unsuccessful. 5/1/2025 - no change to status 18/2/2025 - No change to status. Will reapply for the 2024/2025 LGGS round in March 2025. 11/3/2025 - Application to be submitted to LGGS due end of March 2025 19/05/2025 - included in carryovers in 2025-26 proposed Capex report to May 2025 MBS.	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	\$50,909.09	\$8,008.43	\$58,917.52	\$1,082.48	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	IO035	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. Delivery Nov. 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 DCSA, 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 - Various Lots	4090250	BC311	Land	\$8,000,000.00	\$8,000,000.00	\$0.00	\$0.00	\$0.00	\$8,000,000.00	Medium	Cash offer to acquire 49 Clayton accepted for \$120k, payable thru Grant	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	\$9,300.54	\$87,006.37	\$96,306.91	\$103,693.09	Low	\$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	\$4.3m 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
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	30/11/25
Narrogin Cemetery Upgrade	4100860	IO026	Other	\$18,000.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	Low		Infrastructure Services	John Warburton	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	\$4,569.85	\$4,569.85	\$5,430.15	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	\$3,266.66	\$33,497.94	\$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. Installation November 2025.	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	4110260	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	\$12,900.00	\$0.00	\$12,900.00	\$1,000.00	Completed	Completed.	Corporate & Community Services	Ian Graham	Brendan Firman	Complete	100%	01/08/25	31/12/25
NRLC - Energy Efficiency (Solar) Panel Project	4110260	BC296	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	BC160	Building Construction/Mtce	\$2,805,000.00	\$2,805,000.00	\$3,490.97	\$49,208.37	\$52,699.34	\$2,752,300.66	Low	Engineering report on roof purlins requested, awaiting outcome.	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	\$4,910.00	\$4,910.00	\$2,090.00	Low	PO issued.	Corporate & Community Services	Ian Graham	Brendan Firman	On Track	0%	01/12/25	30/04/26
Narrogin SpeedwayLighting Upgrade Project	4110365	IO138	Other	\$285,900.00	\$285,900.00	\$0.00	\$0.00	\$0.00	\$285,900.00	Low	No CSRRF fund in September 2025 like normal, grant dependent.	Corporate & Community Services	Ian Graham	Paula Raworth	On Track	0%	01/11/25	31/03/26
Ride on Mower (Parks)	4120350	PA66	Vehicle Acquisition	\$10,000.00	\$10,000.00	\$11,562.73	\$0.00	\$11,562.73	-\$1,562.73	Completed	Completed	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/05/26
Utility (Turf) Parks	4120350	PA18	Vehicle Acquisition	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low		Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	31/03/26
Alby Park - Flagpoles	4110360	IO201	Other	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	Low	PO issued October 2025, to be installed by 30th November 2025.	Planning & Sustainability	Adam Majid	Keith Ng	On Track	0%	28/08/25	19/12/25
Thomas Hogg Oval - Light Pole Structure Upgrade	4110360	IO202	Other	\$10,000.00	\$10,000.00	\$1,920.50	\$0.00	\$1,920.50	\$8,079.50	Completed	RO advised works undertaken in 2024/25 year as urgent works	Planning & Sustainability	Adam Majid	Keith Ng	Complete	100%	01/08/25	31/05/26
Alby Park - Covered Stage	4110360	IO203	Building Construction/Mtce	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	Low		Planning & Sustainability	Adam Majid	Keith Ng	On Track	0%	01/08/25	31/05/26
Dog Park - Gnaroin Park	4050365	IO071	Other	\$30,000.00	\$30,000.00	\$12,163.65	\$5,340.50	\$17,504.15	\$12,495.85	Low		Planning & Sustainability	Adam Majid	Guy Maley, John Warburton, Tabitha Yuen	On Track	0%	01/08/25	01/12/25
Hawks Football Clubrooms	4110375	BC299	Building Construction/Mtce	\$4,000,000.00	\$4,000,000.00	\$0.00	\$0.00	\$0.00	\$4,000,000.00	Medium	No CSRRF fund round opened in September 2025, grant dependent.	Corporate & Community Services	Ian Graham	Paula Raworth	On Track	0%	01/12/25	31/05/26
Gnaroin Park Lighting Upgrade	4110360	IO204	Other	\$12,000.00	\$12,000.00	\$0.00	\$10,000.00	\$10,000.00	\$2,000.00	Low	PO issued October 2025	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	31/12/25
Library Interactive Panel	4110550	FE044	ITC Acquisition	\$6,000.00	\$6,000.00	\$5,969.09	\$0.00	\$5,969.09	\$30.91	Completed	Complete.	Corporate & Community Services	Ian Graham	Paula Raworth	Complete	100%	01/09/25	31/12/25
Mobile Library Shelving	4110550	FE109	Other	\$12,500.00	\$12,500.00	\$0.00	\$11,363.64	\$11,363.64	\$1,136.36	Completed	Complete.	Corporate & Community Services	Ian Graham	Paula Raworth	Complete	100%	01/09/25	31/12/25
Construction of Library Sewer Extension	4110580	IO080B	Other	\$147,245.00	\$147,245.00	\$0.00	\$0.00	\$0.00	\$147,245.00	Low	Project design to be reviewed.	Corporate & Community Services	Ian Graham	Paula Raworth	On Track	0%	01/03/26	31/05/26
Museum Insurance Claim	4110660	BC201	Building Construction/Mtce	\$110,000.00	\$110,000.00	\$77,000.00	\$0.00	\$77,000.00	\$33,000.00	Low	Insurance claim approved - project commenced and due for completion 30th November 2025. Furniture taken offsite (storage behind Ambulance Hall & kitchenette of museum) and restorations are underway.	Planning & Sustainability	Adam Majid	Keith Ng	On Track	0%	15/09/25	31/05/26
Public Art Strategy Implementation	4110860	IO113	Other	\$50,000.00	\$50,000.00	\$0.00	\$3,580.00	\$3,580.00	\$46,420.00	Low	Nb: Net \$25k, if there is no grant	Corporate & Community Services	Ian Graham	Paula Raworth, Regina Razumovskaya	On Track	0%	01/08/25	31/12/25
Clayton Road Rehabilitation SLK 0.00 to 6.30	4120167	RRG047	Road Construction	\$740,750.00	\$740,750.00	\$99,141.27	\$303,668.36	\$402,809.63	\$337,940.37	Low		Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/09/25	30/01/26
Narrogin Harris Smith Road Rehabilitation SLK 28.40-30.20	4120167	RRG331	Road Construction	\$400,000.00	\$400,000.00	\$280.96	\$253,478.44	\$253,759.40	\$146,240.60	Low		Infrastructure Services	John Warburton	John Warburton	On Track	0%	03/11/25	30/12/25
Narrogin Valley Road Construction SLK 6.30 to 8.30	4120165	IR212	Road Construction	\$358,365.00	\$358,365.00	\$19,337.06	\$143,436.00	\$162,773.06	\$195,591.94	Low		Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	31/05/26

	Project Title/Task	COA	Job	Category	Original Budget Adopted by Council	Current Budget varied by Council	Actual Exp / Income to 31/10/2025	Outstanding PO Exp to 31/10/2025 (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
75	Argus Street Widening		4120165	IR135	Road Construction	\$27,605.00	\$27,605.00	\$0.00	\$0.00	\$0.00	Low		Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	31/05/26
77	Stormwater Diversion to Railway Dam		4120180	DR010	Other	\$10,000.00	\$10,000.00	\$5,642.88	\$0.00	\$5,642.88	Completed	Completed	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	03/11/25
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	Low	Reseals scheduled for November 2025	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	02/02/26
80	Narrogin Harrismith 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	Low	Reseals scheduled for November 2025	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	02/02/26
81	Congelin 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	Low	Reseals scheduled for November 2025	Infrastructure Services	John Warburton	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	Low	Reseals scheduled for November 2025	Infrastructure Services	John Warburton	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	Low	Reseals scheduled for November 2025	Infrastructure Services	John Warburton	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	Low	Reseals scheduled for November 2025	Infrastructure Services	John Warburton	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	Low	Reseals scheduled for November 2025	Infrastructure Services	John Warburton	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	Low	Reseals scheduled for November 2025	Infrastructure Services	John Warburton	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	Low	Reseals scheduled for November 2025	Infrastructure Services	John Warburton	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	Low	Reseals scheduled for November 2025	Infrastructure Services	John Warburton	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	Low	Reseals scheduled for November 2025	Infrastructure Services	John Warburton	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	Low	Reseals scheduled for November 2025	Infrastructure Services	John Warburton	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	Low	Reseals scheduled for November 2025	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	02/02/26
92	Cooramining Road Resheet SLK 2.80-12.20		4120166	R2R217	Road Resheet	\$198,875.00	\$198,875.00	\$0.00	\$0.00	\$0.00	Low		Infrastructure Services	John Warburton	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	Low		Infrastructure Services	John Warburton	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	Low		Infrastructure Services	John Warburton	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	Low		Infrastructure Services	John Warburton	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	Low	PO issued October 2025	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	30/11/25
98	Falcon St (Glyde to Johnson) Footpath Construction		4120175	IF011	Footpath Construction	\$27,000.00	\$27,000.00	\$0.00	\$22,550.00	\$22,550.00	Low	PO issued October 2025	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	30/11/25
99	Narrakine Rd (Clayton to Elliot) Footpath Construction		4120175	IF018	Footpath Construction	\$35,000.00	\$35,000.00	\$0.00	\$27,950.00	\$27,950.00	Low	PO issued October 2025	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	30/11/25
100	Grey St (Harsard to Homer) Footpath Construction		4120175	IF019	Footpath Construction	\$17,010.00	\$17,010.00	\$0.00	\$14,250.00	\$14,250.00	Low	PO issued October 2025	Infrastructure Services	John Warburton	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	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	\$221.82	\$221.82	Completed	Completed	Infrastructure Services	John Warburton	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	Low		Infrastructure Services	John Warburton	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	\$10,710.00	Low	PO issued October 2025	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	31/12/25
107	Wheel Loader		4120350	PA980	Vehicle Acquisition	\$380,000.00	\$380,000.00	\$327,000.00	\$0.00	\$327,000.00	Completed	Completed	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/10/25
108	Utility (Construction)		4120350	PA100	Vehicle Acquisition	\$35,000.00	\$35,000.00	\$33,441.09	\$0.00	\$33,441.09	Completed	Completed	Infrastructure Services	John Warburton	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	Low	PO issued October 2025	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	31/12/25
110	Trailer 6x4 (Works)		4120350	P52	Vehicle Acquisition	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	Low	Not required FY25/26.	Infrastructure Services	John Warburton	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	\$713,240.97	\$751,398.00	\$1,464,638.97	Low	B/A Required - \$1.5m Construction of buildings not civils / power	Infrastructure Services	John Warburton	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	\$49,875.55	\$0.00	\$49,875.55	Low	Reduced to \$200,555 so that \$200,000 for civils is allocated to grant sch 9	Infrastructure Services	John Warburton	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	Completed	Completed	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/05/26
117	Building Surveyor Vehicle		4130350	PA6	Vehicle Acquisition	\$30,000.00	\$30,000.00	\$36,509.27	\$0.00	\$36,509.27	Completed	Completed	Planning & Sustainability	John Warburton	John Warburton	Complete	100%	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	Low		Planning & Sustainability	Adam Majid	Keith Ng	On Track	0%	01/08/25	31/05/26
120	Facade Refurbishment (Shire owned Buildings)		4130650	BC306	Building Construction/Mtce	\$30,000.00	\$30,000.00	\$0.00	\$32,960.00	\$32,960.00	Low	15/09/2025 - Preferred contractor appointed and colour scheme approved. Awaiting commencement with completion expected by 30th November 2025.	Planning & Sustainability	Adam Majid	Keith Ng	On Track	0%	01/08/25	31/05/26
121	Good Shed Roof & Wall Restoration		4130650	BC278	Building Construction/Mtce	\$50,000.00	\$50,000.00	\$74,429.59	\$650.00	\$75,079.59	Completed		Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/12/25
122	Furnival St Lots Residential Land Acquisition		4130260	LB031	Land	\$132,000.00	\$205,000.00	\$20,005.00	\$0.00	\$20,005.00	Completed	Completed	Office of CEO	Dale Stewart	Dale Stewart	Complete	100%	01/08/25	31/05/26
123	27 Egerton St - Commercial Property Acquisition		4130260	BC308	Land	\$265,000.00	\$265,000.00	\$266,795.53	\$4,545.45	\$271,341.98	Completed	Completed	Office of CEO	Dale Stewart	Dale Stewart	Complete	100%	01/08/25	31/05/26
124	29 Egerton St - Soldiers Institute Property Acquisition		4130650	BC309	Land	\$233,000.00	\$233,000.00	\$22,277.27	\$0.00	\$22,277.27	Low	Deposit paid, proceeding with DPLH underway.	Office of CEO	Dale Stewart	Dale Stewart	On Track	25%	01/08/25	31/05/26
127	Reroof of Shire Admin Building		4140560	BC260	Building Construction/Mtce	\$140,000.00	\$140,000.00	\$0.00	\$0.00	\$0.00	Low		Planning & Sustainability	Adam Majid	Keith Ng	On Track	0%	01/08/25	31/05/26
128	Admin Office - repair cracks in walls		4140560	BC307	Building Construction/Mtce	\$30,000.00	\$30,000.00	\$3,266.66	\$17,963.34	\$21,230.00	Low		Planning & Sustainability	Adam Majid	Keith Ng	On Track	0%	01/08/25	31/05/26
129	Admin Office - shade structure		4140586	IO209	Building Construction/Mtce	\$10,000.00	\$10,000.00	\$0.00	\$618.18	\$9,381.82	Low		Planning & Sustainability	Adam Majid	Keith Ng	On Track	0%	01/08/25	19/12/25
130	Replacement of PC/Laptops		4140580	FE045	ITC Acquisition	\$15,000.00	\$15,000.00	\$2,299.95	\$2,900.00	\$5,199.95	Low	In progress.	Corporate & Community Services	Ian Graham	Ian Graham	On Track	0%	01/08/25	30/11/25
131	Records Management Software		4140580	FE046	ITC Acquisition	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	Low	Evaluating potential systems.	Corporate & Community Services	Ian Graham	Ian Graham	On Track	0%	01/08/25	31/05/26
132	CEO Vehicle Acquisition		4140585	PA12	Vehicle Acquisition	\$70,000.00	\$70,000.00	\$0.00	\$76,340.72	\$76,340.72	Low	PO Issued - delivery approx October. Like for like (Prado GLX) however over budget but expect trade to exceed budgeted income likewise.	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	01/12/25
133	EMCCS Vehicle Acquisition		4140585	PA13	Vehicle Acquisition	\$55,000.00	\$55,000.00	\$50,909.00	\$0.00	\$50,909.00	Completed	Completed	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/07/25
134	EMIS Vehicle Acquisition		4140585	PA15	Vehicle Acquisition	\$55,000.00	\$55,000.00	\$0.00	\$0.00	\$0.00	Low		Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	31/05/26
135	EMPS Vehicle Acquisition		4140585	PA16	Vehicle Acquisition	\$55,000.00	\$55,000.00	\$60,996.41	\$0.00	\$60,996.41	Completed	Completed	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/08/25
138	Trade - Replacement of Senior Ranger Utility		5050350		Vehicle Disposal	\$-30,000.00	\$-30,000.00	\$-49,090.91	\$0.00	\$-49,090.91	Completed	Trade completed as part of purchase for new vehicle September 2025.	Planning & Sustainability	Adam Majid	Adam Majid	Complete	100%	01/08/25	31/05/26
139	Trade - Replacement of CATS Vehicle		5080450		Vehicle Disposal	\$-20,000.00	\$-20,000.00	\$0.00	\$-20,909.09	\$0.00	Low	In progress.	Corporate & Community Services	Ian Graham	Paula Raworth	On Track	0%	01/02/26	01/03/26
140	Trade - Replacement of Homecare Minibus		5080450		Vehicle Disposal	\$-35,000.00	\$-35,000.00	\$0.00	\$0.00	\$0.00	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
141	Trade - Replacement of Parks Ride on Mower		5110350		Vehicle Disposal	\$-1,000.00	\$-1,000.00	\$-4,150.00	\$0.00	\$-4,150.00	Completed	Completed	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/05/26
142	Trade - Replacement Utility (Turf)		5110350		Vehicle Disposal	\$-20,000.00	\$-20,000.00	\$0.00	\$0.00	\$0.00	Low		Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	31/05/26
143	Trade - Replacement of Wheel Loader		5120350		Vehicle Disposal	\$-160,000.00	\$-160,000.00	\$0.00	\$0.00	\$0.00	Low	To be auctioned indicative February 2026.	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	01/12/25
144	Trade - Replacement of Utility (Bldg Mtce)		5120350		Vehicle Disposal	\$-20,000.00	\$-20,000.00	\$0.00	\$-20,000.00	\$0.00	Low	PO issued for purchase and trade.	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	01/12/25
145	Trade - Replacement Ride on Mower (Caravan Park)		5130250		Vehicle Disposal	\$-1,000.00	\$-1,000.00	\$-5,600.00	\$0.00	\$-5,600.00	Completed	Completed	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/05/26
146	Trade - Replacement Vehicle Building Surveyor		5130350		Vehicle Disposal	\$-15,000.00	\$-15,000.00	\$0.00	\$0.00	\$0.00	Low		Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	01/12/25
147	Trade - Replacement CEO Vehicle		5140550		Vehicle Disposal	\$-40,000.00	\$-40,000.00	\$0.00	\$0.00	\$0.00	Low	PO Issued October - Like for like (Prado GLX) however over budget but							

10.3.3 AMENDMENTS TO 2025/26 SCHEDULE OF FEES AND CHARGES – COMMUNITY ASSISTED TRANSPORT SERVICES

File Reference	12.4.3
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	17 November 2025
Author	Rizwan Islam – Manager of Community Services
Authorising Officer	Ian Graham – Executive Manager Corporate & Community Services
Attachments	Nil

Summary

Council is requested to consider proposed amendments to the 2025/26 Schedule of Fees and Charges – Community Assisted Transport Services (CATS) fees, as detailed below.

Background

A recent review of Patient Assisted Transport Scheme (PATs) reimbursements undertaken by WA Country Health Service has resulted in significant increases to the reimbursements paid to patients, with an increase from \$0.26c per kilometre to \$0.40c per kilometre. As a result, there is currently a considerable variation between the PATs reimbursement and the Shire of Narrogin CATS fees.

The current PATs reimbursements and CATS fees and the proposed amended CATS fees are as follows (all exc. GST):

Patient Assisted Transport Scheme (PATs) Reimbursement		Shire of Narrogin Community Assisted Transport Services (CATS) Fees	
Journey	Current approx. \$	Current Fee \$	Amended Fee \$
Narrogin - Perth	159.00	115.00	165.00
Narrogin - Perth (via Williams)	135.00	Not listed	165.00
Narrogin - Bunbury	138.00	Not listed	140.00
Narrogin - Busselton	174.00	130.00	175.00
Narrogin - Joondalup	178.00	Not listed	180.00

Currently there are no fees specified for journeys from Williams – Perth, Narrogin – Bunbury and Narrogin – Joondalup. These have now been included to provide clarification for administration.

In addition, Narrogin – Perth via Williams has been set at the same rate as Narrogin – Perth. It should be noted that the Administration is currently negotiating with several adjoining local governments to where the Shire of Narrogin's service is provided to their residents, to seek a contribution to the operating deficit.

Consultation

The Manager Community Services has consulted with the Homecare Finance & Administration Supervisor, Executive Manager Corporate & Community Services, and the Chief Executive Officer.

Statutory Environment

The Local Government Act 1995, Sections 6.16 and 6.19 relate as follows:

“(1) A local government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

(2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) supplying a service or carrying out work at the request of a person;*
- (c) subject to section 5.94, providing information from local government records;*
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) supplying goods;*
- (f) such other service as may be prescribed.*

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed* during a financial year; and*
- (b) amended* from time to time during a financial year*

** Absolute majority required.”*

and

“If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and*
- (b) the date from which it is proposed the fees or charges will be imposed.”*

Policy Implications

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

Sustainability & Climate Change Implications

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

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

Social - The proposed amendments to the 2025/26 Fees and Charges will more closely align the CATS fees to the PATS reimbursements.

Financial Implications

The additional revenue will have a very minor impact overall on the 2025/26 budget; however it will reduce the overall net annual operating costs of the CATS vehicle. This will result in a reduction to annual contributions required from the Shire of Narrogin and other contributing Shires to cover an annual operating cost deficit, should there be one.

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)
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to monitor the Shire's ongoing financial performance including current Fees and Charges could increase the risk of a negative impact on the Shire's financial position.	Possible (3)	Minor (2)	Medium (5-9)	Errors, Omissions and Delays	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

The 2025/26 Schedule of Fees and Charges – Community Assisted Transport Services (CATS) have been reviewed in response to recent increases in the Patient Assisted Transport Scheme (PATs) reimbursements. The proposed amendments to the CATS fees will more closely align the CATS fees to the PATs reimbursements.

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 261125.06

Moved: Cr Fisher

Seconded: Cr Bartron

That with respect to the review of 2025/26 Schedule of Fees & Charges related to the Community Assisted Transport Services, Council adopts the following fees with effect from 1 January 2026, and request the Administration to give effect to this change via local public notice advertising requirements, pursuant to the Local Government Act 1995, section 6.19:

Journey	Fee (exc. GST) \$
Narrogin – Perth	165.00
Narrogin – Perth (via Williams)	165.00
Narrogin – Bunbury	140.00
Narrogin – Busselton	175.00
Narrogin – Joondalup	180.00

CARRIED BY ABSOLUTE MAJORITY 7/0

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

Against: Nil

10.3.4 NARROGIN PRIMARY SCHOOL – REQUEST TO WRITE OFF INTEREST ON RATES

File Reference	25.4.6 & A340002
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Narrogin Primary School
Previous Item Numbers	N/A
Date	10 November 2025
Author	Belinda Knight, Manager Corporate Services
Authorising Officer	Ian Graham – Executive Manager Corporate & Community
Attachments	Nil

Summary

The Council was asked to consider writing off an amount of \$1,128.03 of accrued interest on Assessment Number A340002, relating to the Narrogin Primary School.

Background

The following timeline of events relates:

25 August 2025: The Narrogin Primary School contacted the Shire as follows *“On last year’s notice we were charged \$1067.16 for overdue interest, which we believe was truly unfair as it was a fault on your end with the account name being changed the year before to Dept of Education, and I couldn’t pay the account until it was in the correct name of our school.*

This was a huge delay error on the Shires behalf. I would appreciate my query from this year to be sorted as quickly as possible so we are not slugged with another overdue interest fee which is not our fault.”

06 September 2024: The Narrogin Primary School made a combined payment covering both the 2023/24 and 2024/25 rate periods, totalling \$18,024.14.

This payment included \$1,077.10 in penalty interest, leaving an outstanding balance of \$48.07. Since that date, additional interest of \$2.86 has accrued, bringing the total penalty interest charged on the assessment to \$1,128.03.

15 October 2025: An investigation was undertaken to determine why the account name changed from “Narrogin Primary School” to “Department of Education.”

Records indicate that on 4 January 2023, a former employee merged two names and addresses within the system. This action appears to have caused the name change to “Department of Education.”

As the original records involved in the merge no longer exist, this conclusion cannot be definitively proven. However, it remains the most plausible explanation for the change and supports the school’s claim regarding the error.

24 October 2025: The Narrogin Primary School paid the 2025/26 rates, excluding interest as outlined above.

Consultation

Consultation between the Narrogin Primary School, the Chief Executive Officer and Manager Corporate Services have resulted in an agreement that the school pay the 2025/26 rates, excluding interest, pending this report.

Statutory Environment

The Local Government Act 1995 Section 6.12 Power to defer, grant discount, waive or write off debts, relates.

“(1) Subject to subsection (2) and any other written law, a local government may —

- a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
- b) waive or grant concessions in relation to any amount of money; or*
- c) write off any amount of money, which is owed to the local government.*

** Absolute majority required.*

- (1) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*
- (2) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*
- (3) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.”*

It is also noted that the Council's Delegation 3.7 references write-off sundry and rate debts. This matter is outside the scope of Delegation 3.7 due to the value involved and is presented to Council for determination.

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

The financial implications relative to this matter are of a minor nature and have no significant upon Council's overall financial interests.

The expenditure is wholly contained in the budget, referenced by GL3030125 (penalty interest received). The current value of the write-off is \$1,128.03 as of 10 November 2025.

The proposal has no impact on the Council's Long Term Financial Plan.

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)
Were the Council not to agree with the write-off, the Council could be perceived as not acknowledging an error or omission, resulting in subsequent reputational damage.	Rare (1)	Minor (2)	Low (1-4)	Errors, Omissions and Delays	Manage by ensuring that correct policies, procedures and associated forms are complied with.

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

Investigations support the Narrogin Primary School's claim that the rate record was changed into the incorrect ratepayer, and their claim for write off of the interest is supported by management.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 261125.07

Moved: Cr Broad

Seconded: Cr McNab

That Council approve the request of the Narrogin Primary School's to write off all penalty interest on rates relating to Assessment Number A340002, totalling approximately \$1,128.03, and authorise the Chief Executive Officer to write off the amount accordingly.

CARRIED 7/0

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

Against: Nil

10.3.5 APPLICATION FOR RATES EXEMPTION – CHARITABLE PURPOSES

File Reference	25.4.6 & A321400 & A340325
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Noongar Boodja Land Sub Pty Ltd
Previous Item Numbers	N/A
Date	10 November 2025
Author	Belinda Knight – Manager Corporate Services
Authorising Officer	Ian Graham – Executive Manager Corporate & Community
Attachments 1. Map – 31 Lefroy Street, Narrogin WA & 5 Range Road, Narrogin WA 2. Letters from Noongar Boodja Land Sub Pty Ltd	

Summary

On the 24 September 2025, the Shire received an application from the Noongar Boodja Land Sub Pty Ltd, seeking an exemption from rates.

Background

The application received from the Noongar Boodja Land Sub Pty Ltd seeks an exemption from rates, pursuant to the provisions of S6.26 of the Local Government Act 1995, based on the land being used for charitable purposes:

- A321400 is vacant land located at 31 Lefroy Street, Narrogin – Rates \$1,340 plus Emergency Services Levy \$108; and
- A340325 is vacant land located at 5 Range Road, Narrogin – Rates \$1,340 plus Emergency Services Levy \$108.

The Noongar Boodja Land Sub Pty Ltd is registered with the Australian Charities and Not-for-Profits Commission, and the applications state that both lots are uncleared vacant land held by the Native Title Charitable Trust and they advise that they are used solely for charitable purposes.

Consultation

The Chief Executive Officer and Executive Manager Corporate & Community Services have been consulted.

Statutory Environment

The Local Government Act 1995, Section 6.26, relates as follows:

“(1) Except as provided in this section all land within a district is rateable land.

(2) The following land is not rateable land —

(a) land which is the property of the Crown and —

(i) is being used or held for a public purpose; or

(ii) is unoccupied, except —

- (I) *where any person is, under paragraph (e) of the definition of owner in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting licence held under the Mining Act 1978 in respect of land the area of which does not exceed 10 ha or a miscellaneous licence held under that Act;*
- (II) *or (II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of owner in section 1.4 occupies or makes use of the land; and*
- (b) *land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and*
- (c) *land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and*
- (d) *land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and*
- (e) *land used exclusively by a religious body as a school for the religious instruction of children; and*
- (f) *land used exclusively as a non-government school within the meaning of the School Education Act 1999; and*
- (g) *land used exclusively for charitable purposes; and*
- (h) *land vested in trustees for agricultural or horticultural show purposes; and*
- (i) *land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that co-operative and used solely for the storage of grain where that co-operative has agreed in writing to make a contribution to the local government; and*
- (j) *land which is exempt from rates under any other written law; and*
- (k) *land which is declared by the Minister to be exempt from rates.*
- (3) *If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that co-operative or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.*
- (4) *The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration. (5) Notice of any declaration made under subsection (4) is to be published in the Gazette.*
- (6) *Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.*

'Charitable purposes' is not currently defined in the Local Government Act 1995 or other statutes; rather charity is defined at common law.

Categories of charitable purposes includes:

- Trusts for the relief of poverty;
- Trusts for the advancement of education
- Trusts for the advancement of religion; and
- Trusts for other purposes beneficial to the community.

The Western Australian case law (arising from both the Courts and the State Administrative Tribunal) summarise that for a purpose to be charitable –

- it must fall within the purposes set out in the Statue of Elizabeth I, or by Lord Macnaghten (above); and
- there must be a public benefit, being a benefit directed to the general community, or to a sufficient section of the community to amount to the public.

Australian case law has found that some incidental uses of the land does not destroy the exclusiveness of the use of the land for charitable purposes and so fall within sub-section 6.26(2)(g). The proper test for determining whether land is used exclusively for charitable purposes is:

- if land is used for a dual purpose, then it is not used exclusively for charitable purposes although one of the purposes is charitable; and
- if the use of the land for a charitable purpose produces a profitable by-product as a mere incident of that use, the exclusiveness of the charitable purpose is not thereby destroyed.

In these two cases, the properties are clearly vacant land and cannot be demonstrated as providing charitable activities, or used for charitable purposes, and therefore rate exemption is recommended to be refused.

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

Should the Council support the officer's recommendation, there are no financial implications.

Strategic Implications

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

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
The applicant will be advised of their appeal rights, and should the matter be appealed, it will be referred to the State Administrative Tribunal which may necessitate legal costs in defending the Council's position.	Possible (3)	Minor (2)	Medium (5-9)	Asset Sustainability	Manage by informing the applicant of the rationale for the decision and their appeal rights.

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of six (6) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The Administration, in considering case law since 1995, has determined that the Noongar Boodja Land Sub Pty Ltd have not demonstrated eligibility for exemption from rates for charitable purposes, or any other reason, on either of these two lots. The lots are clearly vacant, as acknowledged by the applicant. Long-standing case law has consistently upheld the position of local governments in refusing rate exemption applications where land remains undeveloped (is not used).

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 261125.08

Moved: Cr Pomykala

Seconded: Cr Bartron

That with respect to the Application for Rates Exemption for charitable purposes by Noongar Boodja Land Sub Pty Ltd, relating to 5 Range Road & 31 Lefroy Street, Narrogin, Council determine that the lots are rateable and therefore refuses the request, and the Administration advise the applicant of their appeal rights.

CARRIED 7/0

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

Against: Nil



Certificate of Title
4014/257

[Product Info](#)

Deposited Plan
172874 (Unknown at take-up (survey

[Product Info](#)

Property Interest Report for
4014/257

[Product Info](#)

Suburb Sales Report for
NARROGIN

[Product Info](#)

Gross Rental Value Report for
5 Range Road, NARROGIN 6312

[Product Info](#)

Unimproved Value Report for
5 Range Road, NARROGIN 6312

[Product Info](#)

TitleWatch for
4014/257

[Product Info](#)

Aerial Photography
5 Range Road, NARROGIN 6312

[Product Info](#)



Certificate of Title
4010/334

[Product Info](#)

Plan
9267

[Product Info](#)

Property Interest Report for
4010/334

[Product Info](#)

Suburb Sales Report for
NARROGIN

[Product Info](#)

Gross Rental Value Report for
31 Lefroy Street, NARROGIN 6312

[Product Info](#)

Unimproved Value Report for
31 Lefroy Street, NARROGIN 6312

[Product Info](#)

TitleWatch for
4010/334

[Product Info](#)

Aerial Photography
31 Lefroy Street, NARROGIN 6312

[Product Info](#)



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Licence No. 236643

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GPO Box A3
Perth WA 6000
Australia
Telephone 08 9224 4400
Facsimile 08 9325 8144

24 September 2025

Shire Of Narrogin
89 Earl Street, Narrogin WA 6312
enquiries@narrogin.wa.gov.au

To the CEO and Councillors,

Statement Outlining the Nature of the Noongar Boodja Land Sub Pty Ltd's Operations as per the Rates Exemption Application Form

5 Range Road (Lot 1693 on DP 172874) Narrogin is an uncleared vacant Lot.

The Lot is owned freehold by the Noongar Boodja Trust, through its holding entity the Noongar Boodja Land Sub Pty Ltd, and was acquired by the trust 24 January 2022.

The Noongar Boodja Trust is a registered charity that advances the culture, social and public welfare of Aboriginal and Torres Strait Islander people, specifically the Noongar People of the Noongar Nation, and in accordance with the trust deed. The Noongar Land Sub Pty Ltd is a wholly owned subsidiary of the Noongar Boodja Trust, that holds the legal title to all land and management orders on bare trust for the Noongar Boodja Trust. The Noongar Land Sub Pty Ltd is also a registered charity.

Section 6.26 of the Local Government Act 1995 sets out a wide range of circumstances in which land is not rateable land. Section 6.26(2)(g) provides that land is not rateable land if the land is used 'exclusively for a charitable purpose'. As both the Noongar Boodja Trust and Noongar Land Sub Pty Ltd are both registered charities, and as the seven beneficiaries of the trust are, or are capable of being endorsed as, eligible charities by the Commissioner of Taxation, we maintain that the above Lot 1693 on DP 172874 is not rateable land on the grounds that the land is used exclusively for a charitable purpose.

The Lot has no occupants, no buildings and no operational use.

Council has zoned the land Public Open Space.

Yours faithfully

A handwritten signature in black ink that reads "Vanessa Bray".

Vanessa Bray
Property Manager – Noongar Boodja Trust
E: vanessa.bray@perpetual.com.au
T: 08 9224 4458

24 September 2025

Shire Of Narrogin
89 Earl Street, Narrogin WA 6312
enquiries@narrogin.wa.gov.au

To the CEO and Councillors,

Statement Outlining the Nature of the Noongar Boodja Land Sub Pty Ltd's Operations as per the Rates Exemption Application Form

31 Lefroy Street (Lot 1701 on plan 9267) Narrogin is an uncleared vacant Lot.

The Lot is owned freehold by the Noongar Boodja Trust, through its holding entity the Noongar Boodja Land Sub Pty Ltd, and was acquired by the trust 28 October 2021.

The Noongar Boodja Trust is a registered charity that advances the culture, social and public welfare of Aboriginal and Torres people, specifically the Noongar People of the Noongar Nation, and in accordance with the trust deed. The Noongar Land Sub Pty Ltd is a wholly owned subsidiary of the Noongar Boodja Trust, that holds the legal title to all land and management orders on bare trust for the Noongar Boodja Trust. The Noongar Land Sub Pty Ltd is also a registered charity.

Section 6.26 of the Local Government Act 1995 sets out a wide range of circumstances in which land is not rateable land. Section 6.26(2)(g) provides that land is not rateable land if the land is used 'exclusively for a charitable purpose'. As both the Noongar Boodja Trust and Noongar Land Sub Pty Ltd are both registered charities, and as the seven beneficiaries of the trust are, or are capable of being endorsed as, eligible charities by the Commissioner of Taxation, we maintain that the above Lot 1701 on plan 9267 is not rateable land on the grounds that the land is used exclusively for a charitable purpose.

The Lot has no occupants, no buildings and no operational use.

Council has zoned the land Residential.

Yours faithfully



Vanessa Bray
Property Manager – Noongar Boodja Trust
E: vanessa.bray@perpetual.com.au
T: 08 9224 4458



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7 October 2025

Shire Of Narrogin
89 Earl Street, Narrogin WA 6312
enquiries@narrogin.wa.gov.au

Dear Dale Stewart,

Re: Request for rates exemption for land held by the Noongar Boodja Trust

We write to you in our capacity as trustee for the Noongar Boodja Trust. The Noongar Boodja Trust is the special purpose charitable trust that receives, holds and manages all of the assets arising from the South West Native Title Agreement between the state of Western Australia and the Noongar People.

I write generally about the rateability of land held by the Noongar Boodja Trust, and also specifically in relation Lot 1693, which is referred to as "5 Range Road" on the rates notice issued to the Noongar Boodja Land Sub Pty Ltd by the Shire of Narrogin, issued date of 15/08/2025, Assessment Number A340325. This Lot is owned freehold by the Noongar Boodja Trust, through its holding entity the Noongar Boodja Land Sub Pty Ltd.

The Noongar Boodja Trust is a registered charity that advances the culture, social and public welfare of Aboriginal and Torres Strait Islander people, specifically the Noongar People of the Noongar Nation, and in accordance with the trust deed. The Noongar Land Sub Pty Ltd is a wholly owned subsidiary of the Noongar Boodja Trust, that holds the legal title to all land and management orders on bare trust for the Noongar Boodja Trust. The Noongar Land Sub Pty Ltd is also a registered charity.

Error in the Rate Record

Section 6.26 of the Local Government Act 1995 sets out a wide range of circumstances in which land is not rateable land. Section 6.26(2)(g) provides that land is not rateable land if the land is used 'exclusively for a charitable purpose'. As both the Noongar Boodja Trust and Noongar Land Sub Pty Ltd are both registered charities, and as the seven beneficiaries of the trust are, or are capable of being endorsed as, eligible charities by the Commissioner of Taxation, we maintain that Lot 1693 on DP 172874 is not rateable land on the grounds that the land is used exclusively for a charitable purpose.

The Trust holds and uses the Property for the benefit of the Noongar People pursuant to the South West Native Title Settlement. The Trust is bound by its governing documents to use the Property exclusively for that purpose.

Where land is used for the purpose of improving the economic position, social condition and traditional ties of an Aboriginal community, that will generally be a charitable use of the land: *Shire of Derby-West Kimberley v Yungngora Association* (2007) 157 LGERA 238; [2007] WASCA 233 at [54]. We confirm that the Trust uses the Property exclusively for such purposes.

Pursuant to the Noongar (Koorah, Nitja, Boordahwan) (Past, Present, Future) Recognition Act 2016 (WA), the Parliament of Western Australia has expressly acknowledged the living cultural, spiritual, familial and social relationship that the Noongar People have with Noongar land (which includes the Property): s 5(2)(a). The Trust's use of the Property to promote and preserve the Noongar People's spiritual and cultural connections with their land is an exclusively charitable purpose.

Further, and without prejudice to the above, we note that the Trust does not (and presently cannot) use the Property for any commercial purpose and derives no income from the Property. Before taking any substantive steps with respect to the Property, the Trust is obliged under the trust deed to consult with the Noongar Advisory Company and the Noongar Regional Corporation and to carefully consider, in a culturally appropriate way, how the land can best serve the spiritual, social and economic interests of the Noongar People. The important consultation work is ongoing.

Requiring the Trust to pay rates while establishing these necessary consultation processes occur would seem to be an unintended consequence of the South West Native Title Settlement, and at odds with community expectations. We also observe that the local government would not suffer any prejudice by reason of granting this exemption given that the Property was not rateable land prior to being assigned to the Trust.

We therefore respectfully request that the Shire correct the rate record to show that the Property is not rateable land and reimburse the Trust for rates paid pursuant to the Rates Notice.

Should you have any questions about our request or any related matters, we would be pleased to meet with you or your staff to assist you in making your determination in relation to our request.

Yours faithfully

A handwritten signature in black ink, reading 'Vanessa Bray'. The signature is written in a cursive, flowing style. To the left of the signature, there is a vertical line that extends from the top of the signature area down to the contact information below.

Vanessa Bray
Property Manager – Noongar Boodja Trust
E: vanessa.bray@perpetual.com.au
T: 08 9224 4458



Perpetual Trustee
Company Limited
ABN 42 000 001 007

Australian Financial Services
Licence No. 236643

Level 29 Exchange Plaza
2 The Esplanade Perth
GPO Box A3
Perth WA 6000
Australia
Telephone 08 9224 4400
Facsimile 08 9325 8144

7 October 2025

Shire Of Narrogin
89 Earl Street, Narrogin WA 6312
enquiries@narrogin.wa.gov.au

Dear Dale Stewart,

Re: Request for rates exemption for land held by the Noongar Boodja Trust

We write to you in our capacity as trustee for the Noongar Boodja Trust. The Noongar Boodja Trust is the special purpose charitable trust that receives, holds and manages all of the assets arising from the South West Native Title Agreement between the state of Western Australia and the Noongar People.

I write generally about the rateability of land held by the Noongar Boodja Trust, and also specifically in relation Lot 1701, which is referred to as "31 Lefroy Street" on the rates notice issued to the Noongar Boodja Land Sub Pty Ltd by the Shire of Narrogin, issued date of 15/08/2025, Assessment Number A321400. This Lot is owned freehold by the Noongar Boodja Trust, through its holding entity the Noongar Boodja Land Sub Pty Ltd.

The Noongar Boodja Trust is a registered charity that advances the culture, social and public welfare of Aboriginal and Torres Strait Islander people, specifically the Noongar People of the Noongar Nation, and in accordance with the trust deed. The Noongar Land Sub Pty Ltd is a wholly owned subsidiary of the Noongar Boodja Trust, that holds the legal title to all land and management orders on bare trust for the Noongar Boodja Trust. The Noongar Land Sub Pty Ltd is also a registered charity.

Error in the Rate Record

Section 6.26 of the Local Government Act 1995 sets out a wide range of circumstances in which land is not rateable land. Section 6.26(2)(g) provides that land is not rateable land if the land is used 'exclusively for a charitable purpose'. As both the Noongar Boodja Trust and Noongar Land Sub Pty Ltd are both registered charities, and as the seven beneficiaries of the trust are, or are capable of being endorsed as, eligible charities by the Commissioner of Taxation, we maintain that Lot 1701 on DP on plan 9267 is not rateable land on the grounds that the land is used exclusively for a charitable purpose.

The Trust holds and uses the Property for the benefit of the Noongar People pursuant to the South West Native Title Settlement. The Trust is bound by its governing documents to use the Property exclusively for that purpose.

Where land is used for the purpose of improving the economic position, social condition and traditional ties of an Aboriginal community, that will generally be a charitable use of the land: *Shire of Derby-West Kimberley v Yungngora Association* (2007) 157 LGERA 238; [2007] WASCA 233 at [54]. We confirm that the Trust uses the Property exclusively for such purposes.

Pursuant to the Noongar (Koorah, Nitja, Boordahwan) (Past, Present, Future) Recognition Act 2016 (WA), the Parliament of Western Australia has expressly acknowledged the living cultural, spiritual, familial and social relationship that the Noongar People have with Noongar land (which includes the Property): s 5(2)(a). The Trust's use of the Property to promote and preserve the Noongar People's spiritual and cultural connections with their land is an exclusively charitable purpose.

Further, and without prejudice to the above, we note that the Trust does not (and presently cannot) use the Property for any commercial purpose and derives no income from the Property. Before taking any substantive steps with respect to the Property, the Trust is obliged under the trust deed to consult with the Noongar Advisory Company and the Noongar Regional Corporation and to carefully consider, in a culturally appropriate way, how the land can best serve the spiritual, social and economic interests of the Noongar People. The important consultation work is ongoing.

Requiring the Trust to pay rates while establishing these necessary consultation processes occur would seem to be an unintended consequence of the South West Native Title Settlement, and at odds with community expectations. We also observe that the local government would not suffer any prejudice by reason of granting this exemption given that the Property was not rateable land prior to being assigned to the Trust.

We therefore respectfully request that the Shire correct the rate record to show that the Property is not rateable land and reimburse the Trust for rates paid pursuant to the Rates Notice.

Should you have any questions about our request or any related matters, we would be pleased to meet with you or your staff to assist you in making your determination in relation to our request.

Yours faithfully

A handwritten signature in black ink, reading 'Vanessa Bray'. The signature is written in a cursive, flowing style. To the left of the signature, there is a short vertical line.

Vanessa Bray
Property Manager – Noongar Boodja Trust
E: vanessa.bray@perpetual.com.au
T: 08 9224 4458

10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

10.4.1 REQUEST FOR IN-KIND DONATION / DISCOUNT – 2026 NARROGIN SENIOR HIGH SCHOOL BALL VENUE HIRE

File Reference	3.5.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Narrogin Senior High School
Previous Item Numbers	Nil
Date	18 November 2025
Author	Gabbi Haydock – Executive Support Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Letter of Request from Narrogin Senior High School

Summary

The applicant seeks Council approval to waive hire fees for the Narrogin Town Hall for the 2026 Narrogin Senior High School Ball or alternatively to reduce the applicable fee to that which was imposed in the preceding year on the basis that the event is a student-led fundraising initiative.

Background

The Administration has received a request from Narrogin Senior High School seeking a reduction in the hire fee for the Narrogin Town Hall for the 2026 School Ball. The School advises that, under the Shire's adopted 2025/26 Fees & Charges Schedule, the applicable fee has increased from \$486.50 in 2024/25 to \$1,690.00 in 2025/26, a substantial rise that has created financial difficulty for a student-funded event.

The School Ball is organised entirely through student fundraising efforts, and the increased fee has prompted the School to seek the Shire's consideration for discounted hire charges to maintain affordability and accessibility for all attendees.

There are no previous Council decisions relating to this specific request.

Consultation

Internal consultation was undertaken with the Chief Executive Officer and the Executive Manager Corporate & Community Services to determine an appropriate recommendation. Both officers supported presenting the request to Council as a once-off discount, noting the significant fee increase and the student-funded nature of the event.

External consultation was limited to the applicant, Narrogin Senior High School, who submitted the request in writing. No further external consultation or community engagement was required, as the matter relates solely to a one-off concession for a specific school event and does not impact broader community policy or the adopted Fees and Charges Schedule. This approach aligns with Council Policy 1.14 – Community Engagement.

The School has been notified of the request being referred to the Council meeting of 26 November 2025 and have been invited to attend should they wish to observe proceedings. No further consultation is recommended; however, any future review of fee concessions for school events would require appropriate community engagement.

Statutory Environment

The Local Government Act 1995, Section 6.12 (1)(b) – Power to defer, grant discounts, waive or write off debts, relates as follows:

*“(1) Subject to subsection (2) and any other written law, a local government may —
(b) waive or grant concessions in relation to any amount of money”.*

Further Council Delegations 3.11 Donations/Sponsorship – Financial and In-Kind Works/Services and 11.2 Discount/Waiver/Subsidy of Facility Hire Fees are relevant but could only have been exercised by the Chief Executive Officer under delegated authority for local community, charitable, or not-for-profit organisations, as they expressly exclude corporate, government, or private institutions.

In other words, these delegations were not applicable in this instance, and in any event are limited to a maximum of \$500 (ex GST) per request.

To qualify under these delegations:

- the event must be for the specific benefit of the local community; and
- each request from the organisation must not exceed \$500 ex GST.

Policy Implications

The Council’s Policy Manual contains no policies that specifically relate to one-off fee concessions for school events, nor are there any proposed. The recommendation to grant a 50% discount for the 2026 Narrogin Senior High School Ball is made under Council’s discretion in accordance with the Local Government Act 1995 and the Shire of Narrogin Local Laws governing public halls and facilities.

Sustainability & Climate Change Implications

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

Economic – While the recommendation supports a community event, there is a minor economic risk that the school or other groups may expect similar discounts in future. This risk is mitigated by clearly communicating that the 50% discount is a one-off concession for the 2026 School Ball and does not necessarily set a precedent.

Social – The recommendation has a positive social impact by supporting local youth and the wider community. Granting the discounted hire fee ensures the School Ball remains accessible and inclusive for all students, fostering engagement and participation in a valued milestone event.

Financial Implications

The proposed 50% discount will reduce the Narrogin Town Hall hire fee from \$1,690.00 to \$845.00 (including GST) for the 2026 School Ball, representing a reduction in revenue of \$845.00. While this is considered manageable within the Shire’s budget, it should be noted that the Town Hall incurs significant ongoing costs for management and maintenance and operates at a considerable annual loss.

The expenditure associated with this one-off concession is wholly contained within the adopted budget and has no impact on the Council's Long Term Financial Plan. There are no additional asset management implications arising from the officer's recommendation.

If recommended, the School will be advised that the discount is a one-off arrangement and that all future venue hire fees will be applied in accordance with the adopted Fees and Charges Schedule, reviewed by the Council every year.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.3	Facilitate and support community events
Strategy:	2.3.4	Provide improved community facilities (eg library/recreation)

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
The proposal reduces income from the Town Hall hire by \$845.00 for this event.	Likely (4)	Minor (2)	Medium (5-9)	Asset Sustainability	Manage by clearly communicating that this is a one-off concession for 2026 only, and does not establish a precedent, future requests will be assessed individually.
Other schools, community groups, local businesses, or members of the community may perceive the discount as setting a precedent or as unfair preferential treatment. There is also a risk that the school may assume a similar concession will automatically apply in future years.	Possible (3)	Minor (2)	Medium (5-9)	Asset Sustainability	Manage the risk by clearly advising the school that the 50% discount is a one-off concession for the 2026 School Ball and does not set a precedent. Note in the public report that the decision is based on the event's unique student-led fundraising nature, so other schools, community groups, and businesses

					understand that future requests will be assessed on their individual merits, reducing any perception of unfair or preferential treatment.
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Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and risk ratings of eight (8) and six (6) have been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

Council is asked to consider a request from Narrogin Senior High School for a reduced hire fee for the Narrogin Town Hall for the 2026 School Ball. The request arises due to a substantial increase in the 2026 fee from \$486.50 in 2024/25 to \$1,690.00, which has created financial pressure on a student-led fundraising initiative.

One option for Council is to approve a 50% discount, reducing the fee to \$845.00. This option supports a valued youth and community event, ensures inclusivity and accessibility for all students, and demonstrates Council's commitment to community engagement. The main disadvantage is the minor reduction in revenue and the potential expectation of similar discounts in future; however, this risk can be managed by clearly communicating that this is a one-off concession.

A second option is to approve no discount, requiring the full fee of \$1,690.00 to be paid. While this maintains full revenue and avoids setting a precedent, it places a financial burden on students and their families, may reduce participation, and could result in the Ball being unable to proceed due to insufficient funds. In a relatively small town like Narrogin, this outcome may be perceived negatively by the community and could impact the Shire's reputation for supporting local youth and community events.

A third option is to offer a lesser discount (for example, 25%). This would provide partial financial support while reducing revenue loss, but it may still create financial difficulty for students and would deliver a less significant social benefit compared with a 50% concession.

On balance, it is recommended that Council approve a 50% discount for the 2026 School Ball. The reasoning for this recommendation includes:

- The School Ball is a unique, student-led fundraising event, and the substantial increase in fees presents a barrier to participation.
- The Town Hall is an iconic and established venue for this annual milestone, contributing to community identity and youth engagement.
- The proposed discount is a one-off arrangement, mitigating potential expectations or precedent issues, and aligns with Council's discretion under the Local Government Act 1995 and the Shire's Local Laws.

Supporting the event demonstrates Council's commitment to fostering positive partnerships with local schools and youth development in the community, while also maintaining the Shire's good standing with residents.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 261125.09

Moved: Cr Broad

Seconded: Cr Pomykala

That with respect to the request from Narrogin Senior High School for a reduced hire fee for the 2026 School Ball – Narrogin Town Hall, Council:

- 1) Approve a 50% discount to the Narrogin Town Hall hire fee for the 2026 School Ball, reducing the total fee from \$1,690.00 to \$845.00 (including GST); and
- 2) Request that the Chief Executive Officer advise Narrogin Senior High School that the 50% discount for the 2026 School Ball is a one-off concession, does not set a precedent, and that future hire fees will apply as per the adopted Fees and Charges Schedule (reviewed yearly) and acknowledge that the discount supports the student-led fundraising event, ensures inclusivity, and reflects the Shire's commitment to youth and community engagement.

The Shire President foreshadowed a motion to charge last year's fee, should this motion be lost.

LOST 0/7

For: Nil

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

ELECTED MEMBER'S FORESHADOWED MOTION & COUNCIL RESOLUTION 261125.10

Moved: Mr Ballard

Seconded: Cr Bartron

That with respect to the request from Narrogin Senior High School for a reduced hire fee for the 2026 School Ball – Narrogin Town Hall, Council approve a discount to the Narrogin Town Hall hire fee for the 2026 School Ball, reducing the total fee to \$486.50 (including GST).

CARRIED 7/0

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

Against: Nil

Reason for Change: The Council was of the view that the fee structure adopted might have unintended consequences of the Town Hall not being used for the School Ball.



Narrogin Senior High School

Narrogin.SHS@education.wa.edu | Private Bag 2 Narrogin WA 6312 | 08 9881 9300

Mr Dale Stewart

Chief Executive Officer
Shire of Narrogin
89 Earl Street
Narrogin WA 6312

Subject: Request for In-Kind Donation / Discount – 2026 Narrogin SHS School Ball Venue Hire

Dear Mr Stewart,

On behalf of the 2026 Narrogin Senior High School Student Prefects and our School Ball Committee, I am writing to respectfully request consideration for an in-kind donation or discount for the hire of the Narrogin Town Hall for our upcoming 2026 School Ball.

We understand that the Shire's updated 2025/2026 fee schedule now categorises school events under "State Government Not-for-Profit Commercial Rates," resulting in a substantial increase in venue hire costs — from \$486.50 in 2025 to \$1,690.00 in 2026.

As a public school, we aim to provide all students with equitable opportunities to participate in milestone events such as the School Ball, which is entirely funded through student-led fundraising and contributions. The significant increase in hire costs presents a challenge for our students and their families, particularly in maintaining affordability and inclusivity for all attendees.

The Narrogin Town Hall has long been a valued and iconic venue for our annual School Ball, offering students a memorable experience in a beautiful local setting. We would be sincerely grateful if Council could consider an in-kind contribution or reduced hire rate equivalent to the 2025 fee of \$486.50 to support this important community and youth event.

We truly appreciate the ongoing support of the Shire of Narrogin and its commitment to fostering positive partnerships with local schools.

Thank you for your time and consideration of our request. We look forward to your favourable response.

Yours sincerely,

Sandii Stankovic
Principal

Sienna Sheridan

Student Prefect 2025/2026

on behalf of the 2026 Student Prefects Narrogin Senior High School

28 October 2025

OFFICIAL

Shire of Narrogin

QUOTE

To:
Narrogin Senior High School

[illegible]

10.4.2 NOMINATIONS FOR COMMITTEES AND REFERENCE GROUPS OF COUNCIL

Cr Broad declared an impartial interest in the item.

File Reference	26.4.3 & 26.3.8
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	19 November 2025
Author	Lily Webb – Executive Support Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Committees of Council Nominations	

Summary

Council is requested to consider the nominations received for the positions of Community Members on the Australia Day and Honours Advisory Committee (Australia Day Committee), the Townscape Advisory Committee (Townscape Committee), and the newly established Inclusive Community Advisory Network (iCAN) Reference Group.

Background

In accordance with the Local Government Act 1995 and pursuant to the Shire's Terms of References and the Standard Conditions for Establishment, the terms of the former Townscape Advisory Committee and former Australia Day and Honours Committee expired, and the Committees were disbanded, pending the outcome of the Biennial Local Government Election, which was held on 18 October 2025.

At the Ordinary Council Meeting held on 22 October 2025, Council endorsed the establishment of the Australia Day and Honours Advisory Committee, Townscape Advisory Committee, and the Inclusive Community Advisory Network (iCAN) Reference Group, and adopted the Terms of Reference and Standard Conditions accordingly.

The tenure for the members of a committee or reference group (including community members) (Section 5.11 of the Local Government Act 1995) is for a maximum of two years, concluding at each ordinary local government election.

Consultation

The Shire invited nominations to fill the positions of community members, being four (4) on the Townscape Advisory Committee, three (3) on the Australia Day and Honours Advisory Committee, and five (5) on the Inclusive Community Advisory Network Reference Group. The Administration advertised the vacancies through the Narrogin Observer and the Shire's website, Facebook page, and public noticeboards. The closing date for submissions was 14 November 2025.

The Shire Administration also wrote to the previous members of the committee and reference groups, inviting them to reapply.

Statutory Environment

The Local Government Act 1995 Sections 5.8, 5.9, 5.10, and 5.11 apply.

“5.8. Establishment of committees

A local government may establish committees of 3 or more persons to assist the council.*

** Absolute majority required.*

Note for this section:

A local government may delegate powers and duties to a committee under section 5.16.”

“5.9. Committees, types of

(1) In this section —

other person means a person who is not a council member or an employee.

(2) A committee is to comprise —

- (a) council members only; or*
- (b) council members and employees; or*
- (c) council members, employees and other persons; or*
- (d) council members and other persons; or*
- (e) employees and other persons; or*
- (f) other persons only.”*

“5.10. Appointment of committee members

(1) A committee is to have as its members —

- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).*

** Absolute majority required.*

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.*
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of the mayor or president’s wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*

(5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of the CEO's wish —*

(a) to be a member of the committee; or

(b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee."

"5.11. Committee membership, tenure of

(1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*

(a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or

(b) the person resigns from membership of the committee; or

(c) the committee is disbanded; or

(d) the next ordinary elections day,

whichever happens first"

(2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*

(a) the term of the person's appointment as a committee member expires; or

(b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or

(c) the committee is disbanded; or

(d) the next ordinary elections day,

whichever happens first."

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

There are no relevant financial implications other than administrative.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
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 appoint Members appropriately to Council Committees and Reference Groups would result in a breach of the Local Government Act 1995 and/or Council's adopted Resolution Number 221025.09.	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

Townscape Advisory Committee

The Townscape Advisory Committee provides recommendations to Council on matters relating to the adopted Townscape Plans and the physical infrastructure of the Narrogin and Highbury town sites, with a specific focus on aesthetic presentation, accessibility for elderly and disabled community members, and initiatives that help design out crime or anti-social behaviour.

The Administration sought four (4) community representatives, in addition to representatives from the Highbury District Community Council, Narrogin Chamber of Commerce, Arts Narrogin and two (2) Elected Members.

Representatives have been received from each of the Community Group positions as follows:

- Highbury District Community Council – Mitchell Wray
- Narrogin Chamber of Commerce – Brian Seale
- ArtsNarrogin – A request for an extension to confirm their member representative has been received.

Of the four (4) community positions, two community representatives and two with a special focus on Aged and Disability and Indigenous communities, the following nominations were received:

- Deborah Broad
- Jaqueline Early
- Vicki Chadwick – Special focus
- (vacant) – Special focus

Australia Day and Honours Advisory Committee

The Australia Day and Honours Advisory Committee provides a forum for communication and consultation between Council and the community on Australia Day WA Citizen of the Year Awards, the Shire's Australia Day Awards, associated functions and events, and input on other Commonwealth, State, or local awards and honours.

The Administration sought three (3) community members to join representatives from the Narrogin Lions Club, Narrogin Rotary Club, and the Narrogin Chamber of Commerce, and three (3) Elected Members.

Nominations for Community Group positions were received as follows:

- Narrogin Lions Club – not yet received
- Narrogin Rotary Club – not yet received
- Narrogin Chamber of Commerce – Danielle van Rooyen

Community member nominations were received as follows:

- Barbara Fletcher
- Vicki Chadwick
- Coral Mahony

Inclusive Community Advisory Network Reference Group

The Inclusive Community Advisory Network (iCAN) provides informed advice to the Shire of Narrogin on access, inclusion, and community participation, particularly for people with disability, their carers, and families. The group supports the implementation of the Disability Access and Inclusion Plan, promotes equitable participation in community life and Shire services, and enhances the Shire's leadership in fostering an inclusive and welcoming community.

The Administration sought five (5) community members to represent people living with disability, their carers and families, joining one (1) Elected Member.

Nominations were received as follows:

- Tracy Angwin
- (vacant)
- (vacant)
- (vacant)
- (vacant)

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That with respect to the advertisement seeking community nominations to various Council Committees Council:

- 1) Appoint the following nominees for a term of two (2) years (expiring October 2027):
 - a) Townscape Advisory Committee:
 - i. Deborah Broad – Community Member;
 - ii. Jaqueline Early – Community Member; and
 - iii. Vicki Chadwick – Community Member (Special Focus).
 - b) Australia Day and Honours Advisory Committee:
 - i. Barbara Fletcher – Community Member;
 - ii. Vicki Chardwick – Community Member; and
 - iii. Coral Mahoney – Community Member.
 - c) Inclusive Community Advisory Network Reference Group:
 - i. Tracy Angwin – Community Member.
- 2) Note the ongoing vacancies for the Townscape Advisory Committee and Reference Group, and the Administration continue to seek nominations with any received nominations being referred to Council.

Four late nominations were received for the position of Community Member on the iCAN Reference Group. Accordingly, the Officer's Recommendation has been updated to include these additional nominations. As not all nominees submitted the required nomination form, a form has been prepared for Council's consideration on their behalf. Should Council appoint any of the nominees, they will be required to complete the nomination form, acknowledging and agreeing to comply with the Shire of Narrogin's Code of Conduct for Council Members, Committee Members and Candidates.

Nominations were received as follows:

- Emma Pedey
- Heather Waters
- Melissa Tinker
- Kerrianne O'Hara-Donnelly

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 261125.11

Moved: Cr Pomykala

Seconded: Cr McNab

That with respect to the advertisement seeking community nominations to various Council Committees Council:

- 1) Appoint the following nominees for a term of two (2) years (expiring October 2027):
 - a) Townscape Advisory Committee:
 - i. Deborah Broad – Community Member;
 - ii. Jaqueline Early – Community Member; and
 - i. Vicki Chadwick – Community Member (Special Focus).
 - b) Australia Day and Honours Advisory Committee:
 - i. Barbara Fletcher – Community Member;
 - ii. Vicki Chadwick – Community Member; and
 - i. Coral Mahoney – Community Member.
 - c) Inclusive Community Advisory Network Reference Group:
 - i. Tracy Angwin – Community Member;
 - ii. Emma Peddey – Community Member;
 - iii. Heather Waters – Community Member;
 - iv. Melissa Tinker – Community Member; and
 - v. Kerianne O'Hara-Donnelly – Community Member.
- 2) Note the ongoing vacancy for the Townscape Advisory Committee, and the Administration continue to seek nominations with any received nominations being referred to Council.

CARRIED BY ABSOLUTE MAJORITY 7/0

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

COMMITTEES OF COUNCIL NOMINATION FORM

(FCEO030)



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89 Earl Street
PO Box 1145
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(08) 9890 0900

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

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

MEMBERSHIP NOMINATION

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- ☐ Audit, Risk and Improvement Committee
- ☐ Australia Day and Honours Advisory Committee
- ☒ Townscape Advisory Committee
- ☐ iCAN Reference Group

For more information about each Committee, please visit <https://www.narrogin.wa.gov.au/committees.aspx>

Name of nominee	Deborah Broad		
Name of organisation (if applicable)	N/A		
Position Title (for organisation nominations)	N/A		
Street Address	[REDACTED]		
Postal Address	[REDACTED]		
Telephone No		Mobile No	
Email Address	[REDACTED]		

The Shire of Narrogin is collecting your personal information for the purpose of assessing your nomination. Your information will be stored securely and used in accordance with the Shire's Privacy Policy.

BACKGROUND SUMMARY

Please provide a brief outline of your interest, knowledge, experience, and skills in relation to your chosen Committee.

Interest	Why are you interested in this committee?
Previously a committee member	
Knowledge	What knowledge or qualifications do you have relevant to this committee's work?
Previously a committee member	

Experience	Describe any past roles, volunteering, or employment that relate to this area.
Previously a committee member	
Skills	Highlight any specific skills you bring (e.g., governance, finance, policy, etc.).
Conflict of Interest Disclosure (if any)	

DECLARATION

I declare that I have read and agree to the Shire of Narrogin's Code of Conduct for Council Members, Committee Members and Candidates. <https://www.narrogin.wa.gov.au/documents/1151/code-of-conduct-for-council-members-committee-members-and-candidates>

Signature:		Date:	
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SUBMISSION

Nominations should be submitted to the Shire by the due date, if applicable.

Nominations can be submitted:

- In person to the Shire of Narrogin Administration Office, 89 Earl Street, Narrogin WA 6312
- By email to enquiries@narrogin.wa.gov.au

Please ensure all sections are completed, and the form is signed before submission.

Further information can be found [here](#), or by contacting the Shire Administration office on 9890 0900.

OFFICE USE

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File Location			
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Name of nominee	Vicki Chadwick		
Name of organisation (if applicable)			
Position Title (for organisation nominations)			
Street Address			
Postal Address			
Telephone No		Mobile No	
Email Address			

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BACKGROUND SUMMARY

Please provide a brief outline of your interest, knowledge, experience, and skills in relation to your chosen Committee.

Interest	Why are you interested in this committee?
Australia Day Committee – As a previous Citizen of the Year winner I would like to be able to contribute my experience & volunteer work towards this committee. Townscape Committee – To continue on this committee as I find this rewarding.	
Knowledge	What knowledge or qualifications do you have relevant to this committee's work?
Australia Day – previous winner & a volunteer to the community. Townscape – I've been a committee member since 2018 and would like continue to contribute to this committee & improve the aesthetics in Narrogin.	

Experience	Describe any past roles, volunteering, or employment that relate to this area.
I've been a volunteer since I was 19 & thoroughly enjoy the experience within the community. I've also been a committee member of Townscape for a period of eight years.	
Skills	Highlight any specific skills you bring (e.g., governance, finance, policy, etc.).
Good communication skills, adhere to policies within government & other businesses.	
Conflict of Interest Disclosure (if any)	

DECLARATION

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Signature:	Vicki Chadwick <i>Vicki Chadwick</i>	Date:	18/11/2025
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SUBMISSION

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Name of nominee	Jacqui Early		
Name of organisation (if applicable)	Community Member		
Position Title (for organisation nominations)			
Street Address	[REDACTED]		
Postal Address	Narrogin		
Telephone No		Mobile No	[REDACTED]
Email Address	[REDACTED]		

The Shire of Narrogin is collecting your personal information for the purpose of assessing your nomination. Your information will be stored securely and used in accordance with the Shire's Privacy Policy.

BACKGROUND SUMMARY

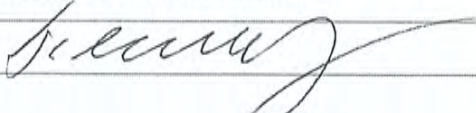
Please provide a brief outline of your interest, knowledge, experience, and skills in relation to your chosen Committee.

Interest	Why are you interested in this committee?
Previous committee member (2019-2025)	
Knowledge	What knowledge or qualifications do you have relevant to this committee's work?
Previous committee member (2019-2025)	
long term resident with an interest in	
improving lifestyle in Narrogin	
work at main Roads	

Experience	Describe any past roles, volunteering, or employment that relate to this area.
Previous committee member (2019-2025)	
Ex - Elected member	
Treasurer Narrogin Repertory Club	
Admin Co-ord at Main Roads	
Skills	Highlight any specific skills you bring (e.g., governance, finance, policy, etc.).
previous committee member with understanding of local govt processes	
Conflict of Interest Disclosure (if any)	Nil

DECLARATION

I declare that I have read and agree to the Shire of Narrogin's Code of Conduct for Council Members, Committee Members and Candidates. <https://www.narrogin.wa.gov.au/documents/1151/code-of-conduct-for-council-members-committee-members-and-candidates>

Signature:		Date:	12-11-2025
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SUBMISSION

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Name of nominee	BARBARA FLETCHER		
Name of organisation (if applicable)			
Position Title (for organisation nominations)			
Street Address			
Postal Address			
Telephone No	Mobile No		
Email Address			

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BACKGROUND SUMMARY

Please provide a brief outline of your interest, knowledge, experience, and skills in relation to your chosen Committee.

Interest	Why are you interested in this committee?
I have a genuine interest in helping the community and assisting with events	
Knowledge	What knowledge or qualifications do you have relevant to this committee's work?
I am on the Townscape Advisory committee so I have direct knowledge of how the shire operates	

Experience	Describe any past roles, volunteering, or employment that relate to this area.
Chair of Arts Ngn, Townscape Advocacy committee, organise events for Ngn Art group; Kalfak Lacrosse Club; Bundoon Art group;	
Skills	Highlight any specific skills you bring (e.g., governance, finance, policy, etc.).
I have a governance certificate, assisted with doing policies at Arts Ngn, have worked with statisticians, organising events,	
Conflict of Interest Disclosure (if any)	
None.	

DECLARATION

I declare that I have read and agree to the Shire of Narrogin's Code of Conduct for Council Members, Committee Members and Candidates. <https://www.narrogin.wa.gov.au/documents/1151/code-of-conduct-for-council-members-committee-members-and-candidates>

Signature:	<i>[Signature]</i>	Date:	11.11.25
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SUBMISSION

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Name of nominee	Coral Mahony		
Name of organisation (if applicable)	—		
Position Title (for organisation nominations)	Community member		
Street Address	[REDACTED]		
Postal Address	[REDACTED]		
Telephone No		Mobile No	[REDACTED]
Email Address	—		

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BACKGROUND SUMMARY

Please provide a brief outline of your interest, knowledge, experience, and skills in relation to your chosen Committee.

Interest	Why are you interested in this committee?
Previous member of the Committee.	
Knowledge	What knowledge or qualifications do you have relevant to this committee's work?
Previous member of the committee.	

Experience	Describe any past roles, volunteering, or employment that relate to this area.
Previous member of the committee	
Skills	Highlight any specific skills you bring (e.g., governance, finance, policy, etc.).
Previous member of the committee	
Conflict of Interest Disclosure (if any)	
Nil	

DECLARATION

I declare that I have read and agree to the Shire of Narrogin's Code of Conduct for Council Members, Committee Members and Candidates. <https://www.narrogin.wa.gov.au/documents/1151/code-of-conduct-for-council-members-committee-members-and-candidates>

Signature:		Date:	21/11/2025.
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SUBMISSION

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- ☐ Townscape Advisory Committee
- ☐ iCAN Reference Group

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Name of nominee	Tracey Angwin		
Name of organisation (if applicable)			
Position Title (for organisation nominations)			
Street Address			
Postal Address			
Telephone No	Mobile No		
Email Address			

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BACKGROUND SUMMARY

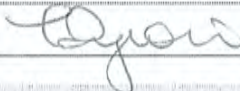
Please provide a brief outline of your interest, knowledge, experience, and skills in relation to your chosen Committee.

Interest	Why are you interested in this committee?
have child with disabilities / have had many children enter my home with disabilities - (C.P.F.S. respite)	
Knowledge	What knowledge or qualifications do you have relevant to this committee's work?
none verbal children } Also working with people autistic children } with disabilities also peg feed children } down syndrome people.	

Experience	Describe any past roles, volunteering, or employment that relate to this area.
Education assistant with special needs. autism children. living in my house. down syndrome volunteering worked with accessibility.	
Skills	Highlight any specific skills you bring (e.g., governance, finance, policy, etc.).
Conflict of Interest Disclosure (if any)	

DECLARATION

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Signature:		Date:	20 November 2025
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SUBMISSION

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Name of nominee	Melissa Tinker		
Name of organisation (if applicable)	Earl St Physiotherapy		
Position Title (for organisation nominations)	Principal Physio		
Street Address	[REDACTED]		
Postal Address	[REDACTED]		
Telephone No		Mobile No	
Email Address	[REDACTED]		

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BACKGROUND SUMMARY

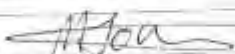
Please provide a brief outline of your interest, knowledge, experience, and skills in relation to your chosen Committee.

Interest	Why are you interested in this committee?
Increasing feedback through work about being unable to physically access services in town - I'd like to help improve this. Also personally interested in increasing inclusion	
Knowledge	What knowledge or qualifications do you have relevant to this committee's work?
Physiotherapist working in community for over 10 years	

Experience	Describe any past roles, volunteering, or employment that relate to this area.
Employed as private physiotherapist working in disability space	
Skills	Highlight any specific skills you bring (e.g., governance, finance, policy, etc.).
Physiotherapy specific skills. Very good at listening to the perspective of others + collaborating on solutions.	
Conflict of Interest Disclosure (if any)	
Private practice owner in town	

DECLARATION

I declare that I have read and agree to the Shire of Narrogin's Code of Conduct for Council Members, Committee Members and Candidates. <https://www.narrogin.wa.gov.au/documents/1151/code-of-conduct-for-council-members-committee-members-and-candidates>

Signature:		Date:	21/11/2025
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Name of nominee			
Name of organisation (if applicable)			
Position Title (for organisation nominations)			
Street Address			
Postal Address			
Telephone No		Mobile No	
Email Address			

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BACKGROUND SUMMARY

Please provide a brief outline of your interest, knowledge, experience, and skills in relation to your chosen Committee.

Interest	Why are you interested in this committee?
Knowledge	What knowledge or qualifications do you have relevant to this committee's work?

Experience	Describe any past roles, volunteering, or employment that relate to this area.
Skills	Highlight any specific skills you bring (e.g., governance, finance, policy, etc.).
Conflict of Interest Disclosure (if any)	

DECLARATION

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Signature:	<i>Emma Peddey</i>	Date:	
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Name of nominee	Heather Waters		
Name of organisation (if applicable)	Accessability WA Inc		
Position Title (for organisation nominations)	CEO		
Street Address	[REDACTED]		
Postal Address	[REDACTED]		
Telephone No	[REDACTED]	Mobile No	[REDACTED]
Email Address	[REDACTED]		

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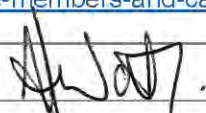
Please provide a brief outline of your interest, knowledge, experience, and skills in relation to your chosen Committee.

Interest	Why are you interested in this committee?
[REDACTED]	
We are a local disability service provider and feel that we may have experience and knowledge that will benefit the iCAN Group.	
[REDACTED]	
Knowledge	What knowledge or qualifications do you have relevant to this committee's work?
[REDACTED]	
27 years of experience working in the disability sector in employment and community supports. BA Psych, Dip.C Counselling, Dip Disability, Cert IV-MH	
[REDACTED]	

Experience	Describe any past roles, volunteering, or employment that relate to this area.
27 years of employment in the disability sector, commencing as a Support Worker, progressing to Management roles.	
Skills	Highlight any specific skills you bring (e.g., governance, finance, policy, etc.).
Governance, policy awareness and development, leadership, experience with staffing and access.	
Conflict of Interest Disclosure (if any)	
Nil conflicts of interest.	

DECLARATION

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Signature:		Date:	21/11/2025
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Nominations can be submitted:

- In person to the Shire of Narrogin Administration Office, 89 Earl Street, Narrogin WA 6312
- By email to enquiries@narrogin.wa.gov.au

Please ensure all sections are completed, and the form is signed before submission.

Further information can be found [here](#), or by contacting the Shire Administration office on 9890 0900.

OFFICE USE

Synergy Record #		Records Officer's Signature	
File Location			
Council resolution		Executive Manager Signature	

COMMITTEES OF COUNCIL NOMINATION FORM

(FCEO030)



Shire of
Narrogin
Love the life



89 Earl Street
PO Box 1145
Narrogin WA 6312



(08) 9890 0900



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

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

MEMBERSHIP NOMINATION

The Shire of Narrogin invites nominations from individuals or nominees of organisations for a position on one of the following Committees of Council:

- ☐ Audit, Risk and Improvement Committee
- ☐ Australia Day and Honours Advisory Committee
- ☐ Townscape Advisory Committee
- ☒ iCAN Reference Group

For more information about each Committee, please visit <https://www.narrogin.wa.gov.au/committees.aspx>

Name of nominee	Kerriane O'Hara-Donnelly		
Name of organisation (if applicable)	N/A		
Position Title (for organisation nominations)	N/A		
Street Address			
Postal Address			
Telephone No		Mobile No	
Email Address			

The Shire of Narrogin is collecting your personal information for the purpose of assessing your nomination. Your information will be stored securely and used in accordance with the Shire's Privacy Policy.

BACKGROUND SUMMARY

Please provide a brief outline of your interest, knowledge, experience, and skills in relation to your chosen Committee.

Interest	Why are you interested in this committee?
Knowledge	What knowledge or qualifications do you have relevant to this committee's work?

Experience	Describe any past roles, volunteering, or employment that relate to this area.
Skills	Highlight any specific skills you bring (e.g., governance, finance, policy, etc.).
Conflict of Interest Disclosure (if any)	

DECLARATION

I declare that I have read and agree to the Shire of Narrogin's Code of Conduct for Council Members, Committee Members and Candidates. <https://www.narrogin.wa.gov.au/documents/1151/code-of-conduct-for-council-members-committee-members-and-candidates>

Signature:		Date:	
------------	--	-------	--

SUBMISSION

Nominations should be submitted to the Shire by the due date, if applicable.

Nominations can be submitted:

- In person to the Shire of Narrogin Administration Office, 89 Earl Street, Narrogin WA 6312
- By email to enquiries@narrogin.wa.gov.au

Please ensure all sections are completed, and the form is signed before submission.

Further information can be found [here](#), or by contacting the Shire Administration office on 9890 0900.

OFFICE USE

Synergy Record #		Records Officer's Signature	
File Location			
Council resolution		Executive Manager Signature	

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 261125.12

Moved: Cr Broad

Seconded: Cr Wiese

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.

CARRIED 7/0

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

8:57pm All visitors left the Council Chambers.

The matter below has been carried over from the Council's meeting on the 22 October 2025 and has already been moved and seconded from that meeting, which was then deferred to this meeting via a procedural motion.

10.1.1 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 1. Request For Quotation (RFQ) 25/26-05 – issued by the Shire of Narrogin 2. 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*;
 - o *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 unexpected, 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		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 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 of a satisfactory contract price and term (maximum 4 years) can be achieved.

Voting Requirements

Simple Majority

This following motion was moved and seconded at the Council’s Meeting of 22 October 2025.

OFFICERS' RECOMMENDATION & COUNCIL MOTION

Moved: Cr Fisher

Seconded: Cr Pomykala

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.

The following motion, which was put and carried, deferred the above motion to the Meeting of 25 November 2025 (this meeting).

PROCEDURAL MOTION 221025.13

Moved: Cr Wiese

Seconded: Cr Broad

That the item and motion be deferred until the next Council Meeting whereupon the Chief Executive Officer can provide benchmark costs attributed to relative refuse sites of other local governments and to liaise with the current contractor in relation to those costs and concerns regarding the value of the RFQ submitted.

CARRIED 7/0

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

Further to the above, the Administration then undertook research into comparable refuse sites from other local governments and provided this information confidentially and separately to Elected Members.

The matter was also discussed at the Monthly Briefing Session held on 12 November 2025. Subsequently, the Executive Manager Planning & Sustainability met with the contractor in accordance with Council's resolutions.

The outcome of these negotiations was presented behind closed doors and as a result Officers provided the Council with an amended Officers' Recommendation, which was subsequently carried via an amendment to the original motion.

Refer the subsequent page for the outcome.

OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 261125.13

Moved: Cr Fisher

Seconded: Cr Pomykala

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.

AMENDMENT

Moved: Cr Fisher

Seconded: Cr Pomykala

That the Motion be amended as follows: That after the word 'Council', the words 'award the RFQ to Great Southern Waste as per their submission and authorise the Shire President and Chief Executive Officer to sign and affix the Common Seal to the contractual documents.' be added and Parts 1), 2) and 3) be deleted.

CARRIED 7/0

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

THE AMENDMENT THEN BECAME THE SUBSTANTIVE MOTION & COUNCIL RESOLUTION 261125.13

Moved: Cr Fisher

Seconded: Cr Pomykala

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 award the RFQ to Great Southern Waste as per their submission and authorise the Shire President and Chief Executive Officer to sign and affix the Common Seal to the contractual documents.

CARRIED 7/0

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



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 of 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 experience 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 ☐
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 ☐

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 ☐
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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 ☐

6.3.3 Trusts

Are you acting as a trustee of a trust?	Yes / No	
If Yes, in an attachment labelled "Trusts" : (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.	"Trusts"	Tick if attached ☐

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: (a) the name, address and the number of people employed; and (b) the Contract Works that will be subcontracted.	"Subcontractors"	Tick if attached ☐

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 ☐

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 ☐

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

B. Capacity 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"; a) Demonstrated ability of Company or submitter to meet the scope of works required as part of this project b) Provide an outline of similar work that has been undertaken by you or your company. 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 Copy available on the Principals website or by request.	Weighting 20%
	Tick if attached
C. Work Health and Safety (WHS) Describe your capacity in completing / supplying similar Requirements. Submitters must, as a minimum, address the following information in an attachment and label it "WHS"; 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 b) Provide details of how the company or Respondent would address a WHS incident.	Weighting 10%
	Tick if attached
D. PRICE INFORMATION The submitted Price weighting comprises 50% of the selection criteria for this RFQ. Price is calculated on the basis of: Price score = 50% x (Highest quoted amount – Your quotes amount) / (Highest quoted amount – Lowest quoted amount)	Weighting 50%

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

OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 261125.14

Moved: Cr Broad

Seconded: Cr McNab

That Council proceed in public.

CARRIED 7/0

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

Against: Nil

9:10pm The Council Chambers reopened to the public.

11. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

The Shire President formally acknowledged and congratulated the Chief Executive Officer on 40 years of dedicated service to local government.

13. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 9:12 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 17 December 2025, at this same venue.



Shire of
Narrogin
Love the life

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