



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

## MINUTES

### ORDINARY COUNCIL MEETING

**17 DECEMBER 2025**

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

Signed: .....

A handwritten signature in black ink.

Date **18 December 2025**

These minutes were confirmed at the Ordinary Council Meeting held on \_\_\_\_/\_\_\_\_/\_\_\_\_

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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electronic format (disk or emailed), audio or Braille



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

**VISION**

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

**MISSION**

Provide leadership, direction and opportunities for the community.

# STRATEGIC COMMUNITY PLAN

**SNAPSHOT**

2017-27

**KEY PRINCIPLES**

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

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

**OUR VALUES**

**Care with Trust & Teamwork**

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

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

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

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

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

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

**ECONOMIC**



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

**Growth in revenue opportunities**

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

**Increased Tourism**

- Promote, develop tourism and maintain local attractions

**An effective well maintained transport network**

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

**Agriculture opportunities maintained and developed**

- Support development of agricultural services

**SOCIAL**



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

**Provision of youth services**

- Develop and implement a youth strategy

**Build a healthier and safer community**

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

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

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

**Cultural and heritage diversity is recognised**

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

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

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

**ENVIRONMENT**



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

**A preserved natural environment**

- Conserve, enhance, promote and rehabilitate the natural environment

**Effective waste services**

- Support the provision of waste services

**Efficient use of resources**

- Increase resource usage efficiency

**A well maintained built environment**

- Improve and maintain built environment

**CIVIC**



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

**An efficient and effective organisation**

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

**An employer of choice**

- Provide a positive, desirable workplace

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

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# ORDINARY COUNCIL MEETING

**17 DECEMBER 2025**

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## **1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS**

The Presiding Member, President Ballard, declared the meeting open at 7:05pm.

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**

Four (4)

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

Name	Item No	Interest	Nature
Nil			

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

Nil

**5. PUBLIC QUESTION TIME**

**5.1 QUESTIONS FROM ALICEN JOHNSON**

- 1. Would the Shire consider contacting Lightsource BP on behalf of the Narrogin East Neighbourhood Collective, which has a petition with over 350 signatures, regarding concerns including asbestos and firefighting matters? Has Council given consideration to this, and where does Council stand?*

Response from the Shire President:

The Shire President advised that Council has not yet had the opportunity to discuss this matter at its usual Monthly Briefing Session, noting that Council does not hold a briefing session in December. The Shire President asked whether the Collective had contacted Lightsource BP directly.

It was further advised that Council would need to consider the parameters, implications, and precedent of contacting a proponent on behalf of a third party. If the Collective wishes Council to consider this matter, they are requested to submit a written request to Council for discussion at the next Monthly Briefing Session scheduled for February.

Cr Fisher asked Ms Johnson when the petition would be presented to Lightsource BP.

Ms Johnson advised that the intended use of the petition is yet to be determined, noting it may become a parliamentary petition. The petition has been active for approximately two weeks, and further promotion is planned through the Narrogin Observer.

- 2. Where are the Christmas lights located within the Narrogin townsite, and was the approximate \$10,000 budget spent on the Town Hall's Christmas lights display, and are the concrete bollards previously used still utilised?*

Response from the Shire President:

The Shire President advised that Christmas lights have been installed at the Town Hall, John Higgins Centre, and Mackie Park. The Administration would investigate the activation of lights installed at Mackie Park.

Additional Responses:

The Executive Manager Infrastructure Services advised that the concrete bollards previously used for lighting were disposed of several years ago.

In response to the Christmas lighting budget, the Chief Executive Officer advised that the budget covers installation, maintenance, replacement, and associated labour costs. The Chief Executive Officer further noted that future budgets may consider an allocation in the range of \$90,000 to \$150,000 to install and replace lighting suitable for Christmas Decorations along Federal Street.

## 5.2 QUESTION FROM COURTNEY WRIGHT

*Would the Shire advertise and support a meeting of the Narrogin East Neighbourhood Collective, including waiving the hire fee for the John Higgins Centre and promoting the event via the Shire's website, to be held in late February 2026? How many signatures would be required for Council to consider supporting the Collective's position?*

Response from the Chief Executive Officer:

The Chief Executive Officer advised that Council need to formally consider any proposal to advertise an event or waive facility hire fees unless it was within his delegation.

Response from the Shire President:

The Shire President requested that the Collective submit a written request to Council or Administration for consideration. It was noted that Council would assess any request on its merits, rather than on the number of petition signatories.

## 5.3 QUESTION FROM MARION PRICE (EMAILED)

*I wish to be considered to purchase two redundant 'Love the Life' Narrogin entry signs that I understand are being replaced. My indicative offer is between \$350 and \$450 per sign. Could Council please consider this request at its next meeting and advise whether the purchase would be possible and, if so, the required amount?*

Response from the Chief Executive Officer:

The Chief Executive Officer advised that the Townscape Advisory Committee had previously indicated that the signage may have been constructed by the Narrogin Men's Shed and funded by the Shire, however this information is yet to be confirmed. The matter requires clarification before a determination can be made.

Additional Comments:

Cr Bartron advised that only one sign is proposed to be replaced in the upcoming stage of the project.

The Shire President and Chief Executive Officer noted that the Administration would investigate the origin of the signage, including whether it was constructed by the Narrogin Men's Shed or the Agricultural College.

The Shire President requested that the Chief Executive Officer exercise delegated authority (in disposing of small value assets) to determine the outcome once the relevant information is confirmed.

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

The next meeting is scheduled for 25 February 2026.

## 7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

## 7.1 Ordinary Council Meeting

## OFFICER'S RECOMMENDATION & COUNCIL RESOLUTION 171225.01

That the minutes of the Ordinary Council Meeting held on 26 November 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

## 8.1 Christmas Lights Competition

The Chief Executive Officer noted that there would be a Bus Tour by residents of Karinya Aged Care Home on Friday 19 December 2025 and it has been agreed with the Shire President and Deputy Shire President that the winners this year would be by 'popular vote' from that tour.

Accordingly, the below information is unavailable to be completed for this evening's meeting and included in the minutes, however social media publication and advice to the winners would occur prior to Christmas.

*Narrogin and Highbury residents participated in the annual Christmas Lights Competition, with judges assessing displays across the district over the past two weeks. The winners of the Narrogin Chamber of Commerce vouchers, sponsored by the Shire, are noted as follows:*

## **Residential Christmas Lights Competition – 2025 Winners**

- 1st Place – \$250: [Insert Address] ([Insert Name])
- 2nd Place – \$200: [Insert Address] ([Insert Name])
- 3rd Place – \$150: [Insert Address] ([Insert Name])

*Judges also made the following acknowledgements:*

- *Best Decorated Street: [Insert Street Name]*
- *Special Mention: [Insert Address] (optional)*
- *Additional Street Recognition: [Insert Street Name] (optional)*

## **Best CBD Window Display – 2025**

The Narrogin Chamber of Commerce judged the Best CBD Window Display and advised that the winner, receiving Chamber-sponsored vouchers, is:

- 1st Place – \$200 (or value set by Chamber): Narrogin Pharmacy

*The Christmas Lights Competition aims to encourage positive community engagement and participation in a shared annual activity and support local tourism by increase foot traffic for local businesses. The competition promotes creativity and neighbourhood pride while enhancing the festive environment within Narrogin and Highbury.*

### ***Christmas Lights Competition Procedure***

- 1) Entrants may only receive one prize per year. Winners cannot receive 1st place in consecutive years.
- 2) The following are ineligible to participate:
  - a) Key Management Personnel under Policy 1.10 – Related Party Disclosures;
  - b) State or Commonwealth Government agencies.
- 3) Judging occurs at the discretion of appointed judges between 7 and 13 December, to allow winners to be announced at the December Ordinary Council Meeting and to promote notable displays.
- 4) Council annually provides Narrogin Chamber of Commerce vouchers, sponsored by the Shire, valued at:
  - o 1st place – \$250
  - o 2nd place – \$200
  - o 3rd place – \$150
- 5) The Council annually engages the Narrogin Chamber of Commerce to promote and judge the Best CBD Window Display, with a prize value determined by the Chamber.

### **8.2 Christmas Wishes**

The Shire President formally acknowledged the conclusion of the year, extending best wishes for a safe and Merry Christmas, and thanked Elected Members and employees for their commitment and service.

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

Nil

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

### **10.1 PLANNING & SUSTAINABILITY**

Nil

### **10.2 INFRASTRUCTURE SERVICES**

Nil

## 10.3 CORPORATE & COMMUNITY SERVICES

### 10.3.1 SCHEDULE OF ACCOUNTS PAID – NOVEMBER 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	8 December 2025
Author	Belinda Knight – Manager Corporate Services
Authorising Officer	Ian Graham – Executive Manager Corporate & Community Services
Attachments	1. Schedule of Accounts Paid – November 2025

#### Summary

The Council is requested to note the payments as presented in the Schedule of Accounts Paid for November 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 – November 2025 is presented to Council for notation. Below is a summary of activity:

November 2025 Payments		
Payment Type	\$	%
Cheque	0.00	0.00
EFT (incl Payroll)	1,915,343.53	80.00
Direct Debit	423,877.25	18.00
Credit Card	45,556.64	2.00
Trust	0.00	0.00
<b>Total Payments</b>	<b>2,384,777.42</b>	<b>100.00</b>

Regional Payments	\$	%
Non-Local/Statutory	1,546,208.86	65.00
Local Suppliers	344,991.89	14.00
Payroll	493,576.67	21.00
<b>Total</b>	<b>2,384,777.42</b>	<b>100.00</b>

## Voting Requirements

## Simple Majority

## **OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 171225.02**

Moved: Cr Fisher

Seconded: Cr Broad

That with respect to the Schedule of Accounts Paid for November 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	777	27/11/2025	Shire Of Narrogin - Petty Cash-admin		\$875.65	
2	CATS OCT	31/10/2025	CATS Petty Cash		\$216.00	L
3	DCVC OCT	31/10/2025	Visitor Centre Petty Cash		\$71.05	L
4	HC OCT	31/10/2025	CHCP Petty Cash		\$588.60	L
5	EFT26606	04/11/2025	Joanne Lee Edwards		\$145.00	
6	20251104	04/11/2025	Rates refund for assessment A298600		\$145.00	L
7	EFT26607	04/11/2025	Narrogin Gliding Club Inc		\$1,338.00	
8	A340183	04/11/2025	Rates refund for assessment A340183		\$1,338.00	L
9	EFT26609	05/11/2025	CRISP Wireless		\$1,455.80	
10	202501008973	01/11/2025	NRLC - Crisp Enterprise Premium - 01 - 30/11/2025		\$1,455.80	L
11	EFT26618	06/11/2025	Advanced Autologic Pty Ltd		\$1,250.00	
12	112400	29/10/2025	Ad Blue - 1,000lt		\$1,250.00	
13	EFT26619	06/11/2025	Air Response		\$6,990.00	
14	159343A	28/10/2025	Library, Shire admin, Shire Depot, Jessie House, Tip office, Town Hall, Caravan Park, Railway station - Service airconditioners		\$6,990.00	
15	EFT26620	06/11/2025	Belinda Knight		\$5,720.00	
16	BK245	31/10/2025	Financial Services - Oct 2025		\$5,720.00	
17	EFT26621	06/11/2025	Belvedere Homestead Nursery		\$445.50	
18	000055	24/10/2025	Street Trees - 3x Jacaranda Trees		\$445.50	
19	EFT26622	06/11/2025	Ben Allinson		\$1,650.00	
20	14	28/10/2025	Refuse Site - Whipper snipping		\$1,650.00	L
21	EFT26623	06/11/2025	Broad Electrical & Air Conditioning		\$224.84	
22	INV 0026	01/07/2025	Town Hall - Electrical repairs		\$224.84	
23	EFT26624	06/11/2025	Custom Cutters (DCN Solutions)		\$38.25	
24	20250704	04/07/2025	NDVC Stock - Custom cutters		\$38.25	
25	EFT26625	06/11/2025	Elgas		\$3,531.29	
26	0361127695	30/10/2025	NRLC - 3,229L Gas		\$3,248.59	
27	0361127692	30/10/2025	Caravan Park - 281L gas		\$282.70	
28	EFT26626	06/11/2025	Ergolink		\$5,982.04	
29	SI 00092311	07/10/2025	Office chairs x 10 plus freight		\$5,982.04	
30	EFT26627	06/11/2025	Farmers Centre Narrogin Pty Ltd		\$159.30	
31	97356	13/10/2025	NGN426 Bobcat - Hydraulic Line and Fittings		\$159.30	L
32	EFT26628	06/11/2025	Farmworks Narrogin Pty Ltd		\$13,048.20	
33	113572	31/10/2025	Dog Park - Fencing Materials		\$13,048.20	L
34	EFT26629	06/11/2025	Felton Industries		\$14,190.00	
35	00042927	28/10/2025	NRLC - Bench Seats & freight		\$14,190.00	
36	EFT26630	06/11/2025	Fridgemagnets		\$189.00	
37	226748	03/11/2025	Business card magnets		\$189.00	
38	EFT26631	06/11/2025	Graham Kenneth Broad		\$495.20	
39	20250925	25/09/2025	Reimburse Parking Fee - LG Week		\$110.50	L
40	20251009	09/10/2025	Reimburse Travel Fee - LG Week		\$384.70	L
41	EFT26632	06/11/2025	Great Southern Electrical Services		\$1,507.00	
42	INV 00017372	30/10/2025	Housing Project - Caravan Park - Electrical Works		\$1,507.00	
43	EFT26633	06/11/2025	Great Southern Fuel Supplies		\$549.12	
44	19021783	23/10/2025	Road Maintenance - 20L Drum Kerosene		\$549.12	
45	EFT26634	06/11/2025	Great Southern Waste Disposal		\$49,037.56	
46	IV00000003552	13/10/2025	Kerbside collection contract - Sep 2025		\$49,037.56	L
47	EFT26636	06/11/2025	Initial Hygiene (Cannon)		\$653.66	
48	98387549	14/10/2025	NRLC - Hygiene & Nappy service		\$653.66	
49	EFT26637	06/11/2025	Integrated ICT		\$215.71	
50	40196	31/10/2025	Admin IT - Disclaimer signature cloud - Oct 2025		\$215.71	
51	EFT26638	06/11/2025	Keeling Electrical Group		\$343.75	
52	2041	30/10/2025	NRLC - Repair pool pump - call out		\$343.75	L
53	EFT26639	06/11/2025	Lite n' Easy		\$1,285.47	
54	8262904	28/10/2025	CHCP - Lite n Easy		\$103.73	
55	8263527	28/10/2025	CHCP - Lite n Easy		\$103.73	
56	8264928	28/10/2025	CHCP - Lite n Easy		\$76.47	
57	8265452	28/10/2025	CHCP - Lite n Easy		\$127.18	
58	8220413	28/10/2025	CHCP - Lite n Easy		\$195.01	
59	8241145	28/10/2025	CHCP - Lite n Easy		\$103.42	
60	8253545	28/10/2025	CHCP - Lite n Easy		\$138.07	
61	8259955	28/10/2025	CHCP - Lite n Easy		\$135.23	
62	8259979	28/10/2025	CHCP - Lite n Easy		\$135.23	
63	8262428	28/10/2025	CHCP - Lite n Easy		\$167.40	
64	EFT26640	06/11/2025	Medelect Biomedical Services		\$1,144.00	
65	14217	13/10/2025	NRLC - Defibrillator Maintenance		\$1,144.00	
66	EFT26641	06/11/2025	Melchiorre Plumbing & Gas		\$6,541.24	
67	6361MPG	13/10/2025	Harris St Public Toilets - Repairs		\$398.78	L
68	6243MPG	14/10/2025	Goods Shed - Plumbing for Public Toilets		\$6,142.46	L
69	EFT26642	06/11/2025	Narrogin & Districts Plumbing Service		\$1,628.00	
70	INV 2559	26/10/2025	NRLC - Replace float vale to water tank at Hockey Club, NRLC - Repair leaking tap at Pool plant room.		\$1,628.00	L
71	EFT26643	06/11/2025	Narrogin Fruit Market		\$104.80	
72	111893	04/11/2025	NRLC - Catering		\$104.80	L
73	EFT26644	06/11/2025	Narrogin Newsplex Newsagency		\$268.43	
74	SN00 1363 0111 2025	01/11/2025	Admin - Newspapers - Oct2025		\$13.60	L
75	SN00 1606 0111 2025	01/11/2025	Library - Newspapers - Oct 2025		\$254.83	L
76	EFT26645	06/11/2025	Narrogin Packaging		\$659.12	
77	00097394	22/10/2025	NAIDOC Gala Day - Hire gazebo		\$50.00	
78	00097423	27/10/2025	Waste Water Treatment - various goods		\$7.97	L
79	00097429	27/10/2025	Goods Shed - soap dispensers		\$210.00	
80	00097468	27/10/2025	Caravan Park - Reticulation supplies		\$137.37	L
81	00097478	28/10/2025	Caravan Park - Reticulation supplies		\$23.23	L
82	00097490	29/10/2025	Caravan Park - Shampoo/conditioner portions		\$195.75	L
83	00097501	30/10/2025	CBD Parks - Goods		\$34.80	L
84	EFT26646	06/11/2025	New Security Installations Pty Ltd		\$2,044.90	
85	1079	30/10/2025	NRLC - Commercial Alarm Monitoring		\$1,006.72	
86	4094	01/11/2025	NRLC - GPRS Alarm Monitoring		\$1,038.18	
87	EFT26647	06/11/2025	Officeworks Ltd		\$109.95	
88	624417962	15/10/2025	Certificate Frames - Citizenship Ceremonies & Delivery		\$109.95	
89	EFT26648	06/11/2025	PFD Food Services Pty Ltd		\$221.30	
90	LR932685	21/10/2025	NRLC - Kiosk Stock		\$221.30	
91	EFT26649	06/11/2025	Parry's Narrogin		\$304.26	
92	1005342	23/10/2025	Works PPE - staff		\$304.26	L
93	EFT26650	06/11/2025	Power Network		\$151.80	
94	PNX21956	04/11/2025	Admin - Greeting message - Oct 2025		\$151.80	L
95	EFT26651	06/11/2025	Reface Industries Pty Ltd		\$3,172.40	
96	00034641	03/11/2025	Library - Hublet Subscription		\$3,172.40	
97	EFT26652	06/11/2025	Sea Breeze Ice Cream		\$1,050.00	
98	24054	15/10/2025	NAIDOC Gala Day - Icecream Van		\$1,050.00	

Chq/EFT	Date	Name	Description	Payment Amount	Invoice Amount	Type
99 EFT26653	06/11/2025	Southern Cross Austereo Pty Ltd	Seniors Week Radio Advertising	\$330.00	\$330.00	
100 71849579	30/09/2025					
101 EFT26654	06/11/2025	St John Ambulance Western Australia Ltd		\$538.00		
102 FAINVO1344814	14/10/2025		CHCP - First Aid and CPR Training		\$180.00	L
103 FAINVO1344816	14/10/2025		CHCP - First Aid and CPR Training		\$89.00	L
104 FAINVO1344817	14/10/2025		CHCP - First Aid and CPR Training		\$89.00	L
105 FAINVO1344822	14/10/2025		CHSP - First Aid and CPR Training		\$180.00	L
106 EFT26655	06/11/2025	Team Global Express Pty Ltd		\$427.29		
107 0687 T740710	05/10/2025		N05199 - Backhoe - Freight - CEA Perth		\$35.39	
108 0688 T740710	12/10/2025		NO4929 - Vibe Roller - Wirtgen		\$391.90	
109 EFT26656	06/11/2025	Telair Pty Ltd		\$1,664.40		
110 TA10781 076	31/10/2025		Admin, CHCP, CHSP, PWO, Library, Fire Control - Telephone charges - Oct 2025		\$1,664.40	
111 EFT26657	06/11/2025	The Royal Life Saving Society Australia		\$231.00		
112 RLSSWA INV4249	30/10/2025		NRLC - Watch Around Water Wristbands		\$231.00	
113 EFT26658	06/11/2025	Tomlinson Energy Services		\$6,544.85		
114 10019149	14/10/2025		NRLC - Repair to pool hot water boiler		\$6,544.85	
115 EFT26659	06/11/2025	WEX Australia Pty Ltd		\$680.48		
116 233	30/09/2025		Admin, Library, CDO, CHSP - Groceries		\$680.48	
117 EFT26660	06/11/2025	Water Corporation		\$72.95		
118 90 07798 90 9 OCT	15/10/2025		Standpipe Williams-Kondinin Rd - Water Usage 11/08/2025 -		\$12.05	
119 90 07803 12 2 OCT	23/10/2025		Standpipe Wagin-Wickepin Rd - Water Usage & Service charge		\$60.90	
120 EFT26661	14/11/2025	AFGRI Equipment Australia		\$359,700.00		
121 3021939	23/10/2025		John Deere 644 G-tier wheel loader		\$359,700.00	
122 EFT26662	14/11/2025	Allans Bobcat And Truck Hire		\$440.00		
123 00001807	28/10/2025		Cemetery Grave Digging - 1x Grave Dig		\$440.00	
124 EFT26663	14/11/2025	Australian Communication and Media Authority		\$518.00		
125 504351278	28/09/2025		2-way radio licence renewal		\$518.00	
126 EFT26664	14/11/2025	Ben Allinson		\$1,800.00		
127 16	11/11/2025		Tip Maintenance - Brush Cutting		\$1,800.00	L
128 EFT26665	14/11/2025	Cardering		\$1,167.00		
129 458	31/10/2025		CHCP - Home Modification Review		\$388.00	L
130 460	31/10/2025		CHCP - Cognitive Assessment		\$291.00	L
131 461	03/11/2025		CHCP - Equipment Review		\$488.00	L
132 EFT26666	14/11/2025	Corasaniti Constructions		\$3,674.00		
133 INV 0340	31/10/2025		CHCP - Concrete path		\$2,970.00	L
134 INV 0341	31/10/2025		CHCP - Installation of hand rail		\$704.00	L
135 EFT26667	14/11/2025	Department of Local Government, Industry Regulation and		\$326.98		
136 T13	31/10/2025		Building Services Levy Oct 2025		\$326.98	
137 EFT26668	14/11/2025	Derbahl		\$650.00		
138 00002282	01/08/2025		Good Shed - pump out septic		\$650.00	L
139 EFT26669	14/11/2025	Earl Street Physiotherapy		\$470.00		
140 0054816	06/10/2025		CHCP - Standard Physio Consultation		\$90.00	L
141 0055510	03/11/2025		CHCP - Move Your Body Program		\$10.00	L
142 0055513	03/11/2025		CHCP - Move your body Program		\$100.00	L
143 0055525	03/11/2025		CHCP - Standard Physio Consultation		\$90.00	L
144 0055533	04/11/2025		CHCP - Standard Physio Consultation		\$90.00	L
145 0055675	10/11/2025		CHCP - Standard Physio Consultation		\$90.00	L
146 EFT26670	14/11/2025	Edwards Isuzu Ute		\$37,982.97		
147 35767	22/05/2025		NGN93 D-MAX - Service filters		\$163.37	L
148 R 61709	26/08/2025		NGN12398 - Colorado Crew-cab - 117,000km service		\$1,034.40	L
149 T 7968	18/09/2025		Construction Utility - Isuzu D-MAX Single cab chassis 2WD		\$36,785.20	L
150 EFT26671	14/11/2025	Goodyear Autocare Narrogin		\$50.00		
151 106423	16/10/2025		NO1 Tip Truck - Fit Tyre to Rim		\$50.00	L
152 EFT26672	14/11/2025	Great Southern Electrical Services		\$1,211.76		
153 INV 00017398	04/11/2025		NCP Accommodation Units - repairs to electrical work		\$1,211.76	L
154 EFT26673	14/11/2025	Great Southern Fuel Supplies		\$25,654.07		
155 D2330438	09/10/2025		Bulk diesel - 15,000LTS		\$24,956.42	
156 19021853	30/10/2025		NGN802 Hilux - Engine Oil 20L		\$265.82	
157 19021929	04/11/2025		Unleaded fuel - 200LTRS		\$344.41	
158 19021931	04/11/2025		Depot - 2 Stroke Oil		\$87.42	
159 EFT26674	14/11/2025	Great Southern Window Cleaning Services		\$2,550.00		
160 022	21/10/2025		NRLC - Window Cleaning Oct 2025		\$2,000.00	L
161 023	22/10/2025		John Higgins - Window cleaning Oct 2025		\$550.00	L
162 EFT26675	14/11/2025	Hancocks Home Hardware		\$46.40		
163 10030392	30/10/2025		CHCP - Doorbell Replacement		\$46.40	L
164 EFT26676	14/11/2025	Hersey's Safety		\$575.30		
165 INV 4324	28/07/2025		Various gloves & delivery fee		\$575.30	
166 EFT26677	14/11/2025	Holistic Nursing Beyond Health		\$2,250.00		
167 HNBH837	09/07/2025		CHCP - Continence Assessment		\$250.00	L
168 HNBH839	09/07/2025		CHCP - Continence Assessment		\$250.00	L
169 HNBH840	09/07/2025		CHCP - Continence Assessment		\$250.00	L
170 HNBH844	10/07/2025		CHCP - Continence Assessment		\$250.00	L
171 HNBH845	10/07/2025		CHCP - Continence Assessment		\$250.00	L
172 HNBH846	10/07/2025		CHCP - Continence Assessment		\$250.00	L
173 HNBH841	10/07/2025		CHCP - Continence Assessment		\$250.00	L
174 HNBH842	10/07/2025		CHCP - Continence Assessment		\$250.00	L
175 HNBH843	10/07/2025		CHCP - Continence Assessment		\$250.00	L
176 EFT26679	14/11/2025	Independence Australia Group		\$799.96		
177 72392705 01	26/02/2025		CHCP - Restocking fee for returned product		\$13.75	
178 83067355 01	15/09/2025		CHCP - Continence Products		\$355.90	
179 83173626 01	07/11/2025		CHCP - Continence Products		\$430.31	
180 EFT26680	14/11/2025	John Hughes Group		\$2,324.00		
181 5243261	30/10/2025		NGNO - Replace faulty radars		\$2,324.00	
182 EFT26681	14/11/2025	Jordan Swadling		\$3,450.00		
183 140020001	28/10/2025		Refuse Site - Whipper snipping		\$1,650.00	L
184 140020002	11/11/2025		Refuse Site - Whipper snipping		\$1,800.00	L
185 EFT26682	14/11/2025	Lite n' Easy		\$1,804.50		
186 8276959	04/11/2025		CHCP - Lite n Easy		\$115.60	
187 8277091	04/11/2025		CHCP - Lite n Easy		\$158.65	
188 8277610	04/11/2025		CHCP - Lite n Easy		\$118.40	
189 8277981	04/11/2025		CHCP - Lite n Easy		\$76.47	
190 8231477	04/11/2025		CHCP - Lite n Easy		\$101.28	
191 8241146	04/11/2025		CHCP - Lite n Easy		\$103.42	
192 8271886	04/11/2025		CHCP - Lite n Easy		\$354.47	
193 8273870	04/11/2025		CHCP - Lite n Easy		\$89.07	
194 8274719	04/11/2025		CHCP - Lite n Easy		\$112.17	
195 8274768	04/11/2025		CHCP - Lite n Easy		\$105.80	
196 8274924	04/11/2025		CHSP - Jessie House Lite n Easy Meals		\$392.70	
197 8276852	04/11/2025		CHCP - Lite n Easy		\$76.47	

Chq/EFT	Date	Name	Description	Payment Amount	Invoice Amount	Type
198	EFT26683	14/11/2025	LiveLife Alarms	\$180.00	\$90.00	
199	O 00531560	18/10/2025	CHCP - Annual Falls Alarm Renewal		\$90.00	
200	O 00515763	20/10/2025	CHCP - Annual Renewal Falls Alarm		\$90.00	
201	EFT26684	14/11/2025	Modern Teaching Aids Pty Ltd	\$961.24	\$961.24	
202	46542395	03/09/2025	NRLC - Baby Change Station		\$961.24	
203	EFT26685	14/11/2025	Narrogin Amcal Chemist	\$314.90		
204	1187644	04/09/2025	CHCP - Continence Products		\$239.40	L
205	1194772	14/10/2025	CHCP - Ear Putty		\$12.95	L
206	1196410	22/10/2025	CHCP - Continence Products		\$62.55	L
207	EFT26686	14/11/2025	Narrogin Auto Centre	\$21,160.20		
208	26329	05/11/2025	Building Surveyor - Hyundai Tucson 2WD net changeover		\$21,160.20	L
209	EFT26687	14/11/2025	Narrogin Auto Electrics	\$206.58		
210	270645	02/09/2025	NGN12158 Roller Trailer - Test & repair lights		\$206.58	L
211	EFT26688	14/11/2025	Narrogin Betta Home Living	\$54,863.10		
212	25710108378	28/10/2025	NCP Accommodation Units - Kitchen electrical appliances		\$54,863.10	L
213	EFT26689	14/11/2025	Narrogin Chamber of Commerce	\$1,000.00		
214	INV 0526	05/11/2025	Narrogin Caravan Park Vouchers		\$1,000.00	L
215	EFT26690	14/11/2025	Narrogin Community Pharmacy	\$79.74		
216	1289652	10/07/2025	CHCP - Moogoo Cream		\$19.89	L
217	1308365	16/10/2025	CHCP - Moogoo Cream		\$59.85	L
218	EFT26691	14/11/2025	Narrogin Meals On Wheels	\$516.00		
219	OCT 2025	31/10/2025	Meals on Wheels - Oct 2025		\$516.00	L
220	EFT26692	14/11/2025	Narrogin Packaging	\$1,252.59		
221	00097345	21/10/2025	Public toilets - cleaning goods		\$323.95	L
222	00097387	24/10/2025	Highbury Toilets - Cleaning Goods		\$127.00	L
223	00097473	28/10/2025	Admin Office Toilets - Cleaning Goods		\$141.50	L
224	00097474	28/10/2025	Public toilets - cleaning goods		\$392.00	L
225	00097649	03/11/2025	Good Shed - Coffee		\$50.00	L
226	00097768	05/11/2025	Highbury Toilets - Cleaning goods		\$127.00	L
227	00097777	06/11/2025	Parks & Gardens - retic supplies		\$91.14	L
228	EFT26693	14/11/2025	Narrogin Podiatry	\$82.50		
229	0026635	04/11/2025	CHCP - Standard Podiatry Consultation		\$82.50	L
230	EFT26694	14/11/2025	Narrogin Senior High School	\$70.00		
231	9788	07/11/2025	Top Student Graduation Award 2025		\$70.00	L
232	EFT26695	14/11/2025	Narrogin Skip Bin Service	\$231.00		
233	INV 2821	07/11/2025	Depot - Skip bin service Oct 2025		\$231.00	L
234	EFT26696	14/11/2025	Narrogin Toyota	\$290.00		
235	JC24049680	07/11/2025	NO01 Hilux - 40,000km service		\$290.00	L
236	EFT26697	14/11/2025	Narrogin Tyrepower	\$1,604.00		
237	114636	21/10/2025	NO2260 Dog Trailer - Tyres & rims		\$1,604.00	L
238	EFT26698	14/11/2025	Officeworks Ltd	\$658.97		
239	624521770	20/10/2025	Library - Kids Activites & Freight		\$658.97	
240	EFT26699	14/11/2025	Perfect Gym Solutions	\$907.50		
241	INV200005407	01/11/2025	NRLC - Perfect Gym package - Nov 2025		\$907.50	
242	EFT26700	14/11/2025	Print Media Group	\$635.33		
243	2224009	31/10/2025	Fire - Incident Management Resources		\$635.33	
244	EFT26701	14/11/2025	Public Transport Authority	\$370.32		
245	T2	31/10/2025	TransWA Agency takings Oct 2025		\$442.55	
246	RCT1 5619756 OCT	31/10/2025	TransWA Agency Commission oct 2025		-\$72.23	
247	EFT26702	14/11/2025	Seton Australia Pty Ltd	\$795.96		
248	9360146727	08/10/2025	NRLC - Wipes for Gym Equipment		\$181.81	
249	9360167904	10/10/2025	NRLC - Toilet Signage		\$614.15	
250	EFT26703	14/11/2025	Sherrin Rentals Pty Ltd	\$577.50		
251	5232522	03/11/2025	Clayton Road - Hire Water Truck		\$577.50	
252	EFT26704	14/11/2025	Susan Farrell	\$150.00		
253	19	10/09/2025	Laundry - Sep 2025		\$150.00	
254	EFT26705	14/11/2025	Synergy	\$91.19		
255	459 650 610 NOV	03/11/2025	14 McCormick Way - Electricity usage & supply charge - 09/10/2025 - 28/10/2025		\$91.19	
256	EFT26706	14/11/2025	T Yuen Construction	\$967.45		
257	8258 OD1	25/09/2025	Smith St Toilets - Replace Lock		\$967.45	L
258	EFT26708	14/11/2025	WA Country Health Service	\$1,817.20		
259	680749	20/10/2025	Meals on Wheels Contract - June 2025		\$1,817.20	L
260	EFT26709	14/11/2025	WALGA Western Australian Local Government Association	\$10,032.00		
261	LGC25-250	14/08/2025	WALGA LG Convention 2025		\$9,350.00	
262	SI 016252	16/10/2025	Records - Trainin		\$682.00	
263	EFT26710	14/11/2025	WML Consultants Pty Ltd	\$10,780.00		
264	33744	22/10/2025	Town Hall, Admin, & NRLC - Structural Assessment Report		\$10,780.00	
265	EFT26711	21/11/2025	AFGRI Equipment Australia	\$1,028.00		
266	2993527	28/07/2025	NO4871 Grader - Service Filters		\$514.00	
267	3001546	25/08/2025	NO4719 Grader - Service Filters		\$514.00	
268	EFT26712	21/11/2025	Aged Care Provider Assistance Pty Ltd	\$756.53		
269	INV 0375	10/11/2025	Associated Provider Service Agreement Template		\$756.53	
270	EFT26713	21/11/2025	Ampac Debt Recovery (WA)	\$71.50		
271	123918	31/10/2025	A340104 - Debt collection fees		\$71.50	
272	EFT26714	21/11/2025	Basil Joseph Kickett	\$500.00		
273	23	06/11/2025	Older Adults Social Prescribing Event - Welcome to Country		\$500.00	L
274	EFT26715	21/11/2025	Bill & Ben Hot Bread Shop	\$1,150.00		
275	06247594	22/09/2025	OTHCUL - Catering for Ballroom Fit - 6 week program		\$1,150.00	L
276	EFT26716	21/11/2025	Bocchetta Plush Toys	\$1,033.74		
277	INV 23545 SHOPIFY	22/09/2025	DCVC - Restock Bocchetta Plush Toys		\$1,033.74	
278	EFT26717	21/11/2025	CJ & DM Pridgeaux (Mister Yardman )	\$55.00		
279	07	30/09/2025	NRLC - Monthly Cage Pick Up		\$55.00	
280	EFT26718	21/11/2025	CSSTech Pty Ltd	\$1,559.34		
281	10004905	06/11/2025	Admin - iPhone 17 (CEO) & accessories		\$1,559.34	
282	EFT26719	21/11/2025	Coca Cola Euro Pacific	\$634.37		
283	0237927427	05/11/2025	NRLC - Kiosk Stock		\$634.37	
284	EFT26720	21/11/2025	Council of Aboriginal Services WA	\$360.00		
285	T5	19/09/2025	Key Hall Bonds - Reimbursement - Receipt #143320		\$360.00	
286	EFT26721	21/11/2025	Earl Street Physiotherapy	\$100.00		
287	0055705	10/11/2025	CHCP - Move your Body Program		\$10.00	
288	0055858	17/11/2025	CHCP - Standard Physio Consultation		\$90.00	
289	EFT26722	21/11/2025	Ergolink	\$3,990.03		
290	SI 000923211 1	18/11/2025	Admin - Endeavour pro high back office chairs X 10		\$3,990.03	
291	EFT26723	21/11/2025	Fleetwood Building Solutions Pty Ltd	\$435,814.37		
292	SI32197	28/10/2025	Caravan Park Accommodation Units - Payment #2		\$435,814.37	
293	EFT26724	21/11/2025	Goodyear Autocare Narrogin	\$45.00		
294	106489	27/10/2025	009NGN Corolla - Tyre Repair		\$45.00	L
295	EFT26725	21/11/2025	Great Southern Electrical Services	\$21,560.00		
296	INV 00016965	16/10/2025	Caravan Park - Feasibility Study for Western Power Upgrade		\$21,560.00	L

Chq/EFT	Date	Name	Description	Payment Amount	Invoice Amount	Type
297	EFT26726	21/11/2025 Great Southern Fuel Supplies	Fuel card purchases Oct 2025	\$5,912.54	\$5,912.54	
298	OCT 2025	31/10/2025				
299	EFT26727	21/11/2025 Hamersley Building Co Pty Ltd		\$4,225.10	\$4,225.10	
300	9225	15/11/2025	Roof Repairs to Court House Museum		\$4,225.10	L
301	EFT26728	21/11/2025 Hancock's Home Hardware		\$37.50	\$37.50	
302	10031733	11/11/2025	30 Gray St - 3 Chains for Site Lockup		\$37.50	L
303	EFT26729	21/11/2025 Holyoake		\$1,455.61	\$1,455.61	
304	INV 03194	30/10/2025	Seniors Week - Merchandise Order		\$1,455.61	L
305	EFT26730	21/11/2025 Independence Australia Group		\$1,460.46		
306	83111716 01	06/10/2025	CHCP - Continence Aids		\$785.36	
307	83170866 01	05/11/2025	CHCP - Continence Products		\$223.20	
308	83171599 01	06/11/2025	CHCP - Nursing Consumables		\$206.15	
309	83188919 01	14/11/2025	CHCP - Continence Products		\$245.75	
310	EFT26731	21/11/2025 InterFire Agencies		\$334.85		
311	INV 24542	11/11/2025	ESL - BIC Female x Male BSP Brass		\$334.85	
312	EFT26732	21/11/2025 JH Computer Services		\$17,424.00		
313	006730 D01	07/10/2025	CESM - Computer, Monitors & Peripherals		\$924.00	
314	006890 D01	31/10/2025	Admin - IT Contract - Oct/Nov 2025		\$16,500.00	
315	EFT26733	21/11/2025 Liquor Barons Narrogin		\$212.12		
316	323705	02/09/2025	Members - Refreshments for private event 02/09/2025		\$212.12	L
317	EFT26734	21/11/2025 Lite n' Easy		\$1,256.72		
318	8242084	11/11/2025	CHCP - Lite n Easy		\$195.01	
319	8264239	11/11/2025	CHCP - Lite n Easy		\$103.42	
320	8269602	11/11/2025	CHCP - Lite n Easy		\$138.07	
321	8281261	11/11/2025	CHCP - Lite n Easy		\$272.01	
322	8284890	11/11/2025	CHCP - Lite n Easy		\$135.23	
323	8284891	11/11/2025	CHCP - Lite n Easy		\$135.23	
324	8285105	11/11/2025	CHCP - Lite n Easy		\$167.40	
325	8287105	11/11/2025	CHCP - Lite n Easy		\$110.35	
326	EFT26735	21/11/2025 MCG Fire Services		\$709.50		
327	INV 5077	04/11/2025	Town Hall - Site service fee - Oct 2025		\$423.50	
328	INV 5078	04/11/2025	NRLC site service fee - Oct 2025		\$286.00	
329	EFT26736	21/11/2025 Makit Narrogin Hardware		\$1,172.12		
330	116801	01/10/2025	Various hardware supplies		\$839.02	L
331	116838	18/10/2025	Various hardware supplies		\$333.10	L
332	EFT26737	21/11/2025 MedAlert		\$499.00		
333	SPY MA10156	03/11/2025	CHCP - Medical Alert Watch		\$499.00	
334	EFT26738	21/11/2025 Melchiorre Plumbing & Gas		\$2,564.74		
335	6396MPG	23/10/2025	NCP Accommodation Units - Plumbing works		\$1,612.90	L
336	6385MPG	24/10/2025	Goods Shed - install kitchen		\$951.84	L
337	EFT26739	21/11/2025 Metal Artwork Badges		\$27.72		
338	35091	29/10/2025	Admin - Name Badges		\$27.72	
339	EFT26740	21/11/2025 Moore Australia		\$2,310.00		
340	4739	17/04/2025	Admin - Financial reporting workshop		\$2,310.00	
341	EFT26741	21/11/2025 NER Finance		\$270.41		
342	NA00216369	18/09/2025	NRLC - Monthly Printer Rental - Oct 2025		\$270.41	
343	EFT26742	21/11/2025 Narrogin Bowling Club		\$160.00		
344	69	09/11/2025	Works - Nomination fee corporate bowls		\$160.00	L
345	EFT26743	21/11/2025 Narrogin Fruit Market		\$284.47		
346	113857	10/11/2025	ADMIN - Groceries		\$60.63	L
347	113872	10/11/2025	ADMIN - Groceries		\$60.34	L
348	115261	14/11/2025	ADMIN - Groceries		\$11.90	L
349	116569	18/11/2025	Australia Day and Honours Advisory Committee Meeting -		\$151.60	L
350	EFT26744	21/11/2025 Narrogin Glass & Quick Fit Windscreens		\$475.00		
351	00064853	19/06/2025	NOS199 - Backhoe - Rear Vision Mirror		\$95.00	L
352	00065591	27/10/2025	NOS504 Hilux CESM - Fit Window Tinting		\$380.00	L
353	EFT26745	21/11/2025 Narrogin McIntosh & Sons		\$128.83		
354	P15 2938	05/11/2025	Homecare - Lawn Mower Parts		\$96.62	L
355	P15 3010	11/11/2025	Homecare - Lawn Mower Blades		\$32.21	L
356	EFT26746	21/11/2025 Narrogin Packaging		\$497.20		
357	00097847	10/11/2025	Caravan Park - Nescafe sachets		\$55.00	L
358	00097968	13/11/2025	NRLC - Cleaning Supplies		\$32.20	L
359	00097983	14/11/2025	Caravan Park - Diesel Compacter, Caravan Park - Pentrometer		\$410.00	L
360	EFT26747	21/11/2025 Narrogin Toyota		\$618.56		
361	PI23071062	27/10/2025	1NO Hilux - Service Filters		\$166.73	L
362	PI23071099	29/10/2025	NGN802 - Hilux - Supply Service Filters		\$285.10	L
363	PI23071150	31/10/2025	1NO Hilux - Service Filters		\$166.73	L
364	EFT26748	21/11/2025 Narrogin Valley Stockfeed		\$460.00		
365	NVS179232	12/11/2025	NRLC - 2x 45kg Gas Bottles		\$460.00	L
366	EFT26749	21/11/2025 Officeworks Ltd		\$313.95		
367	624654420	27/10/2025	Library - Office Supplies		\$44.00	
368	624701241	29/10/2025	Members - A3 Frames Oak & delivery		\$269.95	
369	EFT26750	21/11/2025 PFD Food Services Pty Ltd		\$205.65		
370	LS356045	11/11/2025	NRLC - Kiosk Stock		\$205.65	
371	EFT26751	21/11/2025 Parry's Narrogin		\$207.32		
372	1005867	05/11/2025	Works - PPE		\$207.32	L
373	EFT26752	21/11/2025 Perth Bouncy Castle Hire		\$88.00		
374	40675 1	22/10/2025	NAIDOC Celebrations - Sand bag hire for Bouncy Castle		\$88.00	
375	EFT26753	21/11/2025 Print Media Group		\$25.87		
376	2232488	18/11/2025	Fire - Incident Management Resources		\$25.87	
377	EFT26754	21/11/2025 Readytech		\$17,463.60		
378	INTV042704	28/10/2025	Rates Services - Oct 2025 to Dec 2025		\$17,463.60	
379	EFT26755	21/11/2025 Stirling Asphalt		\$22,803.00		
380	00013548	13/11/2025	Caravan Park - Supply & lay asphalt		\$22,803.00	
381	EFT26756	21/11/2025 Team Global Express Pty Ltd		\$216.49		
382	0689 T740710	19/10/2025	Pathwest - Freight		\$145.78	
383	0690 T740710	26/10/2025	NO4834 - Hino - freight WA Hino, Volvo Excavator - freight - CID Equipment		\$70.71	
384	EFT26757	21/11/2025 Top of The Ladder Gutter Cleaning		\$12,067.00		
385	00034588	13/11/2025	Gutter cleaning - all Shire buildings		\$12,067.00	
386	EFT26758	21/11/2025 Uniforms At Work Australia Pty Ltd		\$25.00		
387	12000364	04/09/2025	Admin - Postage uniform order		\$25.00	
388	EFT26759	21/11/2025 United Security Enforcement Corporation		\$1,544.40		
389	00013651	04/11/2025	CHCP - Single Alarm Activation 28/10/2025		\$158.40	
390	00013652	04/11/2025	Railway Building - Single Alarm Activation		\$316.80	
391	00013657	14/11/2025	Alarm responses - various sites		\$1,069.20	
392	EFT26760	21/11/2025 Zipform		\$566.34		
393	225603	01/10/2025	Admin - Pre-printed envelopes & freight		\$566.34	
394	EFT26761	27/11/2025 AFGRI Equipment Australia		\$253.87		
395	3002216	27/08/2025	JD Ride on Mower - Sheave		\$253.87	

Chq/EFT	Date	Name	Description	Payment Amount	Invoice Amount	Type
396	EFT26762	27/11/2025	Armada Audit & Assurance		\$8,250.00	
397	19122	20/11/2025		R2R & LRCI Phase 4 Audits		\$8,250.00
398	EFT26763	27/11/2025	Australia Post		\$1,411.53	
399	1014348113	03/11/2025		Postage costs Oct 2025		\$1,411.53
400	EFT26764	27/11/2025	BKS Electrical Pty Ltd		\$132.00	
401	4604	29/01/2025		Lydeker Depot - Repair & Re-program Depot Gate		\$132.00
402	EFT26765	27/11/2025	Best Office Systems		\$518.00	
403	652889	18/11/2025		Goods Shed - Opening Ceremony Printouts		\$100.00
404	652636	20/11/2025		Admin - DOT Ink Cartridge		\$418.00
405	EFT26766	27/11/2025	Bill & Ben Hot Bread Shop		\$942.00	
406	062723965	12/11/2025		OTHCUL - Annual Seniors Concert Catering		\$630.00
407	062723973	19/11/2025		Members - Renewable Energy Info Session Catering		\$312.00
408	EFT26767	27/11/2025	Bitumen Distributors Pty Ltd		\$12,320.00	
409	0002830	29/10/2025		Road Maintenance - Supply & Deliver Emulsion		\$12,320.00
410	EFT26768	27/11/2025	Broad Electrical & Air Conditioning		\$5,266.11	
411	INV 0673	19/11/2025		Town Hall - 9.5KW Fujitsu R/C Airconditioner		\$5,266.11
412	EFT26769	27/11/2025	Carroll And Richardson Flagworld Pty Ltd		\$3,212.00	
413	165305	30/10/2025		Australia Day Replacement Banners		\$3,212.00
414	EFT26770	27/11/2025	Department of Fire & Emergency Services		\$10,114.03	
415	160172	30/10/2025		ESL - Shire Properties - 2025-2026		\$10,114.03
416	EFT26771	27/11/2025	Department of Human Services		\$874.46	
417	121	05/11/2025		Payroll Deductions		\$381.15
418	121	05/11/2025		Payroll Deductions		\$493.31
419	EFT26772	27/11/2025	Fleet Fitness		\$2,662.00	
420	85188	03/11/2025		NRLC - Concept 2 (SkiErg) with Floor Stand		\$2,662.00
421	EFT26773	27/11/2025	Great Southern Waste Disposal		\$57,809.84	
422	IV00000003589	05/11/2025		Kerbside collection contract Oct 2025		\$57,809.84
423	EFT26774	27/11/2025	Harcher Distributors (Wa Distributors P/L)		\$654.80	
424	1125041	07/10/2025		NRLC - Kiosk Stock		\$128.55
425	1127585	14/10/2025		NRLC - Kiosk Stock GST Free, NRLC - Kiosk Stock		\$379.75
426	1127586	14/10/2025		NRLC - Cleaning Supplies		\$146.50
427	EFT26775	27/11/2025	Ikes Home Improvement & Glass Centre		\$192.50	
428	00032027	26/11/2025		NRLC - Glass Replacement Alby Park Clubroom		\$192.50
429	EFT26776	27/11/2025	Independence Australia Group		\$883.20	
430	83192871 01	17/11/2025		CHCP - Continence Products		\$385.80
431	83192877 01	17/11/2025		CHCP - Continence Products		\$224.40
432	83192881 01	17/11/2025		CHCP - Supplement Drinks		\$273.00
433	EFT26777	27/11/2025	Keeling Electrical Group		\$1,857.79	
434	2038	29/10/2025		NRLC - Install New Cable from Evacuation Panel to PA System		\$235.73
435	2040	30/10/2025		NRLC - Repairs to the Pool Door Magnalock		\$137.50
436	2054	11/11/2025		NRLC - Replace Lights in Squash Courts & Creche		\$1,325.06
437	2055	11/11/2025		NRLC - Repair Control Circuit to Aircon SwitchBoard		\$159.50
438	EFT26778	27/11/2025	Liquor Barons Narrogin		\$246.95	
439	418851	08/10/2025		Members Refreshments - Council meetings		\$246.95
440	EFT26779	27/11/2025	Lite n' Easy		\$1,386.47	
441	8299414	18/11/2025		CHCP - Lite n Easy		\$134.85
442	8274478	18/11/2025		CHCP - Lite n Easy		\$101.28
443	8275563	18/11/2025		CHCP - Lite n Easy		\$103.42
444	8294633	18/11/2025		CHCP - Lite n Easy		\$103.73
445	8295836	18/11/2025		CHCP - Lite n Easy		\$138.07
446	8296735	18/11/2025		CHCP - Lite n Easy		\$112.17
447	8297008	18/11/2025		CHCP - Lite n Easy		\$167.40
448	8297229	18/11/2025		CHSP - Lite n Easy		\$525.55
449	EFT26780	27/11/2025	Major Motors Pty Ltd		\$425.52	
450	1823598	24/11/2025		NOS020 - Isuzu Fire Unit - Replacement Steps		\$425.52
451	EFT26781	27/11/2025	Melchiorre Plumbing & Gas		\$392.50	
452	6435MPG	05/11/2025		Admin - Plumbing Works		\$392.50
453	EFT26782	27/11/2025	Modern Teaching Aids Pty Ltd		\$237.16	
454	46620126	31/10/2025		NRLC - Kindy gym & school holiday supplies		\$237.16
455	EFT26783	27/11/2025	Narrogin Auto Electrics		\$1,019.90	
456	270848	30/10/2025		NO237 Tyre Roller - Fit Two Way		\$649.55
457	270847	31/10/2025		NO237 Tyre Roller - Fit LED Beacon		\$370.35
458	EFT26784	27/11/2025	Narrogin Earthmoving & Concrete Pty Ltd		\$440.00	
459	IV00000003799	12/11/2025		Caravan Park - Demobilisation of excavator		\$440.00
460	EFT26785	27/11/2025	Narrogin Fruit Market		\$3,124.16	
461	116573	18/11/2025		Members - Catering for Goodshed Re-opening		\$2,964.50
462	118262	24/11/2025		ADMIN - Groceries		\$85.72
463	118263	24/11/2025		ADMIN - Groceries		\$73.94
464	EFT26786	27/11/2025	Narrogin Gasworx		\$3,500.00	
465	93610	19/11/2025		CHCP - Lift Chair		\$3,500.00
466	EFT26787	27/11/2025	Narrogin Glass & Quick Fit Windscreens		\$135.95	
467	00065224	14/08/2025		NGN830 - Fuso tip truck - Fit Glass Window Panel Passenger		\$135.95
468	EFT26788	27/11/2025	Narrogin Packaging		\$814.25	
469	00098019	15/11/2025		Public toilets - Clearing Goods		\$587.25
470	00098020	15/11/2025		Library - Cleaning Goods		\$85.50
471	00098021	15/11/2025		Admin - Cleaning Goods		\$141.50
472	EFT26789	27/11/2025	Narrogin Plant Hire		\$2,970.00	
473	3813	21/11/2025		Narrogin-Harrismith Road - Dry Hire Water Cart 6 days		\$2,970.00
474	EFT26790	27/11/2025	Narrogin Toyota		\$7,180.04	
475	P123069499	24/07/2025		SMALL PLANT - Mowing Head Auto Cut and Nylon Cable		\$260.15
476	P123070860	14/10/2025		Street Tree Maintenance - Files for Chainsaws		\$110.00
477	JC24049658	11/11/2025		1NGN - Prado - 90,000km Service		\$460.85
478	JC24049693	11/11/2025		Utility (CESM) - Supply and Fit Canopy		\$6,281.99
479	P123071370	15/11/2025		SMALL PLANT - Nylon Cable		\$67.05
480	EFT26791	27/11/2025	Narrogin Valley Stockfeed		\$460.00	
481	NVS179848	20/11/2025		NRLC - 2x 45kg Gas Tanks		\$460.00
482	EFT26792	27/11/2025	New Security Installations Pty Ltd		\$1,258.40	
483	4154	21/11/2025		NRLC - Security Monitoring		\$1,258.40
484	EFT26793	27/11/2025	Officeworks Ltd		\$147.60	
485	624728429	31/10/2025		NRLC - Cleaning Supplies, NRLC - First aid supplies		\$147.60
486	EFT26794	27/11/2025	PFD Food Services Pty Ltd		\$363.95	
487	LS430186	18/11/2025		NRLC - Kiosk Stock		\$363.95
488	EFT26795	27/11/2025	Parry's Narrogin		\$309.68	
489	1006162	12/11/2025		PWO - PPE		\$69.70
490	1006630	24/11/2025		PWO - PPE		\$239.98
491	EFT26796	27/11/2025	RJ Smith Engineering		\$203.50	
492	D130295	13/10/2025		P977 Volvo Excavator - Supply Hydraulic Hose and Fittings		\$203.50
493	EFT26797	27/11/2025	RKS Building & Construction		\$2,944.01	
494	INV 1132	19/11/2025		NRLC - Bench Seat Replacement		\$2,944.01
495	EFT26798	27/11/2025	Reeco		\$13,062.50	
496	607259	07/10/2025		Portable Library Shelving		\$13,062.50

Chq/EFT	Date	Name	Description	Payment Amount	Invoice Amount	Type
497	EFT26799	27/11/2025	Readytech		\$772.20	
498	INITV042725	31/10/2025			\$495.00	
499	INITV042730	31/10/2025			\$277.20	
500	EFT26800	27/11/2025	Reece Roy Andrews		\$264.00	
501	INV156	05/11/2025			\$264.00	L
502	EFT26801	27/11/2025	Seton Australia Pty Ltd		\$734.80	
503	9360325457	30/10/2025			\$734.80	
504	EFT26802	27/11/2025	South West Fire Unit Fabrications		\$579.36	
505	I39431	13/11/2025			\$579.36	
506	EFT26803	27/11/2025	St John Ambulance Western Australia Ltd		\$104.85	
507	CYINV00379811	23/04/2025			\$104.85	
508	EFT26804	27/11/2025	Susan Farrell		\$150.00	
509	21	22/10/2025			\$150.00	L
510	EFT26805	27/11/2025	T Quip		\$974.60	
511	144439 32	19/11/2025			\$974.60	
512	EFT26806	27/11/2025	Team Global Express Pty Ltd		\$40.19	
513	0691-T740710	02/11/2025			\$40.19	
514	EFT26807	27/11/2025	Truck Centre (WA) Pty Ltd		\$631.78	
515	1859990 000001	31/10/2025			\$631.78	
516	EFT26808	27/11/2025	Tunstall Australia Pty Ltd		\$31.30	
517	INV1310682	03/11/2025			\$31.30	
518	EFT26809	27/11/2025	Uniforms At Work Australia Pty Ltd		\$466.13	
519	37000042	31/10/2025			\$428.63	
520	UAW01137	31/10/2025			\$37.50	
521	EFT26810	27/11/2025	United Security Enforcement Corporation		\$356.40	
522	00013661	17/11/2025			\$356.40	
523	EFT26811	27/11/2025	WA Country Health Service		\$1,906.30	
524	681859	04/11/2025			\$1,906.30	L
525	EFT26812	27/11/2025	WEX Australia Pty Ltd		\$1,073.44	
526	224	31/10/2025			\$1,073.44	
527	EFT26813	27/11/2025	Waterlogic Australia		\$132.82	
528	5007132	01/09/2025			\$66.41	
529	5114520	01/11/2025			\$66.41	
530	EFT26814	27/11/2025	Westrac Pty Ltd		\$1,311.35	
531	PI 1390798	12/09/2025			\$687.19	
532	PI 1390799	12/09/2025			\$283.06	
533	PI 1426708	22/09/2025			\$341.10	
534	EFT26815	27/11/2025	Wiese's Handyman & Property Maintenance		\$143.00	
535	INV 0150	10/11/2025			\$143.00	L
536	EFT26816	27/11/2025	Wren Oil		\$187.00	
537	206557	22/09/2025			\$187.00	
538	TOTAL EFT				\$1,421,766.86	
539						
Direct Debit	Date	Name	Description	Payment Total	Invoice Amount	Type
540	DD12108.1	07/11/2025	Synergy		\$308.21	
541	392 229 670 OCT	20/10/2025			\$308.21	
542						
543	DD12108.2	05/11/2025	Water Corporation		\$144.58	
544	90 07669 30 6 OCT	16/10/2025			\$144.58	
545	DD12152.1	28/11/2025	WA Treasury Corporation		\$19,424.67	
546	129	01/11/2025			\$19,424.67	
547	DD12156.1	03/11/2025	Synergy		\$508.88	
548	404 395 070 OCT	14/10/2025			\$203.21	
549	466 353 500	14/10/2025			\$305.67	
550	DD12156.2	03/11/2025	Water Corporation		\$310.24	
551	90 10739 54 7 OCT	13/10/2025			\$310.24	
552	DD12164.1	04/11/2025	Synergy		\$3,272.37	
553	273 233 080 OCT	15/10/2025			\$444.20	
554	317 492 130 OCT	15/10/2025			\$246.97	
555	379 132 780 OCT	15/10/2025			\$131.14	
556	436 089 900 OCT	15/10/2025			\$1,215.17	
557	763 848 990 OCT	15/10/2025			\$1,234.89	
558	DD12180.1	03/11/2025	Les Mills Asia Pacific		\$905.00	
559	LMB1292466	03/11/2025			\$905.00	
560	DD12184.1	06/11/2025	Synergy		\$419.04	
561	317 746 500 OCT	17/10/2025			\$296.80	
562	900 304 630 OCT	17/10/2025			\$122.24	
563	DD12184.2	06/11/2025	Water Corporation		\$63.25	
564	90 13776 55 4 OCT	16/10/2025			\$63.25	
565	DD12190.1	07/11/2025	Synergy		\$163.01	
566	294 951 900 OCT	20/10/2025			\$163.01	
567	DD12192.1	10/11/2025	Synergy		\$3,287.10	
568	056 460 840 OCT	21/10/2025			\$1,231.78	
569	104 421 230 OCT	21/10/2025			\$270.55	
570	201 022 630 OCT	21/10/2025			\$378.29	
571	435 151 360 OCT	21/10/2025			\$131.76	
572	759 507 150 OCT	21/10/2025			\$952.89	
573	997 042 830 OCT	21/10/2025			\$321.83	
574	DD12194.1	12/11/2025	Synergy		\$1,431.87	
575	228 770 970 OCT	23/10/2025			\$678.82	
576	392 231 460 OCT	23/10/2025			\$619.07	
577	899 964 040 OCT	23/10/2025			\$133.98	
578	DD12196.1	13/11/2025	Synergy		\$157.86	
579	079 492 050 OCT	24/10/2025			\$157.86	
580	DD12198.1	21/11/2025	Synergy		\$12,915.03	
581	649 918 430 OCT	03/11/2025			\$12,915.03	
582	DD12200.1	10/11/2025	Synergy		\$216.09	
583	208 441 840 OCT	21/10/2025			\$216.09	
584	DD12233.1	15/11/2025	Sandwai Pty Ltd		\$960.30	
585	INV 527	01/11/2025			\$960.30	
586	DD12259.1	25/11/2025	Water Corporation		\$836.66	
587	90 07713 22 3 NOV	04/11/2025			\$250.65	
588	90 07713 97 9 NOV	04/11/2025			\$250.65	
589	90 07713 99 5 NOV	04/11/2025			\$335.36	
590	DD12261.1	14/11/2025	Synergy		\$269.95	
591	393 020 920 NOV	27/10/2025			\$269.95	

Chq/EFT	Date	Name	Description	Payment Amount	Invoice Amount	Type
592 DD12277.1	28/11/2025	Department of Transport	Agency takings Nov 2025	\$217,725.20	\$217,725.20	
593 T1	28/11/2025					
594 DD12283.2	03/11/2025	Beam	Super contribution - Pay period ending - 03/11/2025	\$29,825.34	\$29,825.34	
595 03112025	03/11/2025					
596 DD12283.3	17/11/2025	Beam	Super contribution - Pay period ending - 17/11/2025	\$31,246.60	\$31,246.60	
597 17/11/2025	17/11/2025					
598 DD12285.1	03/11/2025	Australian Taxation Office	PAYG - Pay period ending - 03/11/2025	\$47,618.00	\$47,618.00	
599 03112025	03/11/2025					
600 DD12285.2	13/11/2025	Australian Taxation Office	PAYG - Pay period ending - 13/11/2025	\$941.00	\$941.00	
601 13/11/2025	13/11/2025					
602 DD12285.3	17/11/2025	Australian Taxation Office	PAYG - Pay period ending - 17/11/2025	\$50,927.00	\$50,927.00	
603 17/11/2025	17/11/2025					
604			<b>TOTAL DIRECT DEBITS</b>		<b>\$423,877.25</b>	
605						
606						
607 Payroll		Name	Description	Invoice Amount	Payment Total	
608 PAYROLL		Payroll			<b>\$493,576.67</b>	
609						
610			03/11/2025	\$240,169.92		
611			17/11/2025	\$253,406.75		
612					<b>TOTAL PAYROLL</b>	<b>\$493,576.67</b>
613						
614						
615 Credit Cards	31/07/2025	Description	Description	Payment		
616		CHCP - Recruitment GEN	CHCP - Police & bankruptcy checks	\$207.82		
617		CHSP - Recruitment GEN	CHSP - Police & bankruptcy checks	\$207.82		
618		TOUR - Subscriptions & Memberships GEN	TOUR - Aust Golden Outback subscription	\$331.94		
619		WELFARE - Youth Services GEN	Helium balloons Winter Wonderland event	\$54.55		
620		CHCP - Advertising & Promotions GEN	CHCP - Advertising Clinical Partner	\$174.20		
621		CHSP - Advertising & Promotions GEN	CHSP - Advertising Clinical Partner	\$160.80		
622		LIB - Event Catering GEN	LIB - Morning tea - Author visit	\$72.73		
623		LIB - General Office Expenses GEN	LIB - Lego Club prize	\$5.45		
624		LIB - Minor Asset Purchases GEN	LIB - Electric sit/stand desk	\$271.77		
625		OTHCUL - Other Expenditure GEN	LIB - Craft supplies	\$29.05		
626		LIB - Minor Asset Purchases GEN	LIB - Science kit equipment	\$211.18		
627		TOUR - Public Relations & Area Promotion GEN	TOUR - CANVA subscription	\$368.18		
628		LIB - General Office Expenses GEN	LIB - Stationery for Science Corner	\$129.69		
629		INVEST - Bank Fees and Charges (Inc GST) GEN	Annual Fee - MCYS Credit card	\$54.55		
630		ADMIN - Subscriptions and Memberships GEN	EMCCS - LG Pro membership	\$509.09		
631		OTHGOV - Printing & Stationery GEN	2 x 20 drawer compartment	\$70.00		
632		Fast Fill Trailer ESL - Bushfire	Registration renewal 1UAF164	\$23.23		
633		NO03 2024 ISUZU D-MAX (WORKS) (P8165A)	Registration Renewal NO03	\$396.50		
634		ADMIN - Advertising GEN	CESM - Advertising vacancy	\$235.00		
635		NRLC - Cleaning & Waste Disposal GEN	NRLC - high pressure washer	\$635.45		
636		ADMIN - Advertising GEN	ADMIN - Advertising CSO Finance Support	\$375.00		
637		ADMIN - Training & Development GEN	ADMIN - Attendance Bringing Dowerin Downtown	\$461.09		
638		MEMBERS - Members Conference/Training Expenses GEN	MEMBERS - Attendance Bringing Dowerin Downtown	\$1,844.38		
639		INVEST - Bank Fees and Charges (Inc GST) GEN	Annual fee - EMCCS credit card	\$54.55		
640		MEMBERS - Members Conference/Training Expenses GEN	Shire President Expenses - Canberra - meet with Ministers	\$88.15		
641		ADMIN - Travel & Accommodation GEN	CEO Expenses - Canberra - meet with Ministers	\$451.08		
642		ADMIN - Subscriptions and Memberships GEN	CEO - Adobe Subscription - Jul 2025	\$29.08		
643		ADMIN - Travel & Accommodation GEN	CEO Expenses - London LG Pro Conference	\$2,726.65		
644		Fire Prevention/Burning/Control	BFB SMS - July	\$16.16		
645		ADMIN - Travel & Accommodation GEN	CEO - Expenses - CEO Connections Forum 2025	\$316.91		
646		ADMIN - Travel & Accommodation GEN	CEO - attendance Bringing Dowerin Downtown	\$366.38		
647		ADMIN - Subscriptions and Memberships GEN	CEO - LG Pro membership	\$509.09		
648		INVEST - Bank Fees and Charges (Inc GST) GEN	Annual fee - CEO credit card	\$54.55		
649		INVEST - Bank Fees and Charges (Inc GST) GEN	NAB credit card billing fee	\$73.65		
650			<b>CREDIT CARDS - JUL 2025</b>		<b>\$11,515.72</b>	
651 Credit Cards	31/08/2025	Description	Description	Payment		
652		ADMIN - Subscriptions and Memberships GEN	CEO - Adobe Subscription - Aug 2025	\$29.08		
653		ADMIN - Reimbursements GEN	CEO - Reimbursement	\$24.47		
654		ADMIN - Subscriptions and Memberships GEN	Amazon web services	\$440.33		
655		WORKS - Training & Development	Admin - LG Supervisors Conference	\$890.91		
656		ADMIN - Travel & Accommodation GEN	CEO - UDA WA Industry Breakfast	\$40.99		
657		Fire Prevention/Burning/Control	BFB - SMS Jul 2025	\$16.16		
658		ADMIN - Travel & Accommodation GEN	CEO - LGIS Municipal Golf Tournament Aug 2025	\$27.73		
659		MEMBERS - Civic Functions, Refreshments & Receptions GEN	Members - Cr Webb Meals LGIS Golf Tournament	\$58.18		
660		ADMIN - Subscriptions and Memberships GEN	Admin - Open AI - ChatGPT annual subscription	\$2,537.78		
661		ADMIN - Travel & Accommodation GEN	BIO - Accommodation Exec Leadership Training	\$359.18		
662		CHCP - Training & Development GEN	CHCP - Training dementia symposium	\$171.81		
663		CHSP - Training & Development GEN	CHSP - Training dementia symposium	\$171.82		
664		ADMIN - Training & Development GEN	CDO - Community Devel Conference Sep 2025	\$45.45		
665		DCVC - Visitors Centre Other Expenditure GEN	DCVC - Power supply for digital kiosk	\$112.30		
666		ADMIN - Training & Development GEN	CDO - Cultural Awareness workshop	\$308.42		
667		LIB - General Office Expenses GEN	LIB - Morning high tea	\$30.45		
668		LIB - Minor Asset Purchases GEN	LIB - Craft storage	\$116.95		
669		LIB - Minor Asset Purchases GEN	LIB - Digital camera	\$62.73		
670		NRLC - Recruitment GEN	NRLC - Recruitment Aquatic Education Supervisor	\$425.00		
671		ADMIN - Recruitment GEN	Admin - Recruitment CSO - Records	\$335.00		
672		ADMIN - Training & Development GEN	EMCCS - Moore Aust workshop	\$393.30		
673		HEALTH - Training & Development GEN	EHO - WA Health Workshop	\$400.00		
674		TOUR - Subscriptions & Memberships GEN	LIB - ZERO subscription	\$68.10		
675		LIB - Subscriptions & Memberships GEN	LIB - 365 Video subscription	\$131.92		
676		OTHCUL - Indigenous Cultural Events GEN	NAIDOC Cultural Event supplies	\$88.00		
677		2024 Mitsubishi Eclipse Cross Wagon PHEV ASPIRE AWD	NGNO - New Registration	\$437.87		
678		ONGN 2021 Mazda CX-60 EMCCS Vehicle (P5A)	ONGN - New Registration	\$153.91		
679		NGN00 2025 Hyundai Santa Fe MX5 (EMPRS) (P2A)	NGN00 - New Registration	\$46.73		
680		OTHCUL - Festival & Events GEN	Other Culture - LED Lights	\$1,491.82		
681		ADMIN - Telephone/Mobile GEN	Admin - Telephone charges (Telair)	\$3,175.43		
682		OTHCUL - Indigenous Cultural Events GEN	NAIDOC Cultural Event supplies	\$149.81		
683		INVEST - Bank Fees and Charges (Inc GST) GEN	Credit Card - Billing account fee Aug 2025	\$80.10		

Chq/EFT	Date	Name	Description	Payment Amount	Invoice Amount	Type
684			CREDIT CARDS - AUG 2025	\$12,821.73		
685	Credit Cards	30/09/2025	Description	Description	Payment	
686			ADMIN - Subscriptions and Memberships GEN	CEO - Adobe Subscription - Sep 2025	\$116.32	
687			ADMIN - Subscriptions and Memberships GEN	Google Developer registration	\$34.85	
688			ADMIN - Subscriptions and Memberships GEN	Amazon web services Sep 2025	\$1,118.72	
689			MEMBERS - Members Conference/Training Expenses GEN	Shire President - CEDA Registration - WA Energy	\$372.73	
690			ADMIN - Travel & Accommodation GEN	CEO - Accommodation Executive Leadership Program	\$440.18	
691			Fire Prevention/Burning/Control	BFB - SMS Jul 2025	\$16.16	
692			ADMIN - Training & Development GEN	CEO - LG Pro Annual State Conference 2025	\$1,545.45	
693			ADMIN - Training & Development GEN	CEO - WALGA LG Conference 2025	\$1,435.61	
694			MEMBERS - Members Conference/Training Expenses GEN	Members - WALGA LG Conference 2025	\$5,411.11	
695			MEMBERS - Civic Functions, Refreshments & Receptions GEN	Members - Hosting WDC President	\$133.64	
696			TOUR - Subscriptions & Memberships GEN	Tourism Council membership	\$354.55	
697			LIB - Subscriptions & Memberships GEN	LIB - CYA on the Road subscription	\$127.27	
698			ADMIN - Printing & Stationery GEN	Admin - Picture frame	\$27.27	
699			DCVC - Visitors Centre Other Expenditure GEN	LIB - Pricing gun, labels & ink	\$313.00	
700			ADMIN - Training & Development GEN	EMCCS - LG Pro Annual State Conference 2025	\$1,545.45	
701			NRLC - Licences & Subscriptions GEN	NRLC - Dangerous Goods Licence	\$250.91	
702			DCVC - Dryandra Visitors Centre Merchandise GEN	DCVC - Printed merchandise	\$579.72	
703			NRLC - General Kiosk Supplies GEN	NRLC - Kiosk supplies	\$809.47	
704			N05512 - Isuzu D-Max TTop Single Cab Chassis (Works)	N05512 - Registration	\$340.36	
705			ADMIN - Recruitment GEN	Admin - Recruitment - CSO	\$385.00	
706			ADMIN - Recruitment GEN	Admin - Recruitment - Rates Officer	\$435.00	
707			CHSP - Recruitment GEN	Homecare - Recruitment - Support Worker	\$170.40	
708			CHCP - Recruitment GEN	Homecare - Recruitment - Support Worker	\$184.60	
709			NGN2 Toyota Corolla Hatch Ascent Sport 2.0L petrol	NGN2 - Remake plate	\$29.09	
710			OTHCUL - Festival & Events GEN	NAIDOC celebrations resources	\$171.41	
711			ONGN 2021 Mazda CX-60 EMCCS Vehicle (P5A)	ONGN - Fuel	\$45.95	
712			1ISR268 JD 644 G-Tier Wheel Loader (P80)	1ISR268 - Loader registration	\$339.95	
713			LIB - Subscriptions & Memberships GEN	LIB - XERO Subscription Sep 2025	\$68.18	
714			OTHCUL - Indigenous Cultural Events GEN	NAIDOC celebrations resources	\$102.72	
715			INVEST - Bank Fees and Charges (Inc GST) GEN	Credit Card - Billing account fee Aug 2025	\$1.05	
716			CREDIT CARDS - SEP 2025		\$16,906.14	
717	Credit Cards	31/10/2025	Description	Description	Payment	
718			MEMBERS - Civic Functions, Refreshments & Receptions GEN	Members - Dinner Oct Council meeting	\$320.83	
719			ADMIN - Travel & Accommodation GEN	CEO - accommodation Summit Homes event	\$204.25	
720			ADMIN - Subscriptions and Memberships GEN	Amazon web services Oct 2025	\$1,471.03	
721			Fire Prevention/Burning/Control	BFB - SMS Oct 2025	\$16.16	
722			WORKS - Training & Development	Works - accommodation Bunbury	\$413.38	
723			HEALTH - Other Employee Expenses GEN	Recruitment - Regional EHO	\$375.00	
724			ADMIN - Recruitment GEN	Recruitment - ESO	\$495.00	
725			ANIMAL - Other Employee Costs GEN	Recruitment - Ranger	\$285.00	
726			ADMIN - Travel & Accommodation GEN	CSO - accommodation Records training	\$239.18	
727			N05475 - 2025 Isuzu D-MAX Single cab chassis	Change plates & registration	\$64.95	
728			N01 2018 Nissan UD tip truck (P8212)	N01 - Remake plate	\$47.36	
729			N01 2018 Nissan UD tip truck (P8212)	N01 - Remake plate	\$47.36	
730			OTHCUL - Indigenous Cultural Events GEN	NAIDOC celebrations supplies	\$54.55	
731			LIB - Subscriptions & Memberships GEN	LIB - Xero subscription	\$68.18	
732			MEMBERS - Civic Functions, Refreshments & Receptions GEN	Funeral wreath - Jan Shepherd	\$90.91	
733			CHCP - Recruitment GEN	Recruitment - CHCP compliance check	\$24.85	
734			CHSP - Recruitment GEN	Recruitment - CHSP compliance check	\$26.91	
735			CHCP - Subscriptions & Memberships GEN	Golden Carers - subscription	\$68.14	
			CREDIT CARDS - OCT 2025		\$4,313.04	
			TOTAL CREDIT CARD PAYMENTS		\$45,556.64	

November 2025 Payments		
Payment Type	\$	%
Cheque	\$0.00	0%
EFT (Incl Payroll)	\$1,915,343.53	80%
Direct Debit	\$423,877.25	18%
Credit Card	\$45,556.64	2%
Trust	\$0.00	0%
<b>Total Payments</b>	<b>\$2,384,777.42</b>	<b>100%</b>

Regional Payments		
	\$	%
Non Local/Statutory	\$1,546,208.86	65%
Local Suppliers	\$344,991.89	14%
Payroll	\$493,576.67	21%
<b>Total</b>	<b>\$2,384,777.42</b>	<b>100%</b>

## 10.3.2 MONTHLY FINANCIAL REPORT – NOVEMBER 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	6 December 2025
Author	Belinda Knight – Manager Corporate Services
Authorising Officer	Ian Graham – Executive Manager Corporate & Community Services
Attachments	<ol style="list-style-type: none"><li>1. Monthly Financial Report for November 2025; and</li><li>2. Capital Projects Tracker – November 2025.</li></ol>

### 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 November 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 November 2025 Monthly Financial Report, noting that Council is advised of the following matters:

- Rates – Payments received during November totalled \$456,156, with 585 assessments paying by instalments.
- Trade Debtors – the 90+ days debtors sits at \$66,018, including \$22,000 billed in advance. The Executive Manager Corporate and Community Services is monitoring collection action on the remaining balances.
- 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.

Following a review of the Local Roads and Community Infrastructure Program (LRCIP) Phase 3 funded capital projects, the Administration has identified an opportunity to reallocate funding from the Library Sewerage Realignment project (Job IO080, fully funded through LRCIP for \$147,245) to an alternative project, Clayton Road reseal, SLK 2.67 to SLK 5.0 (new Job LRCI251).

The Library Sewerage Realignment project has in recent months been reassessed, and a significantly lower-cost solution has been identified to address the issue via existing building maintenance budgets. This revised scope involves invasive tree root removal, in-line non-invasive camera investigation, and minor excavations with replacement of damaged pipework as required.

Accordingly, the Administration has nominated the Clayton Road reseal as an alternative project for LRCIP Phase 3 funding to ensure full utilisation of available funds by 31 December 2025. It is therefore recommended that Council approve a budget amendment transferring \$147,245 of LRCIP Phase 3 funding from Job IO080 to Job LRCI251 (Clayton Road Reseal).

This reallocation will allow the full use of available LRCIP Phase 3 funding. These amendments will not impact the projected End of Year Surplus, which remains balanced at nil.

## Strategic Implications

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

## Risk Implications

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

## Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of three (3) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

## Comment/Conclusion

The November 2025 Monthly Financial Report is presented for review.

## Voting Requirements

Simple Majority for Officers' Recommendation 1, and Absolute Majority for Officers' Recommendation 2.

**OFFICERS' RECOMMENDATION 1 OF 2 & COUNCIL RESOLUTION 171225.03**

Moved: Cr Pomykala

Seconded: Cr Bartron

That with respect to the Monthly Financial Report for November 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

**OFFICERS' RECOMMENDATION 2 OF 2 & COUNCIL RESOLUTION 171225.04**

Moved: Cr Fisher

Seconded: Cr Broad

That Council approve the following amendments to the 2025/26 Municipal Budget:

- 1) Program Recreation & Culture
  - a) Decrease Capital Expenditure Job entitled IO080B Sewerage Realignment – Admin. Building to Library (Program Recreation & Culture), from \$147,245 to \$0;
  - b) Decrease Income GL 5110560 LCIRP Grant from \$147,245 to \$0;
- 2) Program Transport
  - a) Increase Capital Expenditure GL 4120164 Job LRCI251 – Clayton Road Reseal from \$0 to \$147,245;
  - b) Increase Income GL 5120165 Capital Grants from \$0 to \$147,425; and
- 3) Note that the budgeted End of Year Surplus remains at Nil.

**CARRIED BY ABSOLUTE MAJORITY 7/0**

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

Against: Nil



Shire of  
**Narrogin**

*Love the life*

**SHIRE OF NARROGIN**

**MONTHLY FINANCIAL REPORT**

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

***LOCAL GOVERNMENT ACT 1995***

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

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**SHIRE OF NARROGIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2025**

Note	Amended Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.	
	\$	\$	\$	\$	%		
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
General rates	6,335,145	6,335,145	<b>6,333,551</b>	(1,594)	(0.03%)		
Rates excluding general rates	12,080	5,030	<b>16,273</b>	11,243	223.52%	▲	
Grants, subsidies and contributions	3,626,860	1,230,190	<b>1,834,686</b>	604,496	49.14%	▼	
Fees and charges	3,629,340	2,124,340	<b>1,906,087</b>	(218,253)	(10.27%)	▼	
Interest revenue	645,850	202,605	<b>146,255</b>	(56,350)	(27.81%)	▼	
Other revenue	535,820	187,315	<b>166,350</b>	(20,965)	(11.19%)	▼	
Profit on asset disposals	100,000	50,000	<b>4,365</b>	(45,635)	(91.27%)	▼	
	<b>14,885,095</b>	<b>10,134,625</b>	<b>10,407,567</b>	<b>272,942</b>	2.69%		
<b>Expenditure from operating activities</b>							
Employee costs	(7,455,910)	(3,078,351)	<b>(2,917,752)</b>	160,599	5.22%		
Materials and contracts	(4,169,005)	(1,691,933)	<b>(1,666,683)</b>	25,250	1.49%	▲	
Utility charges	(1,309,760)	(587,204)	<b>(296,624)</b>	290,580	49.49%	▲	
Depreciation	(4,632,150)	(1,930,070)	<b>(2,010,646)</b>	(80,576)	(4.17%)		
Finance costs	(491,380)	(66,905)	<b>1,786</b>	68,691	102.67%	▲	
Insurance	(382,870)	(185,435)	<b>(381,407)</b>	(195,972)	(105.68%)	▼	
Other expenditure	(397,140)	(163,190)	<b>(87,848)</b>	75,342	46.17%	▲	
Loss on asset disposals	(91,400)	(45,700)	<b>(14,004)</b>	31,696	69.36%	▲	
	<b>(18,929,615)</b>	<b>(7,748,788)</b>	<b>(7,373,178)</b>	<b>375,610</b>	4.85%		
Non cash amounts excluded from operating activities	2(c)	4,623,550	1,925,770	<b>2,020,285</b>	94,515	4.91%	
<b>Amount attributable to operating activities</b>		<b>579,030</b>	<b>4,311,607</b>	<b>5,054,674</b>	<b>743,067</b>	17.23%	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	14,212,800	1,561,518	<b>3,915,941</b>	2,354,423	150.78%	▲	
Proceeds from disposal of assets	437,000	90,000	<b>150,514</b>	60,514	67.24%	▲	
Proceeds from financial assets at amortised cost - self supporting loans	3,329,915	0	<b>0</b>	0	0.00%		
	<b>17,979,715</b>	<b>1,651,518</b>	<b>4,066,455</b>	<b>2,414,937</b>	146.23%		
<b>Outflows from investing activities</b>							
Acquisition of property, plant and equipment	(29,606,350)	(7,335,180)	<b>(2,227,711)</b>	5,107,469	69.63%	▲	
Acquisition of infrastructure	(4,106,140)	(1,589,050)	<b>(656,029)</b>	933,021	58.72%	▲	
Payments for financial assets at amortised cost - self supporting loans	(3,329,915)	0	<b>0</b>	0	0.00%		
	<b>(37,042,405)</b>	<b>(8,924,230)</b>	<b>(2,883,739)</b>	<b>6,040,491</b>	67.69%		
<b>Amount attributable to investing activities</b>		<b>(19,062,690)</b>	<b>(7,272,712)</b>	<b>1,182,716</b>	<b>8,455,428</b>	116.26%	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Proceeds from new borrowings	15,623,195	0	<b>0</b>	0	0.00%		
Transfer from reserves	1,956,360	0	<b>0</b>	0	0.00%		
	<b>17,579,555</b>	<b>0</b>	<b>0</b>	<b>0</b>	0.00%		
<b>Outflows from financing activities</b>							
Payments for principal portion of lease liabilities	(22,330)	(25,943)	<b>(25,943)</b>	0	0.00%		
Repayment of borrowings	(671,135)	(17,917)	<b>(17,917)</b>	0	0.00%		
Transfer to reserves	(973,750)	0	<b>(11,666)</b>	(11,666)	0.00%		
	<b>(1,667,215)</b>	<b>(43,860)</b>	<b>(55,526)</b>	<b>(11,666)</b>	(26.60%)		
<b>Amount attributable to financing activities</b>		<b>15,912,340</b>	<b>(43,860)</b>	<b>(55,526)</b>	<b>(11,666)</b>	(26.60%)	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>							
Amount attributable to operating activities	2(a)	2,571,320	2,571,320	<b>3,788,070</b>	1,216,750	47.32%	▲
Amount attributable to investing activities		579,030	4,311,607	<b>5,054,674</b>	743,067	17.23%	▲
Amount attributable to financing activities		(19,062,690)	(7,272,712)	<b>1,182,716</b>	8,455,428	116.26%	▲
<b>Surplus or deficit after imposition of general rates</b>		<b>15,912,340</b>	<b>(43,860)</b>	<b>(55,526)</b>	<b>(11,666)</b>	(26.60%)	
		<b>0</b>	<b>(433,645)</b>	<b>9,969,933</b>	<b>10,403,579</b>	2399.10%	

**KEY INFORMATION**

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

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

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

	<b>Actual 30 June 2025</b>	<b>Actual as at 30 November 2025</b>
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	10,143,989	15,117,179
Trade and other receivables	898,372	2,241,120
Inventories	16,342	30,908
<b>TOTAL CURRENT ASSETS</b>	<b>11,058,703</b>	<b>17,389,207</b>
<b>NON-CURRENT ASSETS</b>		
Trade and other receivables	228,055	228,055
Other financial assets	119,609	119,609
Property, plant and equipment	69,865,070	70,929,880
Infrastructure	90,588,609	90,236,739
Right-of-use assets	21,421	21,421
<b>TOTAL NON-CURRENT ASSETS</b>	<b>160,822,764</b>	<b>161,535,704</b>
<b>TOTAL ASSETS</b>	<b>171,881,467</b>	<b>178,924,911</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	723,117	1,252,091
Capital grant/contributions liabilities	1,047,245	655,245
Lease liabilities	22,330	(3,613)
Borrowings	298,990	281,072
Employee related provisions	777,072	777,072
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,868,754</b>	<b>2,961,867</b>
<b>NON-CURRENT LIABILITIES</b>		
Lease liabilities	11,055	11,055
Borrowings	2,383,866	2,383,866
Employee related provisions	216,522	216,522
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>2,611,443</b>	<b>2,611,443</b>
<b>TOTAL LIABILITIES</b>	<b>5,480,197</b>	<b>5,573,310</b>
<b>NET ASSETS</b>	<b>166,401,270</b>	<b>173,351,601</b>
<b>EQUITY</b>		
Retained surplus	54,411,035	61,349,700
Reserve accounts	5,007,326	5,018,992
Revaluation surplus	106,982,909	106,982,909
<b>TOTAL EQUITY</b>	<b>166,401,270</b>	<b>173,351,601</b>

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

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

**1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES**

**BASIS OF PREPARATION**

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

***Local Government Act 1995 requirements***

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

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

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

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 06 December 2025

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

**MATERIAL ACCOUNTING POLICIES**

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

**Critical accounting estimates and judgements**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

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

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

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

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

**2 NET CURRENT ASSETS INFORMATION**

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

**Current assets**

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

Note	Amended		Actual as at 30 November 2025
	Budget Opening 1 July 2025	Actual as at 30 June 2025	
	\$ 9,981,002	\$ 10,143,989	\$ 15,117,179
	766,589	898,372	2,241,120
	124,756	0	0
	37,072	16,342	30,908
	10,909,419	11,058,703	17,389,207

**Less: current liabilities**

Trade and other payables  
 Other liabilities  
 Lease liabilities  
 Borrowings  
 Employee related provisions  
 Other provisions

(395,313)	(723,117)	(1,252,091)
(2,121,830)	(1,047,245)	(655,245)
(22,330)	(22,330)	3,613
(671,135)	(298,990)	(281,072)
(813,630)	(777,072)	(777,072)
	0	(942)
(4,024,238)	(2,868,754)	(2,962,809)
6,885,181	8,189,949	14,426,398

Net current assets

Less: Total adjustments to net current assets

**Closing funding surplus / (deficit)**

2(b)	(4,313,861)	(4,401,879)	(4,456,465)
	<b>2,571,320</b>	<b>3,788,070</b>	<b>9,969,933</b>

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

**Adjustments to net current assets**

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

(5,007,326)	(5,007,326)	(5,018,992)
0	(119,609)	(119,609)
22,330	22,330	(3,613)
671,135	298,990	281,072
0	403,736	404,677
<b>2(a)</b>	<b>(4,313,861)</b>	<b>(4,401,879)</b>
		<b>(4,456,465)</b>

	Amended	YTD	YTD Actual 30 November 2025
	Budget Estimates 30 June 2026	Budget Estimates 30 November 2025	
	\$	\$	\$

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

**Adjustments to operating activities**

Less: Profit on asset disposals  
 Add: Loss on asset disposals  
 Add: Depreciation

(100,000)	(50,000)	(4,365)
91,400	45,700	14,004
4,632,150	1,930,070	2,010,646
<b>4,623,550</b>	<b>1,925,770</b>	<b>2,020,285</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

**SHIRE OF NARROGIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 NOVEMBER 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. %
	\$	%
<b>Revenue from operating activities</b>		
<b>Grants, subsidies and contributions</b> <i>CHCP grants paid in advance. (timing)</i>	604,496	49.14% <span style="color: green;">▲</span>
<b>Fees and charges</b> <i>Rental/lease income on housing project not yet realised. TWIS charges not yet realised. NRLC Membership fees lower than expected. (timing)</i>	(218,253)	(10.27%) <span style="color: red;">▼</span>
<b>Interest revenue</b> <i>Maximising of term deposits early in year. (Timing)</i>	(56,350)	(27.81%) <span style="color: red;">▼</span>
<b>Other revenue</b> <i>Rates debt collection income lower due to debt collection yet to commence. Other Tourism revenue yet to be received (timing)</i>	(20,965)	(11.19%) <span style="color: red;">▼</span>
<b>Profit on asset disposals</b> <i>Profit on asset disposals lower than anticipated (Timing)</i>	(45,635)	(91.27%) <span style="color: red;">▼</span>
<b>Expenditure from operating activities</b>		
<b>Utility charges</b> <i>Costs lower than anticipated - may require review.</i>	290,580	49.49% <span style="color: green;">▲</span>
<b>Finance costs</b> <i>Loan repayments due in December (timing)</i>	68,691	102.67% <span style="color: green;">▲</span>
<b>Insurance</b> <i>Insurance 2nd instalment paid - YTD budget not reflecting this. (timing)</i>	(195,972)	(105.68%) <span style="color: red;">▼</span>
<b>Other expenditure</b> <i>Timing - across the board costs lower than anticipated.</i>	75,342	46.17% <span style="color: green;">▲</span>
<b>Loss on asset disposals</b> <i>Loss on asset disposals lower than anticipated (Timing)</i>	31,696	69.36% <span style="color: green;">▲</span>
<b>Inflows from investing activities</b>		
<b>Proceeds from capital grants, subsidies and contributions</b> <i>See Note 13 for details</i>	2,354,423	150.78% <span style="color: green;">▲</span>
<b>Proceeds from disposal of assets</b> <i>See Note 5 for details</i>	60,514	67.24% <span style="color: green;">▲</span>
<b>Outflows from investing activities</b>		
<b>Acquisition of property, plant and equipment</b> <i>See Note 4 for details</i>	5,107,469	69.63% <span style="color: green;">▲</span>
<b>Acquisition of infrastructure</b> <i>See Note 4 for details</i>	933,021	58.72% <span style="color: green;">▲</span>
<b>Surplus or deficit at the start of the financial year</b> <i>Confirmed after Audit.</i>	1,216,750	47.32% <span style="color: green;">▲</span>
<b>Surplus or deficit after imposition of general rates</b> <i>YTD - will fluctuate during year.</i>	10,403,579	2399.10% <span style="color: green;">▲</span>

# SHIRE OF NARROGIN

## SUPPLEMENTARY INFORMATION

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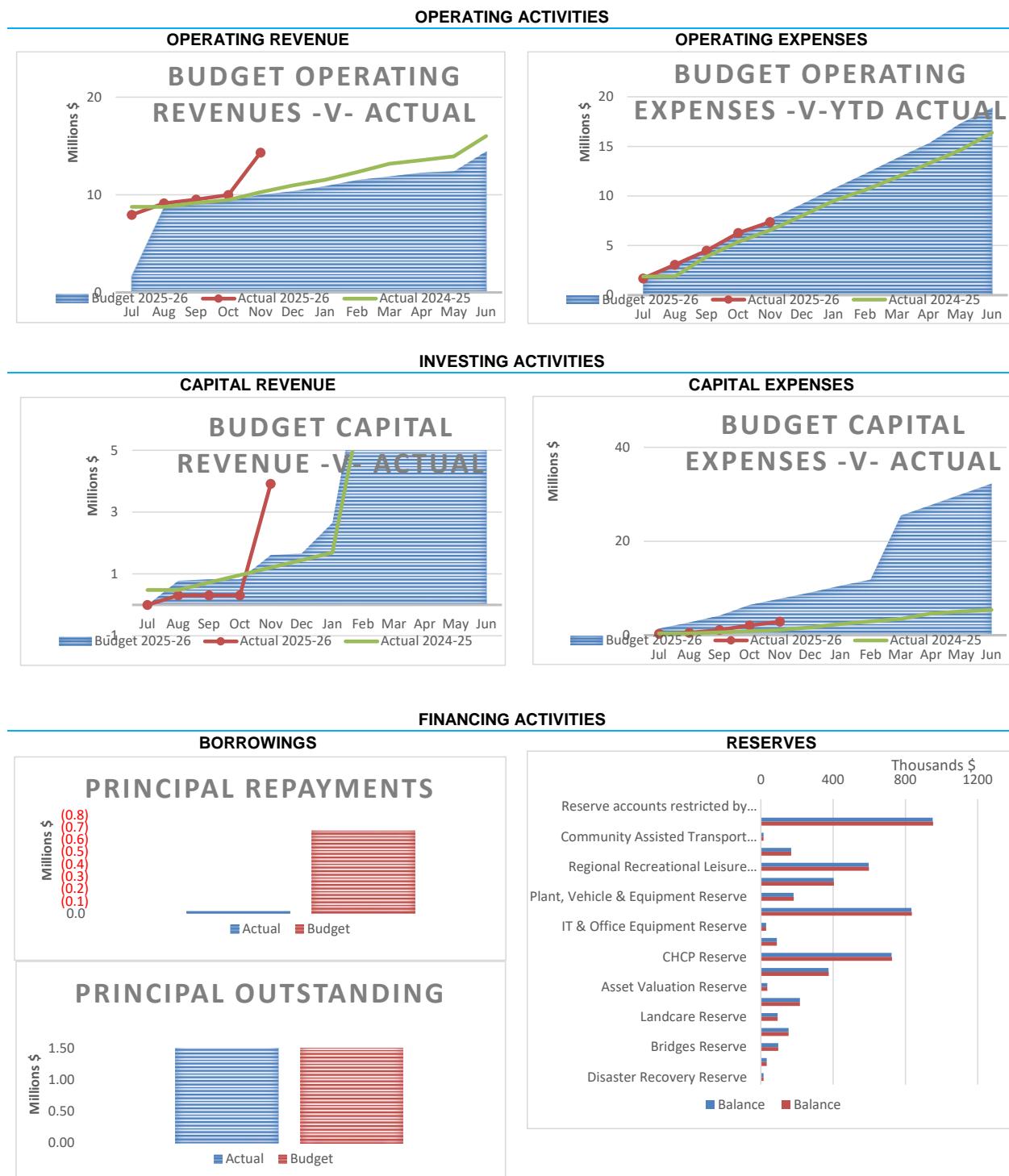
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### **BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION**

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

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

1 KEY INFORMATION - GRAPHICAL



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

**2 CASH AND FINANCIAL ASSETS AT AMORTISED COST**

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
Cash at Bank	Cash and cash equivalents	\$ 5,567,119	0	\$ 5,567,119		NAB	0.20%	At call
Term Deposit - Muni	Cash and cash equivalents	750,000	0	750,000		NAB	3.20%	7/12/2025
Term Deposit - Muni	Cash and cash equivalents	750,000	0	750,000		CBA	3.81%	7/12/2025
Term Deposit - Muni	Cash and cash equivalents	1,515,534	0	1,515,534		NAB	3.80%	1/12/2025
Term Deposit - Muni	Cash and cash equivalents	1,515,534	0	1,515,534		CBA	3.97%	1/12/2025
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	11,666	0		NAB	0.20%	At call
<b>Total</b>		<b>10,098,187</b>	<b>5,018,992</b>	<b>15,117,179</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		10,098,187	5,018,992	15,117,179	0			
		<b>10,098,187</b>	<b>5,018,992</b>	<b>15,117,179</b>	<b>0</b>			

**KEY INFORMATION**

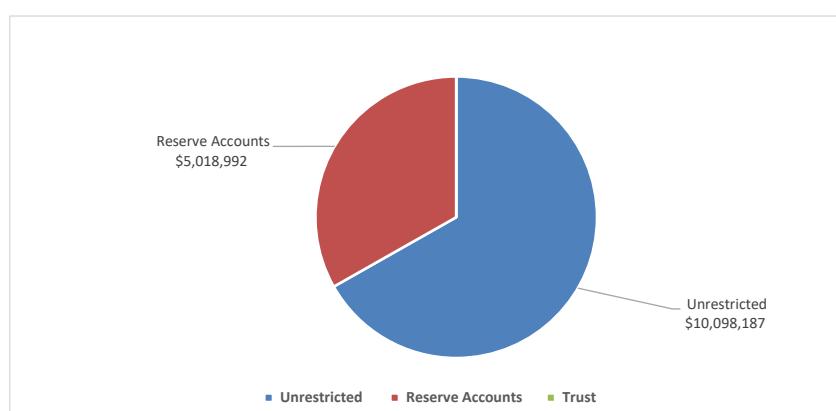
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of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

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

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

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

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 7 - Other assets.



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

**3 RESERVE ACCOUNTS**

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Reserve accounts restricted by Council</b>								
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
	<b>5,007,326</b>	<b>973,750</b>	<b>(1,956,360)</b>	<b>4,024,716</b>	<b>5,007,326</b>	<b>11,666</b>	<b>0</b>	<b>5,018,992</b>

**4 CAPITAL ACQUISITIONS**

Capital acquisitions	Amended			
	Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$
Land	200,000	0	0	0
Buildings - specialised	26,930,795	6,145,220	1,443,452	(4,701,768)
Furniture and equipment	315,955	48,075	82,920	34,845
Plant and equipment	2,109,600	1,121,055	701,340	(419,716)
Artwork & sculptures	50,000	20,830	0	(20,830)
<b>Acquisition of property, plant and equipment</b>	<b>29,606,350</b>	<b>7,335,180</b>	<b>2,227,711</b>	<b>(5,107,469)</b>
Infrastructure - roads	2,695,980	1,123,320	621,938	(501,382)
Infrastructure - footpaths	183,010	76,240	0	(76,240)
Infrastructure - drainage	10,000	4,165	5,643	1,478
Infrastructure - Parks, oval & other	530,150	99,075	28,447	(70,628)
Infrastructure - Bridges	687,000	286,250	0	(286,250)
<b>Acquisition of infrastructure</b>	<b>4,106,140</b>	<b>1,589,050</b>	<b>656,029</b>	<b>(933,021)</b>
<b>Total capital acquisitions</b>	<b>33,712,490</b>	<b>8,924,230</b>	<b>2,883,739</b>	<b>(6,040,491)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	14,212,800	1,561,518	3,915,941	2,354,423
Borrowings	15,623,195	0	0	0
Other (disposals & C/Fwd)	437,000	90,000	150,514	60,514
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	7,272,712	(1,182,716)	(8,455,428)
<b>Capital funding total</b>	<b>33,712,490</b>	<b>8,924,230</b>	<b>2,883,739</b>	<b>(6,040,491)</b>

**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.

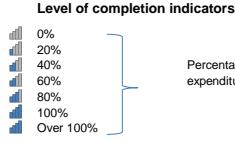
**Reportable Value**

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

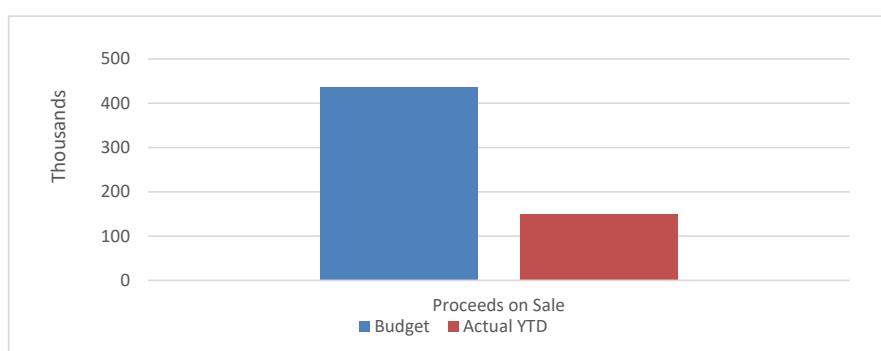


Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Account Description	Amended			
	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
4090255 Land - Capital	\$ 200,000	\$ 0	\$ 0	\$ 0
BC265 Ses Training / Meeting Room	54,725	22,800	0	22,800
BC280 Ses & Bf Joint Facilities	3,087,000	0	752	(752)
BC312 Housing Project - Capital	12,500,000	55,000	67,486	(12,486)
BC274 Recycling Shed (Tip Shop) - Capital	50,000	20,830	0	20,830
BC132 Smith St Public Toilets (Coles Carpark) Capital	6,000	0	3,000	(3,000)
BC152 John Higgins Community Complex Building Capital	7,000	2,915	0	2,915
BC181 Town Hall Upgrade - Capital	81,110	33,795	0	33,795
BC300 Town Hall Improvements - Reverse Cycle A/C For Mayors Palour - (Buildings) - Capital	10,000	10,000	4,787	5,213
BC301 Town Hall Improvements - Main Switchboard Upgrade - (Buildings) - Capital	250,000	104,165	0	104,165
BC302 Town Hall Improvements - Rigging Upgrade - (Buildings) - Capital	150,000	62,500	3,267	59,233
BC160 Nrlc Building (Capital)	2,805,000	1,168,750	3,491	1,165,259
BC296 Nrlc Energy Efficiency & Upgrade Project - Capital	1,070,715	446,130	0	446,130
BC298 Nrlc - 2/47 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	1,666,665	0	1,666,665
IO0808 Library Extension - Capital	147,245	61,350	0	61,350
BC201 Museum Building (Capital)-Museum Restoration As Per Conservation Report	110,000	45,830	77,000	(31,170)
BC236 Caravan Park Accommodation Units - Capital	1,500,000	1,500,000	853,934	646,066
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 Sheet Roof And Wall Restoration - Capital	50,000	20,830	74,430	(53,600)
BC304 45 Federal Street Renovations - (Buildings) - Capital	20,000	8,330	0	8,330
BC306 Façade Refreshments (Shire Owned Buildings) - (Buildings) - Capital	30,000	12,500	32,960	(20,460)
BC309 29 Egerton Street - Rst Building - Capital	233,000	233,000	22,277	210,723
BC260 Admin Office Building - Capital	140,000	58,330	0	58,330
BC307 Administration Office - Repair Cracks In Walls - (Buildings) - Capital	30,000	12,500	13,267	(767)
FE041 Nrlc - Additional Cctv - (F&E) - Capital	15,000	6,250	0	6,250
FE042 Nrlc - Foyer A/C - (F&E) - Capital	23,000	9,580	0	9,580
FE043 Nrlc - Replace Change Room Seats - (F&E) - Capital	13,900	5,790	12,900	(7,110)
FE044 Library - Interactive Panel - (F&E) - Capital	6,000	2,500	5,969	(3,469)
FE109 Portable Library Shelving	12,500	5,205	11,875	(6,670)
FE045 PCs/Laptops (Windows 11 Compatible) - (F&E) - Capital	15,000	6,250	2,300	3,950
FE046 Records Management - (F&E) - Capital	30,000	12,500	0	12,500
PA981 Drone (Ranger) - Capital	5,000	2,080	0	2,080
PA982 Utility (Cesm) - Capital	60,000	60,000	56,620	3,380
PA950 Acquisition Of Incident Control Vehicle	881,900	367,455	0	367,455
PA951 Acquisition Of General Rescue Utility	110,200	45,915	0	45,915
PA8163 Utility - Senior Ranger - Capital	45,000	18,750	65,700	(46,950)
FE037 Additional Public Cctv Camera'S - Installation	100,000	41,665	0	41,665
PA11 Replacement Homecare Minibus - Capital	90,000	37,500	0	37,500
PA14 Replacement Cats Vehicle - Capital	35,000	14,580	0	14,580
PA100 Utility (Construction) - Capital	35,000	14,580	33,441	(18,861)
PA18 Utility (Turf Curator Parks) - Capital	35,000	0	0	0
PA52 Trailer 6X4 (Works) - Capital	2,500	1,040	0	1,040
PA66 Ride-On-Mower (Parks) - Capital	10,000	4,165	11,563	(7,398)
PA74 Utility (Building Maint) - Capital	45,000	18,750	0	18,750
PA980 Wheel Loader - Capital	380,000	380,000	327,000	53,000
PE021 Mower Ride-On John Deere Jd130 (Caravan Park)	10,000	4,165	10,339	(6,174)
PA6 Building Surveyor Vehicle - Capital	30,000	12,500	36,509	(24,009)
PA12 Ceo Vehicle - (P&E) - Capital	70,000	29,165	0	29,165
PA13 Emcos Vehicle - (P&E) - Capital	55,000	22,915	50,909	(27,994)
PA15 Emtrs Vehicle - (P&E) - Capital	55,000	22,915	60,996	(38,081)
PA16 Emndrs Vehicle - (P&E) - Capital	55,000	22,915	0	22,915
PE064 Fertilizer Spreader - (P&E) - Capital	0	0	6,091	(6,091)
PE084 NRCL - Upgrades (Pool, glazing) - (P&E) - Capital	0	0	42,171	(42,171)
IR135 Argus Street Widening - Capital	27,605	11,500	0	11,500
IR212 Narrogin Valley Road - Renewal (Rural) - Capital	358,365	149,325	18,337	130,988
R2R001 Fortune Street - Renewal (Local) (R2R) - Capital	17,705	7,375	0	7,375
R2R010 Furnival Street - Renewal (Local) (R2R) - Capital	7,920	3,300	0	3,300
R2R019 Harris St Reseal 0.0 To 0.16 - Capital	7,395	3,080	0	3,080
R2R025 Havelock Street - Renewal (Local) (R2R) - Capital	295,000	122,915	151,038	(28,123)
R2R030 Fairway Street - Renewal (Local) (R2R) - Capital	16,335	6,805	0	6,805
R2R068 James St Reseal 0.0 To 0.17 (R2R) - Capital	8,415	3,505	0	3,505
R2R083 Halo St Reseal 0.0 To 0.1 (R2R) - Capital	3,960	1,650	0	1,650
R2R084 Hive St Reseal 0.0 To 0.15 (R2R) - Capital	4,015	1,670	0	1,670
R2R098 Dowsett St Reseal - 0.00 To 0.09 (R2R) - Capital	3,130	1,300	0	1,300
R2R122 Harbour St Reseal 0.0 To 0.05 (R2R) - Capital	3,930	1,635	0	1,635
R2R128 Lydeker Way Reseal 0.0 To 0.41 (R2R) - Capital	16,910	7,045	0	7,045
R2R162 Pioneer Drive Siplane (R2R) - Capital	165,745	69,065	0	69,065
R2R202 Congella Road - Slk 0.0 To 1.5 (R2R) - Capital	63,000	26,250	0	26,250
R2R207 Wagan-Wickepin Road - Renewal (Rural) (R2R) - Capital	91,350	38,060	0	38,060
R2R217 Cororanning Rd Resheat 2.8 To 12.2 (R2R) - Capital	198,875	82,865	0	82,865
R2R220 Contine Rd Resheat 5.15 To 7.75 (R2R) - Capital	107,115	44,630	0	44,630
R2R221 Narrakine Road South - Renewal (Rural) (R2R) - Capital	52,510	21,880	0	21,880
R2R331 Narrogin-Harrismith Road - Renewal (Local) (R2R) - Capital	105,950	44,145	0	44,145
RRG047 Clayton Road - Renewal (Local) (Rrg) - Capital	740,750	308,650	160,445	148,205
RRG331 Narrogin-Harrismith Road - Renewal (Local) (Rrg) - Capital	400,000	166,670	292,118	(125,448)
FP010 Narragin Railway Precinct Pathway - (Footpaths) - Capital	65,000	27,080	0	27,080
IB9250 Led Lighting Upgrade To Footbridge - Capital	20,000	8,330	0	8,330
IF011 Footpath Construction Falcon St (Glyde To Johnston) - Capital	27,000	11,250	0	11,250
IF018 Footpath Construction Narrakine Rd (Clayton To Elliot) - Capital	35,000	14,580	0	14,580
IF019 Footpath Construction Grey St ( Hansard To Horner) - Capital	17,010	7,085	0	7,085
IF024 Footpath Construction Homer St (Grey To Butler) - Capital	19,000	7,915	0	7,915
DR010 Stormwater Diversion To Railway Dam - (Inf Oth) - Capital	10,000	4,165	5,643	(1,478)
IO037 Boundary Fencing Bannister Reserve	32,250	10,750	14,363	(3,613)
IO135 Dog Pound Improvements (Fencing, Hard Stand Area & Cameras) - (Inf Oth) - Capital	12,000	5,000	0	5,000
IO171 Dog Park - Gnarajin Park - (Inf Oth) - Capital	30,000	12,500	12,164	336
IO188 Liquid Waste Ponds - Capital	35,000	14,580	0	14,580
IO026 Cemetery Upgrade	18,000	7,500	0	7,500
IO201 Alby Park - Flag Poles X 3 - (Inf Oth) - Capital	10,000	4,165	1,921	2,245
IO202 Thomas Hogg Oval - Light Pole Structure Upgrade - (Inf Oth) - Capital	10,000	4,165	0	4,165
IO203 Alby Park Soundshell - (Inf Oth) - Capital	75,000	31,250	0	31,250
IO204 Gnarajin Park - Lighting Upgrade - (Inf Oth) - Capital	12,000	5,000	0	5,000
IO138 Narrogin Speedway Lighting Upgrade Project - Capital	285,900	0	0	0
IO113 Public Art Strategy - Implementation	50,000	20,830	0	20,830
IO209 Administration Office - Shade Structure At Rear Over Table - (Buildings) - Capital	10,000	4,165	0	4,165
IB204 Tarwonga Rd Bridge 4551	687,000	286,250	0	286,250
FE047 Caravan Park Accommodation Units - Fit out	200,555	0	49,876	(49,876)
	33,712,490	8,924,230	2,883,739	6,040,491

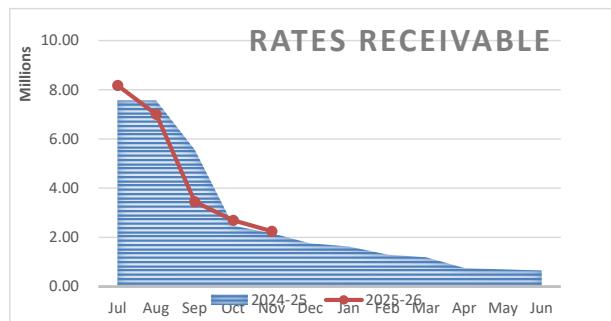
5 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Plant and equipment</b>									
Plant & Equipment	428,400	437,000	100,000	(91,400)	0	0	0	0	0
Toyota Kluger		0	0	45,298	40,000	0	0	(5,298)	
Isuzu MUX		0	0	44,562	40,000	0	0	(4,562)	
JD Mower		0	0	8,294	4,150	0	0	(4,144)	
Toyota Hilux		0	0	47,146	49,091	1,945	0	0	
Toyota Corolla		0	0	14,853	17,273	2,420	0	0	
	<b>428,400</b>	<b>437,000</b>	<b>100,000</b>	<b>(91,400)</b>	<b>160,153</b>	<b>150,514</b>	<b>4,365</b>	<b>(14,004)</b>	



**6 RECEIVABLES**

Rates receivable	30 Jun 2025	30 Nov 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)	(6,178,018)
Gross rates collectable	<b>646,736</b>	<b>2,248,816</b>
Allowance for impairment of rates receivable	(200,000)	(208,594)
<b>Net rates collectable</b>	<b>446,736</b>	<b>2,040,222</b>
% Collected	91.8%	73.3%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general (incl Pensioner Claims)	(5,196)	33,561	5,037	1,864	74,698	109,964
Percentage	(4.7%)	30.5%	4.6%	1.7%	67.9%	
<b>Balance per trial balance</b>						
Trade receivables	(5,196)	24,880	5,037	1,864	74,698	101,283
Pensioner Claims - Pending	0	8,681	0	0	0	8,681
GST receivable	90,934	0	0	0	0	90,934
<b>Total receivables general outstanding</b>						<b>200,898</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment).

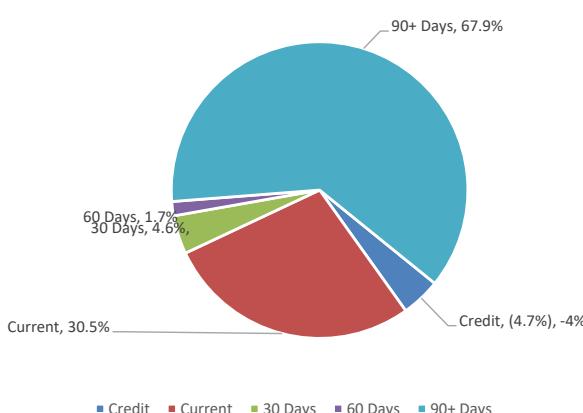
The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

**Classification and subsequent measurement**

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

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

Accounts Receivable (non-rates)



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

**OPERATING ACTIVITIES**

**7 OTHER CURRENT ASSETS**

	<b>Opening Balance 1 July 2025</b>	<b>Asset Increase</b>	<b>Asset Reduction</b>	<b>Closing Balance</b>
				<b>30 November 2025</b>
<b>Other current assets</b>				
<b>Inventory</b>				
Fuel	16,342	14,566	0	30,908
<b>Total other current assets</b>	<b>16,342</b>	<b>14,566</b>	<b>0</b>	<b>30,908</b>
<b>Amounts shown above include GST (where applicable)</b>				

**KEY INFORMATION**

**Inventory**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

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

**OPERATING ACTIVITIES**

**8 PAYABLES**

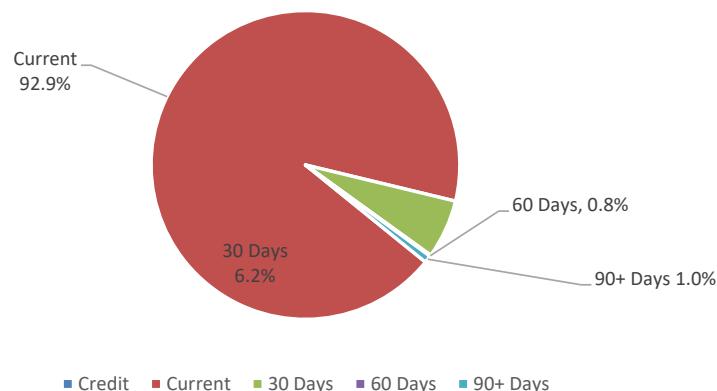
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	846,674	56,256	1,176	6,932	911,038
Percentage	0.0%	92.9%	6.2%	0.1%	0.8%	
<b>Balance per trial balance</b>						
Sundry creditors	0	846,674	56,256	1,176	6,932	911,038
Accrued salaries and wages	0	(14,169)	0	0	0	(14,169)
ATO liabilities	0	16,508	0	0	0	16,508
Other payables	0	163,539	0	0	0	163,539
Rates paid in advance	0	0	0	0	75,182	75,182
Bonds & deposits	0	0	0	0	99,993	99,993
<b>Total payables general outstanding</b>						<b>1,252,091</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Aged Payables



**9 BORROWINGS**

**Repayments - borrowings**

Information on borrowings Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2025	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Industrial Land	127	45,437	0	0	0	(14,480)	45,437	30,957	28	(2,285)
Administration Building	128	50,601	0	0	0	(50,600)	50,601	1	115	(1,525)
Accommodation Units	129	148,534	0	0	(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)
<b>Self supporting loans</b>										
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)
<b>Total</b>		<b>2,682,856</b>	<b>0</b>	<b>15,623,195</b>	<b>(17,917)</b>	<b>(671,135)</b>	<b>2,664,939</b>	<b>17,634,916</b>	<b>1,786</b>	<b>(491,110)</b>
Current borrowings		298,990					281,072			
Non-current borrowings		2,383,866					2,383,867			
		<b>2,682,856</b>					<b>2,664,939</b>			

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	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
	<b>0</b>	<b>15,623,195</b>				<b>436,875</b>		<b>0</b>	<b>15,623,195</b>	<b>0</b>

**KEY INFORMATION**

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

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

## 10 LEASE LIABILITIES

### Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2025	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
8 Parry Court, Narrogin	2	3,765	0	0	(8,360)	(3,765)	(4,595)	0	0	(20)
68 Williams Road, Narrogin	3	29,620	0	0	(6,933)	(18,565)	22,687	11,055	0	(250)
14 McCormic Way, Narrogin	4	0	0	0	(10,650)	0	(10,650)	0	0	0
<b>Total</b>		<b>33,385</b>	<b>0</b>	<b>0</b>	<b>(25,943)</b>	<b>(22,330)</b>	<b>7,442</b>	<b>11,055</b>	<b>0</b>	<b>(270)</b>
Current lease liabilities		22,330					-3,613			
Non-current lease liabilities		11,055					11,055			
		<b>33,385</b>					<b>7,442</b>			

All lease repayments were financed by general purpose revenue.

### KEY INFORMATION

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

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

11 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 0 November 2022
		1 July 2025	\$	\$	\$	
<b>Other liabilities</b>						
Capital grant/contributions liabilities		1,047,245	0	0	(392,000)	655,245
<b>Total other liabilities</b>		<b>1,047,245</b>	<b>0</b>	<b>0</b>	<b>(392,000)</b>	<b>655,245</b>
<b>Employee Related Provisions</b>						
Provision for annual leave		423,338	0	0	0	423,338
Provision for long service leave		353,734	0	0	0	353,734
<b>Total Provisions</b>		<b>777,072</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>777,072</b>
<b>Total other current liabilities</b>		<b>1,824,317</b>	<b>0</b>	<b>0</b>	<b>(392,000)</b>	<b>1,432,317</b>

Amounts shown above include GST (where applicable)

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

**KEY INFORMATION**

**Provisions**

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

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

**Employee Related Provisions**

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

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

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

**Contract liabilities**

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

**Capital grant/contribution liabilities**

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

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and Amended Budget	YTD Revenue
	Liability	Increase in Liability	Decrease in Liability	Current Liability	Liability		
	1 July 2025		(As revenue)	30 Nov 2025	30 Nov 2025		
	\$	\$	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>							
GENGRANT - Financial Assistance Grant - General	0	0	0	0	0	1,070,000	210,000
GENGRANT - Financial Assistance Grant - Roads	0	0	0	0	0	570,000	107,250
ESL - SES Subsidy (Operating) Grant	0	0	0	0	0	15,530	6,470
ESL - Bush Fires Subsidy (Operating) Grant	0	0	0	0	0	67,280	33,640
ESL - SES/BFB Self Supporting Loan - Interest Incorr	0	0	0	0	0	151,265	0
LIB - Grant - Regional Library Services .	0	0	0	0	0	4,500	4,500
OTHCUL - Grants - Other Culture	0	0	0	0	0	50,000	20,835
ROADM - Direct Road Grant (MRWA)	0	0	0	0	0	240,100	240,100
ROADM - Street Lighting Subsidy	0	0	0	0	0	18,110	7,545
TOUR - Grants	0	0	0	0	0	1,000	250
CHCP - Recurrent Grant Funding	0	0	0	0	0	724,500	301,865
CHSP - Recurrent Grant Funding	0	0	0	0	0	570,400	237,665
WELFARE - Grants	0	0	0	0	0	0	0
REC - Grants - Kids Sports	0	0	0	0	0	0	0
WELFARE - Developmental Disability Council grant	0	0	0	0	0	0	4,000
	0	0	0	0	0	3,482,685	1,170,120
							1,822,012
<b>Contributions</b>							
CESM - Contributions & Reimbursements	0	0	0	0	0	137,965	57,485
CHSP - Contributions & Donations	0	0	0	0	0	100	40
REC - Contributions & Donations	0	0	0	0	0	3,110	1,295
LIB - Contributions & Donations	0	0	0	0	0	500	210
ADMIN - Contributions & Donations	0	0	0	0	0	2,500	1,040
OTHCUL - Contributions & Donations - Other Culture	0	0	0	0	0	0	0
	0	0	0	0	0	144,175	60,070
							12,675
<b>TOTALS</b>	0	0	0	0	0	3,626,860	1,230,190
							1,834,686

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

INVESTING ACTIVITIES

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Liability 1 July 2025 \$	Capital grant/contribution liabilities			Capital grants, subsidies and Amended Budget Revenue \$		
		Increase in Liability \$	Decrease in Liability (As revenue) \$	Liability 30 Nov 2025 \$	Current Liability 30 Nov 2025 \$	YTD Budget \$	YTD Revenue Actual \$
<b>Capital grants and subsidies</b>							
ESL - Bush Fires Capital Grant	0	0	0	0	0	54,725	0
NRLO - Grants	0	0	0	0	0	1,937,860	0
ROADC - Regional Road Group Grants (MRWA)	0	0	0	0	0	760,500	608,400
ROADC - Roads to Recovery Grant	0	0	0	0	0	1,169,235	584,618
SES Capital Grant	0	0	0	0	0	992,100	0
OLOPS - Crime Prevention Grant	0	0	0	0	0	75,000	0
Housing Project Grant - CAPITAL INCOME	0	0	0	0	0	5,000,000	0
HALLS - Grants and Contributions	0	0	0	0	0	200,000	0
REC - Capital Grants (DLGSCI/CSRFF)	0	0	0	0	0	1,428,635	0
LIB - Capital Grant - LRCIP	0	0	0	0	0	147,245	0
Public Art Strategy Grant - CAPITAL INCOME	0	0	0	0	0	25,000	0
ROADC - Capital Contributions	0	0	0	0	0	50,000	25,000
ROADC - Capital Grants( Bridges) WALGCG& \$ MRWA-AFP	0	0	0	0	0	687,000	343,500
LRCIP - Good Shed	50,000	0	0	50,000	50,000	0	0
LRCIP - Library	147,245	0	0	147,245	147,245	0	0
Bridge Grants	735,500	0	(392,000)	343,500	343,500	0	0
	<b>932,745</b>	<b>0</b>	<b>(392,000)</b>	<b>540,745</b>	<b>540,745</b>	<b>12,527,300</b>	<b>1,561,518</b>
<b>Capital contributions</b>							
REC - Contribution and Donations	0	0	0	0	0	1,428,635	0
ESL - Self-Supporting Loan Principal Income	0	0	0	0	0	256,865	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,685,500</b>	<b>0</b>
<b>TOTALS</b>	<b>932,745</b>	<b>0</b>	<b>(392,000)</b>	<b>540,745</b>	<b>540,745</b>	<b>14,212,800</b>	<b>1,561,518</b>
							<b>3,915,941</b>

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

**14 BUDGET AMENDMENTS**

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

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



**Schedule of Investments**  
as at 30/11/2025

Investment of funds - Municipal Account								
Bank	Deposit number	Lodgement Date	Date of Maturity		Amount Deposited	Interest Rate	Estimated interest earned	TOTAL INVESTED
NAB	50-835-8169		At call		\$5,567,118.86		\$0.00	\$10,098,187.36
NAB	10984852	7/11/2025	7/12/2025		\$750,000.00	3.20%	\$1,972.60	
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	7/11/2025	7/12/2025		\$750,000.00	3.81%	\$2,348.63	
Total Invested					\$10,098,187.36			

Investment of funds - Reserve Account								
Bank	Deposit number	Lodgement Date	Date of Maturity		Amount Deposited	Interest Rate	Estimated interest earned	TOTAL INVESTED
NAB	26-899-1183		At call		\$11,666.00		\$0.00	\$5,018,992.44
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					\$5,018,992.44			

Investment Summary - Excluding at call deposits								
Municipal Account							%	TOTAL INVESTED
NAB							50.00%	\$2,265,534.25
CBA							50.00%	\$2,265,534.25
							100.00%	\$4,531,068.50
Reserve Account							%	TOTAL INVESTED
NAB							50.00%	\$2,503,663.00
Westpac							50.00%	\$2,503,663.44
							100.00%	\$5,007,326.44

# Strategic Budget Projects Register 2025/26



AS AT 30 NOVEMBER 2025

Project Title/Task	COA	Job	Category	Original Budget Adopted by Council	Current Budget varied by Council	Actual Exp / Income to 30/11/2025	Outstanding PO Exp to 30/11/2025 (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
6 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. 10/6/26 - For the 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	31/12/25
7 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 tender process and the build has not started. 0/4/2025 - 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	31/03/26
8 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
9 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	Pending confirmation of process.	Planning & Sustainability	Adam Majid	Adam Majid	Off Track	0%	01/07/25	31/05/26
10 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
11 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	27/02/26
12 Utility Acquisition (CESM)	4050155	PA982	Vehicle Acquisition	\$60,000.00	\$60,000.00	\$56,619.99	\$4,101.77	\$60,721.76	-\$721.76	Completed	Completed.	Planning & Sustainability	Adam Majid	Adam Majid	Complete	100%	01/08/25	31/03/26
13 Utility Acquisition (Senior Ranger)	4050355	PA163	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
14 Dog Pound Improvements	4050365	OI035	Other	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	Low		Planning & Sustainability	Adam Majid	Guy Maley	On Track	0%	01/08/25	28/02/26
15 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
19 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 early Dec 2025.	Corporate & Community Services	Ian Graham	Ian Graham	On Track	80%	01/02/26	01/03/26
20 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	Ian Graham	On Track	0%	01/02/26	30/04/26
23 Residential Land Acquisition	4090255		Land	\$200,000.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$200,000.00	Low	Hough St lots x 2 - conversations continuing with DCBA, and cash offer made to acquire a lot within the Shire, awaiting acceptance.	Office of CEO	Dale Stewart	Dale Stewart	On Track	0%	01/08/25	31/05/26
24 Housing Project - 49 Clayton	4090250	BC311	Land	\$1,600,000.00	\$1,600,000.00	\$0.00	\$0.00	\$0.00	\$1,600,000.00	Medium	RFQ for 4x2 closes 10/12/25. Cash offer to acquire 49 Clayton accepted for \$120k, settlement 23/2/25 payable thru Grant.	Office of CEO	Dale Stewart	John Warburton	On Track	0%	01/08/25	31/05/26
25 Housing Project - 31 Ensign	4090250	BC315	Land	\$1,000,000.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	Medium	RFQ for 2x3x2 closes 10/12/25, civils thru grant	Office of CEO	Dale Stewart	John Warburton	On Track	0%	01/08/25	31/05/26
26 Housing Project - 95 Lock	4090250	BC316	Land	\$1,000,000.00	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	Medium	RFQ for 2x3x2 closes 10/12/25, civils thru grant	Office of CEO	Dale Stewart	John Warburton	On Track	0%	01/08/25	31/05/26
27 Housing Project - site tbd	4090250	BC316	Land	\$4,400,000.00	\$4,400,000.00	\$0.00	\$0.00	\$0.00	\$4,400,000.00	Medium	Site to be determined, project to be determined post Felspar decisions	Office of CEO	Dale Stewart	Dale Stewart	On Track	0%	01/08/25	31/05/26
28 Housing Project - Caravan Park (Civils)	4090250	BC312	Land	\$200,000.00	\$200,000.00	\$72,543.97	\$91,293.64	\$163,837.61	\$36,162.39	Low	\$200k for Civils for 18 units, retaining, earthworks, carparking, power, sewer, water, headworks, fencing and landscaping	Office of CEO	Dale Stewart	John Warburton	On Track	75%	01/08/25	31/05/26
29 Housing Project - Felspar St	4090250	BC314	Land	\$4,300,000.00	\$4,300,000.00	\$0.00	\$12,617.75	\$12,617.75	\$4,287,382.25	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
32 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
33 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
37 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	75%	01/07/25	31/12/25
38 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
41 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
42 Town Hall Improvements - Reverse Cycle A/c Mayors Parlour	4110160	BC300	Building Construction/Mtce	\$10,000.00	\$10,000.00	\$4,787.37	\$0.00	\$4,787.37	\$5,212.63	Completed	Completed.	Planning & Sustainability	Adam Majid	Keith Ng	Complete	100%	01/08/25	20/11/25
43 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
44 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
46 NRLC - Additional CCTV	4050455	FE041	Building Construction/Mtce	\$15,000.00	\$15,000.00	\$0.00	\$14,276.39	\$14,276.39	\$723.61	Low	Obtaining quotes. 2 quotes have been received 03/12/2025 - PO issued.	Corporate & Community Services	Ian Graham	Brendan Firman	On Track	25%	01/09/25	31/12/25
47 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	Completed	Completed.	Corporate & Community Services	Ian Graham	Brendan Firman	Complete	100%	01/09/25	31/12/25
48 NRLC - Fan for Court 1	4110260	BC310	Building Construction/Mtce	\$25,000.00	\$25,000.00	\$0.00	\$48,176.00	\$48,176.00	-\$23,176.00	Low	Obtaining quotes. 3 quotes received awaiting PO and confirmation. PO issued. 2 x Fans to be installed to maximise coverage and minimise light shadow effect on court. To be included in Budget Review.	Corporate & Community Services	Ian Graham	Brendan Firman	On Track	0%	01/09/25	28/02/26
49 NRLC - 2/47 Gym Access	4110260	BC298	Building Construction/Mtce	\$45,000.00	\$45,000.00	\$0.00	\$56,278.72	\$56,278.72	-\$11,278.72	Low	Obtaining quotes. 2 quotes received layout and system identified. PO issued. To be included in Budget Review.	Corporate & Community Services	Ian Graham	Brendan Firman	On Track	0%	01/09/25	28/02/26
50 NRLC - Replacement Changing Room Bench Seats	4110250	FE043	Building Construction/Mtce	\$13,9														

Project Title/Task	COA	Job	Category	Original Budget Adopted by Council	Current Budget Varyed by Council	Actual Exp / Income to 30/11/2025	Outstanding PO Exp to 30/11/2025 (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	
66	Mobile Library Shelving	4110550	FE109	Other	\$12,500.00	\$12,500.00	\$11,875.00	\$0.00	\$11,875.00	\$625.00	Completed	Completed.	Corporate & Community Services	Ian Graham	Paula Raworth	Complete	100%	01/09/25	31/12/25
67	Construction of Library Sewer Extension	4110560	IO080B	Other	\$147,245.00	\$147,245.00	\$0.00	\$0.00	\$0.00	\$147,245.00	High	Project design to be reviewed. 4/12/25 - LCRIP Funding reallocated to Clayton Road Reseal to acquire / complete C/W Grant by 31/12/25. 4/12/25 - works underway to do mtce of pipeline and remove tree root blockages as mtce - quote also being received to replace section of earthenware pipe with potential to complete under maintenance if below capital works. Work Schedule Variation request sent to Infrastructure 24/11/2025, requesting transfer of the LRCIP funding of \$147,245 to Clayton Road reseal project. Budget Review item to December OCM.	Corporate & Community Services	Ian Graham	Ian Graham	No Longer Proceeding This Budget	0%	01/03/26	NA
69	Museum (Insurance Claim)	4110660	BC201	Building Construction/Mtce	\$110,000.00	\$110,000.00	\$77,000.00	\$15,003.60	\$92,003.60	\$17,996.40	Low		Planning & Sustainability	Adam Majid	Keith Ng	On Track	95%	15/09/25	11/12/25
71	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	Regina Razumovskaya	On Track	0%	01/08/25	27/02/26
75	Clayton Road Rehabilitation SLK 0.00 to 6.30	4120167	RRG047	Road Construction	\$740,750.00	\$740,750.00	\$160,905.93	\$258,912.00	\$419,817.93	\$320,932.07	Low		Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/09/25	30/01/26
76	Narrogan Harrismith Road Rehabilitation SLK 28.40-30.20	4120167	RG331	Road Construction	\$400,000.00	\$400,000.00	\$296,613.48	\$0.00	\$296,613.48	\$103,386.52	Low		Infrastructure Services	John Warburton	John Warburton	On Track	0%	03/11/25	30/12/25
77	Narrogan Valley Road Construction SLK 6.30 to 8.30	4120165	IR212	Road Construction	\$358,365.00	\$358,365.00	\$25,650.60	\$143,436.00	\$169,086.60	\$189,278.40	Low		Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	31/05/26
78	Argus Street Widening	4120165	IR135	Road Construction	\$27,605.00	\$27,605.00	\$5,114.61	\$0.00	\$5,114.61	\$22,490.39	Low		Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	31/05/26
79	Clayton Road Reseal (LRCIP)		LCI2151	Road Reseal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Low	Work Schedule Variation request sent to Infrastructure 24/11/2025, requesting transfer of the LRCIP funding of \$147,245 from Library Sewer Extension to Clayton Road reseal project. Budget Review item to December OCM.	Infrastructure Services	John Warburton	John Warburton	On Track	50%	01/11/25	31/12/25
81	Stormwater Diversion to Railway Dam	4120180	DR010	Other	\$10,000.00	\$10,000.00	\$5,642.88	\$0.00	\$5,642.88	\$4,357.12	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	03/11/25
83	Wagin Wickepin Road Reseal SLK 0.00 to 2.50	4120166	R2R207	Road Reseal	\$91,350.00	\$91,350.00	\$0.00	\$71,722.79	\$71,722.79	\$19,627.21	Low	Reseals scheduled for February 2026	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	27/02/26
84	Narrogan 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	\$33,158.00	Low	Reseals scheduled for February 2026	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	27/02/26
85	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	\$-9,144.00	Low	Reseals scheduled for February 2026	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	27/02/26
86	Dowsett Road Reseal SLK 0.00 to 0.09	4120166	R2R098	Road Reseal	\$3,130.00	\$3,130.00	\$0.00	\$5,848.20	\$5,848.20	\$-2,718.20	Low	Reseals scheduled for February 2026	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	27/02/26
87	Halo Street Reseal SLK 0.00 to 0.10	4120166	R2R083	Road Reseal	\$3,960.00	\$3,960.00	\$0.00	\$5,198.40	\$5,198.40	\$-1,238.40	Low	Reseals scheduled for February 2026	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	27/02/26
88	Harbour Street Reseal SLK 0.00 to 0.05	4120166	R2R122	Road Reseal	\$3,930.00	\$3,930.00	\$0.00	\$2,960.20	\$2,960.20	\$969.80	Low	Reseals scheduled for February 2026	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	27/02/26
89	Harris Street Reseal 0.00 to 0.16	4120166	R2R019	Road Reseal	\$7,395.00	\$7,395.00	\$0.00	\$9,703.68	\$9,703.68	\$-2,308.68	Low	Reseals scheduled for February 2026	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	27/02/26
90	Hive Street Reseal SLK 0.0 to 0.15	4120166	R2R084	Road Reseal	\$4,015.00	\$4,015.00	\$0.00	\$7,905.90	\$7,905.90	\$-3,890.90	Low	Reseals scheduled for February 2026	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	27/02/26
91	James Street Reseal SLK 0.0 to 0.17	4120166	R2R068	Road Reseal	\$8,415.00	\$8,415.00	\$0.00	\$11,046.60	\$11,046.60	\$-2,631.60	Low	Reseals scheduled for February 2026	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	27/02/26
92	Lydeker Way Reseal SLK 0.0 to 0.41	4120166	R2R128	Road Reseal	\$16,910.00	\$16,910.00	\$0.00	\$23,681.60	\$23,681.60	\$-6,771.60	Low	Reseals scheduled for February 2026	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	27/02/26
93	Fairway Street Reseal SLK 0.39 to 0.72	4120166	R2R030	Road Reseal	\$16,335.00	\$16,335.00	\$0.00	\$23,826.00	\$23,826.00	\$-7,491.00	Low	Reseals scheduled for February 2026	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	27/02/26
94	Furnival Street Reseal SLK 0.0 to 0.05	4120166	R2R010	Road Reseal	\$7,920.00	\$7,920.00	\$0.00	\$4,151.50	\$4,151.50	\$3,768.50	Low	Reseals scheduled for February 2026	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	27/02/26
95	Fortune Street Reseal 0.30 to 0.53	4120166	R2R001	Road Reseal	\$17,705.00	\$17,705.00	\$0.00	\$20,757.51	\$20,757.51	\$-3,052.51	Low	Reseals scheduled for February 2026	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	27/02/26
96	Cooraming Road Reseal SLK 2.80-12.20	4120166	R2R217	Road Resheet	\$198,875.00	\$198,875.00	\$0.00	\$0.00	\$0.00	\$198,875.00	Low		Infrastructure Services	John Warburton	John Warburton	On Track	0%	02/03/26	31/05/26
97	Contine Road Resheet SLK 5.15 to 7.75	4120166	R2R220	Road Resheet	\$107,115.00	\$107,115.00	\$0.00	\$0.00	\$0.00	\$107,115.00	Low		Infrastructure Services	John Warburton	John Warburton	On Track	0%	02/03/26	31/05/26
98	Narrakine Road South Resheet SLK 0.0 to 0.81	4120166	R2R221	Road Resheet	\$52,510.00	\$52,510.00	\$0.00	\$0.00	\$0.00	\$52,510.00	Low		Infrastructure Services	John Warburton	John Warburton	On Track	0%	02/03/26	31/05/26
99	Pioneer Drive Sliplane Construction	4120166	R2R162	Road Construction	\$165,745.00	\$165,745.00	\$0.00	\$0.00	\$0.00	\$165,745.00	Low		Infrastructure Services	John Warburton	John Warburton	On Track	0%	02/03/26	31/03/26
101	Homer St (Grey to Butler) Footpath Construction	4120175	IF024	Footpath Construction	\$19,000.00	\$19,000.00	\$0.00	\$13,950.00	\$13,950.00	\$5,050.00	Low	PO issued October 2025	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	27/02/26
102	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	\$4,450.00	Low	PO issued October 2025	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	27/02/26
103	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	\$7,050.00	Low	PO issued October 2025	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	27/02/26
104	Grey St (Hansard to Homer) Footpath Construction	4120175	IF019	Footpath Construction	\$17,010.00	\$17,010.00	\$0.00	\$14,250.00	\$14,250.00	\$2,760.00	Low	PO issued October 2025	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	27/02/26
105	Railway Station Precinct Footpath	4120175	FP010	Footpath Construction	\$65,000.00	\$65,000.00	\$0.00	\$0.00	\$0.00	\$65,000.00	Low		Corporate & Community Services	Ian Graham	Regina Razumovskaya	On Track	0%	01/09/25	31/0

Project Title/Task	COA	Job	Category	Original Budget Adopted by Council	Current Budget varied by Council	Actual Exp / Income to 30/11/2025	Outstanding PO Exp to 30/11/2025 (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
152 Trade - Replacement EMCCS Vehicle	5140550		Vehicle Disposal	-\$25,000.00	-\$25,000.00	-\$40,000.00	\$0.00	-\$40,000.00	\$15,000.00	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/05/26
153 Trade - Replacement EMIS Vehicle	5140550		Vehicle Disposal	-\$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	31/05/26
154 Trade - Replacement EMPS Vehicle	5140550		Vehicle Disposal	-\$35,000.00	-\$35,000.00	-\$40,000.00	\$0.00	-\$40,000.00	\$5,000.00	Completed	Completed.	Infrastructure Services	John Warburton	John Warburton	Complete	100%	01/08/25	31/05/26
157 Rod Munns Bypass P50 Report	2140239		DOPEX	\$59,805.00	\$59,805.00	\$0.00	\$8,328.95	\$8,328.95	\$51,476.05	Low	Nb: the Budget listed (PWO Consultancy) is not all for Rod Munns P50 Project	Infrastructure Services	John Warburton	John Warburton	On Track	0%	01/08/25	31/05/26
158 NDVC Monopoly Board Game Project	2130214	MONOB01	DOPEX	\$0.00	\$100,000.00	\$4,500.00	\$0.00	\$4,500.00	\$95,500.00	Medium	In progress.	Corporate & Community Services	Ian Graham	Regina Razumovskaya	On Track	20%	01/09/25	31/05/26
160																		
161																		
162																		
163																		
164																		
165																		
166																		

### 10.3.3 PARKRUN PROJECT

File Reference	26.3.16
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	8 December 2025
Author	Regina Razumovskaya – Community & Economic Development Coordinator
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none"><li>1. Parkrun – Quote for prospective event funding body Narrogin 2025; and</li><li>2. Parkrun dashboard survey.</li></ol>

#### Summary

Council is asked to consider the proposal submitted by the Parkrun Initiative Group to establish a new 'Parkrun' event within the Shire of Narrogin, commencing in Spring 2026. The project includes the identification of a preferred location, development of a course map, volunteer coordination arrangements, and preliminary participation data indicating strong community support (78 interested participants, including 35 regular attendees). A one-off payment of \$8,000 ex-GST, to be funded from GL 12110831 – OTHCUL: Other Expenditure GEN, will be required should Council endorse the project.

#### Background

The Parkrun Initiative Group (a new local community group) has approached the Shire of Narrogin with a proposal to establish a Parkrun event within the district, with commencement anticipated in Spring 2026. Parkrun is a free, volunteer-led, weekly community fitness initiative delivered internationally, supporting physical health, mental wellbeing, social inclusion, and community connection. The group has completed preliminary planning, including a review of several potential locations and the preparation of a draft course map.

Following this assessment, the Old Golf Course on Earl Street has been identified as the preferred venue due to its natural terrain, accessibility, open layout, and its suitability for safely accommodating participants, volunteers, and spectators. A concept map is provided for Council's reference.

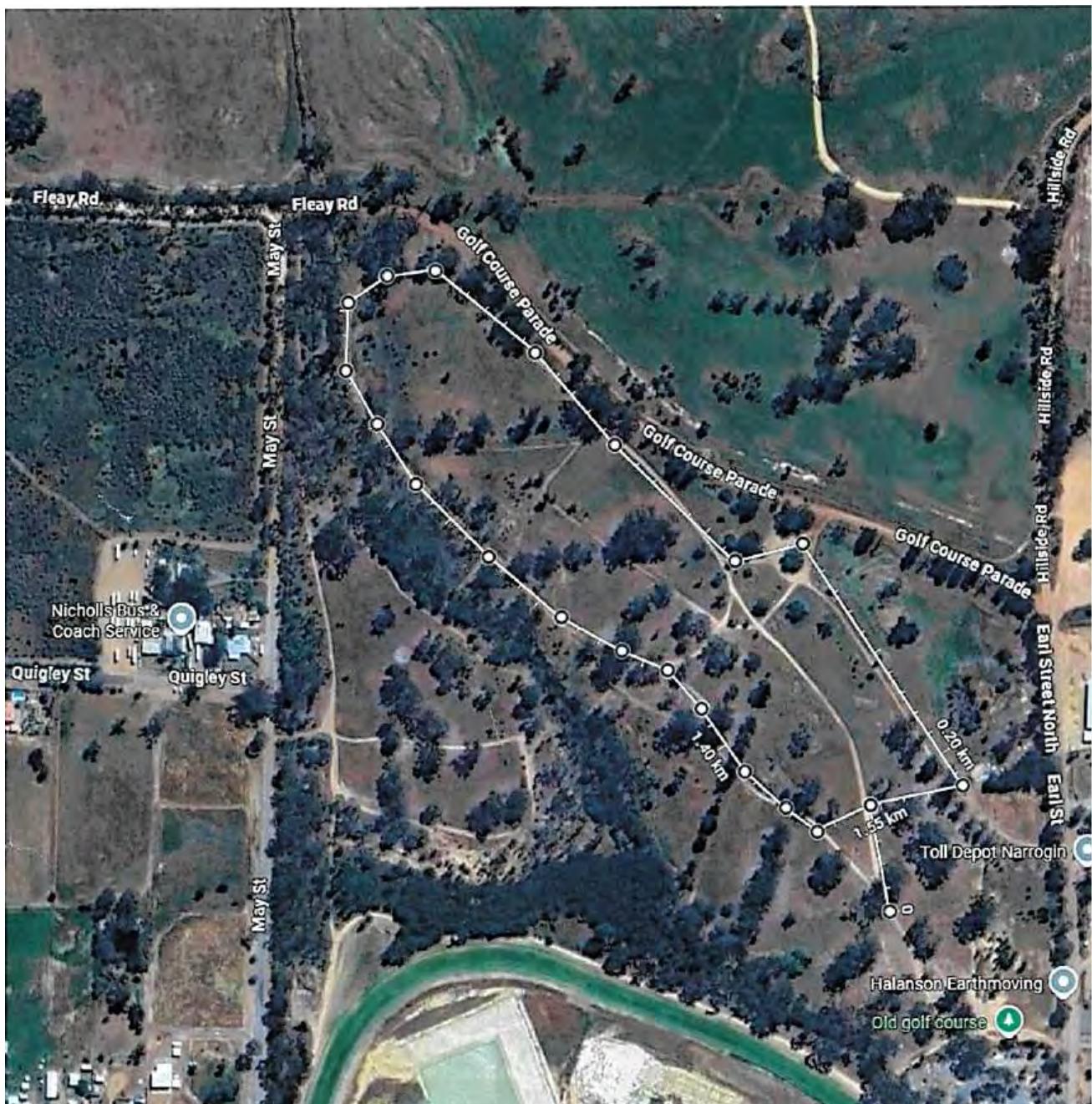


Figure 1 Proposed Parkrun Route – Old Golf Course, Narrogin

Community engagement undertaken by the Shire demonstrates strong local interest. A total of 78 community members completed the expression-of-interest survey, with 35 respondents (45%) indicating they would participate on a weekly basis and a further 43 respondents (55%) stating they would attend once or twice a month. Notably, 72% of the regular participants confirmed they would bring additional family members. Based on these responses, projected weekly participation is estimated at approximately 60 attendees (35 regular participants plus an estimated 25 accompanying family members). Volunteer capacity also meets Parkrun Australia's minimum requirements, with 21 respondents confirming they are able to volunteer at least once a month and a further 41 respondents indicating they may do so depending on rostering. Additional data is available in the Parkrun dashboard survey attached.

Parkrun Australia has supplied a formal quote confirming that establishing a Parkrun event in Narrogin will require \$6,000 ex-GST for the mandatory establishment and lifetime operational equipment, as well as a further \$2,000 ex-GST for the required HeartSine Samaritan 360P defibrillator. This funding covers all Parkrun-branded equipment, including timing devices, scanners, signage, cones, vests, first aid kit, tokens, trays and lanyards, in addition to access to Parkrun's national software, licence fees, insurance coverage, and the volunteer management system. Parkrun Australia also covers all ongoing licence fees, insurance, IT systems, and equipment replacements for the lifetime of the event. The total establishment cost is therefore \$8,000 ex GST, which must be secured before Parkrun Australia can commence the formal set-up process. Landowner approval from the Shire is also required before the draft course can be formally assessed and approved.

The Initiative Group requests Shire approval for the use of the Old Golf Course (Earl Street) as the official venue for the proposed event. The site meets Parkrun Australia's location criteria, offering a safe 5km route, open space for participant flow, accessibility for families and all fitness levels, minimal disruption to other recreational users, and a low environmental impact. Formal permission is required under Parkrun's protocols before the course can be endorsed.

Should Council endorsement be provided, Parkrun Australia will commence the establishment process, during which a formal Parkrun Event Committee (under its auspice) will be formed. The Initiative Group has identified an inaugural volunteer Event Director (President), noting that this appointment will be confirmed through the committee formation process and that other community members may also nominate. The group is currently being supported by a member of the Shire's Recreation Team at the Narrogin Regional Leisure Centre, as part of the Shire's broader recreational activation strategies.

Subject to Council approval and allocation of funds, the project will progress through Parkrun Australia's establishment pathway, including volunteer formation, course risk assessment, equipment delivery, trial runs, and a soft launch. The Old Golf Course Parkrun, Narrogin, is proposed to commence in Spring 2026, aligning with seasonal participation trends and Parkrun Australia's standard lead-in requirements.

The long-term benefits of the project include improved community health and wellbeing, increased social connection, inclusive participation opportunities, activation of an underutilised public open space, and increased visitation associated with Parkrun tourism. The event is expected to be sustainable due to the strong volunteer base and Parkrun Australia's lifetime operational support, and there will be no ongoing operational cost to the Shire once the initial establishment funding is provided.

Further details of the size and scale of Parkrun can be found here: <https://www.parkrun.com.au/>.

## Consultation

Consultation has occurred with the following:

- The Parkrun Initiative Group;
- The Manager Recreational Services; and
- The Chief Executive Officer.

## Statutory Environment

There are no relevant statutory implications due to the required funds being contained within the Council's Adopted 2025/26 Budget.

Pursuant to the Council's adopted Places and Property Local Law 2016, the Council could approve the event under a licence with appropriate conditions, however the Administration is of the view that this is not considered necessary, given the activity is conducive to the current and short-medium use of the land.

The subject lot is zoned Urban Development, with a portion reserved for Public Open Space (Recreation). While the long-term intended use of the predominant land area is for residential development, the proposed short- to medium-term use will not impede or restrict those long-term objectives.

Council Delegation number 11.3 - Public Places and Local Government Property Local Law 2016, relates and delegates to the Chief Executive Officer the ability to approve all discretionary matters in the Shire of Narrogin Public Places and Local Government Property Local Law 2016 including –

- a) hire of facilities, including issue of permit for consumption/sale of alcohol; and
- b) granting, refusal, cancellation and setting conditions of approval to conduct activities in public places or on local government property.

### **Policy Implications**

Council Policy 1.14 – Community Engagement Policy relates to this matter and has been complied with through the community survey and targeted stakeholder liaison undertaken during project development. No other Council policies are directly applicable to the consideration of this proposal.

The activity is also supported by virtue of the Council's Shire of Narrogin Public Health Plan 2021-2026 which promotes and encourages recreational, health and wellbeing activities.

### **Sustainability & Climate Change Implications**

*Environmental* – There are no direct environmental impacts associated with the consideration or endorsement of the Parkrun proposal. The event is a low-impact activity conducted on existing public open space, and Parkrun Australia's operational framework ensures that routes are designed to avoid environmental harm.

*Economic* – There are no ongoing economic implications arising from the establishment of the Parkrun event. The proposal requires only a one-off establishment contribution of \$8,000 ex-GST, which has been identified within the existing budget (GL 121108310 – OTHCUL: Other Expenditure GEN). No further financial commitments or recurrent operational expenses to the Shire are anticipated.

*Social* – The establishment of a Parkrun event supports and enhances community wellbeing, physical activity, and social inclusion. Parkrun encourages volunteerism, intergenerational participation, and regular community engagement, which aligns with the Shire's strategic priorities relating to community health, activation of public open space, and fostering a connected and active community.

### **Financial Implications**

The establishment of the Parkrun event requires a one-off contribution of \$8,000 ex GST, to be funded from GL 12110831 – OTHCUL: Other Expenditure GEN. This amount covers all establishment and lifetime equipment costs required by Parkrun Australia. No further financial commitments are anticipated, and the event will not generate ongoing operational costs for the Shire.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027						
Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged				
Strategy:	2.3.2	Engage and support community groups and volunteers				

## Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Insufficient long-term volunteer capacity.	Possible (3)	Insignificant (1)	Low (1-4)	Engagement Practices	The risk lies with the passion of the auspicing local community group.
That a participant in an authorised Park Run event on the Shire's land suffers significant personal injury and claims against the organiser and/or the landowner.	Unlikely (2)	Moderate (3)	Medium (5-9)	Work Health & Safety (WHS)	Transfer the risk by ensuring that Parkrun Australia is clearly identified as the auspicing and organising entity, and by requiring that their public liability insurance and organisational risk management plans are provided to the Shire's satisfaction, including appropriate indemnification clauses.

## 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 three (3) 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**

The Parkrun proposal presented by the Initiative Group demonstrates clear and measurable community support, with strong participation and volunteer interest confirmed through the expression-of-interest survey. The Old Golf Course has been identified as a suitable and low-impact venue that aligns well with Parkrun Australia's location requirements and provides a safe, accessible environment for regular community activity.

The establishment cost of \$8,000 ex GST represents a one-off contribution that enables lifetime access to Parkrun Australia's operational framework, insurance coverage, equipment replacement, IT systems, and ongoing support. No further financial commitment from the Shire is anticipated, and the long-term operational model relies on a trained and engaged local volunteer base. While volunteer sustainability remains the key ongoing risk, initial indications suggest a strong cohort of potential volunteers who have expressed willingness to support the event.

The project aligns with the Shire's strategic objectives relating to community wellbeing, activation of public open space, and fostering an inclusive, connected, and active community. Parkrun events have a well-established record of generating sustained participation, social cohesion, and positive health outcomes in regional communities across Australia.

On balance, the proposal presents a low-risk, high-benefit opportunity for the Shire to support a recurring community activity with enduring social value and minimal long-term cost. Council's endorsement would allow the Initiative Group and Parkrun Australia to progress to the next stages of establishment, volunteer coordination, and course approval, with a view to launching the Old Golf Course Parkrun, Narrogin, in Spring 2026.

### **Voting Requirements**

Simple Majority

#### **OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 171225.05**

Moved: Cr Wiese

Seconded: Cr McNab

That with respect to the establishment of a Parkrun event for Narrogin, Council:

- 1) Endorse the establishment of the event as proposed by the Parkrun Initiative Group, noting the confirmed community interest, volunteer capacity, and alignment with the Shire's strategic objectives for community wellbeing and activation of public open space.
- 2) Approve the allocation of \$8,000 ex GST as a one-off establishment contribution to Parkrun Australia, to be funded from GL 12110831 – OTHCUL: Other Expenditure GEN, to enable Parkrun Australia to commence the formal event setup process, equipment provision, and course assessment subject to the following conditions:
  - a) Parkrun Australia is to provide all required risk management documentation and evidence of public liability insurance to the satisfaction of the Chief Executive Officer.

- b) Parkrun Australia is to be clearly identified as the auspicing and organising entity for the event.
- c) Parkrun Australia's insurance and organisational risk management plans are to include appropriate indemnification clauses acceptable to the Chief Executive Officer.
- d) Noting that the Defibrillator is not an asset of the Shire and its ongoing maintenance and servicing and /or future replacement is the responsibility of the local Committee.

3) Approve the use of the Old Golf Course (Earl Street) as the designated venue for the Parkrun course, subject to Parkrun Australia's risk assessment and final course approval requirements and noting that the long-term use of this land is zoned Urban Development and intended for future development accordingly.

**CARRIED 7/0**

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



# Establishment of parkrun

**Libby Maxwell, Event Delivery and Support Manager**

3 July 2025

## Quote

### Quote for: The establishment of a parkrun event in Narrogin, WA

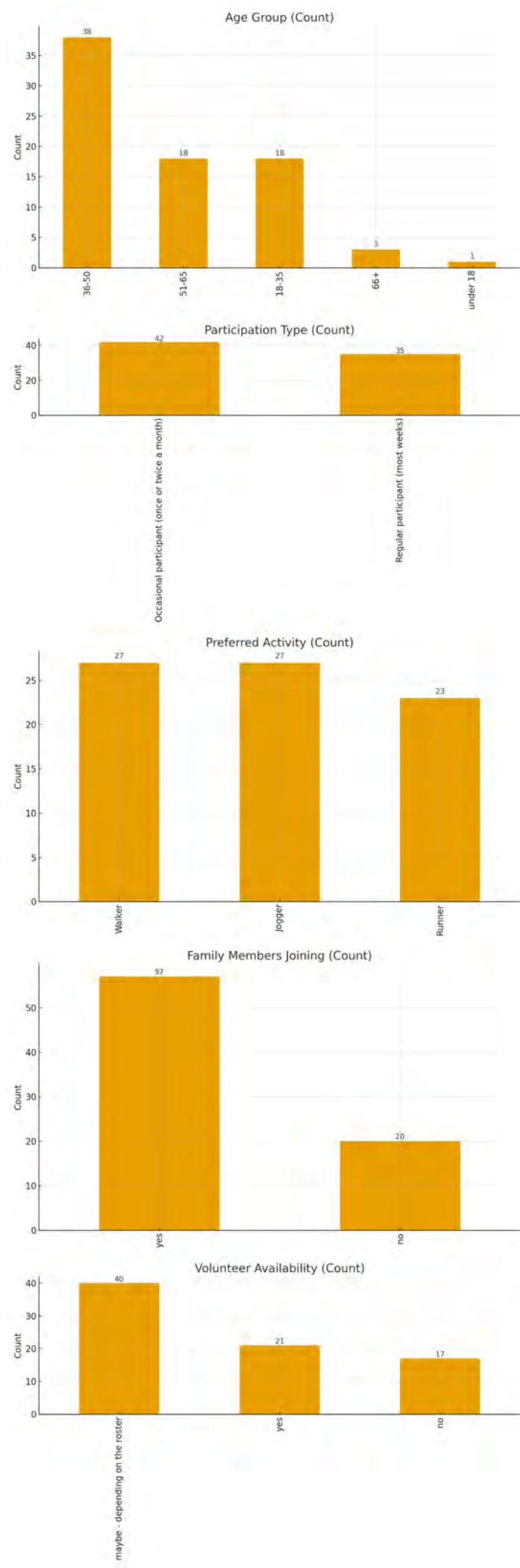
parkrun Australia will work with the founding Event Director/s to establish a parkrun in Narrogin in Western Australia. This quote covers the establishment and ongoing costs and fees for the lifetime of the event. There will be NO additional charges for participants, the event team or funding bodies for the LIFETIME of the event. Funding from dedicated major sponsors enables parkrun Australia to maintain additional ongoing operational costs over and above this amount.

### THIS QUOTE INCLUDES:

Establishment and ongoing costs and fees for a parkrun in Narrogin, WA for the **lifetime** of the event including:

<ul style="list-style-type: none"> <li>• 2 parkrun branded teardrop flags, flag poles, stakes and storage bag</li> <li>• 20 parkrun branded volunteer vests</li> <li>• 1 First aid kit, including snake first aid bandage</li> <li>• 300 parkrun finish tokens (plastic tokens used for recording participant finish positions - once position is electronically logged, tokens are returned to event kit for use the following week)</li> <li>• 2 Wire token holders</li> <li>• 2 Token sorting trays</li> <li>• 20 Safety Cones</li> <li>• 1 Clipboard</li> <li>• 5 Lanyards and attachable plastic pockets/ID tags</li> <li>• Directional signage as needed</li> <li>• Access to parkrun software</li> <li>• parkrun licence fees</li> <li>• Online volunteer resource and management system</li> <li>• Weekly results emails to each participant and volunteer</li> <li>• Delivery to Event Team</li> <li>• Additional equipment as needed due to event growth</li> <li>• Replacement equipment as needed</li> </ul>	\$6,000 (plus GST)
<ul style="list-style-type: none"> <li>• HeartSine Samaritan Automatic PAD 360P Defibrillator</li> <li>• 1 charge-pak</li> </ul>	\$2,000 (GST free)

*parkrun Australia Limited (ACN 605539213) is a company limited by guarantee and is a wholly owned subsidiary of parkrun Global Limited.*



## OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 171225.06

Moved: Cr Bartron

Seconded: Cr Pomykala

That pursuant to section 5.23 (2) (a) & (c) of the Local Government Act 1995, the Council move behind closed doors to discuss:

- 1) A matter affecting an employee of employees; and
- 2) 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.

**CARRIED 7/0**

For:

Against: Nil

*The visitors left the Council Chambers at 7:49pm.*

### 10.3.4 NARROGIN REGIONAL HOMECARE

File Reference	12.8.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Item 10.3.4, 24 September 2025 Res. 240925.08
Date	8 December 2025
Author	Ian Graham – Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none"><li>1. CONFIDENTIAL Narrogin Regional Homecare Expression of Interest (EOI) Submissions Evaluation Report (provided under separate cover).</li></ol>

#### Summary

Council is requested to consider a recommendation to transition out of homecare services for both the Commonwealth Home Support Program (CHSP) and Support at Home (SAH) with a proposed transition out date of 30 June 2026.

#### Background

The Shire of Narrogin currently delivers Homecare Services to more than 130 clients under the Commonwealth Home Support Program (CHSP) and Support at Home (SAH, previously Commonwealth Home Care Packages or CHCP up to 31 October 2025).

Changes to homecare service provision under the new Aged Care Act 2024 and the implementation of Support at Home (both effective from 1 November 2025), have highlighted significantly increased

risks in the ongoing provision of homecare services. The Shire must consider the increased risks and options for ensuring the long-term viability and sustainability of home care services in Narrogin.

Council resolved, pursuant to resolution number 240925.08, at its meeting of the 24 September 2025, as follows:

*"That with respect to the draft Expression of Interest for the transition to and acquisition of Narrogin Regional Homecare Services by an external provider, Council:*

- 1) *Request the Chief Executive Officer to publicly advertise the Expression of Interest for a 60-day period on the Shire website and on social media; and*
- 2) *Request the Chief Executive Officer to directly approach identified approved Aged Care Quality and Safety Commission home care service providers; and*
- 3) *Request that the Chief Executive Officer provides a full evaluation report and recommendation on all submissions received to Council within one (1) month of the closing date of submissions."*

The Expression of Interest was publicly advertised for a 60-day period on the Shire website and on social media from 26 September 2025 to 25 November 2025 (being the closing date for submission of EOI's).

A total of twenty-one (21) approved Aged Care Quality and Safety Commission home care service providers were directly approached, with introductory emails and follow up telephone calls.

## **Consultation**

The Executive Manager Corporate and Community Services and Acting Manager Community Services (Homecare) have consulted with:

- Department of Health, Disability and Ageing;
- Department of Social Services;
- Commonwealth Home Support Program Community Grants Hub (Funding Manager);
- Chief Executive Officer;
- Elected Members via Monthly Briefing Session updates;
- WA Country Health Service - Meals on Wheels Service;
- All Narrogin Regional Homecare staff including distribution of Staff and Volunteer Guide and Frequently Asked Questions (FAQ's) document, and email advice to all other Shire of Narrogin staff; and
- All Narrogin Regional Homecare clients via postal distribution of a Covering letter and Client Frequently Asked Questions Guide and one-to-one discussions with Client Services Supervisors as and when required.

## **Statutory Environment**

### *Local Government Act 1995*

- Section 3.1 – the general function of local government to provide for the good government of persons in its district;
- Section 3.58 – disposing of property; and
- Section 5.23 (2)(a) & (c).

### *Aged Care Act 1997 (Cth)*

- Provides the legislative framework for the delivery of Commonwealth-funded aged care services, under which Narrogin Regional Homecare Services currently operates.

#### *Local Government Industry Award 2020*

- Clause 29 – consultation about a major workplace change.

#### *Industrial Relations Act 1979*

- Change and Redundancy General Order 2005 WA Industrial Relations Commission (WAIRC) 01715.

### **Policy Implications**

Council Policy Manual, Section 7 – Community Services relates. Specifically:

- 7.1 Narrogin Regional Homecare – Management.
- Policy Schedule 7.1 – Narrogin Regional Homecare Procedures Manual.

### **Sustainability & Climate Change Implications**

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

*Economic* - There are potential positive economic impacts to a successful external provider taking on the service in that it either expands their existing activities, or attracts a new business to the locality, arising from adoption of the Officer's Recommendation.

*Social* - The recommended transition out process aims to secure continuity of aged care services in Narrogin, supporting community wellbeing and resilience.

### **Financial Implications**

Narrogin Regional Homecare Services, delivered by the Shire through both the CHSP and SAH programs, currently operate at a small net cost to Municipal funds. At present, there is an annual cash operating saving of approximately \$60,000 due to the substantive Manager Community Services position remaining vacant.

Further, a transition out of direct service delivery is expected to generate significant operational efficiencies, including reductions in financial, fleet, human resource, payroll, technical, and general management oversight requirements. Once a full transition occurs, these reductions should translate into administrative savings for the Shire.

There is potential for a short-medium term annual operating revenue gain from the lease of Jessie House to an incoming aged care provider, pending its eventual 'relocation', removal or disposition (in keeping with the broader strategic intent for the site).

An incoming provider may also be interested in leasing an alternative suitable Shire-owned property as a base of operations for homecare in Narrogin.

**Shire of Narrogin Homecare Asset Disposals:** A full disclosure and disposal process would be undertaken with the successful incoming provider, should they wish to acquire any or all of the Homecare vehicle and furniture assets.

Disposals (and leasing) would be in accordance with section 3.58 of the Local Government Act 1995, and associated Regulations, and the Council's Delegations 3.3 Disposing of property, and impounded,

confiscated or uncollected goods and 3.4 Disposing of land – Licences, Leases, Rentals etc. also relating and guiding. The following non land or building assets relate:

Asset	Estimated Market Value
Motor Vehicle fleet (10 x vehicles)	\$400,000
Furniture & Equipment (various)	\$5,000

There has been no real indication that the preferred provider would seek to acquire the Shire's vehicles at this time, so therefore auctioning (of those vehicles) would be the probable preferred outcome to comply with the Act and legislation and deliver optimum returns. Any net revenues would be returned to the Shire's Municipal Fund for future determination and budget review by the Council.

**Accrued Employee Liabilities:** Accrued employee liabilities will be dealt with in accordance with advice received from WALGA Employee Relations Service in regard to Shire homecare staff transfer of employment, redeployment and/or redundancy.

The Shire of Narrogin must also follow the consultation obligations under the Local Government Industry Award 2020 and the Termination, Change and Redundancy General Order 2005 (WAIRC).

### Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Outcome:	2. Social Objective (To provide community facilities and promote social interaction)
Strategy:	2.2.3 Continue and improve provision of in-home care services

### Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Potential discontinuation of Narrogin Regional Homecare Services under Shire of Narrogin management due to significant financial and/or compliance issues.	Unlikely (2)	Major (4)	Medium (5-9)	Compliance Requirements	Transfer responsibility for the services to an alternate suitably qualified and commonwealth approved provider.
That existing employees of Narrogin Regional Homecare are disadvantaged by the transfer of provider.	Unlikely (2)	Moderate (3)	Medium (5-9)	Employment Practices	The alternate suitably qualified provider has indicated their willingness to offer positions to all employees under terms and

					conditions more favourable than the existing local government award.
That existing clients of Narrogin Regional Homecare are disadvantaged by the transfer of provider.	Unlikely (2)	Moderate (3)	Medium (5-9)	Engagement Practices	Transfer responsibility for the services to an alternate suitably qualified and commonwealth approved provider that had had appropriate due diligence undertaken as to their capability in the space.

### 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 risk ratings between six (6) and eight (8) 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

Changing regulatory requirements, increasing complexity of compliance and sector consolidation trends provide a strategic opportunity to assess alternative delivery models that ensure long-term service sustainability, improved efficiencies and the delivery of quality care outcomes. The implementation of the Aged Care Act 2024 and Support at Home (both effective from 1 November 2025), has highlighted significantly increased risks in the ongoing provision of homecare services.

The Narrogin Regional Homecare EOI process has emphasised the availability of high quality, well-resourced and experienced specialist aged care providers that are capable and have expressed a strong interest to deliver enhanced, sustained and consistent aged care services with clinical oversight and greater program sustainability for the Narrogin community.

The community would benefit from the Shire of Narrogin transitioning homecare services to an experienced alternative provider for several reasons:

## Enhanced Quality of Care

- Specialist homecare providers are solely focused on aged care, meaning they have dedicated clinical, care coordination, and governance structures already in place; and
- Clients are more likely to receive care that meets the new national aged care standards with well-developed systems for care planning, monitoring, and review.

## Continuity Under the New Support at Home Program

- Specialist providers are already structured and resourced to meet the requirements for more complex compliance and reporting that applies from 1 November 2025. This reduces the risk of service interruption or quality decline due to non-compliance or provider withdrawal.

## Access to a Broader Range of Services

- Larger providers often deliver a wider variety of supports, including allied health, nursing, dementia support, palliative care, and cultural-specific services.
- Clients may gain better care choices, tailored to their needs.

## Professional Clinical Oversight

- New requirements mandate stronger clinical governance (e.g. registered nurses, care managers). Specialist providers typically employ a multidisciplinary team, improving health monitoring and early intervention. This is especially important for high-needs clients under CHCP or in rural areas with limited health access.

## Technology and Digital Capability

- Specialist homecare providers often use integrated digital care management systems that improve scheduling, communication and client records, enabling:
  - better care coordination and service delivery;
  - more transparent service delivery; and
  - easier access for family members or advocates.

## Elimination of Financial Risk

- Cash flow implications, debtor management and potential debt write-off risks, resulting from the SAH change from upfront bulk funding to payment on receipt of invoice following provision of services, would be eliminated if a decision is made to transition out of homecare.

If the Officer's recommendation is supported, it should be noted that the transition out process is different for CHSP and SAH programs as follows:

- CHSP: The Shire is to make application to the Funding Arrangement Manager at the Community Grants Hub (CGH) to transition out of the provision of CHSP homecare services and must provide a minimum of five (5) months' notice.

The Shire can make recommendations to the Department of Health, Disability and Ageing's Delegate in regard to incoming CHSP provider(s); however, it should be noted that the final decision will be made by the Department's Delegate;

- SAH: The Shire can commence a process for Narrogin Regional Homecare SAH clients to assist them with a seamless transition to a new provider at any time; however, there would be value in awaiting confirmation of acceptance details from the CGH Funding Manager regarding the Shire's exit from CHSP, in order to coordinate client transfers with the incoming provider.

Meals on Wheels – the Service Level Agreement (SLA) between WA Country Health Services and the Shire of Narrogin for Meals on Wheels services states that the SLA may be amended or dissolved at any time by an agreement in writing between the parties.

Community Assisted Transport Service (CATS) – this service will continue to be operated by the Shire of Narrogin.

## Voting Requirements

## Simple Majority

## **OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 171225.07**

That with respect to the provision of homecare services by Narrogin Regional Homecare Services, Council request the Chief Executive Officer to:

- 1) Make formal application to the Community Grants Hub (CGH) Funding Manager requesting that the Shire of Narrogin is granted permission to exit from their current Commonwealth Home Support Program (CHSP) agreement, providing five (5) months' notice as required and proposing a transition out date of 30 June 2026.
- 2) Advise:
  - a) All Narrogin Regional Homecare Services CHSP and Support at Home (SAH) clients and Narrogin Regional Homecare Services employees of Council's decision to request a transition out of the provision of homecare services and, in regard to employees, advise the indicative timing and proposed details for transitioning to a new provider;
  - b) All Narrogin Regional Homecare Services employees of Council's decision to request a transition out of the provision of homecare services and the proposed details for transitioning to new provider(s) and advise the indicative timing and consultation process as required under the Local Government Industry Award 2020 and the Termination, Change and Redundancy General Order 2005 WA Industrial Relations Commission 01715; and
  - c) All other Shire of Narrogin employees of Council's decision to request a transition out of the provision of homecare services and advise the indicative timing and proposed details for transitioning to a new provider.
- 3) Make recommendation to the Department of Health, Disability and Ageing that Silver Chain Group Limited is the preferred transitioning in provider for CHSP and SAH in Narrogin.
- 4) Upon receipt of acceptance by the CGH of the Shire's request to transition out of CHSP, including confirmation of an exit date from CHSP services for Narrogin Regional Homecare Services and incoming provider details the Administration:
  - a) Engage with the incoming provider and implement a process for the transitioning out of CHSP within the required timeframe, ensuring a smooth transition and continuity of service and communication to all current CHSP clients;
  - b) Engage with the incoming provider to ensure smooth onboarding of Shire Homecare employees, ensuring that consultation obligations are provided as required under the Local Government Industry Award 2020 and the Termination, Change and Redundancy General

Order 2005 (WAIRC 01715), and that any re-deployments and/or redundancies are managed appropriately;

- c) Proceed with disposal of Shire Homecare vehicle or furniture and equipment assets allowing for operational requirements and the exit date, including negotiations with the incoming provider and/or utilising existing Council approved delegations or open public auction or tenders as required to achieve optimum returns;
- d) Write to WA Country Health Services (WACHS) advising of the Shire's transition out of the provision of Homecare Services and request the termination of the Meals on Wheels service level agreement effective from date of exit from homecare services and engage with the incoming provider, WACHS and Narrogin Meals on Wheels to ensure a smooth transition;
- e) Refer any negotiations with respect to potential leasing of Jessie House to the Council for determination; and
- f) Commence a process to assist all SAH clients to elect to transition to the new provider, with completion of the process by date of exit from CHSP homecare services.

**CARRIED 6/1**

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

OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 171225.08

That Council proceeds in public.

**CARRIED 7/0**

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

*The visitors re-entered the Council Chambers at 8.02pm.*

## OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 171225.09

Moved: Cr Pomykala

Seconded: Cr Fisher

That pursuant to section 5.23 (2) (c) and (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; and
- 2) a matter that if disclosed, would reveal a trade secret or information that has a commercial value to a person.

**CARRIED 7/0**

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

*The visitors left the Council Chambers at 8.03pm.*

## 10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 10.4.1 AWARDING REQUEST FOR QUOTATION – RFQ 2025/26-06 SUPPLY AND INSTALLATION OF RESIDENTIAL HOUSING

File Reference	1.2.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	10 December 2025
Author	John Warburton – Executive Manager Infrastructure Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none"><li>1. RFQ Submitted (for reference);</li><li>2. CONFIDENTIAL Attachment – RFQ 2025/26-06 Evaluation Matrix;</li><li>3. CONFIDENTIAL Attachment – Summary of RFQ Pricing and Options submitted from preferred Submitter A; and</li><li>4. CONFIDENTIAL Attachment – Summary of RFQ Pricing and Options submitted from preferred Submitter B.</li></ol>

### Summary

Council is requested to consider awarding Request for Quotation RFQ 2025/26-06 – Supply and Installation of Residential Housing, for the provision of eight (8) dwellings across three (3) Shire-owned sites at 95 Lock Street, 31 Ensign Street and 49 Clayton Road.

A total of four (4) compliant submissions were received via the WALGA e-Quotes Portal by the closing date of 10 December 2025. Following an evaluation of pricing, value for money, experience, and delivery timeframes, it is recommended that Council authorise the Chief Executive Officer to enter into negotiations with preferred Submitters A & B, based on parameters to be agreed, behind closed doors (entering into and negotiating a contract).

## **Background**

The Shire of Narrogin issued RFQ 2025/26-06 seeking suitably qualified contractors to supply and install the following:

- Two (2) x 3-bedroom, 2-bathroom dwellings at 95 Lock Street;
- Two (2) x 3-bedroom, 2-bathroom dwellings at 31 Ensign Street; and
- Four (4) x 2-bedroom, 2-bathroom dwellings at 49 Clayton Road, facing Johnston Street.

Sites have been initially surveyed, and the Shire will undertake all design, planning approvals, building permits, preparatory earthworks, sewer, power, water and communication (utility) connections, crossovers, driveways, and landscaping, as outlined in the RFQ Scope of Works, which is intended to be financed as part of the Commonwealth Housing Grant.

The RFQ was advertised exclusively through the WALGA e-Quotes Portal in accordance with procurement requirements. Known builders, including Summit, Modular WA, Fleetwood and Evoke, were encouraged to submit. All four did indeed submit their RFQs. Prices ranged from \$2,399,236 including GST to \$2,992,631 including GST.

Noting that the Shire is responsible for all service connections, site preparation, preliminaries, and landscaping at its cost, and that the dwellings are delivered fully completed, including reverse-cycle air conditioning, stoves, internal painting, blinds and floor finishings, carports, and alfresco areas, the indicative cost equates to approximately \$340,000 per three-bedroom unit and \$260,000 per two-bedroom unit.

The objective of the project is to increase residential housing capacity to support local government employee recruitment, essential community services, key worker accommodation, government employee accommodation and address local and regional housing shortages, expected to increase dramatically in coming years.

The project enhances the Shire's existing six (6) one-bedroom and two-bedroom chalets at the Narrogin Caravan Park, together with eighteen (18) new one-bedroom accommodation units currently being commissioned on site. These new units at the Park are scheduled to be available for letting from February 2026.

## **Consultation**

Internal consultation was undertaken with:

- The Chief Executive Officer;
- The Executive Manager Corporate & Community Services; and
- WALGA e-Quotes administrators (for technical compliance).

## **Statutory Environment**

This procurement process complies with:

- The Local Government Act 1995 – Section 3.57 (Tenders / provision of goods & services);

- The Local Government (Functions and General) Regulations 1996 – Part 4 (RFQ process through WALGA e-Quotes); and
- The Shire of Narrogin's Purchasing Policy and thresholds.

As the RFQ was conducted through WALGA's preferred supplier panel, a public tender was not required under Regulation 11(1) of the Local Government (Functions and General) Regulations 1996.

Section 3.59 of the Local Government Act 1995 (Major Land Transactions), together with regulation 8 of the Local Government (Functions and General) Regulations 1996, provides an exemption for certain prescribed land transactions. A land transaction is considered an exempt land transaction for the purposes of section 3.59 where the local government enters into the transaction without an intention to generate a profit, and without an intention to sell, lease, or grant joint or exclusive use of all or any part of the land to another person.

## Policy Implications

The RFQ process aligns with Council's Policy Manual, Policy 3.1 – Purchasing:

- 3.1(a) Purchasing Principles;
- 3.1(b) Thresholds & Requirements;
- 3.1(c) Regulatory Compliance; and
- 3.2 Regional Price Preference (where applicable).

In relation to Policy 3.2, no submitters qualified for any regional price preference and further, no local builders were identified that had the capacity and capability to undertake the required construction within the short time frames of delivery expected within the RFQ.

## Sustainability & Climate Change Implications

*Environmental* – The proposed transportable or on-site single-frame dwellings, designed in accordance with the National Construction Code 2022, offer an efficient construction method that reduces embodied carbon. Their modern insulation, glazing, and appliance standards will also contribute to lower ongoing energy consumption, supporting long-term environmental sustainability.

*Economic* – The project will help meet local and regional housing needs for workers across government, education, healthcare, trades, construction, and emerging renewable energy sectors. By increasing the availability of suitable housing, the development has the potential to stimulate economic participation and generate additional expenditure within the community.

*Social* – The provision of high-quality housing will support the attraction and retention of staff and essential workers, helping to ease existing housing pressures within the Shire. This additional residential capacity strengthens community resilience by improving access to stable, reliable accommodation options.

## Financial Implications

A detailed confidential costing specific to the RFQ and predicted financial modelling for income and expenditure over a 12 month to 10-year timeframe will be provided to Elected Members prior to the Council Meeting.

The Council's Budget includes a provision of \$12.5 million for the creation of 30 residential lots and construction of 40 dwellings during the financial year, including 18 dwellings at the Narrogin Caravan Park, together with loan funding of up to \$7.5 million for the dwellings and \$5.1 million of secured

Commonwealth Grant funding for associated works, including lot acquisition and servicing, site preparation, and landscaping.

## 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
Outcome:	3.4 A well maintained built environment
Strategy:	3.4.1 Improve and maintain built environment

## Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
RFQ not awarded — delays in addressing housing shortage.	Unlikely (2)	Moderate (3)	Low (1-4)	Business & Community Disruption	Re-advertise RFQ; adjust project staging.
Contractor unable to deliver by June 2026.	Possible (3)	Minor (2)	Medium (5-9)	Asset Sustainability	Contract management and performance monitoring.
Cost overruns.	Unlikely (2)	Moderate (3)	Medium (5-9)	Purchasing and Supply	Detailed contract conditions; Shire-provided site works.

## 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 risk ratings of 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

A total of four (4) submissions were received. All were compliant and assessed against the weighted criteria of Price (70%), Previous Experience (20%) and Delivery Timeframe (10%). Refer Confidential Evaluation Matrix (Attachment 2).

Following evaluation, submitters A & B are recommended as the preferred contractors for negotiation, offering strong value for money, proven delivery capability, and a timeline consistent with the desired completion date of 31 May 2026, with these two companies able to deliver by end of June 2026 (Submitter B) and July 2026 (Submitter A).

Matters for negotiation and clarification with the preferred contractors includes but is not limited to:

- Price & Timing;
- Orientation – Submitter B did not orient the proposed units facing Johnston Street as stipulated; and
- Submitter B hasn't provided costings for an alfresco area for the two-bedroom units.

## Voting Requirements

Simple Majority

### OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 171225.10

Moved: Cr Broad

Seconded: Cr Pomykala

That with respect to the Request for Quotation RFQ 2025/26-06 – Supply and Installation of Residential Housing, Council authorise the Chief Executive Officer to:

- 1) Enter into negotiations with the preferred submitters A & B in accordance with the confidential parameters and maximum price agreed to behind closed doors;
- 2) Award the RFQ to the submitter that achieves best satisfaction of those parameters in Part 1, for the supply and installation of eight (8) residential dwellings, in accordance with the principles of the Shire's RFQ and their submitted quotation, excluding liquidated damages;
- 3) Execute and manage the contract, including variations if required in accordance with delegation and providing these remain within the approved 2025/26 Budget allocations;
- 4) Do all things necessary associated with site preliminaries, planning approvals and building approvals;
- 5) Enter into negotiation and leases with interested organisations expressing interest to lease the properties for minimum periods of 12 months at a time as well as Government Regional Housing (Department of Communities) with respect to long term leasing.
- 6) Apply for a loan from WA Treasury Corporation for up to the sum of \$2,700,000 for construction and furnishing of the dwellings, as allowed for in the 2025/26 Budget, (GL 4090250); and
- 7) Furnish the dwellings at an estimated cost of \$160,000 (total) as allowed for in the 2025/26 Budget, (GL 4090250).

**CARRIED 7/0**

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

**OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 171225.11**

Moved: Cr Wiese

Seconded: Cr Broad

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

*The visitors re-entered the Council Chambers at 8:37pm.*



# REQUEST FOR QUOTATION 2025/26 - 06

## Supply and Installation of Residential Housing

<b>Request for Quotation (RFQ):</b>	<b>Supply and Installation of Residential Housing</b>
<b>Deadline:</b>	<b>Wednesday 10 December 2025, 4.00 pm.</b>
<b>Address for Delivery:</b>	<b>Email: WALGA Portal e-Quotes</b> <b><u>Submissions must be received by:</u></b> <b>Wednesday 10 December 2025, 4.00 pm.</b>
<b>RFQ Number:</b>	<b>RFQ 2025/26 - 06</b>

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Appendix A – Housing Site Locations

## 1. DESCRIPTION OF WORK

The Shire of Narrogin is seeking quotations from suitably qualified and experienced contractors to provide the service of supplying and installing eight (8) single frame houses within Narrogin.

### **95 Lock Street**

- Supply and install two (2) three bedroom – two bathroom houses with alfresco and double carport. Facing Lock Street. Total area of building to be approximately 204m2 per house with a minimum 120m2 of internal living space.

### **31 Ensign Street**

- Supply and install two (2) three bedroom – two bathroom houses with alfresco and double carport. One house facing Ensign St and one facing Jersey Street. Total area of building to be approximately 204m2 per house with a minimum 120m2 of internal living space.

### **49 Clayton Road**

- Supply and install four (4) two bedroom – two bathroom houses with single carports. All to face Daglish Street. Total area of internal living space to be a minimum of 67m2 per house.

## 2. SCOPE OF WORKS

### **Shire of Narrogin Responsibilities**

1. Provide sites that have been surveyed.
2. Planning Consent, Zoning requirements etc.
3. Provide all earthworks including, vegetation removal, cut and fill.
4. Provide utility connections for dwellings, including power, water, sewer and telecommunications. The Shire will also connect all utilities to the buildings once constructed.
5. Construct crossovers, concrete driveways and concrete carport floor.
6. Landscaping.

### **Contractor Responsibilities**

1. Transport and set down of all dwellings (If Transportable)
2. Conduct Geotechnical assessments of the sites.
3. Conduct Bushfire Attack Level (BAL) assessments of the sites.
4. Provide Certificates of Design Compliance (CDC) for all dwellings.
5. Obtain Building Permits for all dwellings.

*Please provide cost estimates for the items 2-5 separately in your submission. These items will be completed after award and will need to be invoiced separately.*

### **General Requirements**

Submitters are asked to submit all associated drawings of their proposed housing solutions with their submission so the Shire can perform a cost benefit analysis. This includes floor plans, elevations, electrical and engineering. Designs must be in compliance with the National Construction Code 2022 and all relevant Australian Standards. No variations will be allowed for items that are non-compliant after award, prior to CDC's being completed.

For the purpose of pricing, Submitters are to base designs on a BAL assessment of 12.5 with the Wind Region classification being A1.

Houses can be constructed on site or be of a transportable nature but are to be single frame construction with a concrete slab and in line with the following,

- Wet areas to be tiled. No baths.
- Bedrooms to have carpet.
- Living and kitchen areas to be vinyl.
- All bare surfaces to be painted. Colour schemes will be decided after award.
- Windows to have treatments. Blinds or similar.
- All plumbing fixtures and door furniture to be supplied.
- Electric hot water systems, and ovens to be supplied. No LPG appliances.
- Split System Air Conditioners to be supplied to bedrooms and living areas.
- All cabinetry to be identified and supplied.
- Alfresco areas and carports can be built onsite and completed within the specified timeframe or within a maximum period of two weeks past the 31 May 2026.

Submitters are asked to provide details of all included items in their submission as well as any items that are specifically excluded.

## **2.1 Contractors Working Hours**

The Contractors working hours on site are between the hours of 7:00am and 6:00pm

## **3. TIMEFRAME**

All works are required to be completed by 31 May 2026. Submitters are to provide a Gantt Chart or similar outlining their construction timeframe and associated milestones.

### **3.1 Non-Conformance of Works or Materials**

The Contractor will not be paid for non-conforming material or works.

### **3.2 Non-Conformance of Plant, Equipment and Staff**

Not applicable to this RFQ.

## **4. PERFORMANCE**

The Contractor shall perform the works under this contract in an expert, professional, efficient and courteous manner. The Contractor at all times is to avoid any conflict with the public and refer any such conflict to the Shire's Representative for resolution.

The Contractor is expected to carry out the requirements of this contract with a high degree of personal and public safety at all times.

## **5. CONTRACTOR WHS OBLIGATIONS**

The Shire of Narrogin acknowledges that it has a Duty of Care obligation under the Work Health and Safety Act 2020 to provide to all its employees (including contractors and their employees) a safe workplace and safe system of work. It is therefore required that Contractors carrying out any work for the Shire will comply with the Shire's Work Safety and Health Policies and Procedures. A copy of the Shire's WSH Handbook is located on the Shire's website [www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au). The contractor is

to download the Shires WHS Handbook and comply with its contents. The contractor must also comply with the below safety points but not limited to:

- The Contractor, its employees and sub-contractors having all necessary current licences appropriate to the work being provided;
- Wearing appropriate and necessary Personal Protective Equipment (PPE) when carrying out any work duties;
- Ensuring that all plant and equipment used in carrying out those duties are regularly maintained and meet the required standards and certifications;
- All necessary plant and equipment have all the necessary guards in place and meet all the requirements of Work Health and Safety (General) Regulations 2022, and any appropriate Australian Standards pertaining to the equipment used or the type of work being carried out.
- The Contractors Workers Compensation Policy and Public Liability Policy appropriately covers contractor's employees that are engaged in working on the contract;
- Copies of all insurance certificates of currency and licences are required to be provided prior to the commencement of the contract; and
- The Contractors employees who are required to operate machinery, shall have the relevant training and current relevant certificates of competency.

## 6. SELECTION CRITERIA

Note: This contract will not be split amongst Contractors.

The following criteria will be taken into consideration in determining the successful Contractor:

**PRICE** **70%**

VALUE FOR MONEY LUMP SUM PRICE

**PREVIOUS EXPERIENCE** **20%**

Respondents must supply details of projects relating to similar works, including contactable referees with contact numbers.

***Note: Failure to supply any details will result in a score of 0% and the submission be considered non-compliant.***

**Delivery Timeframe 31 May 2026** **10%**

Submitters must provide documentation that details the projected delivery dates and which satisfies the Shire the delivery timeframe can be met. Annual Reports, Capability Statements and Organisational Structure documents are all acceptable.

Please note, a clause for Liquidated Damages will be applied to the final Building Contract of the successful submitter, if any of the houses are not built or delivered to lock up standard onsite in Narrogin by the due date. The rate will be \$500.00 Ex GST, per week, per house not delivered for delays not directly caused by the Shire of Narrogin.

Please note that the Shire of Narrogin will not be submitting a price for part of this work as per the *Local Government (Functions & General Regulations) Clause 14(4) (d)*.

This contract will not be split amongst Submitters and will be awarded as one.

## 7. SHIRE OF NARROGIN REGIONAL PRICING POLICY

A price preference will apply to suppliers who are based in and operate from the preference region in relation to all purchasing by the Shire for the supply of goods and services and construction (building) services, unless specifically stated otherwise, providing they are competitive in regard to specification, service, delivery and price. NOTE: The Regional Pricing Policy is in accordance with current Shire policies and is available up on request.

## 8. LODGEMENT/ACCEPTANCE OF RFQ

RFQ's are to be received no later than **Wednesday 10 December 2025, 4.00 pm**.

All RFQ's submissions are to be received by email to: WALGA Portal e-Quotes. Note well: Do not send your submission to the Principal or its Representative as this may deem your submission non-compliant.

All enquiries and points of clarification are to be directed to the WALGA e-Quotes for response to all potential applicants so a uniform response can be made by the Principal or representative.

Contact person and Principals Representative is Executive Manager Infrastructure Services, John Warburton, mobile phone number: 0408 913 694. 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 and a purchase order issued.

## 9. CONTRACTOR'S OFFER

### OFFER FORM

TO:

PRINCIPAL'S REPRESENTATIVE  
SHIRE OF NARROGIN  
89 EARL STREET  
NARROGIN WA 6312

I/We

**Name:** [BLOCK LETTERS]: \_\_\_\_\_

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

**ABN/GST Status:** \_\_\_\_\_

**ACN (if any):** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_

**Email:** \_\_\_\_\_

#### In response to **RFQ 2025/26 – 06 – Supply and Installation of Residential Housing**

I/We agree that I am/We are bound by and will comply with this request and its associated schedules, attachments, all in accordance with the conditions of responding contained in this request signed and completed.

The quoted price is valid up to twelve (12) months from the date of the request closing unless extended on mutual agreement between the Principal and the Respondent in writing.

I/We agree that there shall be no cost payable by the Principal towards the preparation or submission of this quote irrespective of its outcome.

Dated this: \_\_\_\_\_ day of \_\_\_\_\_ 2025

<b>Signature of authorised Signatory:</b>	
<b>Name of Authorised Signatory</b>	
<b>Position:</b>	
<b>Address:</b>	

## 9.1 RESPONSE

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 8 Contractors Offer, are to be completed and returned to the Principal as they form part of your RFQ).

### 9.1.1 Referees

Attach details of your referees (including contact details), and label it "**Referees**".

Reference should be for similar works, i.e., Supply of Housing

### 9.1.2 Subcontractors

If you intend to subcontract any of the requirement of this work out, please attach their details labelled "**Subcontractors**", including:

- a) the name, address and the number of people employed; and
- b) the requirements that will be subcontracted.

### 9.1.3 Conflicts Of Interest

Please provide notification of any actual or potential conflict of interest which may arise during this contract which may affect your performance or your obligations under the Contract.

### 9.1.4 Insurance Coverage

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 as part of this submission.

Type	Insurer / Broker	Policy Number	Value (\$)	Expiry Date
Public Liability			Minimum \$10,000,000	
Workers Compensation			As required by law at the time of contract	

Current Policy Supplied Yes  No

## 9.2 PRICE INFORMATION

Pricing will be weighted as a lump sum, however each submission will be assessed for value for money. Construction materials, glazing and design will all be considered when ascertaining value for money.

**NOTE: This contract will not be awarded until there is a formal resolution by Council to do so. Once this has occurred, the successful contractor will be notified in writing and a purchase order issued.**

## Appendix A : Housing Site Locations

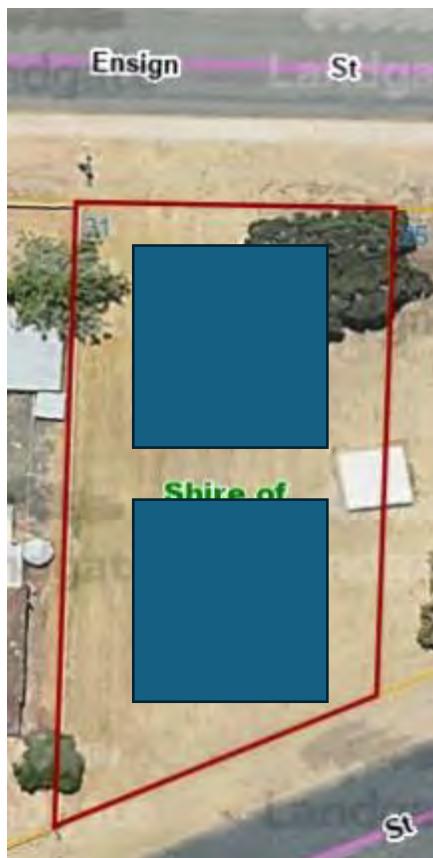
95 Lock Street



49 Clayton Road



31 Ensign Street



**10.4.2 EXPRESSIONS OF INTEREST – FUTURE TENURE OF SOLDIERS’ MEMORIAL HALL (FORMER RSL BUILDING)**

<b>File Reference</b>	A143400
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
<b>Applicant</b>	Nil
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	4 December 2025
<b>Author</b>	Danielle van Rooyen – Business Development and Innovation Officer
<b>Authorising Officer</b>	Dale Stewart – Chief Executive Officer

**Attachments**

1. The Returned & Services League of Australia WA Branch Incorporated (RSLWA) Lease Proposal – Soldiers’ Memorial Institute
2. CONFIDENTIAL Private Applicant – Preliminary Intent to Purchase (written submission) (provided under separate cover)
3. Draft Lease

**Summary**

The Shire recently invited Expressions of Interest (EOIs) for a lease opportunity of the Soldiers Memorial Hall, formerly used and owned (under a Crown Grant in Trust from the State of WA) by the former RSL Sub Branch. The Shire received two formal proposals for the future tenure of the Soldiers’ Memorial Hall (Former RSL Building).

The first is a formal Expression of Interest from The Returned & Services League of Australia WA Branch Incorporated (RSLWA), seeking a long term – ideally 21-year peppercorn lease (+ option), with the intent for the Narrogin RSL Sub-Branch to sublet and restore the facility and manage day-to-day operations as a Veterans and First Responders Wellbeing & Community Hub. Under this model, the Sub-Branch would undertake refurbishment works including structural rectification, accessibility upgrades, amenities redevelopment, and electrical compliance improvements, leveraging external grant funding (including the Veterans Facilities Fund up to \$200,000), while the Shire retains ownership of the asset.

A second submission (Confidential Attachment 2) has been received from a private party proposing to purchase the portion of land containing the building, with the intention of leasing it back to RSLWA under a long-term peppercorn lease of \$500 per year. Their proposal includes future transfer options for the building, as well as plans to undertake refurbishments funded either privately or through grant opportunities. Preliminary discussions also indicated a willingness to contribute to upgrade works, subject to successful grant outcomes.

The Council is requested to determine whether to:

- Retain ownership and lease directly to RSLWA, ensuring high likelihood of grant eligibility and heritage custodianship, or

- Consider selling the building/portion of land to the private applicant, subject to statutory disposal provisions and subdivision viability.

While both proposals enable continued veteran and community use, grant access, heritage oversight and operational certainty are greatest under a Shire-owned lease model.

## Background

The Soldiers' Memorial Hall (Former RSL Building), located at 33 Egerton Street, Narrogin, is a Shire-owned Category B heritage facility constructed in 1925. It historically served as the Soldiers' Memorial Institute and has remained an important place for commemoration, veteran support and community activity. The building is currently vacant and requires structural and compliance upgrades before reactivation.

In 2025, the Shire initiated an EOI process to identify suitable long-term uses and tenure models. A formal proposal was submitted by RSL WA, with operational management proposed to be delivered by the Narrogin RSL Sub-Branch.

Subsequently, an unsolicited submission was lodged by a private party seeking to purchase the site (or subdivided building portion) and lease it back to the RSL at a peppercorn rate.

Both pathways provide activation potential. The primary decision revolves around ownership, control of the heritage asset, financial implications and future grant eligibility.

## Consultation

Consultation occurred with the following:

- Internal:
  - The Chief Executive Officer
- External:
  - Public EOI advertisement;
  - The Narrogin RSL Sub-Branch;
  - RSLWA; and
  - The Private Prospective Purchaser.

## Statutory Environment

The Local Government Act 1995 – Section 3.58 (Disposing of Property) and Local Government (Functions and General) Regulations 1996 applies if Council elects to sell the property or a subdivided portion thereof.

If proposed as a lease to RSLWA – s3.58 applies as an exemption given it is recognised Association (Not for Profit).

## Policy Implications

The following Council Policies apply to the consideration of both proposals:

- Policy 1.14 – Community Engagement Charter: guides the level and method of community engagement required for long-term tenure decisions and is relevant should Council pursue disposal under s3.58.
- Policy 12.11 – Asset Management Policy: provides the framework for decisions relating to retention or disposal of Shire assets and future renewal responsibilities.

## Sustainability & Climate Change Implications

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

*Economic* – Activation of the building may increase community activity, local visitation and economic participation. Disposal may provide a one-off financial return.

*Social* – Reactivation supports veteran wellbeing, heritage preservation and community connection.

## Financial Implications

A purchase offer of \$125,000 (plus associated stamp duty and expenses related to the Shire's purchase price) has been received.

If Council elects to SELL:

- s3.58 disposal requirements apply;
- One-off revenue of \$125,000 received; and
- Future financial responsibility for the asset is removed.

If Council elects to LEASE to RSLWA:

- Lease is cost-neutral to the Shire;
- No material impact on the 2025/26 Budget or Long Term Financial Plan; and
- Maintenance and upgrade costs sit with the RSLWA and its Sub-Branch.

## Strategic Implications

If retaining ownership and leasing to RSLWA:

- Supports SCP objectives related to community connection, heritage preservation, activation of community facilities, and support for volunteer and veteran groups.

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
Strategy:	2.3.3 Facilitate and support community events
Strategy:	2.3.4 Provide improved community facilities (eg library/recreation)
Strategy:	2.3.5 Encourage and support continued development of arts and culture
Outcome:	2.4 Cultural and heritage diversity is recognised
Strategy:	2.4.1 Maintain and enhance heritage assets

If selling the asset to a private purchaser:

- Aligns with SCP objectives relating to economic development, revenue generation and improved built environment, but reduces heritage control and community custodianship.

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective:	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.1 Growth in revenue opportunities
Strategy:	1.1.1 Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
Strategy:	1.1.2 Promote Narrogin and the Region
Objective:	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4 A well maintained built environment
Strategy:	3.4.1 Improve and maintain built environment

### Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
There is a risk associated with the long-term sustainability of the newly formed RSL Sub-Branch, noting that the previous branch dissolved. If the group were to restructure, lose capacity, or disband again, the Shire may be required to reassume building management, source an alternative tenant, or determine a future use or disposal pathway for the facility. The sale options remain a possibility.	Unlikely (2)	Minor (2)	Low (1-4)	Asset Sustainability	Control through the overarching RSL WA lease arrangement mitigates this risk.
A risk exists that if the Council was inclined to dispose of the building outright (albeit with conditions upon that sale) that perception may be that the Council and Shire was not considering the most beneficial outcome for the long term us of the building as a RSL Building.	Possible (3)	Minor (2)	Medium (5-9)	Engagement Practices	Dispose of by way of lease.

## Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of four (4) and 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 Soldiers' Memorial Hall is a culturally and historically significant community asset. Council must determine whether future activation is best achieved through continued Shire ownership under a lease arrangement or through disposal to the private applicant.

The RSLWA lease model provides:

- highest heritage oversight;
- strongest community control;
- greatest eligibility for grant funding;
- cost neutrality for the Shire; and
- a clear plan for activation and day-to-day management.

The private purchase model provides:

- a one-off financial return;
- potential capital works funded privately; and
- a long-term peppercorn lease for RSLWA.

However, it introduces risks relating to reduced grant pathways and diminished long-term Shire control over a heritage community asset.

For these reasons, the lease model is assessed as the option that best supports heritage conservation, community access and sustainable reactivation of the facility.

Based on the detailed and comprehensive submission (Attachment 1) by RSLWA and the Sub-Branch, potential matters for negotiation with the proposed lessee include:

- Length of lease: 21 years plus option as opposed to the recommend 5 + 5 option.
- Need for right of the lessee to sub-let to the Sub-Branch: supported

The Administration considers that, given the historical sustainability challenges of the former Sub-Branch and the ongoing decline in volunteer participation, a 5 + 5 year option would continue to meet the expectations of most funding bodies while also providing the Shire with an opportunity to review the arrangement should the Sub-Branch's viability become a concern in future years.

## Voting Requirements

## Simple Majority

## OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 171225.12

That with respect to the advertised Expression of Interest and future use of the historic Soldiers' Memorial Hall on Egerton St, Narrogin, Council:

- 1) Retain the Hall under Shire ownership and the approval of a lease to The Returned & Services League of Australia WA Branch Incorporated (RSLWA);
- 2) Authorise the Chief Executive Officer to negotiate and finalise the lease agreement in accordance with the principles of the draft lease (Appendix 3) including:
  - a) A 5 + 5 year lease.
  - b) Agreeing to a sub-lease for maintenance, repairs and operational upkeep to the Narrogin RSL Sub-Branch (affiliated to the head body); and
- 3) Authorise the affixing of the Shire's Common Seal to the lease agreement and execution of the document if satisfied with Part 2.

**CARRIED 7/0**

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

Against: Nil



**RSLWA**  
**NARROGIN**

# 29 Egerton St, Narrogin

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PROPOSAL FOR LEASE & REDEVELOPMENT OF THE  
SOLDIERS' MEMORIAL INSTITUTE

Zoe Nicolaou  
SECRETARY | NARROGIN RSL SUB-BRANCH



## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

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## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

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## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

### 1. Executive Summary

The Narrogin RSL Sub-Branch respectfully submits this proposal to the Shire of Narrogin seeking approval for a long-term peppercorn lease of the Soldiers' Memorial Institute (former RSL Hall), located at 33 Egerton Street, Narrogin. The Sub-Branch is one of the few—if not the only—RSL sub-branches in Western Australia that is entirely contemporary-veteran led, reflecting a new generation of leadership, relevance, and engagement. This unique governance structure positions the Sub-Branch to meet the evolving needs of today's veterans, first responders, and their families while honouring the legacy of those who served before them.

Should the Shire support this proposal, the Returned & Services League of Australia WA Branch (RSLWA) will serve as the formal lessee and signatory to the lease agreement. In accordance with the Constitution of RSLWA, RSLWA is the incorporated State body authorised to enter property leases, manage compliance, and ensure appropriate governance standards across all affiliated Sub-Banches in Western Australia. As such, RSLWA will serve as the formal lessee for the Soldiers' Memorial Institute, with the Narrogin RSL Sub-Branch operating under a sub-lease or licence-to-occupy arrangement endorsed by RSLWA<sup>1</sup>.

A long-term lease endorsed by the Shire and executed by RSLWA will allow the Sub-Branch to undertake restoration and revitalisation works to re-establish the Hall as a veterans', first responders, and community wellbeing hub. It will also enable eligibility for key funding sources, including the Veterans Facilities Fund (VFF) 2025/26.

The proposal is strengthened by overwhelming local support, strong political backing, and the building's cultural and historical significance as a memorial site established by veterans in 1925.

This proposal does not request ownership transfer, land reclassification, or any structural change to the Shire's custodianship. The Shire remains the sole owner; RSLWA serves as the formal lessee; the Sub-Branch operates locally with full accountability to both bodies.

<sup>1</sup> RSLWA Constitution Rules Section 4, subsection 4.1(a-c) select the link for the [document](#).



## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

## 2. Background and Significance

### 2.1 Historical Context

The Soldiers' Memorial Institute was constructed and opened in 1925 through community fundraising led by returned servicemen. It functioned for decades as the focal point for remembrance services, community gatherings, and veteran support in the district.

Its purpose-built design and memorial function reflect Narrogin's deep respect for military service, with the hall serving as a living representation of sacrifice, resilience, and community pride.

### 2.2 Heritage Classification

The building is listed as a Category B heritage site on the Shire of Narrogin's Municipal Inventory. Its recognised heritage values include:

- Inter-War architectural features
- Original memorial plaques and commemorative elements
- Social significance as Narrogin's original RSL and memorial institute

As a heritage place, any redevelopment must preserve or restore its significant fabric while enabling contemporary use.

## 3. Purpose and Vision

As one of Western Australia's only fully contemporary-veteran-led sub-branches, the Narrogin RSL Sub-Branch is uniquely positioned to bridge traditional remembrance with modern support services tailored to today's veterans and first responders. The Sub-Branch aims to:

- Honour the legacy of service and sacrifice.
- Provide welfare, advocacy, and wellbeing support to veterans, first responders, and their families.
- Facilitate social connection, mental health programs, and community education.



## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

- Continue to organise and deliver key commemorative services, including ANZAC Day, Remembrance Day, and other significant dates honouring veterans and first responders.
- Safeguard and display priceless Narrogin and Australian wartime memorabilia and artifacts, ensuring the history of service is preserved and shared with the community.
- Offer accessible, multipurpose space for commemoration, meetings, and local events.
- Ensure the Soldiers' Memorial Hall remains an active, well-maintained, and valued heritage landmark.

This project aligns with the Western Australian Veterans Facilities Fund objective to “support the construction, maintenance, and upgrade of facilities used by veterans and their families.”

## 4. Proposal Overview

Element	Proposal Summary
<b>Lease Term</b>	21 years peppercorn lease (\$1 per year), with option to renew. <sup>2</sup>
<b>Lessee (Signatory)</b>	RSLWA
<b>Sub-Lessee / Operator</b>	Narrogin RSL Sub-Branch Inc.
<b>Building Ownership</b>	Shire of Narrogin retains ownership of the asset.

<sup>2</sup> This request aligns with the [Veterans Facilities Fund \(VFF\) Guidelines](#):

- **Page 7, Section 9(b):** The project demonstrates value for money and efficient use of public funds.
- **Page 7, Section 11:** The requested funds, the ownership/lease status, and the assessed benefits of the project provide an appropriate balance in accordance with VFF requirements.



## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

<b>Purpose of Use</b>	Veterans, first responders, and families, wellbeing centre; commemorations; welfare programs; community use.
<b>Refurbishment Works</b>	Structural repairs, accessibility upgrades, electrical and plumbing renewal, heritage restoration, kitchen refit, furniture and ICT.
<b>Funding Source</b>	VFF 2025/26; LotteryWest; Heritage Grants; Saluting Their Service; profit from bar, merchandise and fundraising activities (e.g. raffles); community sponsorship & donations.
<b>Shire Contributions</b>	21-year peppercorn lease, maintenance assumption post-works, rates waiver (in-kind contribution).
<b>RSLWA Contributions</b>	Governance, legal custodianship, compliance oversight, insurance coverage.
<b>Sub-Branch Contributions</b>	Volunteer labour; project coordination; grant submissions; daily operation.
<b>Heritage Compliance</b>	All works undertaken in accordance with State heritage guidance and Shire approvals.

*Table 1. Proposal summary*

### Supportive Governance Note

RSLWA's Sub-Branch Support Framework and organisational responsibilities require property leases to be executed at the State Branch level to ensure appropriate compliance, insurance, and asset stewardship.

## 5. Partnership Roles

### 5.1 Shire of Narrogin (Lessor)

- Provide a 21-year peppercorn lease to RSLWA.
- Waive rates as an in-kind community contribution.
- Assume major maintenance responsibility post-works
- Support the project as a heritage and community infrastructure initiative



## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

### 5.2 Narrogin RSLWA (Lessee)

- Enter and hold the lease as the legally authorised State-level body.
- Ensure compliance with lease terms, insurance, risk management, and governance.
- Oversee major refurbishment approvals, procurement governance, and reporting.
- Provide organisational oversight and support to the Narrogin RSL Sub-Branch.

### 5.3 Narrogin RSL Sub-Branch (Sub-Lessee / Operator)

- Operate the facility under a sub-lease or licence endorsed by RSLWA.
- Manage day-to-day operations, events, welfare programs, and community use.
- Maintain internal spaces, furnishings, and operational safety.
- Coordinate grant submissions, refurb works, and project-level reporting.

## 6. Benefits to the Shire and Community

Benefit Area	Outcome
<b>Heritage Conservation</b>	Preservation and active use of one of Narrogin's most historically significant buildings.
<b>Community Value</b>	A safe, inclusive space supporting veterans, first responders, and families.
<b>Civic Pride</b>	Revitalisation of a central landmark that embodies local service and sacrifice.
<b>Economic and Social Impact</b>	Increased visitation, volunteer activity, and events; reduced maintenance burden on Shire.
<b>Grant Leverage</b>	Enables up to \$200,000 of external funding into Narrogin infrastructure. Accessibility to future grants through the state and federal governments.
<b>Longevity</b>	A 21-year lease ensures sustainable management and ongoing maintenance.

Table 2. Benefits



## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

## 7. Implementation Plan

Stage	Action	Responsibility	Target Date
1	Secure 21-year lease & Shire resolution	Shire + RSLWA	Q4 2025
2	Finalise Veterans Facilities Fund application	Narrogin Sub-Branch	Q4 2025
3	Heritage condition assessment and design	Narrogin Sub-Branch + Consultants	Q1 2026
4	Commence refurbishment works (grant phase)	RSL + Contractors	Q2 2026-Q3 2026
5	Completion and Shire inspection	Joint	Late 2026
6	Transition to operations and program delivery	RSL	2026 onwards

*Table 3. Implementation Plan*

## 8. Structural Defects & Required Rectification Works

A structural assessment commissioned by the Narrogin RSL Sub-Branch confirms the Soldiers' Memorial Institute is fundamentally sound and suitable for restoration under a long-term Shire lease administered by RSLWA.

### 8.1 Structural Report Summary

A detailed structural assessment of the Soldiers' Memorial Institute, prepared by Dan Turner BE (Civil) RPEQ (see [Appendix 1](#)), confirms that the building is fundamentally structurally sound with no major structural instability, subsidence, or failure. The Hall is considered fully suitable for restoration and reactivation, with all issues identified falling within the expected scope of heritage refurbishment.

The report notes several areas requiring attention due to unlicensed or un-tradesman modifications carried out by a previous occupant. These included the relocation of a kitchen wall outward by approximately 3 meters without adequate structural support, and the installation of large concrete piers intended to support pool tables after original floor



## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

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timbers were cut through using chainsaws. The relocated wall was installed directly onto existing floor joists and has sagged approximately 100mm. In addition, the cut floor joists were left unsupported, the floor was not levelled, and 100mm treated pine stumps were placed on timber sole plates without proper structural connection or termite caps — all of which fall below acceptable building standards.

The report recommends replacing the defective stumps with steel stumps set in concrete and undertaking full floor levelling as part of the restoration process. A moderate presence of asbestos was also identified, and removal is advised prior to commencement of refurbishment works to meet current safety requirements.

### 8.2 Pest Inspection Findings

A pest inspection was carried out alongside the structural assessment, which identified evidence of historic termite activity within the building. The report confirms that the infestation was fully treated and there is no indication of current termite activity. Importantly, no major structural damage attributable to termites was found, and all affected areas remain repairable and within normal expectations for a heritage building of this age. As part of the restoration process, the Sub-Branch will undertake standard preventative measures and ensure compliance with ongoing termite management requirements to protect the building's long-term integrity.

### 8.3 Amenities Compliance and Upgrade Requirements

To meet modern safety, accessibility, and occupancy requirements, the amenities at the Soldiers' Memorial Institute will undergo a full redesign and upgrade. The works will ensure compliance with the National Construction Code (NCC)<sup>3</sup>, the Disability (Access to Premises

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<sup>3</sup> <https://ncc.abcb.gov.au/editions/ncc-2022>



## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

- Buildings) Standards 2010<sup>4</sup>, and the relevant Australian Standards, including AS 1428.1:2021 – Design for Access and Mobility and AS 3500 (Plumbing and Drainage)<sup>5</sup>.

The proposed upgrades include:

- Creation of a new Female Toilet Facility, ensuring sufficient fixtures, privacy, ventilation, and circulation spaces in accordance with NCC Volume 1, Section F2.1.
- Construction of a dedicated Accessible Unisex Sanitary Facility, fully compliant with:
  - AS 1428.1:2021 (mobility access requirements)
  - AS 1428.4.1 (tactile and Braille signage)
  - Disability Access to Premises Standards 2010  
This includes compliant door widths, turning circles, grab rail placement, fixture heights, and approach clearances.
- Upgrade of the two existing toilets to modern Male Amenities, including new cubicles, urinal provision (if included), compliant fittings, improved ventilation, and accessible pathways.
- Integration of heritage-appropriate finishes that respect the building's character while meeting current safety and hygiene expectations.
- Installation of updated plumbing, electrical, and ventilation systems in line with AS 3500 and NCC performance requirements.

### 8.4 Electrical Safety & Essential Services Compliance

Initial electrical review (full report pending) identified mandatory upgrades needed for safe public occupancy:

- Installation of Residual Current Devices (RCDs/RCBs) on all lighting and socket circuits, as required by AS/NZS 3000:2018 – Electrical Installations (Wiring Rules)<sup>6</sup>.

<sup>4</sup> <https://treasury.gov.au/policy-topics/housing/building-and-construction/premises-standards>

<sup>5</sup> <https://www.standards.org.au/blog/spotlight-on-as-14281-1-2021#:~:text=What%20is%20AS%201428.1%20AS%201428.1:2021%20sets,support%20safe%20and%20practical%20movement%20through%20buildings.>

<sup>6</sup> <https://hia.com.au/resources-and-advice/building-it-right/australian-standards/articles/changes-to-as-nzs-3000-2018-wiring-rules-standard?srsltid=AfmBOorDE1s11k6X7zlQAMd40pSm2F6lVBN8MgdTj9sEwam0AVJpnyuZ>



## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

- Installation of hard-wired smoke alarms in accordance with:
  - AS 3786:2014 – Smoke Alarms
  - NCC Volume 1, Specification E2.2a
- Installation of illuminated exit signage meeting:
  - AS 2293.1:2018 – Emergency Escape Lighting and Exit Signs
  - NCC Part E4 – Visibility and Egress
- Review and upgrade switchboard, wiring integrity, and emergency lighting pathways as part of the electrical compliance package.

## 9. Membership Accrual Projection Analysis (Preliminary Estimate Only)

This membership projection analysis has been included at the request of the Shire of Narrogin CEO. Membership growth for the Narrogin RSL Sub-Branch began in September 2025, with the Sub-Branch increasing from 0 to 14 members in its first four months despite having no permanent premises. This early growth provides the initial baseline for forward projections. This early momentum provides the basis for a median-based projection model covering the first five years of re-establishment (2025–2030).

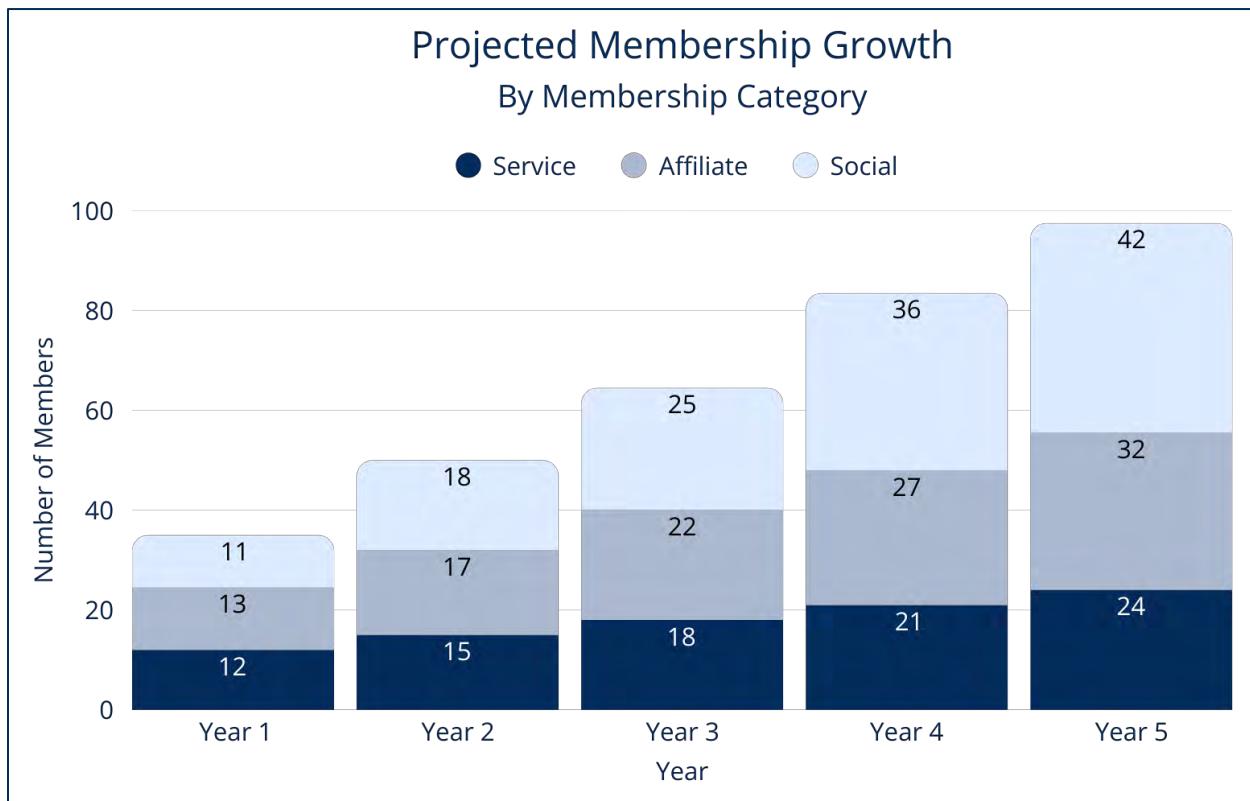


Figure 1: Median projected growth for Service, Affiliate, and Social Members across Years 1–5, based on early membership trends and anticipated engagement once a permanent facility is established.

## 9.1 Interpretation

The projection shows:

- **Steady annual growth** across all membership categories.
- **Social Membership** leading increases due to community programming and social activity.
- **Affiliate Membership** expanding through strong first responder engagement.
- **Service Membership** rising reliably as veterans reconnect with an active, stable Sub-Branch.

By Year 5, median projections approach **~100 members**, supporting long-term viability and strengthening the case for a permanent home.



## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

### 9.2 Membership accrual methods

The Sub-Branch will increase membership through a structured combination of:

- **Veteran and First Responder Outreach**  
Direct engagement with local veterans, serving ADF members, first responders, and their families.
- **Community Presence & Visibility**  
Representation at public events, commemorations, and community initiatives to raise awareness.
- **Program-Based Engagement**  
Welfare support, wellbeing initiatives, social connection activities, and commemorative events that encourage ongoing participation.
- **Activation of the Soldiers' Memorial Institute**  
A dedicated, visible, accessible space—including a compliant members' bar and meeting facilities—will significantly increase recruitment and retention.
- **Partnerships with Local Organisations**  
Collaboration with local SES, St John, DFES, WA Police, Health facilities, schools, businesses, service clubs, and community groups to broaden engagement pathways.

These methods reflect strategies used successfully by other re-established regional RSL sub-branches.

### 9.2 Limitations

These projections are **indicative only** and will be refined after 12–18 months of operation within the Soldiers' Memorial Institute once consistent membership data is available.

## 10. Revenue & Income Generation Strategy

As a not-for-profit organisation, the Narrogin RSL Sub-Branch will generate income through a diversified and compliant revenue model designed to ensure long-term sustainability



## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

while supporting welfare, commemorative, and community programs. All income will be reinvested into Sub-Branch operations, veteran and first responder support, and the maintenance and activation of the Soldiers' Memorial Institute.

### 10.1 Members' Bar and Hospitality Services

A compliant members' bar will serve as a core revenue stream, offering:

- Bar sales (beer, wine, spirits, non-alcoholic options)
- Light food offerings or hosted meals (ANZAC Day breakfast, social BBQs, commemorative dinners)
- Venue hires for approved functions and small gatherings
- Special event nights (trivia, sports broadcasts, commemorative evenings)

All activities will comply with WA liquor licensing laws and RSLWA governance requirements.

### 10.2 Merchandise Sales

The Sub-Branch will offer branded merchandise, including:

- Hats, shirts, badges, and patches
- Drinkware (stubby holders, mugs, glasses)
- Memorial and commemorative items
- Custom fundraisers tied to local or national events

Merchandise supports income generation and strengthens community identity.

### 10.3 Raffles, Draws, and Competitions

Regular fundraising raffles will be conducted in compliance with the Gaming and Wagering Commission Act 1987, including:

- Weekly or monthly meat raffles
- Seasonal major prize raffles
- Online raffles (where permitted)
- "Members' Draw" events to encourage visitation and ongoing engagement



## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

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### 10.4 Fundraising Activities

The Sub-Branch will conduct a varied schedule of community fundraisers such as:

- Sausage sizzles (Bunnings, major events, local shopping centres)
- Golf days, sporting events, or charity walks
- Quiz nights and music nights
- Annual Sub-Branch fundraising gala
- Markets, open days, and heritage exhibitions in the Hall

These events also serve as community engagement opportunities.

### 10.5 Grants and External Funding Streams

The Sub-Branch will apply for eligible grants, including but not limited to:

- Veterans' Affairs and RSLWA grants
- WA Government Veterans Facilities Fund (VFF)
- Lotterywest Community Grants
- Local government community grants
- Heritage restoration funding (where applicable)
- Mental health, wellbeing, and social connection grants
- Federal Saluting Their Service Commemorative Grants
- Philanthropic foundation grants (e.g., ANZAC Day Trust)

Grant acquisition will support capital works, programming, and veteran wellbeing initiatives.

### 10.6 Donations and Sponsorships

Ongoing revenue will be supported through:

- Corporate sponsorships (local businesses and regional partners)
- Major event sponsors (ANZAC Day, Remembrance Day)
- Community donations from individuals and organisations
- Recurring donor programs ("Friends of the Narrogin RSL")
- Bequests and memorial contributions



## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

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- Donation tins at local businesses and events

Sponsors will be acknowledged through Honour Boards, promotional materials, and public events.

### 10.7 Venue Hire and Community Use Donations

Once restored, the Soldiers' Memorial Institute can provide income through:

- Low-cost community hire for meetings, workshops, and small events
- Use by veterans' groups, first responders, and community organisations
- Gold-coin donations for open days, exhibitions, or tours
- Education and school programs with optional contribution fees

All uses will comply with heritage requirements and Sub-Branch policies.

### 10.8 Auxiliary Income Opportunities

Additional low-barrier revenue streams may include:

- Coffee kiosk during events or market days
- Sale of historical booklets, local history publications, or heritage displays
- Commission from partnered food vans or catered events
- Lottery syndicates (permitted under NFP guidelines)
- Token-based fundraising activities (e.g., remembrance coins or poppy drives)

### 10.9 Summary

By diversifying revenue sources and ensuring compliance with all relevant legislation and RSLWA governance standards, the Narrogin RSL Sub-Branch will establish a sustainable financial foundation. This income model supports:

- Welfare and advocacy services
- Community engagement and social connection programs
- Ongoing heritage preservation
- Operational costs associated with the Soldiers' Memorial Institute



## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

The combined effect ensures long-term viability and resilience of the Sub-Branch as it grows.

## 11. Governance and Risk Management

The governance model for the Soldiers' Memorial Institute is designed to ensure strong compliance, transparency, and responsible stewardship of this significant community asset. Under the proposed arrangement, the Shire of Narrogin will remain the property owner, RSLWA will enter the 21-year peppercorn lease as the formal lessee, and the Narrogin RSL Sub-Branch will operate the facility under a sub-lease or licence-to-occupy agreement. This structure provides accountability at the State level while enabling local delivery of programs and services.

### 11.1 RSLWA Governance Responsibilities (Lessee)

As the proposed lessee, RSLWA will accept overarching responsibility for:

- Meeting all obligations under the lease, including heritage conditions, insurance requirements, and Crown or local government compliance.
- Providing organisational governance, including financial probity, reporting obligations, and oversight of refurbishment activities undertaken by the Sub-Branch.
- Ensuring policy-aligned management, including risk management procedures, contractor engagement protocols, and approval pathways for major works.
- Maintaining public liability insurance and asset protection compliant with RSLWA and local government standards.
- Supporting the Narrogin RSL Sub-Branch through governance frameworks, oversight mechanisms, and operational guidance.
- This arrangement ensures the Shire has a stable, State-level organisation as its contractual partner while still enabling strong local management.

### 11.2 Narrogin RSL Sub-Branch Responsibilities (Sub-Lessee / Facility Operator)

The Narrogin RSL Sub-Branch, as the facility operator, will be responsible for:



## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

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- Managing the building's day-to-day operations, including welfare programs, events, commemorations, and community use.
- Operating under its registered constitution and providing financial reports, governance documentation, and compliance with liquor licensing and program-level insurance.
- Establishing a Project Management Committee to oversee refurbishment works, contractor coordination, procurement, milestone reporting, and operational planning.
- Securing all required development approvals, heritage clearances, building permits, and safety certifications, in partnership with RSLWA and the Shire where applicable.
- Maintaining internal spaces, furnishings, cleanliness, and ensuring that community use aligns with the building's heritage significance and RSLWA standards.

This governance model ensures local knowledge, local engagement, and local stewardship while maintaining compliance through oversight by RSLWA.

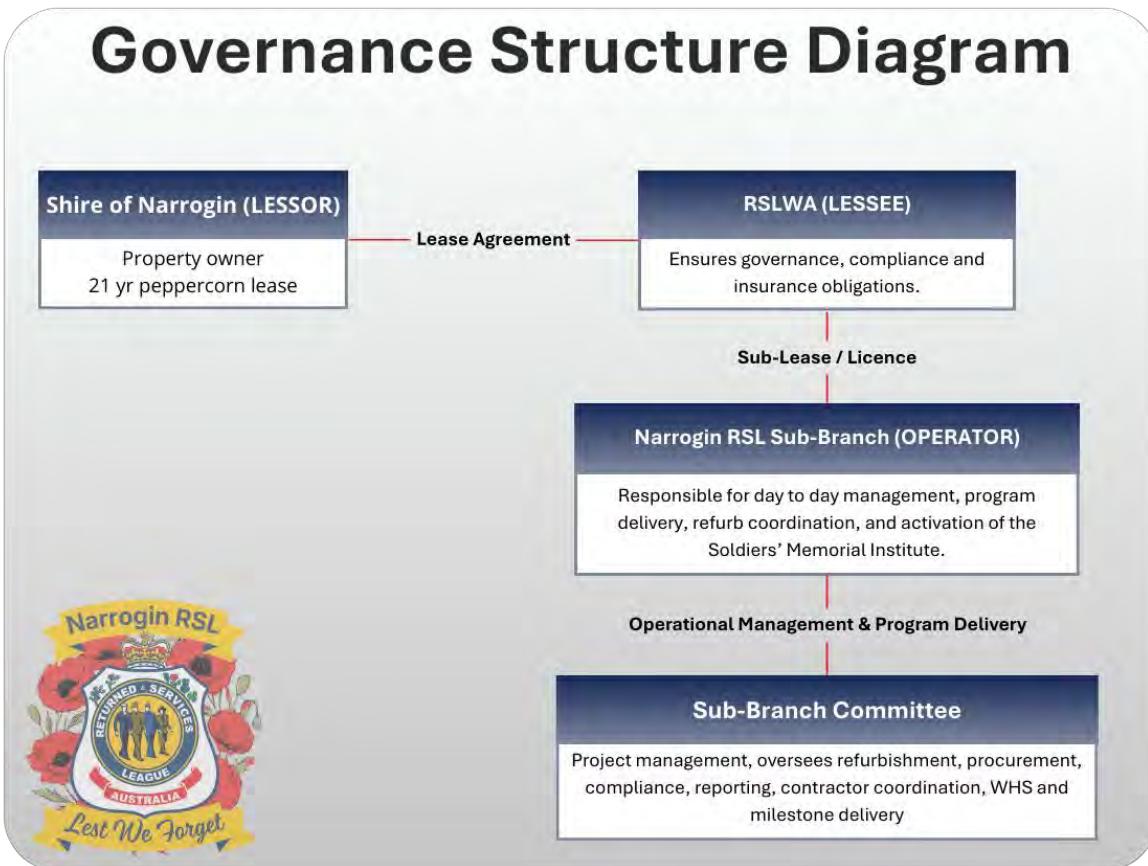


Figure 2. Proposed governance structure

Under the proposed arrangement, the Shire of Narrogin remains the property owner and grants a 21-year peppercorn lease to RSLWA, which assumes all legal, compliance, and governance obligations. The Narrogin RSL Sub-Branch will operate the facility under a sub-lease or licence, delivering programs, commemorations, welfare services, and community activities. A dedicated Project Management Committee within the Sub-Branch will oversee refurbishment, contractor engagement, procurement, safety, and heritage approvals. This governance model ensures strong State-level oversight, local operational accountability, and transparent stewardship of this significant heritage asset.

### 11.3 Risk Management Framework

A comprehensive risk management approach will be applied to both refurbishment and ongoing operations. Key components include:



## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

- A formal project risk register addressing heritage requirements, structural works, contractor safety, volunteer management, financial controls, grant compliance, and public safety.
- Adherence to all applicable legislation, including the Heritage Act 2018, Occupational Safety and Health Regulations 1996 (WA), National Construction Code (NCC), and relevant Australian Standards.
- Regular governance reviews, site inspections, and risk assessments undertaken jointly by the Sub-Branch, RSLWA, and (where necessary) the Shire.
- Ensuring that all refurbishment works are undertaken by qualified, insured, and compliant contractors, with appropriate signoffs and certifications supplied to the Shire.
- Implementation of ongoing operational risk management, including incident reporting, safety protocols, emergency planning, and building compliance measures.

This shared governance and risk framework ensures that the Soldiers' Memorial Institute is managed responsibly, safely, and transparently throughout both redevelopment and ongoing community activation.

## 12. Political, Community & Business Support

The proposal to return the Soldiers' Memorial Institute to RSLWA custodianship is supported by a strong and unified network of political representatives, community organisations, local businesses, and the broader Narrogin community.

The Narrogin RSL Sub-Branch has received formal endorsements from State and Federal representatives, reflecting high-level recognition of the need to re-establish a permanent veteran and first responder facility in the region. These endorsements underscore the strategic, social, and heritage importance of restoring the Soldiers' Memorial Institute under RSLWA governance (see [Appendix 2](#)).

Local community support is equally strong. Recent *Narrogin Observer* coverage—particularly the Remembrance Day article published on 14 November 2025, which documented the attendance of approximately 200 veterans, first responders, students, and families—demonstrates the community's deep respect for remembrance and the ongoing need for a central gathering place. A subsequent front-page article, “**RSL Revived &**



## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

**Homeless,”** further highlighted public concern for the Sub-Branch’s lack of a suitable facility (see [Appendix 3](#)).

In addition to public sentiment and political backing, the project has attracted early support from local service groups and businesses. These include:

- **Steelos Outdoors** – pledging financial and in-kind assistance
- **Dorcas Narrogin Op Shop** – pledging financial and in-kind assistance
- **Lions Club of Narrogin** – committing to volunteer labour, financial, fundraising assistance, and community support
- **Rev Heads Narrogin** – pledging ongoing fundraising, financial and in-kind assistance
- **Multiple other local businesses** who have expressed willingness to contribute materials, labour, sponsorship, or financial support once tenure is secured

Public commentary across social media platforms consistently reflects community belief that the Soldiers’ Memorial Institute should be returned to its original custodians — veterans and first responders. The alignment of political endorsement, community sentiment, and business commitment forms a strong mandate for granting RSLWA long-term Crown tenure.

## 13. Conclusion

The revival of the Narrogin RSL Sub-Branch represents a significant generational shift, driven entirely by contemporary veterans whose lived experience aligns with the needs of today’s ADF personnel and first responders. Establishing the Soldiers’ Memorial Institute under a long-term Shire lease—held by RSLWA as custodian and managed locally by the Narrogin Sub-Branch—will preserve an important heritage landmark, restore a central place of remembrance, strengthen community identity, and deliver vital welfare and wellbeing services for decades to come.

The Sub-Branch respectfully requests that the Shire endorse this lease arrangement, enabling restoration works, grant eligibility, and activation of the Soldiers’ Memorial Institute as a dedicated wellbeing and community facility for veterans, first responders, and the broader Narrogin community.



## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

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### Appendices

The following appendices provide supporting evidence, technical documentation, and community endorsements relevant to the proposed peppercorn lease and redevelopment of the Soldiers' Memorial Institute. These materials demonstrate the historical, structural, cultural, and social basis for restoring the Institute under RSLWA custodianship and activating it as a dedicated regional wellbeing hub.

Each appendix has been included to assist Narrogin Shire in evaluating the suitability of the site, the feasibility of the proposed restoration works, and the strength of political and community support for the project.



## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

### Appendix 1 – Structural Report

Structural Report

## Structural Report; Soldiers Memorial Hall. 29 Edgerton St. Narrogin.

For the RSL Narrogin Branch

The Dan Turner Family Trust trading as  
Dan Turner BE (Civil) RPEQ  
Civil, Structural and Project Management  
Narrogin  
Ph (08) 9881 5007, Mob 0409 867 048, Email [dant34175@bigpond.com](mailto:dant34175@bigpond.com)



## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

### Structural Report; Soldiers Memorial Hall. 29 Edgerton St. Narrogin.

For the RSL Narrogin Branch

#### Introduction

Zoe Nicolaou (Ph 0423285485 Email [z.nicolaou85@gmail.com](mailto:z.nicolaou85@gmail.com)) requested a building inspection and report on the structure of the Soldiers Memorial Hall Narrogin, This request has arisen because the Narrogin Branch of the RSL is considering the lease of the property from the Narrogin Shire Council. As part of the due diligence process the RSL has requested a building inspection and report on the structural condition of the building.

The inspection was carried out by Dan Turner (practicing Structural Engineer) on Friday 21<sup>st</sup> of November 2025 with Zoe.

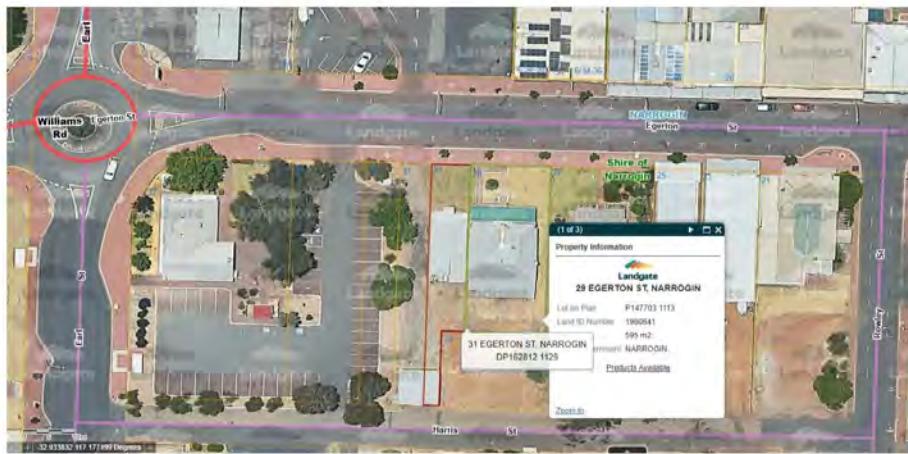


FIGURE 1: AERIAL PHOTO OF SITE AND SURROUNDS

#### Summary

The property consists of two separate titles.

- The original building was built in 1924.

The control of surface water should be a high priority to drain surface water away from the property and off the site. Consideration could be given to building large rain water tanks for the supply of water to the landscape.

## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

In particular surface water should be prevented urgently from entering in under the building from under the south-east rear wall.

I consider that the structural condition of the building is good, but there has been little effective building management and maintenance for many years. Therefore there is considerable deferred maintenance requiring attention. In particular, it appears that un-tradesman like renovations were carried out several years ago to move the wall out 3 meters in the kitchen, and large concrete piers were installed, after carelessly cutting through the floor with chainsaws, to support pool tables. The new wall was installed on the existing floor joists and had sagged about 100mm, and the ends of the cut timber floor joists were left unsupported. The floor was not leveled and the 100mm square treated pine stumps were supported on timber sole plates. These were not connected to the joists and bearers in a structurally adequate manner. No termite caps were provided.

It could be prudent to replace the defective stumps with steel stumps set in concrete, and to level the floor during this process.

I think there is a moderate amount of asbestos in the building, and it could be considered prudent to remove this before proceeding with new renovations.

The roof, cappings and gutters appear to have been renewed within the last few years.



FIGURE 2: FRONT ELEVATION.

29 Edgerton St, Narrogin. | 6/21/2024

Structural Report: Soldiers Memorial Hall.

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## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin



FIGURE 3: AERIAL PHOTO OF THE SOLDIERS MEMORIAL HALL. NOTE THE SEPARATE BLOCK SOUTH OF THE BUILDING.

## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin



FIGURES 4A & B: BRICKWORK COULD BE RE-POINTED. SURFACE WATER SHOULD BE DRAINED AWAY FROM THE WALLS.



29 Edgerton St. Narrogin. | 6/21/2024

Structural Report: Soldiers Memorial Hall.

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## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin



FIGURE 5A & B: SURFACE WATER SHOULD BE PREVENTED FROM ENTERING IN UNDER THE BUILDING.





## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

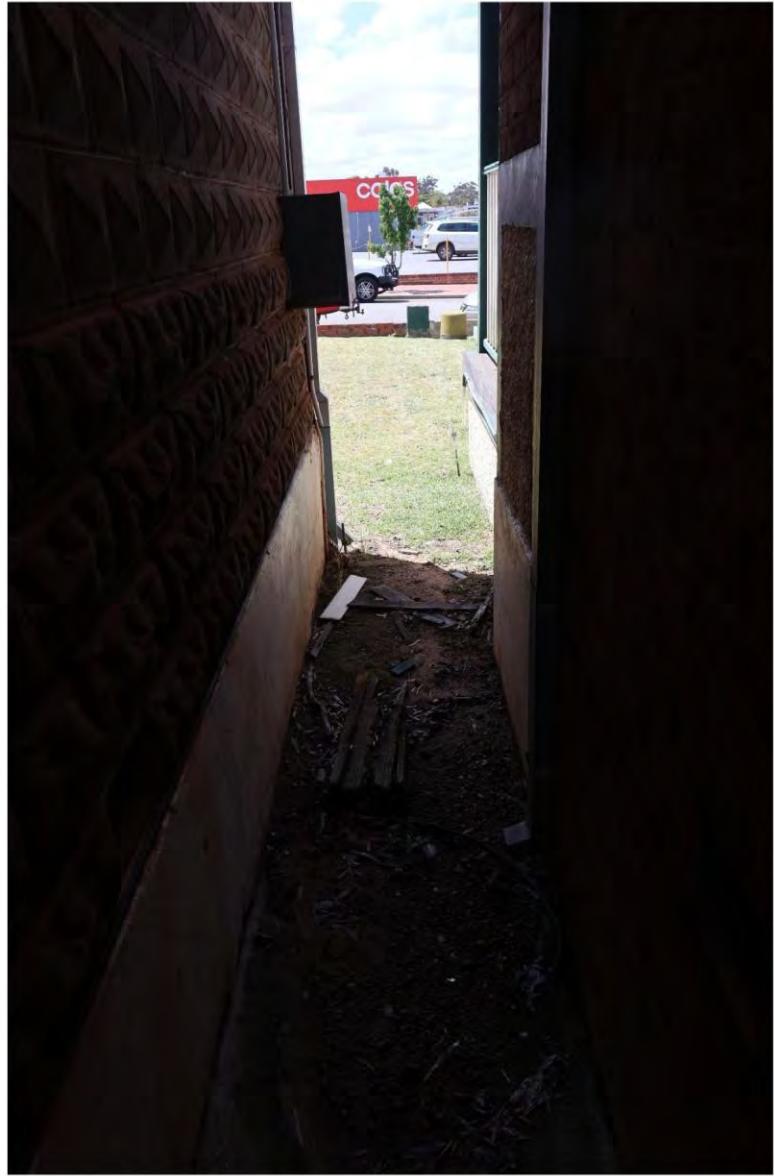


FIGURE 6: DEBRIS SHOULD BE REMOVED AND THE SURFACE WATER ALLOWED TO RUN FREELY.

29 Edgerton St, Narrogin. | 6/21/2024

Structural Report; Soldiers Memorial Hall.

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## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin



FIGURE 7: GROUND SHOULD BE SLOPED AWAY FROM THE BUILDING.

## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin



FIGURE 8: IT COULD BE PRUDENT TO ESTABLISH THE EXTENT OF ASBESTOS IN THE BUILDING.

29 Edgerton St, Narrogin | 6/21/2024

Structural Report; Soldiers Memorial Hall.

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## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

### Appendix 2 – Pledges of Support



11 November 2025

To Whom It May Concern

I wish to support the proposal by Zoe Nicolaou to reinstate the newly re-raised Narrogin RSL Sub-Branch to the Soldiers Memorial Hall.

As a veteran of the Australian Army having served in Afghanistan, Zoe is passionately and personally aware of the need to have a hub for those who have served in the armed forces. With the additional welcome to first responders within the RSLWA, this facility will serve a critical role in many facets of the lives of these extraordinary people.

It is fortuitous that the Soldiers' Memorial Hall in Narrogin is now up for lease. It is a facility meant for this purpose and would have many stories tied up in the walls of the building.

With strong community support behind this re-establishment of the Sub-Branch, Zoe and her committee are well placed to ensure the commitment they have made will endure.

It can't be over-estimated how much this facility will contribute to the positive mental health and comradeship for our veterans and first responders. Being able to de-brief and talk openly with those people who share the sometimes horrifying experiences is invaluable.

I am impressed by Zoe's approach to this project. She has done her research and knows what an important addition to the community this will be.

I wish Zoe and her committee all the best for this excellent initiative and am very happy to fully support them in their endeavours.

Peter Rundle MLA  
Member for Roe  
Deputy Leader of the Nationals WA

*Keep in Touch!*

peter.rundle@mp.wa.gov.au  
 PO Box 378, Narrogin WA 6312

**Narrogin Office**

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 83 Federal Street  
Narrogin WA 6312

**Esperance Office**

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 107 Dempster Street  
Esperance WA 6450

**Follow me on socials**

@PeterRundleRoe  
 @PeterRundleMLA

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## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin



**Senator Tyron Whitten**  
One Nation Senator for Western Australia

20 November 2025

To: The Shire of Narrogin  
By Email: [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)  
Dear Councilors

I am writing in support of the Narrogin RSL's request for a 21-year peppercorn lease of the Soldiers Memorial Hall at 29 Egerton Street, Narrogin.

Having been raised in a family with those who have served our country during war, I place great value on providing spaces where these integral members of our community can gather, reconnect, and find support.

I am aware that the Narrogin RSL has submitted a comprehensive proposal to the Shire and that there is an opportunity to secure federal funding through the Veterans' Facilities Fund. This funding could play a significant role in preserving and revitalising this important community asset.

I am confident that approving the RSL's proposal would provide tangible benefits to the broader Shire, particularly in areas such as mental health, community engagement, and social cohesion.

My State One Nation WA colleague, Hon Rod Caddies MLC, is also in support of this proposal.

Thank you for considering this matter. Please do not hesitate to contact my office if I can assist further in supporting the Narrogin RSL's proposal.

Sincerely

A handwritten signature in black ink.

Senator Tyron Whitten  
One Nation Senator for Western Australia

Suite C, 117-123 Great Eastern Hwy, Rivervale Western Australia 6104 | PO Box 369 Belmont Western Australia 6984  
Office +61 8 9477 5411 | Parliament House +61 2 6277 3580 | Email [senator.whitten@aph.gov.au](mailto:senator.whitten@aph.gov.au)

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## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin



### Hon Rod Caddies MLC

To: The Shire of Narrogin  
PO Box 1145 Narrogin WA 6312

Dear Councilors

I am writing to you in support of a request from the Narrogin RSL to receive a 21 year peppercorn lease of the Soldiers Memorial Hall located at 33 Egerton Street in Narrogin.

As a former army reservist, with many contacts in other branches of the ADF and with emergency responders, I deeply care about enabling these pillars of our community to bond and heal in a local location.

I understand the Narrogin RSL has submitted a detailed proposal to the Shire, and note the opportunity to receive federal funding via the Veterans Facilities Fund which would significantly contribute to the maintenance and activation of this important building in your town.

I am also convinced that agreeing to the proposal from the Narrogin RSL will have direct benefits for the wider community in your Shire, in terms of mental health outcomes, community participation and cohesion.

I have also spoken to my federal One Nation WA colleague Senator Tyron Whitten to request his support at the federal level to secure the available federal funding in any way he can.

Thank you for your consideration of this correspondence and please contact my office if I can be of any assistance in realising the proposal from the Narrogin RSL.

Sincerely,

A handwritten signature in black ink.

Hon Rod Caddies MLC  
State Leader – One Nation Western Australia  
18 November 2025

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1/31 Victoria Street, Bunbury WA 6230  
[rod.caddies@mp.wa.gov.au](mailto:rod.caddies@mp.wa.gov.au)

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## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin



**Steelos Guns and Outdoors  
175 Federal St, NARROGIN  
Western Australia, 6312**

Telephone: (08) 9881 2455  
MOB: 0427862903  
Email: sales@steelosoutdoors.com.au

To Whom It May Concern,

We, Bevan Steele and Heidi Melia, owners of Steelos Outdoors and proud residents of the Narrogin region, are writing to express our unwavering support for the reformation of the Narrogin RSL Branch and its reclamation of its historic location at 29 Egerton Street, Narrogin.

Narrogin has a rich history of military commitment, both in terms of manpower and resources, that has significantly contributed to the growth and identity of our town and our nation's war efforts. The sacrifices made by the brave men and women from our region during times of conflict are a testament to the strength and resilience of our community.

It is essential that we honour this legacy by ensuring that the Narrogin RSL Branch is revitalized and continues to serve as a beacon of support for our veterans, our returned servicemen and their families.

The commitment of our community to the men and women who have served, and continue to serve, in defence of our freedoms is paramount.

As a community, we have a duty to foster and nurture a safe and productive transition for these individuals as they return to civilian life. The RSL plays a crucial role in this process, providing a space for camaraderie, support, and resources that are vital for their reintegration.

Reclaiming the historic location at 29 Egerton Street is not just about preserving a building; it is about revitalizing a symbol of our community's dedication to those who have served, and those about to serve in the future.

This location has been a cornerstone of our local history, a gathering place for veterans and their families, and a source of support and connection. It should continue to be a space where veterans can come together, share their experiences, and receive the encouragement and assistance they need to thrive in civilian life.

We urge the community and relevant authorities to support the reformation of the Narrogin RSL Branch. Together, we can ensure that the legacy of our military commitment is honoured and that our veterans receive the recognition and support they deserve.

Thank you for considering our heartfelt plea for the revitalization of the Narrogin RSL Branch.

Sincerely,  
Bevan Steele

A handwritten signature in black ink.

Heidi Melia

A handwritten signature in black ink.

Owners, Steelos Outdoors  
Residents of Narrogin

18/11/2025

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### Appendix 3 – Narrogin Observer Articles

## Revived Narrogin RSL sub-branch competes to get back 1925 Soldiers Memorial Hall to resume legacy



Hannah Whitehead | Narrogin Observer  
Wed, 19 November 2025 6:00PM | 

 Hannah Whitehead



 Narrogin RSL sub-branch members (standing) David Baker, Emma Page, president Peter McMahon, Mick Williams, Kayla Thornton, and vice-president Kerrin Lyon, (sitting) Sam Laverty, Marley, and secretary Zoe Nieolaov at the Narrogin Memorial Park war memorial on Remembrance Day. Credit: Hannah Whitehead



A newly re-established RSL sub-branch in a Wheatbelt town is fighting to get its original century-old building back.



The Narrogin RSL sub-branch re-formed in October with eight service members and 10 associates, having folded in March 2022 because of dwindling numbers.



The revived club is without a home, after the Shire of Narrogin acquired the 1925-built Soldiers Memorial Hall after the sub-branch's collapse.

## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

Narrogin RSL president Peter McMahon, who served in the Royal Australian Navy for more than 24 years before moving to Narrogin in 2021, helped spearhead the club's return.



### REMEMBRANCE DAY

#### Remembrance Day: Crowd honour veterans at Narrogin Memorial

Hannah Whitehead

He said he hoped to continue the legacy left by elderly and deceased veterans.

“It’s important, especially having children around, to let them know what people have done to give them this great country we live in,” he said.

“I was quite disappointed that the branch had folded down – I knew a few veterans in town, and we spoke to RSL WA, and it hadn’t been officially closed.

“We put out the word and got more veterans involved, and thankfully the RSL now allows SES and other first responders to join as affiliates, so we’re about to bolster the numbers within the community and the membership with RSL itself.”



### FARMING COLLECTIVE FUNDRAISER

#### Burns survivor leads Farming Collective fundraiser launch

Hannah Whitehead

Mr McMahon said the re-formed RSL was eager to engage with the community, offering post-traumatic stress disorder support for veterans and school incursions to educate students. He said the sub-branch had grand plans for next year’s Anzac Day ceremony and dawn service.

## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

Now the club must compete to lease the shire-owned Soldiers Memorial Hall.

The Shire of Narrogin advertised the [lease opportunity](#) on its website and Facebook page on November 3.

Located at 29 Egerton Street, the facility has a large open hall, kitchen facilities, an office, and storage rooms.

The shire's advertisement says the "heritage character and identity of the former RSL Hall must be retained as part of any future use, refurbishment or fit-out".



 Narrogin's Soldiers Memorial Hall. Credit: Shire of Narrogin

Mr McMahon said RSL WA was supportive of the club's bid to get back into the hall, with a representative travelling to Narrogin to help plead the sub-branch's case to the shire and council.

The community has also strongly endorsed the club's cause.

Mr McMahon said RSL members and local businesses had donated funds to put towards the building's rent and refurbishment.

If the application is successful, Mr McMahon said the club would restore the hall's exterior and interior, build a bar, and ensure it was a safe and inviting space for members.

Applications to lease the Soldiers Memorial Hall close on November 24.

## Remembrance Day: Crowd gathers at Narrogin War Memorial to honour those who served



Hannah Whitehead | Narrogin Observer  
Fri, 14 November 2025 2:00AM | 

 Hannah Whitehead



 Returned South Vietnam 3rd Battalion 173 Airborne Brigade veteran Peter McMahon, Royal Australian Regiment Specialist Air Service's David Barrett, Royal Australian Navy's Peter McMahon, returned Malaya and Vietnam veteran Tom Beyon, British South Africa Police's Jeff Cooper, veteran Cam Samuels and returned China and Eastern Europe Cold War veteran Trevor Williams. Credit: Hannah Whitehead



The Narrogin townsite fell silent at 11am on November 11, at the same time the guns fell silent on the Western Front in 1918 at the end of World War I, to mark the 107th Remembrance Day at Memorial Park.

A crowd of about 200 people, comprising veterans, Narrogin RSL sub-branch members, emergency services personnel, school student groups and community members gathered at the war memorial at Narrogin's Memorial Park.

Each group laid a wreath during the Remembrance Day service.

## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

Narrogin RSL president Peter McMahon opened the service at 10.30am before RSL member David Baker read a prayer.



 Narrogin Police Force Const Carissa Harvey, Sgt Mick Williams, Sen. Const. Emma Page, Sgt Roy Jonas-Green, Const. Bec Collister, First-Class Const. Mike Austic, and CSO Dianne Ferguson. Credit: Hannah Whitehead

Narrogin Senior High School student Sienna Sheridan read her original poem, On This Day Of Remembrance.

“The life we know, the hopes we hold, were built on stories, brave and bold. So on this day, we bow our heads, in memory of the tears once shed,” she read.

“We honour those who never came home. Their sacrifice – our freedom’s stone.

“Let silence speak, let poppies fall, for they gave their future for one and all. And as we stand, both young and old – we keep their spirit, strong and bold.

“Lest we forget.”

## Proposal for Lease and Redevelopment of the Soldiers' Memorial Institute (Former RSL Hall), Narrogin

Veteran Peter McMahon Sr, who has previously received the Order of Australia Medal, said he hoped Australia would keep Remembrance Day going.

“Being such a multicultural country, there’s a lot of people who don’t understand what the day is all about,” he said.

“And it’s extremely important that we have these events to keep people remembering that those soldiers, sailors, airmen and women gave their lives so we can walk around in freedom.”

Mr McMahon served for 24 years in the army inventory battalion and was deployed to South Vietnam for 12 months as part of the 3rd Battalion 173 Airborne Brigade in 1965.



 Peter McMahon lays a wreath at the Narrogin Remembrance Day Service. Credit: Hannah Whitehead

Thinking back 60 years ago, he said he remembered both the good times and the bad.

“A lot of friends were killed,” he said.

“Our battalion were together for about three years before we went to Vietnam, so you knew everyone, and if anyone got hit or hurt, you felt it.

**Standard Community Lease Precedent**

# **Lease Former Soldiers Institute Hall (Portion of Lot 1113, 29 Egerton Street, Narrogin)**

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Shire of Narrogin  
&  
The Returned & Services League of Australia WA  
Branch Incorporated (RSLWA)

# Disclaimer

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

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

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

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# Details

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## Parties

### **Shire of Narrogin**

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

### **Returned & Services League of Australia WA Branch Incorporated (RSLWA)**

of Level 4, 28 St Georges Terrace  
Perth WA 6000  
ABN : 59 263 172 184  
**(Lessee)**

## Background

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

## Agreed terms

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### 1. Definitions

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

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

**Authorised Person** means:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Lessee's Agents** includes:

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

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

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

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

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

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

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

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

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

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

## 2. Interpretation

In this Lease, unless expressed to the contrary:

- (a) words importing:

- (i) the singular includes the plural and vice versa; and
- (ii) a gender or genders include each other gender;

(b) if a word or phrase is assigned a particular meaning, other grammatical forms of that word or phrase have a corresponding meaning;

(c) a reference to:

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

(d) the covenants and obligations on the part of the Lessee not to do or omit to do any act or thing include:

- (i) covenants not to permit that act or thing to be done or omitted to be done by a Lessee's Agent; and
- (ii) a covenant to take all reasonable steps to ensure that that act or thing is not done or omitted to be done;

- (e) the meaning of general words or phrases is not limited by specific examples introduced by 'including', 'for example' or similar expressions; and
- (f) if a Party comprises two or more persons, the covenants and agreements on their part bind them and must be observed and performed by them jointly and each of them severally, and may be enforced against any one or more of them.

### 3. Minister for Lands Consent

This Lease is **not** subject to and conditional on the prior approval of the Minister for Lands under the *Land Administration Act 1997*.

### 4. Grant of lease

The Lessor, leases to the Lessee the Premises for the Term subject to:

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

### 5. Quiet enjoyment

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

### 6. Rent and other payments

The Lessee covenants with the Lessor:

#### Rent

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

#### Outgoings

- (1) To pay to the Lessor or to such person as the Lessor may from time to time direct punctually all the following outgoings or charges, assessed or incurred in respect of the Premises:
  - (a) local government rates, specified area rates, taxes, service and other charges and including charges for rubbish and garbage removal;
  - (b) water, drainage and sewerage rates, charges for disposal of stormwater, meter rent and excess water charges;
  - (c) telephone, electricity, gas and other power and light charges including but not limited to meter rents and the cost of installation of any meter, wiring, internet connections or telephone connection;
  - (d) land tax and metropolitan regional improvement tax on a single ownership basis;

- (e) premiums, excess and other costs arising from the insurance obtained by the Lessor pursuant to **clause 8.2**. For the avoidance of doubt, the parties agree:
  - (i) that if such premium or cost does not include a separate assessment or identification of the Premises or the Land, the Lessee must pay a proportionate part of such premium or cost determined by the Lessor acting reasonably; and
  - (ii) such insurance will include insurance for the full replacement value of buildings; and
- (f) any other consumption charge or cost, statutory impost or other obligation incurred or payable by reason of the Lessee's use and occupation of the Premises.

(2) If the Premises are not separately charged or assessed the Lessee will pay to the Lessor a proportionate part of any charges or assessments referred to in **clause 6(1)** being the proportion that the Premises bears to the total area of the land or premises included in the charge or assessment.

## **Interest**

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

## **Costs**

- (3) To pay to the Lessor on demand:
  - (a) all duty, fines and penalties payable under the *Duties Act* 2008 and other statutory duties or taxes payable on or in connection with this Lease;
  - (b) all registration fees in connection with this Lease; and
  - (c) all legal costs of and incidental to the instructions for the preparation, execution and stamping of this Lease and all copies.
- (4) To pay to the Lessor all costs, legal fees, disbursements and payments incurred by or for which the Lessor is liable in connection with or incidental to:
  - (a) the Amounts Payable or obtaining or attempting to obtain payment of the Amounts Payable under this Lease;
  - (b) any breach of covenant by the Lessee or the Lessee's Agents;
  - (c) the preparation and service of a notice under Section 81 of the *Property Law Act* 1969 requiring the Lessee to remedy a breach even though forfeiture for the breach may be avoided in a manner other than by relief granted by a Court;
  - (d) any work done at the Lessee's request; and
  - (e) any action or proceedings arising out of or incidental to any matters referred to in this **clause 0** or any matter arising out of this Lease.

## **Accrual of amounts payable**

Amounts Payable accrue on a daily basis.

## 7. Rent Review

### Rent to be Reviewed

The Rent will be reviewed on and from each Rent Review Date to determine the Rent to be paid by the Lessee until the next Rent Review Date.

### Methods of Review

The review will be either based on CPI or a Market Review. The basis for each rent review is as identified for each Rent Review Date in **Item 6** of the Schedule.

#### CPI Review

A rent review based on CPI will increase the amount of Rent payable during the immediately preceding period by the percentage of any increase in CPI having regard to the quarterly CPI published immediately prior to the later of the Commencement Date or the last Rent Review Date as the case may be and the quarterly CPI published immediately prior to the relevant Rent Review Date. If there is a decrease in CPI having regard to the relevant CPI publications the Rent payable from the relevant Rent Review Date will be the same as the Rent payable during the immediately preceding period. Should the CPI be discontinued or suspended at any time or its method of computation substantially altered, the parties shall endeavour to agree upon the substitution of the CPI with an equivalent index, or failing agreement by the parties, the substitution shall be made by a Valuer appointed in accordance with **clause 0**.

#### Market Rent Review

- (1) A rent review based on market rent will establish the current market rent for the Premises (which will not be less than the Rent payable in the period immediately preceding the Rent Review Date) by agreement between the parties and failing agreement, will be determined in accordance with the following provisions.
- (2) If agreement as to the substitution of the CPI with an equivalent index for the Premises is not reached at least one (1) month prior to the relevant Rent Review Date then the current market rent for the Premises will be determined at the expense of the Lessee by a valuer (**Valuer**) licensed under the Land Valuers Licensing Act 1978, to be appointed, at the request of either party, by the President for the time being of the Australian Property Institute (Western Australian Division) (or if such body no longer exists, such other body which is then substantially performing the functions performed at the Commencement Date by that Institute).
- (3) The Valuer will act as an expert and not as an arbitrator and his or her decision will be final and binding on the parties. The parties will be entitled to make submissions to the Valuer.
- (4) In this **clause 7**, “current market rent” means the rent obtainable for the Premises in a free and open market if the Premises was unoccupied and offered for rental for the use for which the Premises is permitted pursuant to this Lease and on the same terms and conditions contained in this Lease, BUT will not include:
  - (a) any improvements made or effected to the Premises by the Lessee; and
  - (b) any rent free periods, discounts or other rental concessions.

### Rent will not decrease

Notwithstanding the provisions in this clause, the Rent payable from any Rent Review based on CPI Review will not be less than the Rent payable in the period immediately preceding such Rent Review Date.

## **Lessor's right to review**

The Lessor may institute a rent review notwithstanding the Rent Review Date has passed and the Lessor did not institute a rent review on or prior to that Rent Review Date, and in which case the Rent agreed or determined shall date back to and be payable from the Rent Review Date for which such review is made.

## **8. Insurance**

### **Insurance required**

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

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

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

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

### **Details and receipts**

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

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

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

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

### **Not to invalidate**

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

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

### **Report**

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

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

### **Settlement of claim**

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

### **Lessor as attorney**

The Lessee irrevocably appoints the Lessor as the Lessee's attorney during the Term:

- (m) in respect to all matters and questions which may arise in relation to any insurances required by **clause 8**;
- (n) with full power to demand, sue for and recover and receive from any insurance company or society or person liable to pay the insurance money as are payable for the risks covered by the insurances required by **clause 8**;
- (o) to give good and effectual receipts and discharges for the insurance; and
- (p) to settle, adjust, arbitrate and compromise all claims and demands and generally to exercise all powers of absolute owner.

## **9. Indemnity**

### **Lessee responsibilities**

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

## **Indemnity**

(3) The Lessee indemnifies, and shall keep indemnified, the Lessor from and against all actions, claims, costs, proceedings, suits and demands whatsoever which may at any time be incurred or suffered by the Lessor, or brought, maintained or made against the Lessor, in respect of:

- (a) any loss whatsoever (including loss of use);
- (b) injury or damage of, or to, any kind of property or thing; and
- (c) the death of, or injury suffered by, any person,

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

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

## **Obligations Continuing**

The obligations of the Lessee under this clause:

- (d) are unaffected by the obligation of the Lessee to take out insurance, and the obligations of the Lessee to indemnify are paramount, however if insurance money is received by the Lessor for any of the obligations set out in this clause then the Lessee's obligations under **clause 8** will be reduced by the extent of such payment.
- (e) continue after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

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

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

## **Release**

(4) The Lessee:

- (a) agrees to occupy and use the Premises at the risk of the Lessee; and
- (b) releases to the full extent permitted by law, the Lessor from:

- (i) any liability which may arise in respect of any accident or damage to property, the death of any person, injury to any person, or illness suffered by any person, occurring on the Premises or arising from the Lessee's use or occupation of the Premises by;
- (ii) loss of or damage to the Premises or personal property of the Lessee; and
- (iii) all claims, actions, loss, damage, liability, costs and expenses arising from or connected with (directly or indirectly) the presence of any Contamination, Pollution or Environmental Harm in, on or under the Premises or surrounding area

except to the extent that such loss or damage arises out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

- (5) The release by the Lessee continues after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

## 10. Limit of Lessor's liability

### No liability for loss on Premises

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

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

- (1) The Lessor is only liable for breaches of the Lessor's Covenants set out in this Lease which occur while the Lessor is registered as the proprietor in fee simple in the Premises.
- (2) The Lessor will not be liable for any failure to perform and observe any of the Lessor's Covenants due to any cause beyond the Lessor's control.

## 11. Maintenance, repair and cleaning

### Generally

- (1) The Lessee AGREES during the Term and for so long as the Lessee remains in possession or occupation of the Premises to maintain, replace, repair, clean and keep the Premises (which for the avoidance of doubt includes the Lessor's Fixtures and Fittings) and Appurtenances in Good Repair having regard to the age of the Premises at the Commencement Date PROVIDED THAT this subclause shall not impose on the Lessee any obligation:
  - (a) to carry out repairs or replacement that are necessary as a result of fair and reasonable wear and tear, EXCEPT when such repair or replacement is necessary because of any act or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or the Lessor's insurances are invalidated by any act, neglect or default by the Lessee (or its servants, agents, contractors or invitees); and
  - (b) in respect of any structural maintenance, replacement or repair EXCEPT when such maintenance, repair or replacement is necessary because of any act or omission of or on the part of the Lessee (or its servants, agents, contractors or invitees), or by the Lessee's particular use or occupancy of the Premises.
- (2) In discharging the obligations imposed on the Lessee under this subclause, the Lessee shall where maintaining, replacing, repairing or cleaning:

- (a) any electrical fittings and fixtures;
- (b) any plumbing;
- (c) any air-conditioning fittings and fixtures;
- (d) any gas fittings and fixtures,

in or on the Premises use only licensed trades persons, or such trades persons as may be approved by the Lessor and notified to the Lessee, which approval shall not be unreasonably withheld.

- (3) The Lessee must take such reasonable action as is necessary to:

- (a) prevent, if it has occurred as a result of the Lessee's use of the Premises; and
  - (b) rectify or otherwise ameliorate,

the effects of erosion, drift or movement of sand, soil, dust or water on or from the Premises.

## **Cleaning**

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

## **Repair**

Unless such damage is the Lessor's responsibility pursuant to the terms of the Lease, the Lessee must promptly repair at its own expense to the satisfaction of the Lessor, any damage to the Premises, regardless of how the damage is caused and replace any of the Lessor's fixtures and fittings which are or which become damaged.

## **Responsibility for Securing the Premises**

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

## **Maintain surroundings**

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

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

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

## **Pest control**

The Lessee must keep the Premises free of any pests and vermin and the cost of extermination will be borne by the Lessee.

## **Painting**

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

## **Drains**

- (11) The Lessee must keep and maintain the waste pipes drains and conduits originating in the Premises or connected thereto in a clean clear and free flowing condition and must pay to the Lessor upon demand the cost to the Lessor of clearing any blockage which may occur in such waste pipes, drains and conduits between the external boundaries of the Premises and the point of entry thereof into any trunk drain unless such blockage has been caused without neglect or default on the part of the Lessee.
- (12) The Lessee must not permit the drains, toilets, grease traps (if any) and other sanitary appliances on the Premises to be used for any purpose other than that for which they were constructed and must not allow any foreign matter or substance to be thrown therein.

# **12. Use**

## **Restrictions on use**

### **(1) Generally**

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

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

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

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

**(3) No nuisance**

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

**(4) No dangerous substances**

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

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

**(5) No harm or stress**

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

**(6) No signs**

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

**(7) No smoking**

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

**(8) Consumption of alcohol**

Deleted

**(9) Sale of Alcohol**

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

**(10) Removal of rubbish**

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

**(11) No pollution**

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

## **No warranty**

The Lessor gives no warranty:

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

## **Lessee to Observe Copyright**

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

## **Premises Subject to Restriction**

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

## **Indemnity for Costs**

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

# **13. Alcohol**

## **Consumption of alcohol**

The Lessee COVENANTS AND AGREES:

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

## **Liquor licence**

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

- (c) comply with any requirements attaching to the licence or permit at its cost and where any alteration is required to the Premises **clause 15** shall apply;
- (d) comply with the requirements of the Harm Minimisation Policy (as amended from time to time) of the Department of Racing, Gaming & Liquor, which will require, without limitation the following:
  - (i) the development and implementation of a House Management Policy and Code of Conduct (as defined by the Harm Minimisation Policy) for the Premises, and such policies must be displayed in a prominent position on the Premises at all times; and

- (ii) the development and implementation of a Management Plan (as defined by the Harm Minimisation Policy) for the Premises.
- (e) provide a copy of the licence or permit (as well as a copy of any document referred to in the licence or permit, including without limitation a copy of the House Management Policy, Code of Conduct and Management Plan (as defined by the Harm Minimisation Policy)) to the Lessor as soon as practicable after the date of grant; and
- (f) indemnify and keep indemnified the Lessor from and against any breach of the Liquor Control Act 1988, Health (Food Hygiene) Regulations 1993, Liquor Control Regulations 1989 or the licence or permit or any conditions imposed thereupon for which it may be liable as the owner of the Premises.

## 14. Minimise nuisance to neighbours

- (1) The Lessee acknowledges that the Premises are located in close proximity to residential premises.
- (2) The Lessee must take all reasonable action to minimise and prevent disruption, nuisance and disturbance to surrounding residential premises, particularly during and following social events held at the Premises.
- (3) The Lessee must comply with all reasonable conditions and directions that may be imposed by the Lessor from time to time in relation to the minimisation and prevention of disruption, nuisance and disturbance to surrounding residential premises.

## 15. Alterations

### Restriction

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

### Consent

- (2) If the Lessor and any other person whose consent is required under this Lease or at law consents to any matter referred to in **clause 0** the Lessor may:
  - (a) consent subject to conditions; and
    - (i) require that work be carried out in accordance with plans and specifications approved by the Lessor or any other person giving consent; and
    - (ii) require that any alteration be carried out to the satisfaction of the Lessor under the supervision of an engineer or other consultant; and

- (b) if the Lessor consents to any matter referred to in **clause 0**:
  - (i) the Lessor gives no warranty that the Lessor will issue any consents, approvals, authorities, permits or policies under any statute for such matters; and
  - (ii) the Lessee must apply for and obtain all such consent approvals, authorities, permits or policies as are required at law before undertaking any alterations, additions, improvements or demolitions.

## **Cost of Works**

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

## **Conditions**

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

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

## **16. Lessor's right of entry**

### **Entry on Reasonable Notice**

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

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

## **Costs of Rectifying Breach**

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

## **17. Statutory obligations and notices**

### **Comply with Statutes**

The Lessee must:

- (a) comply promptly with all statutes and local laws from time to time in force relating to the Premises;
- (b) apply for, obtain and maintain in force all consents, approvals, authorities, licences and permits required under any statute for the use of the Premises specified at **clause 12**;
- (c) ensure that all obligations in regard to payment for copyright or licensing fees are paid to the appropriate person for all performances, exhibitions or displays held on the Premises; and
- (d) comply promptly with all orders, notices, requisitions or directions of any competent authority relating to the Premises or to the business the Lessee carries on at the Premises.

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

The Lessee indemnifies the Lessor against:

- (e) failing to perform, discharge or execute any of the items referred to in **clause 0**; and
- (f) any claims, demands, costs or other payments of or incidental to any of the items referred to in **clause 0**.

## **18. Report to Lessor**

The Lessee must immediately report to the Lessor:

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

## **19. Default**

### **Events of Default**

A default occurs if:

- (a) the Lessee is in breach of any of the Lessee's Covenants for 28 days after a Notice has been given to the Lessee to rectify the breach or to pay compensation in money;

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

## **Forfeiture**

On the occurrence of any of the events of default specified in **clause 0** the Lessor may:

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

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

## **Lessor may remedy breach**

If the Lessee:

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

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

## **Acceptance of Amount Payable By Lessor**

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

## Essential Terms

Each of the Lessee's Covenants in **clauses 6** (Rent and Other Payments), **7** (Insurance), **9** (Indemnity), **11** (Maintenance, Repair and Cleaning), **12** (Use), **26** (Assignment, Subletting and Charging) and **33** (Goods and Services Tax), is an essential term of this Lease but this clause **0** does not mean or imply that there are no other essential terms in this Lease.

## Breach of Essential Terms

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

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

the Lessee must pay to the Lessor on demand the total of the Amounts Payable under this Lease which would have been payable by the Lessee for the unexpired balance of the Term as if the Term had expired by effluxion of time together with the losses incurred or reasonably expected to be incurred by the Lessor as a result of the early determination including but not limited to the costs of re-letting or attempting to re-let the Premises;

- (p) the Lessee agrees that the covenant set out in this **clause 19(o)** will survive termination or any deemed surrender at law of the estate granted by this Lease;
- (q) the Lessee may deduct from the amounts referred to at **clause 19(o)** the Rent and other money which the Lessor reasonably expects to obtain by re-letting the Premises between the date of Termination and the date on which the Term would have expired by effluxion of time; and
- (r) the Lessor must take reasonable steps to mitigate its losses and endeavour to re-let the Premises at a reasonable rent and on reasonable terms but the Lessor is not required to offer or accept rent or terms which are the same or similar to the rent or terms contained or implied in this Lease.

## 20. Damage or destruction of Premises

### Abatement of Rent

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

## **Total Damage or Destruction**

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

## **21. Option to renew**

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

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

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

## **22. Holding over**

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

## **23. Restore premises**

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

## **24. Yield up the premises**

### **Peacefully surrender**

On Termination the Lessee must:

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

## **Clause 24 to survive termination**

The Lessee's obligation under **clause 24** will survive termination.

## **25. Removal of property from Premises**

### **Remove property prior to termination**

Prior to Termination, unless otherwise mutually agreed between the parties, the Lessee must remove from the Premises all property of the Lessee which is not a fixture other than air-conditioning plant and fire equipment, security alarms and security systems and other fixtures and fittings which in the opinion of the Lessor form an integral part of the Premises and promptly make good, to the satisfaction of the Lessor, any damage caused by the removal.

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

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

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

### **Casual Hire**

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

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

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

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

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

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

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

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

- (a) the proposed assignee or sublessee is a respectable and responsible person of good financial standing capable of continuing the permitted use for non-profit making community purposes;
- (b) all Amounts Payable due and payable have been paid and there is no existing unremedied breach, whether notified to the Lessee or not, of any of the Lessee's Covenants;
- (c) the Lessee procures the execution by:
  - (i) the proposed assignee of a deed of assignment; or
  - (ii) the proposed sublessee of a deed of sublease,
 to which the Lessor is a party and which deed is prepared and completed by the Lessor's solicitors; and
- (d) the assignment contains a covenant by the assignee or sublessee with the Lessor to pay all Amounts Payable and to perform and observe all the Lessee's Covenants.

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

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

### **Consents of Assignee Supplementary**

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

### **Property Law Act 1969**

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

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

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

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

whether or not the assignment or Sub-letting proceeds.

### **No mortgage or charge**

The Lessee must not mortgage nor charge the Premises.

## **28. Disputes**

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

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

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

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

In the event the dispute is not resolved in accordance with **clause 0** of this Lease then the dispute shall be referred in writing to the CEO of the Lessor who shall convene a meeting within 10 days of the Original Meeting or such other date as is agreed to by the parties between the CEO and the President of the Lessee for the purpose of resolving the dispute.

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

In the event the dispute is not resolved in accordance with **clause 0** of this Lease then the dispute shall be determined by a single arbitrator under the provisions of the *Commercial Arbitration Act 1985* (as amended from time to time) and the Lessor and the Lessee may each be represented by a legal practitioner.

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

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

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

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

## **30. Provision of information**

The Lessee agrees to provide to the Lessor:

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

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

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

## 32. Caveat

### No absolute caveat

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

### CEO & Lessor as attorney

In consideration of the Lessor having granted this Lease to the Lessee, the Lessee irrevocably appoints the Lessor and the CEO of the Lessor jointly and severally:

- (a) for the Term of this Lease;
- (b) for any holding over under this Lease; and
- (c) for a period of 6 months after Termination,

to be the agent and attorney of the Lessee in its name and on its behalf to sign and lodge at Landgate:

- (d) a withdrawal of any absolute caveat lodged by or on behalf of the Lessee;
- (e) a withdrawal of any caveat lodged by or on behalf of the Lessee and not withdrawn on Termination; and
- (f) a surrender of the estate granted by this Lease,

and the costs of withdrawing any caveat or surrendering this Lease (including the Lessor's solicitor's costs and registration fees) will be borne by the Lessee.

### Ratification

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

### Indemnity

The Lessee indemnifies the Lessor against:

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

## 33. Goods and services tax

### Definitions

The following definitions apply for the purpose of this clause:

- (a) **Act** means the Commonwealth's *A New Tax System (Goods and Services Tax) Act 1999* and associated Acts and subsidiary legislation;
- (b) **Consideration** means the Amounts Payable or any other money payable to the Lessor under this Lease, but does not include the amount of the GST which may apply to the Amounts Payable or other money payable under the Act;

- (c) **GST** means a tax under the Act levied on a Supply including but not limited to the Amounts Payable or other money payable to the Lessor for goods or services or property or any other thing under this Lease; and
- (d) **Supply** means a good or service or any other thing supplied by the Lessor under this Lease and includes but is not limited to a grant of a right to possession of the Premises.

### **Lessee to pay GST**

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

### **Consideration in Kind**

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

- (5) No Contribution from Lessor

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

- (6) Statement of GST paid is Conclusive

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

- (7) Tax Invoices

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

- (8) Reciprocity

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

## **34. No Fetter**

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

## 35. Additional Terms Covenants and Conditions

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

## 36. *Commercial Tenancy Act*

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

## 37. Acts by agents

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

## 38. Governing law

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

## 39. Statutory powers

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

## 40. Notice

### **Form of delivery**

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

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

### **Service of notice**

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

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

## **Signing of notice**

A Notice to a Party may be signed:

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

## **41. Severance**

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

## **42. Variation**

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

## **43. Moratorium**

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

## **44. Further assurance**

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

## **45. Payment of money**

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

## **46. Waiver**

### **No general waiver**

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

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

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

# Schedule

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## Item 1 Land and Premises

### Land

Lot 1113, on Deposited Plan 29 Egerton Street, Narrogin being the portion of the land comprised in Certificate of Title Volume [insert details] Folio [insert details]

### Premises

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

## Item 2 Term

5 years commencing on [insert date] and expiring on [insert date].

## Item 3 Further Term

5 years commencing on [insert date] and expiring on [insert date]

## Item 4 Commencement Date

[insert date]

## Item 5 Rent

\$1 plus GST payable in advance on demand.

## Item 6 Rent Review

Not applicable

## Item 7 Permitted purpose

RSL Sub-Branch operations, activities, and uses reasonably ancillary thereto including community group short term hires.

## Item 8 Public liability insurance

Twenty million dollars (\$20,000,000.00).

## Item 9 Repainting Dates

Exterior: 1 September 2026

Interior: 1 September 2027

## Item 10 Additional terms and covenants

- a) The Lessee is to pay all outgoings including but not limited to all rates and refuse charges, emergency service levies and water, power and gas utilities on the demised premises.
- b) Notwithstanding clause a) above;
  - i. The Council will consider waiving the local government's rates each year, pursuant to section 6.47 of the Local Government Act 1995.
  - ii. The Lessor shall be responsible for the water rates and consumption. As there is no sub-meter separating the building from the gardens.
- c) For clarity, the fixed building assets on the property are insured by the Shire of Narrogin and the Lessee is required to reimburse the Shire for that expense, pursuant to clause 8.
- d) For clarity, the Lessee is entitled to all income derived from the property, to be utilised by the Lessee in accord with its objects of Association and/or the upkeep or improvements to the demised premises.
- e) The Lessor's Building Surveyor or appointed agents shall, at least on an annual basis (in conjunction with the Lessee) inspect all leased buildings and land to ascertain their state of maintenance pursuant to the lease to determine the priority future and long term maintenance to be undertaken by either party pursuant to the lease.
- f) Notwithstanding Clauses 12(8), 12(9), 13 and 26 and acknowledging that the Lessee will organise special events on the Premises from time to time;
  - i. The Lessor approves the Premises to be used for the occasional consumption and sale of alcohol without application to the Lessor in accordance with an approved and appropriate Liquor License issued by the Director of Liquor Licensing.
- g) The Lessee shall occupy, use, and manage the Premises in accordance with a "protect and preserve" principle, exercising all reasonable skill, care, and diligence to safeguard the existing condition of the Premises and to prevent any damage, deterioration, or degradation arising from neglect, misuse, omission, or failure to maintain in accordance with the requirements of this Lease.
- h) For clarity, the Lessor shall be responsible for maintaining the gardens, which are excluded from the lease. The Lessee must ensure that any use of these areas does not cause damage, create excessive wear, or leave rubbish, waste, or debris. The Lessee is required to clean up after its activities in the garden areas and must keep them in a neat and tidy condition following such use.
- i) Notwithstanding clause 11,
  - i. The Lessee accepts the Premises in their current "as is, where is" condition as at the Commencement Date. The Lessor shall not be responsible for carrying out any repairs, maintenance, or upgrades to either the structural or non-structural components of the Premises during the Term.
  - ii. The Lessee is advised that the Lessor may, at its discretion and subject to budget availability, provide advocacy support and / or assistance through community grants or other funding programs to support upgrades to the structural repairs, improvements or refurbishment of the Premises, subject to at all times it being in keeping with the heritage nature of the property and it being protected and preserved on the Shire of Narrogin's Local Heritage Survey.

# Signing page

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**EXECUTED** [add day and month] 202

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

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President

---

(Print Full Name)

---

Chief Executive Officer

---

(Print Full Name)

**THE COMMON SEAL** of Returned & Services League of Australia WA Branch Incorporated was hereunto affixed pursuant to the constitution of the Lessee in the presence of each of the undersigned each of whom hereby declares by the execution of this document that he or she holds the office in the Lessee indicated under his or her name-

---

Office Holder Sign

---

Office Holder Sign

---

Name:

---

Name:

---

Address:

---

Address:

---

Office Held:

---

Office Held:

## Annexure 1 – Sketch of Premises ( Red outline)



## Annexure 2 – Minister for Lands' Consent

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Not Applicable

#### 10.4.3 ADOPTION OF 2024/2025 ANNUAL REPORT

File Reference	12.2.1, 4.2.6
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	11 December 2025
Author	Ian Graham – Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none"><li>1. Shire of Narrogin 2024/2025 Annual Report (containing Annual Financial Report and Independent Audit Report); and</li><li>2. CONFIDENTIAL Auditors Management Letter (provided under separate cover)</li></ol>

#### Summary

The Local Government Act 1995 requires that Council accepts the draft Annual Report each financial year, including the Financial and Auditor's Reports, no later than 31 December or within two months of the Auditor's Report becoming available, if that is not received prior to 31 December.

The Auditor's report was received on 14 November 2025. The Audit, Risk & Improvement Committee is proposed to meet with the Auditor on 17 December 2025 (prior to the scheduled Council Meeting) and officers have recommended to the Audit, Risk & Improvement Committee and the Council to accept the Annual Financial Statements and Independent Audit Report.

#### Background

Under Section 5.53 of the Local Government Act 1995, the Shire is required to prepare an Annual Report for each financial year. The report is to contain:

- A report from the Shire President and Chief Executive Officer;
- An overview of the Plan for the Future / Strategic Community Plan;
- The 2024/25 Financial Report;
- The 2024/25 Auditor's Report; and
- Any other prescribed information.

Council is also requested to consider determining the date, time and location of the Annual General Meeting. The meeting must be held within 56 days from the date Council accepts the Annual Report and Financial Statements.

If Council accepts the Annual Report at this meeting, the latest possible date for the meeting is Wednesday 11 February 2026, which coincides with the Council's Monthly Briefing Session pre-scheduled.

## Consultation

Consultation occurred with the Auditors and:

- The Manager Corporate Services;
- The Executive Management Team;
- The Shire President, Chief Executive Officer, Executive Manager Corporate & Community Services and Manager Community Services with the Auditor at a 'Final Exit Audit' Meeting; and
- The Audit, Risk & Improvement Committee (scheduled for 17 December 2025).

## Statutory Environment

The following statutory implications relate:

- Local Government Act 1995 Section 5.27 – Electors' general meetings;
- Local Government Act 1995 Section 5.29 – Convening electors' meetings;
- Local Government Act 1995 Section 5.53 – Annual reports;
- Local Government Act 1995 Section 5.54 – Acceptance of annual reports;
- Local Government Act 1995 Section 5.55 – Notice of annual reports; and
- Local Government Act 1995 Section 5.55A – Publication of annual report.

It is noted that whilst the Local Government Amendment Bill 2024 has been passed by both houses of Parliament (Legislative Assembly on 27 November 2024), the particular provisions regarding changing the Audit Committee to an Audit, Risk & Improvement Committee, with independent Chair (Presiding Member) has yet to be proclaimed. A date for this is not known.

## Policy Implications

There are no known policy implications on this matter:

## Sustainability & Climate Change Implications

*Environmental* – The Annual Report reflects the Shire's commitment to environmental sustainability, as demonstrated by initiatives such as the construction of a 5ML stormwater dam at the airport for aerial firefighting, which promotes resource efficiency and preparedness against climate-related emergencies. Additionally, the investment in the Narrogin & Dryandra Visitor Centre highlights efforts to encourage eco-tourism while preserving the natural environment. These actions align with the Shire's strategic goals to conserve and enhance the natural environment.

*Economic* – The report outlines key projects that support economic sustainability, such as investments in infrastructure and tourism initiatives, which have long-term benefits for local growth. Projects like the addition of chalets at the Narrogin Caravan Park and upgrades to the road network bolster economic resilience by attracting visitors and improving regional connectivity. These initiatives provide a strong foundation for sustained economic activity in the Shire.

*Social* – The Annual Report showcases programs and initiatives that foster social sustainability, including the Youth Health and Wellbeing Event and NAIDOC and Seniors Week activities, which promote community cohesion and resilience. Projects like the Lions Park upgrades and improvements at the Narrogin Library demonstrate the Shire's commitment to inclusive community development, contributing to the long-term well-being of residents.

## Financial Implications

It is noted that the Audit Report provided no matters of significance for the Council to be appraised of.

The Annual Financial Report includes an audited carried forward surplus of \$3.78M which includes approximately \$1.0M of Commonwealth Financial Assistance Grants, paid in advance.

Net debt as at 30 June 2025 sits at \$2.68M, up from \$1.38M with \$1.87M due to income generating related chalets (24 of) at the Narrogin Caravan Park. Further, the Shire now has Cash Backed Reserves at \$5.07M, up slightly from \$4.89M and Net Assets under management being \$166.40M.

## Strategic Implications

Key accomplishments include enhancing tourism through improved infrastructure, fostering community spirit with inclusive events and facility upgrades, conserving the natural and built environment with sustainable projects, and strengthening organisational efficiency and engagement. These efforts demonstrate the Shire's commitment to sustainability, community wellbeing, and regional growth, ensuring Narrogin remains a thriving and connected community.

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 adoption of the Annual Report, including the Annual Financial Report, is a statutory obligation under the Local Government Act 1995. Failure to adopt the report within the required timeframe may result in non-compliance with legislative requirements, leading to reputational damage, loss of community trust, and potential regulatory action. Additionally, delays in	Rare (1)	Moderate (3)	Low (1-4)	Compliance Requirements	Accepting the Annual Report will ensure compliance.

adoption could hinder effective communication of the Shire's performance and financial position to stakeholders, impacting transparency and accountability.					
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## 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

It is recommended that the Annual Report be considered by the electors of the Shire at the Annual Electors' Meeting (AEM) to be held on Wednesday 11 February 2026 commencing at 7:00PM, which is within the 56-day period from the date of Council accepting the draft Annual Report.

## Voting Requirements

An Absolute Majority decision (of the Council) to accept the Annual Report is required.

<b>OFFICERS' AND COMMITTEE RECOMMENDATION &amp; COUNCIL RESOLUTION 171225.13</b>	
Moved: Cr Bartron	Seconded: Cr Wiese
That with respect to the 2024/2025 Annual Report, Council:	
<ol style="list-style-type: none"> <li>1) Accept the Annual Report including the Annual Financial Report and Audit Report for the 2024/2025 year, noting that it is 'unqualified' and there are no matters of significance raised by the Auditors, subject to referencing the Lumen University Study Hub support in paragraphs 2.5.1 and 2.5.2;</li> <li>2) Convene the Annual Electors' Meeting on 11 February 2026, in the Council Chambers, commencing at 7:00PM; and</li> <li>3) Publish the Annual Report, Audit Report, Notice of Meeting and give public notice(s) to the above effect, pursuant to the Local Government Act 1995, sections 5.29, 5.55, 5.55A, in the</li> </ol>	

Narrogin Observer, on the Shire's Website, official Notice Boards and Facebook site, within 14 days of this resolution.

**CARRIED BY ABSOLUTE MAJORITY 7/0**

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



# Annual Report

## 2024/2025

### SHIRE OF NARROGIN

A leading regional economic driver and a socially interactive and inclusive community.



### 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.

*Noongar translation by Elder Basil Kickett*

Electronic copies of documents are available for download from the Shire of Narrogin website [www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au).

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

Cover Photo of Mural by Jerome Davenport (Artist) and Chante Kickett (Indigenous Design)  
<https://jerome-davenport.squarespace.com/>

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# About the Shire of Narrogin

The vibrant and evolving rural community of Narrogin is nestled in the Wheatbelt South region of Western Australia, 192 km (approximately two hours) southeast of Perth. Positioned in the Narrogin Valley on the traditional lands of the Noongar people from the Gnaala Karla Booja region, Narrogin celebrates its cultural heritage and connection to the land. Nearby, the historic township of Highbury, 16 km to the south, serves as a community focal point for local residents.

Narrogin is easily accessible thanks to its robust transport infrastructure, which includes rail connections, sealed highways, and a two-strip airport featuring sealed runway. Residents enjoy a modern standard of living supported by well-developed utilities, including high-quality water supplies, consistent electricity services, and high-speed internet access via the NBN and optical cable network.

The Shire offers a wealth of community services. Healthcare is anchored by the highly regarded Narrogin Regional Hospital and complemented by proactive aged care services. Recreation is well-supported by the Narrogin Regional Leisure Centre (NRLC), which features a heated indoor pool, fully equipped gym, sports grounds, and a range of clubs. Educational opportunities abound with three independent primary schools, a senior high school, an agricultural college, a residential college, and a TAFE campus.

Cultural and historical engagement is fostered through the Shire's active library and Heritage Museum, as well as through the efforts of Arts Narrogin and the NEXIS Committee, which provide platforms for creative and cultural expression. The community is further enriched by a wide range of shops, cafes, restaurants, and professional services that cater to everyday needs.

## Commerce & Industry

The local economy is driven by agriculture, complemented by industries such as healthcare, education, construction, and light engineering. Narrogin is also home to businesses specialising in brickmaking, automotive and machinery servicing and sales, and cabinet-making. Professional services, including financial, legal, and accountancy firms, play a significant role in supporting the Shire's economy. The Narrogin Chamber of Commerce is an active advocate for local business, fostering growth and collaboration across the region.

Due to various comparative advantages, the Shire is also increasingly being seen as an attractive place for the development of 'future' and renewable industry activities such as wind, solar, and battery storage.

## Local Attractions and Events

The Shire of Narrogin offers an array of attractions and events, drawing visitors and new residents alike. Natural highlights include Gnarojin Park, Railway Dam, Dryandra Woodlands National Park, Barna Mia, and Foxes Lair, while heritage sites such as the Old Courthouse Museum provide a window into the region's past. The Narrogin and Dryandra Visitor Centre, managed by the Shire, serves as a central resource for exploring these destinations.

Community events such as the Narrogin Agricultural Show and Revheads Weekend celebrate the region's unique character and foster local pride. Recreation is well-supported at the NRLC, which features state-of-the-art facilities, including an Olympic-grade synthetic hockey turf and a range of fitness classes.

The Shire of Narrogin continues to be a vibrant and welcoming community, offering a rich blend of history, culture, and modern amenities that enhance the lifestyle of residents and visitors.

# Shire President's Message

It is with great pride and optimism that I reflect on the achievements of the Shire of Narrogin during the 2024/2025 financial year. This has been a year marked by steady progress, thoughtful planning, and strong community spirit, all of which have helped shape a confident and resilient future for our district.

Over the past year, we have continued to deliver key projects that enhance liveability, improve essential infrastructure, and support the growth of our local economy. By investing in our recreation facilities, revitalising important community spaces, and strengthening our long-term planning frameworks, we have ensured that our efforts contribute meaningfully to the wellbeing of our residents and to the prosperity of our region.

Our volunteers remain at the heart of our community. Their willingness to contribute time, skills, and compassion enriches the lives of others and strengthens the bonds that make Narrogin such a supportive and connected place to live. To each volunteer, thank you for the difference you make each day and for the pride you inspire throughout our community.

I would also like to acknowledge our Chief Executive Officer, the Executive Team, and all Shire employees for their commitment and professionalism. Your efforts continue to drive improvement across our organisation and ensure the consistent delivery of high-quality services. To my fellow Elected Members, thank you for your dedication, thoughtful leadership, and steadfast focus on the needs of our community.

This Annual Report highlights the outcomes of our shared work, whether through upgrades to community facilities, improvements to our transport network, advancements in long-term planning, or the strengthening of key services. Each initiative reflects a commitment to a thriving, sustainable, and inclusive future for Narrogin.

As we look ahead, I remain confident that by continuing to work together, we will build on this year's achievements and further enhance the place we proudly call home. Thank you for your ongoing support and contributions in shaping Narrogin's bright future.

*Narrogin, Love the Life!*



Leigh Ballard  
**Shire President**



# Report from the Chief Executive Officer

It is with immense pride and gratitude that I present the Shire of Narrogin's achievements for the 2024/2025 financial year. This has been a year of steady progress, strengthened partnerships, and collective effort, reflected in improvements across infrastructure, community services, and organisational capability.

I extend my sincere thanks to the Shire President, Deputy Shire President, and all Elected Members for their leadership and commitment to serving our community.



Our work this year focused on delivering projects that enhance safety, amenity, and functionality across the district. Notable achievements include:

- **Road and Transport Infrastructure:** Major works on Whinbin Rock Road, Narrogin–Wandering Road, and throughout the district, along with the replacement of the Whinbin Rock Road bridge, significantly strengthening our rural transport network.
- **Airport and Emergency Preparedness:** Continued improvements aligned with the Airport Master Plan, including planning for airside safety upgrades and operational enhancements supported by the new 5ML stormwater dam for aerial firefighting.
- **Community Facilities and Recreation:** Progress on upgrades at the Narrogin Regional Leisure Centre, including modernisation of mechanical systems and improvements to user comfort and accessibility. Footpath construction across multiple town streets improved connectivity and safety for pedestrians.
- **Heritage and Culture:** Modernisation of heritage displays, advancement of the Railway Precinct Pathway, and ongoing cultural programming that enriches community identity.
- **Planning for the Future:** Adoption of the Ten-Year Road Program and Ten-Year Plant and Fleet Replacement Program, ensuring long-term sustainability and responsible asset management. Updates to the Corporate Business Plan aligned operational priorities with community expectations and strategic objectives.
- **Community and Social Wellbeing:** Continued support of volunteer-led initiatives, youth programs, and community activities through the Community Chest program. Enhancements to library services and inclusive programs strengthened social connection and learning opportunities across all ages.

These accomplishments demonstrate our commitment to a thriving, resilient, and inclusive community. As we look ahead, I remain confident that through collaboration, innovation, and community focus, we will continue building on this momentum. Thank you to our staff, Elected Members, volunteers, and community partners for your dedication and shared commitment to making the Shire of Narrogin a vibrant and welcoming place to live, work, and invest.

A handwritten signature in black ink, appearing to read "Dale Stewart".

Dale Stewart  
**Chief Executive Officer**

# Elected Members

The Shire of Narrogin is a corporate body consisting of seven (7) elected members including a publicly elected Shire President. Elected Members have the very important policy-making role for the Shire. They identify community needs, set the objectives to meet those needs, determine the priorities between competing demands and then allocate the resources to meet those objectives.



*President  
Leigh Ballard  
(Term Expires 2029)*



*Deputy President  
Cr Graham Broad  
(Term Expires 2027)*



*Cr Clive Bartron  
(Term Expires 2029)*



*Cr Murray Fisher  
(Term Expires 2029)*



*Cr Roxanne McNab  
(Term Expires 2029)*



*Cr Josh Pomykala  
(Term Expires 2027)*



*Cr Tim Wiese  
(Term Expires 2027)*

# Community Strategic Plan / Corporate Business Plan Overview

This report is based on the Strategic Community Plan (SCP) 2017-2027 and the accompanying Corporate Business Plan (CBP) 2025-2029 that was adopted in June 2025. Reporting pursuant to sections 19B(j) and (k) of the Local Government Administration (Regulations) 1996, the SCP was not amended during the financial year, however an additional year was added to the four-year CBP.

Section 5.53(i) of the Local Government Act 1995 requires the Annual Report to include “an overview of the Plan for the Future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or continue in the next financial year”.

## 1. ECONOMIC OBJECTIVE

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

Key Performance Measures:

- Population statistics
- No. of development approvals
- Assessed vacancy rates (business and residential)
- No. of building approvals

### Outcome 1.1 Growth in revenue opportunities

The Shire of Narrogin continued to support economic growth by encouraging local investment, strengthening community programs, and enhancing facilities that contribute to regional liveability. Improvements at the Narrogin Regional Leisure Centre, combined with updated branding and policy refinement, reinforced Narrogin’s appeal as a well-serviced and attractive place to live, work, and invest.

Through the Community Chest program, the Shire supported a diverse range of community-led initiatives that encouraged participation, strengthened local identity, and enriched the district’s social, cultural, and recreational landscape. These efforts demonstrate the Shire’s commitment to fostering sustainable growth and expanding opportunities across the region.

#### 1.1.1 Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business

The Shire progressed strategic initiatives to increase residential land availability and better position the district for future housing development. By improving the diversity and availability of housing options, the Shire strengthened Narrogin’s ability to attract and retain skilled workers, support business continuity, and boost long-term economic resilience.

Regional collaboration also remained a priority, with shared-service arrangements supporting efficient delivery of specialist functions such as Town Planning, Building, Ranger Services, and Environmental Health. These partnerships improve capacity, reduce duplication, and enhance regional economic stability.

#### Buy Local

The Shire of Narrogin continued to encourage local economic participation by applying its “Buy Local” principles, which support procurement from businesses within the region wherever practical. In addition to service-sharing arrangements with neighbouring local governments, the Shire’s purchasing approach aims to strengthen the local economy, create employment opportunities, and maintain strong business confidence within the district.

The Shire of Narrogin strengthened regional collaboration by working with neighbouring local governments to provide contracted and resource-sharing services, including Town Planning, Building,

Ranger, and Environmental Health Services. This partnership fosters economic resilience and efficiency. Local businesses were further supported through the “Buy Local” policy, encouraging local procurement to create employment opportunities and stimulate economic growth.

## **Buy Local Purchasing Policy**

The Shire of Narrogin is committed to buying local wherever practical and reaffirmed its Buy Local Policy, titled ‘3.2 Purchasing – Regional Price Preference’. This policy is available in the Council Policy Manual which can be found on our website in the document centre.

<https://www.narrogin.wa.gov.au/documents/532/council-policy-manual>.

The policy is applied pursuant to State Laws (the Local Government (Functions and General) Regulations 1996) that allows the Shire of Narrogin to positively discriminate (give preference) to local suppliers, subject to certain constraints.

The price preference will apply to suppliers who are based in and operate from the preference region i.e. Shires of Narrogin, Cuballing, Wickepin, Williams and Wagin in relation to all purchasing by the Shire of Narrogin for the supply of goods and services and construction (building) services, unless specifically stated otherwise, providing they are competitive in regard to specification, service, delivery and price.

The following levels of preference are applied to the whole of the contract for all purchasing under this provision:

- 10% for Goods or services (maximum reduction of \$30,000); and
- 5% for Construction Services (including building and roadworks etc) – (maximum reduction of \$50,000).

## **Narrogin & Districts Business Directory**

Local businesses are encouraged to register their details with the Narrogin Chamber of Commerce Business Directory. This enables Shire employees, residents, and other businesses to easily identify local suppliers when procurement or service opportunities arise.

## **Local Purchasing**

The Shire remains committed to maximising local purchasing wherever possible. However, some specialised services, such as hot bitumen works, energy utilities, and technical contractors, are not available locally and must be sourced from outside the district. The Shire continues to apply its Regional Price Preference Policy to support local businesses and ensure value for money in accordance with statutory requirements.

<b>Payment Totals FY 2024/25</b>		<b>Average % FY 2024/25</b>	
Local Suppliers (\$)	1,980,206	Local Suppliers (%)	10.36
Payroll (\$)	4,978,918	Payroll (%)	26.03
Total Local (\$)	6,959,124	Total Local (%)	36.39
Total Non-Local (\$)	12,162,873	Total Non-Local (%)	63.61

### **1.1.2 Promote Narrogin and the Region**

Upgrades at the Narrogin Regional Leisure Centre continued to enhance comfort, accessibility, and program diversity, strengthening its position as a key regional asset. These improvements support strong community participation and reinforce Narrogin’s reputation as an active, welcoming, and well-serviced destination.

To Upgrades at the Narrogin Regional Leisure Centre enhanced comfort, accessibility, and program diversity, strengthening its position as a key regional asset. These improvements support strong community participation and reinforce Narrogin’s reputation as an active, welcoming, and well-serviced destination.

Community Chest funding further supported initiatives that celebrated local culture, promoted regional identity, and delivered a vibrant calendar of recreational, cultural, and social activities.

### **1.1.3 Promote Narrogin's health and aged services including aged housing**

Expanded and inclusive programming at the Narrogin Regional Leisure Centre supported active living for youth, adults, and seniors. These initiatives promoted physical activity, social connection, and community engagement, reinforcing Narrogin's standing as a well-serviced regional centre for recreation, wellbeing, and healthy ageing.

## **Outcome 1.2 Increased Tourism**

Tourism in Narrogin continued to grow through strategic investment in visitor amenities, heritage enhancement, and long-term planning initiatives. Modernisation of heritage displays, progress toward key infrastructure improvements, and regional sporting event visitation strengthened Narrogin's tourism offering.

Narrogin's nomination as a finalist in the Small Towns Tourism Award highlighted the success of community-wide efforts to enhance visitor experiences and showcase the district's strengths.

Community Chest allocations supported events and activities that attract visitors, promote cultural vibrancy, and reinforce Narrogin's identity as an engaging regional destination.

### **1.2.1 Promote, develop tourism and maintain local attractions**

The Narrogin Regional Leisure Centre continued to support regional visitation, offering high-quality amenities used during major sporting competitions. Recent upgrades, including new foyer air-conditioning units and replacement of pool hall bench seating, enhanced comfort and contributed to a positive visitor experience.

Tourism and heritage outcomes were strengthened through actions including:

- Disposal of deaccessioned items at the Old Courthouse Museum, enabling modernisation of heritage displays.
- Securing funding through the Streets Alive Grant for the Railway Precinct Pathway, improving access and activation of a significant heritage area.
- Finalising the Narrogin–Williams Rail Trail Feasibility Study, supporting future tourism development opportunities.

## **Outcome 1.3 An effective well maintained transport network**

The Shire delivered significant improvements across its transport network, focusing on safety, accessibility, and responsible asset management. Major road upgrades, including new sealed surfaces, stabilisation works, and resealing programs, enhanced connectivity for rural residents, businesses, and agricultural operators. Footpath expansion improved pedestrian safety and mobility, while the adoption of long-term plant, fleet, and road programs strengthened the Shire's capacity to maintain essential infrastructure. These works contribute to a reliable, efficient transport network that supports community needs and underpins regional economic activity.

### **1.3.1 Maintain and improve road network in line with resource capacity**

The Shire delivered substantial improvements across the transport network during 2024/2025, with a focus on safety, connectivity, and responsible asset management.

A major bridge replacement on Whinbin Rock Road was completed in May 2025 through a partnership with Main Roads WA and federal funding. This upgrade improves freight efficiency, enhances safety, and strengthens long-term transport resilience for rural residents and agricultural operators.

Road construction and renewal works continued across the district, including:

- 6.5 km of new sealed pavement on Whinbin Rock Road
- 3 km of stabilisation and widening on Narrogin–Wandering Road
- 14 km of gravel road re-sheeting
- 5.5 km of road resealing

These works improve durability, surface quality, and accessibility for rural communities and industries.

Footpath infrastructure also advanced, with works on Federal Street reaching 80% completion by June. Council further strengthened its commitment to pedestrian connectivity through adoption of the Five-Year Footpath Construction Program, ensuring long-term, strategic investment in safe and accessible paths.

Council also adopted the Ten-Year Plant and Fleet Replacement Program and the Ten-Year Road Program 2024–2034, ensuring a structured, sustainable approach to transport asset management. These programs improve operational efficiency, reduce downtime, and guide future investment based on safety, condition, and community need.

Budget amendments approved in June optimised use of external funding programs, ensuring full utilisation of Roads to Recovery allocations and reinvestment of municipal savings into strategic reserves.

### **1.3.2 Review and implement the Airport Master Plan**

Progress continued on the staged implementation of the Narrogin Airport Master Plan, with a focus on maintaining safety, improving compliance, and supporting the airport's role in emergency response and community service delivery.

During 2024/2025, the Shire:

- Completed planning for priority maintenance and renewal works identified in the Master Plan, including upgrades to airside drainage, runway lighting, and aviation signage to improve operational safety.
- Undertook routine inspections and maintenance in accordance with CASA-favoured guidelines, ensuring the facility remained suitable for emergency services, Royal Flying Doctor Service operations, and aerial firefighting mobilisation.
- Progressed work associated with the new 5ML stormwater dam, enhancing the airport's capacity to support aerial firefighting operations and improve local emergency preparedness.
- Engaged with local aviation users and emergency service agencies to confirm priorities for future stages of implementation, ensuring the Master Plan remains aligned with operational needs and available resources.

These actions support the long-term sustainability of the airport and reinforce its role as an important community asset for emergency response, aviation training, and regional connectivity.

### **Outcome 1.4 Agriculture opportunities maintained and developed**

The Shire continued to support the region's agricultural sector through responsible land management, fire-mitigation activities, and modernisation of regulatory frameworks. Approval of cropping rights enabled community-based agricultural use of Shire land, while fire-prevention works enhanced safety and resilience across rural areas. The review of Health Local Laws relating to offensive trades supported contemporary, clear regulation for agricultural and agri-business activities. These initiatives help safeguard productivity, reduce environmental risk, and strengthen the long-term sustainability of the agricultural economy.

#### 1.4.1 Support development of agricultural services

Approval of cropping rights on Shire land at Lots 8 Clayton Road and 205 Mokine Road enabled community-led agricultural use, supporting productive land management and reinforcing partnerships within the district.

Additionally, the Shire completed targeted fire-mitigation works through the Mitigation Activity Fund Bush Fire Prevention Program, reducing bushfire risk to farmland and improving emergency readiness. The program was finalised and acquitted by June 2025.

Council also commenced a review of the Health Local Laws relating to offensive trades, ensuring regulatory frameworks remain contemporary, supportive of agricultural operations, and aligned with public-health and environmental standards.



WHINBINROCK ROAD SEAL PROJECT

## 2 SOCIAL OBJECTIVE

**To provide community facilities and promote social interaction.**

Key Performance Measures:

- Social media activity
- Community participation levels in recreation activities and events
- Recreation Centre usage rates
- Reduction in anti-social behaviour

### Outcome 2.1 Provision of youth services

The Shire of Narrogin continued to support young people through inclusive literacy, learning, and recreation programs that encourage participation, confidence, and connection. A strong focus on accessibility ensured that children and young people of all abilities could engage in activities that support their development and wellbeing. In addition, Community Chest funding assisted local organisations to deliver youth-focused initiatives, further extending opportunities for young residents to participate in

sport, culture, and community life. Collectively, these efforts reinforced the Shire's commitment to creating a community where young people feel supported, engaged, and valued.

### **2.1.1 Develop and implement a youth strategy**

The Shire strengthened youth engagement through a diverse program of activities at the R.W. (Bob) Farr Memorial Library and the Narrogin Regional Leisure Centre. At the Library, programs such as Rhyme-Time, Storytime, Key Word Sign Storytime, Coding Club, LEGO Club, STEM activities, school visits, and home-education sessions provided accessible opportunities for learning, creativity, and social connection. Inclusive initiatives, including LEGO coding workshops with the Narrogin Senior High School Special Education class, ensured that young people of all abilities could participate meaningfully.

Youth wellbeing and creativity were further supported through Table-Top role-playing game sessions and participation in the Narrogin Senior High School Careers and Wellness Expos. At the Narrogin Regional Leisure Centre, expanded programs and activities encouraged active lifestyles and broadened recreational opportunities for young people across the community. Community Chest funding allocations also supported youth-focused programs delivered by local sporting and community organisations, helping to sustain grassroots initiatives that engage young residents. Together, these actions contributed to the ongoing development of a youth-focused approach that nurtures learning, participation, and wellbeing.

## **Outcome 2.2 Build a healthier and safer community**

The Shire of Narrogin continued to promote a healthier and safer community by supporting programs, spaces, and services that foster wellbeing, inclusion, and resilience. Through digital literacy initiatives, social connection activities, and targeted grant support, the Shire helped residents access information, stay safe online, and connect with local support networks. Welcoming public spaces, including the Library and Narrogin Regional Leisure Centre, provided safe, climate-controlled environments for vulnerable community members, offering both practical assistance and informal social support. Community Chest funding further contributed to local projects that promote mental health and social wellbeing, demonstrating the Shire's commitment to fostering a connected, supportive, and resilient community.

### **2.2.1 Support the provision of community security services and facilities**

The Shire supported community safety by delivering digital literacy and cyber safety sessions aimed at equipping residents, particularly young people and seniors, with the knowledge to navigate online environments safely. These initiatives helped reduce vulnerability to scams, misinformation, and online harm, contributing to a safer digital environment for the community.

### **2.2.2 Advocate for mental health and social support services**

Programs at the R.W. (Bob) Farr Memorial Library and other community venues continued to promote mental health and social connection. Crafternoon teas, creative workshops, and inclusive literacy programs provided opportunities for residents to build relationships, reduce isolation, and participate in supportive group activities. The library and other community facilities also offered safe, climate-controlled spaces where vulnerable residents could seek comfort during periods of extreme weather.

Council's support for Community Chest applications further assisted local initiatives aligned with mental health and wellbeing outcomes. These projects strengthened community resilience, expanded access to informal support networks, and reinforced the Shire's commitment to fostering a safe, inclusive, and caring community.

### **2.2.3 Continue and improve provision of in-home care services**

The Shire continued to support residents who are unable to access services in person through outreach-style initiatives. The Home-Library Service delivered Library materials directly to housebound residents and care facilities, ensuring ongoing access to reading, information, and entertainment while also providing a valuable social check-in. Council's broader support for community groups and volunteers helped maintain the network of local organisations that play a crucial role in supporting vulnerable residents and complementing formal care services.

### **Outcome 2.3 Existing strong community spirit and pride is fostered, promoted and encouraged**

The Shire of Narrogin continued to nurture community spirit and pride through investment in recreation, support for community groups and volunteers, and a rich calendar of events and cultural activities. Progress on improvements at the Narrogin Regional Leisure Centre, upgrades to community facilities, and support for arts and cultural initiatives all contributed to a vibrant and inclusive community environment. Through partnerships, grant programs, and direct service delivery, the Shire helped create opportunities for residents to connect, participate, and celebrate local identity.

#### **2.3.1 Develop and activate Sport and Recreation Master Plan**

The Shire progressed planning for improvements at the Narrogin Regional Leisure Centre, including the exploration of 24-hour access, installation of new foyer air-conditioning units, and replacement of pool hall bench seating. These upgrades are designed to enhance user comfort, accessibility, and flexibility, ensuring that the centre continues to meet the needs of a growing and diverse community. Expanded recreation programs at the NRLC supported participation across all ages and abilities, reinforcing its role as a central hub for sport, fitness, and community wellbeing.

#### **2.3.2 Engage and support community groups and volunteers**

The Shire supported community groups and volunteers through partnerships, placements, and grant funding. Volunteer opportunities and TAFE student placements in community services provided practical experience while strengthening local service capacity. The Shire worked with organisations such as the Narrogin Early Years Network, Paint the Town REaD, local schools, and service groups to deliver programs and events that enriched community life.

Through the Community Chest assessment process, Council provided direct financial support to multiple community organisations, reinforcing volunteer-led initiatives and helping groups deliver programs that benefit the broader community. These efforts highlight the Shire's ongoing commitment to building a vibrant, inclusive, and connected community.

#### **2.3.3 Facilitate and support community events**

The Shire facilitated and supported a wide range of events that foster social connection and civic pride. At the R.W. (Bob) Farr Memorial Library, activities such as CBD scavenger hunts, the Wildlife Photography Competition, NAIDOC Week crafts, Seniors Week activities, Children's Week programs, Adult Learners Week displays, and Book Week celebrations provided engaging opportunities for residents of all ages.

The Narrogin Regional Leisure Centre continued to host programs and activities that bring the community together and encourage active lifestyles. Community Chest funding supported additional events delivered by local organisations, contributing to a lively community calendar and showcasing Narrogin's strengths. Council also supported major events such as Revheads Weekend by approving additional funds to ensure the event could operate safely and efficiently and provided key facilities, including the Senior Citizens Centre, for important activities such as ATAR examinations. Collectively, these initiatives highlight the Shire's role in supporting events that promote participation, belonging, and

pride in the community.

#### **2.3.4 Provide improved community facilities**

The Shire continued to enhance community facilities to ensure they remain accessible, welcoming, and fit for purpose. At the R.W. (Bob) Farr Memorial Library, upgrades included new young adult furniture, mobile shelving at accessible heights, and expanded assistive technologies, creating a more flexible and inclusive environment. Climate-controlled spaces at the library and other facilities provided comfort for community members who may not have reliable heating or cooling at home.

At the Narrogin Regional Leisure Centre, new foyer air-conditioning units and upgraded pool hall bench seating improved user comfort and experience. The Shire also explored options for 24-hour access to extend availability for residents with varied schedules. Implementation of smart water-meter technology at the NRLC enabled early leak detection and improved water monitoring, supporting more efficient and reliable facility operation.

Boundary fencing works progressed at the Thomas Hogg Reserve, improving reserve security, land management, and amenity. Community Chest funding assisted several groups to upgrade community and recreational facilities, enhancing accessibility, safety, and usability for local residents. Council also approved the procurement of a new mower for public open space, strengthening the Shire's capacity to maintain parks and reserves to a safe and high standard. Ongoing facility assessments informed future planning, ensuring community buildings remain safe, functional, and responsive to community needs.

#### **2.3.5 Encourage and support continued development of arts and culture**

The Shire promoted arts and cultural development through programming, public art, and grant support. The R.W. (Bob) Farr Memorial Library hosted author talks, book launches, illustrator workshops, digital art and photography sessions, and creative craft activities, while initiatives such as the Cultural Corner, multilingual resources, and Auslan materials encouraged inclusive engagement with arts and culture.

A new mural at the Narrogin Regional Leisure Centre, created by artist Jerome (J.) Davenport, added vibrancy to the facility and reflected themes of community resilience following the 2022 bushfires. Funded in part through repurposed Lotterywest and CBH contributions, the mural enhanced the precinct's visual appeal and strengthened Narrogin's artistic identity.

Community Chest grants supported arts and cultural organisations to deliver creative projects and public events that enrich local cultural life and celebrate community talent. These actions demonstrate the Shire's ongoing commitment to fostering artistic expression, cultural vibrancy, and a visually engaging public realm.

### **Outcome 2.4 Cultural and heritage diversity is recognised**

The Shire of Narrogin continued to recognise and celebrate its cultural and heritage diversity through programs, collections, public art, and support for community-led initiatives. The R.W. (Bob) Farr Memorial Library played a key role in preserving local history and sharing stories, while events and displays highlighted the richness of Aboriginal culture and the contributions of people from diverse backgrounds. The Shire also continued to welcome new citizens, reflecting a growing and diverse community.

Since 2016, the Shire of Narrogin has conferred 213 Australian citizenships, reflecting the district's role as a welcoming regional centre for new residents.

Year	Number of Citizenships
2016	18
2017	15
2018	8
2019	14
2020	33
2021	39
2022	24
2023	14
2024	37
2025	11

#### **2.4.1 Maintain and enhance heritage assets**

The Shire continued to preserve Narrogin's heritage by digitising local history materials, including VHS tapes, cassette recordings, photographs, newsletters, and documents. This work protects fragile historical content and makes it more accessible for current and future generations. Access to the Local History Collection, along with support for heritage walks, displays, and tourism initiatives, helped residents and visitors engage with Narrogin's past and strengthened appreciation for the town's heritage assets.

#### **2.4.2 Support our Narrogin cultural and indigenous community**

The Shire supported cultural understanding and inclusion through programs and displays celebrating Aboriginal culture and stories. NAIDOC Week activities and culturally focused Library programs highlighted local Noongar content and provided opportunities for the community to learn and reflect. The library expanded resources in languages other than English and maintained a dedicated Cultural Corner to promote diversity and inclusion.

Public art initiatives, including the mural at the Narrogin Regional Leisure Centre, incorporated themes of community resilience, local identity, and connection to place, resonating with Indigenous and non-Indigenous community members alike. Community Chest funding and other support extended to organisations delivering culturally significant programs, helping to promote Aboriginal culture, strengthen community connections, and support reconciliation outcomes.

### **Outcome 2.5 A broad range of quality education services and facilities servicing the region**

The Shire of Narrogin remained an active supporter of education by providing learning programs, partnering with local schools and training providers, and ensuring access to safe and appropriate facilities. Through Library-based initiatives, collaboration with schools and home-education groups, and support for examination venues, the Shire helped create pathways for lifelong learning and positive educational outcomes.

#### **2.5.1 Advocate for increased education facilities for the region**

Advocacy for enhanced education facilities continued through ongoing engagement with local education providers and regional partners. While no major new capital projects were initiated during the reporting period, the Shire maintained its focus on ensuring that community facilities are available and responsive to the needs of education and training providers. This included subsidising rent at 86 Federal Street, Narrogin, to support the operation of the Lumen University Narrogin Study Hub, providing a dedicated local facility for tertiary study and adult learning.

## 2.5.2 Advocate for and support increased education services

The Shire supported education services through a range of programs and partnerships. Early literacy initiatives at the R.W. (Bob) Farr Memorial Library, including Better Beginnings, kindergarten and school visits, and outreach story sessions, promoted school readiness and a love of reading. Digital literacy programs for all ages, such as one-on-one technology training, cyber safety sessions, Hublet access, and creative STEAM programs, helped residents build practical skills for study, work, and daily life. The Shire also supported access to higher education by subsidising rent at 86 Federal Street to enable the ongoing operation of the Lumen University Study Hub, offering local students flexible study spaces, academic support, and connectivity without the need to relocate.

Close collaboration with local schools, home-education groups, and TAFE strengthened learning pathways and improved access to educational resources. Council approved a request from Narrogin Senior High School to use the Senior Citizens Centre as the examination venue for the 2024 ATAR exams, ensuring students could sit their exams in a suitable, compliant environment. This decision reflects the Shire's ongoing commitment to supporting education providers and contributing to positive outcomes for local students.



MURAL AT THE REGIONAL LEISURE CENTRE BY JEROME DAVENPORT & CHANTE KICKETT, HONOURING VOLUNTEERS OF THE 2022 BUSHFIRES, SUPPORT BY LOTTERYWEST & CBH GROUP

## 3 ENVIRONMENT OBJECTIVE

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

Key Performance Measures:

- Statutory asset management ratios
- Compliance with statutory reviews required by the Local Planning Framework
- Compliance with statutory requirements for the review of the Municipal Heritage Inventory

### Outcome 3.1 A preserved natural environment

The Shire of Narrogin continued to support a healthy natural environment by ensuring that regulatory frameworks and local laws reflect contemporary environmental and public health standards. By

reviewing and updating key provisions, the Shire worked to reduce environmental risk, provide clearer guidance to industry, and uphold the amenity of the district for residents and visitors.

### **3.1.1 Conserve, enhance, promote and rehabilitate the natural environment**

The review of the Health Local Laws relating to offensive trades supported improved environmental health outcomes across the Shire. By aligning requirements with modern best practice, the review helps to ensure that activities with the potential to impact air, land, and water quality are managed appropriately. This work reduces environmental risk, improves regulatory clarity for businesses, and supports the long-term protection of the community's natural and rural surroundings.

## **Outcome 3.2 Effective waste services**

The Shire continued to provide waste management services that comply with statutory requirements and support a clean, healthy environment. Ongoing service delivery and monitoring helped ensure that waste collection and related activities were delivered reliably and efficiently.

### **3.2.1 Support the provision of waste services**

The Shire maintained its commitment to effective waste services by supporting the provision of waste and related environmental health functions across the district. This included continued oversight of service delivery and alignment with relevant regulatory frameworks, ensuring that the community's waste management needs were met in a safe and compliant manner.

## **Outcome 3.3 Efficient use of resources**

The Shire of Narrogin progressed a range of initiatives aimed at improving resource efficiency, particularly in relation to energy and water use at major community facilities. At the Narrogin Regional Leisure Centre, significant upgrades to mechanical and control systems delivered improved performance, reduced wastage, and strengthened long-term asset resilience. These efforts were complemented by improvements in financial management practices, supporting more accurate monitoring of resources and expenditure.

### **3.3.1 Increase resource usage efficiency**

Resource efficiency at the Narrogin Regional Leisure Centre was improved through a combination of technology and system upgrades. Smart water-meter readers were installed to enable early leak detection and more accurate tracking of water usage, reducing wastage and supporting better planning. Gas consumption at the centre was reduced as a direct result of upgrade works that improved mechanical performance and energy efficiency.

The Shire completed major upgrades to the Centre's Building Management System (BMS) and air-conditioning mechanical systems, replacing outdated, non-functional, and manually operated components with modern, integrated, and remotely controlled technology. Supported by \$90,000 in funding through the Local Roads and Community Infrastructure Program (Phase 3), the upgrades improved energy performance, temperature and humidity control, and operational reliability, helping to reduce long-term costs and mechanical wear. A fully functional and automated BMS was in place by 30 June 2025, enabling real-time monitoring, safer operation, and capacity for future expansion.

More broadly, the Shire continued to refine financial management systems and reporting practices, improving clarity around budget phasing and expenditure timing. These measures supported more accurate forecasting and better monitoring of resource utilisation across operations.

## **Outcome 3.4 A well maintained built environment**

The Shire of Narrogin continued to invest in the built environment through upgrades to community facilities, footpath construction, and strategic planning for streetscapes and infrastructure. Improvements

focused on safety, accessibility, amenity, and long-term asset sustainability, ensuring that public spaces and facilities remain welcoming and functional for residents and visitors.

### **3.4.1 Improve and maintain built environment**

Footpath projects delivered during the year improved safety and walkability across the town. The Shire installed 1.6 kilometres of new concrete footpaths along Butler, Falcon, Homer, Gray, Daglish, and Forrest Streets, at a value of \$237,000, enhancing pedestrian access and connectivity. The Federal Street footpath extension reached 80 per cent completion by June 2025, further strengthening pedestrian links and urban amenity.

At the Narrogin Regional Leisure Centre, critical infrastructure upgrades replaced non-operational building systems with industry-compliant, energy-efficient technology. Improved ventilation, humidity control, and environmental stability within the pool hall extended asset life and enhanced comfort for patrons. These upgrades, together with the new BMS, strengthened overall reliability and ensured compliance with contemporary standards.

Funding secured through the Streets Alive Grant for the Railway Precinct Pathway supported the enhancement of a key public space and improved pedestrian connections within the heritage precinct. Council also endorsed planning for the Earl Street Landscaping Project, enabling future streetscape improvements that will enhance visual appeal, pedestrian experience, and the quality of the town centre.

At a strategic level, adoption of the Ten-Year Road Program and Ten-Year Plant and Fleet Replacement Program reinforced the Shire's commitment to maintaining a safe, high-quality built environment. These programs provide long-term frameworks for road asset preservation and plant renewal, supporting timely maintenance, reducing downtime, and ensuring essential machinery is efficient and capable of delivering major works. Together, these initiatives demonstrate ongoing investment in a well-maintained, attractive, and sustainable built environment.



*THE RETURN OF THE PM706 STEAM LOCOMOTIVE TO NARROGIN'S GOODS SHED*



2025 COMMUNITY CITIZEN OF THE YEAR AWARD RECIPIENTS

## 4 CIVIC LEADERSHIP OBJECTIVE

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

Key Performance Measures:

- Statutory financial ratios
- Employee retention rates
- Volunteer levels

### Outcome 4.1 An efficient and effective organisation

The Shire of Narrogin continued to strengthen organisational performance through sound financial management, strategic planning, and clear governance frameworks. Regular financial reporting, updates to key planning documents, and annual reviews of delegations supported transparent decision-making and ensured the organisation remained responsive to community needs. Investment in systems and process improvements further enhanced efficiency and service delivery across the organisation.

#### 4.1.1 Continually improve operational efficiencies and provide effective services

Throughout the year, Council reviewed and endorsed monthly financial reports, including those for June, July, August, September, October, and November. This regular oversight provided transparency around budget performance, revenue collection, capital expenditure, and debt management, supporting informed decision-making and responsible financial stewardship.

Council adopted the 2024/25 Annual Budget, ensuring the Shire could continue delivering quality services, maintain infrastructure, and progress key capital projects. The budget provided a balanced financial framework that supports operational efficiency, sound resource allocation, and sustainable long-term planning. As part of this process, several efficiency measures were introduced, including fleet rationalisation, digital system improvements, and enhanced governance and payroll functionality, demonstrating a continued commitment to organisational improvement.

The Shire progressed the Support at Home IT System Upgrade for in-home care services, with grant funding confirmed and preparatory work underway before 30 June 2025. This project will deliver a modernised platform that improves accuracy, compliance, and administrative efficiency in the delivery of support-at-home services.

Council adopted updates to the Corporate Business Plan, aligning future projects and service priorities with long-term strategic objectives and ensuring resources are directed to areas of greatest community benefit. The annual review of the Delegations Register was completed, maintaining clear decision-making pathways and supporting efficient administration. In addition, the review of the Health Local Laws, together with Council's consideration of WALGA's proposed advocacy positions, demonstrated proactive governance and a commitment to contemporary, cost-effective local government processes.

#### **4.1.2 Continue to enhance communication and transparency**

The Shire continued to emphasise transparency and community engagement in its decision-making processes. Regular publication of financial reports and Council decisions ensured residents had clear visibility of how public funds were being managed and how key priorities were being progressed.

Community consultation remained a core component of policy development and regulatory review. The review of Health Local Laws required community input, enabling residents to contribute to shaping the regulatory environment. The Shire publicly advertised the Draft Public Art Policy and other draft documents for community comment, strengthening opportunities for stakeholder engagement and demonstrating accountability in policy development.

Administration of the Community Chest Program further showcased the Shire's commitment to transparent processes, with funding decisions clearly documented and communicated. The overall budget process, supported by public notifications, legislative compliance, and open reporting, reinforced Council's commitment to transparent financial management and community accountability. These practices helped build trust and ensured the community remained informed about decisions that shape Narrogin's future.

### **Outcome 4.2 An employer of choice**

The Shire of Narrogin continued to focus on building a capable, supported, and engaged workforce that can meet the needs of a growing community. Through strategic workforce planning, leadership development, and structural changes, the organisation worked to maintain a positive workplace culture and ensure it has the capacity to deliver high-quality services.

#### **4.2.1 Provide a positive, desirable workplace**

Council endorsed the appointment of a new Executive Manager Corporate and Community Services, ensuring continuity in senior leadership and strengthening organisational capability. This decision supports workforce stability and reflects the Shire's commitment to merit-based recruitment and a well-supported leadership team. Structural changes adopted through the 2024/25 Budget, including the introduction of a Business Development and Innovation Officer, a Community Emergency Services Manager (subject to grant funding), and adjustments within Corporate Services, further enhanced organisational capacity to respond to emerging priorities.

Council also completed the annual performance appraisal of the Chief Executive Officer, supporting strong leadership, organisational stability, and a positive workplace culture. Workforce planning continued through consideration of future staffing structures within the Corporate Business Plan, ensuring the organisation maintains sufficient capacity and capability to deliver high-quality services. Together, these initiatives demonstrate the Shire's commitment to being an employer of choice and fostering a high-performing, supportive, and resilient organisation.



*NELLY THE NUMBAT AT R.W. (BOB) FARR MEMORIAL REGIONAL LIBRARY*

## Statutory Statements

### Information about capital grants, subsidies and contributions

For the purposes of section 5.53(2)(i), the annual report for a financial year must include the amount of all capital grants, subsidies and contributions, for replacing and renewing assets, that were received by the local government during the financial year and the 2 (two) preceding years.

	2022/2023 (\$)	2023/2024 (\$)	2024/2025 (\$)
New assets	53,298	132,787	209,681
Renewal and replacement	1,251,090	2,080,579	2,067,533
Total	1,304,388	2,213,366	2,277,214

### Disability Access and Inclusion Plan (DAIP) Report

The Shire of Narrogin is committed to fostering an accessible, inclusive community in which all people, including those with disability, are supported to participate fully in civic, social, and community life. Through the Disability Access and Inclusion Plan 2024–2029 (DAIP), the Shire continues to work towards ensuring equitable access to Shire services, events, information, facilities and employment, and to engage meaningfully with people with disability on matters that influence their lives and wellbeing.

The DAIP is a statutory requirement under the Disability Services Act 1993, and the Shire must annually report on progress made across the seven DAIP Outcome Areas. Achievements for the year ended 30 June 2025 are summarised below.

**DAIP Outcome 1:** People with disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Narrogin.

Throughout the year, the Shire strengthened inclusion across its services and community events. Highlights included accessible events such as the International Day of People with Disability, all-ability dance sessions, an all-ability excursion to Mandurah, and Key Word Sign Storytime featuring guest presenters. Library programs continued to grow in accessibility, with additional sensory-friendly sessions and expanded resources in Dyslexia-Friendly fonts, audiobooks, Key Word Sign and Auslan materials.

Access features were incorporated into Shire-run events through designated viewing areas for wheelchair and mobility aid users, supported by staff assistance. The Shire also enhanced communication and digital accessibility through inclusive storytelling initiatives, such as the Key Word Sign National Simultaneous Storytime video, enabling participation by housebound community members.

Community connection programs, including Gadabout trips, the shoppers' bus, weekly day centre activities, inclusive arts workshops, and Home Education Group sessions, were maintained to reduce isolation and support ongoing social inclusion.

**DAIP Outcome 2:** People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Narrogin

Significant progress was made in enhancing physical accessibility across the community. The Shire delivered an expanded all-abilities footpath program, improving connectivity between residential areas, parks, visitor facilities, schools, and the Narrogin Railway Station precinct. Works were supported by Federal LRCIP 4B funding and municipal contributions.

Improvements to public spaces included the installation of accessible picnic settings and planning for additional inclusive play equipment at key parks. Universal access principles continued to inform upgrades in the Central Business District and recreational areas, ensuring smoother, wider, and unobstructed pedestrian routes.

Accessibility planning advanced for major community facilities, including design work for NEXIS Gallery and early planning for improved changeroom and toilet facilities at the Narrogin Regional Leisure Centre. These initiatives support safer, easier navigation for residents and visitors of all abilities.

**DAIP Outcome 3:** People with disability receive information from the Shire of Narrogin in a format that will enable them to access the information as readily as other people are able to access it.

The Shire continued improving the accessibility of its communication channels. Website updates progressed to enhance readability and compatibility with assistive technologies, with features such as high-contrast display options, simplified layouts, and plain-language content.

Key Shire documents, including the Strategic Community Plan, Corporate Business Plan and DAIP, remained available in accessible formats upon request. The Shire also broadened the use of audio-visual communication, introducing video-based Council Meeting updates and accessible public notices featuring subtitles, voiceovers and visual prompts.

Inclusive representation was strengthened across digital platforms and promotional materials, ensuring people with disability are reflected in the community's public image.

**DAIP Outcome 4:** People with disability receive the same level and quality of service from Shire officers as other people receive.

The Shire maintained its focus on high-quality, responsive customer service for people with disability. This included ongoing provision of DAIP progress reporting to Elected Members and regular feedback processes with community members and disability service partners to identify improvements.

Customer Service Officers and Homecare staff continued receiving training relevant to their roles, helping ensure personalised, respectful support for seniors, people with disability, and residents with higher care needs. Enhanced coordination with Homecare Services also enabled residents to remain in their homes and community safely and comfortably.

**DAIP Outcome 5:** People with disability have the same opportunities as other people to make complaints to the Shire of Narrogin.

The Shire continued reviewing its complaints management processes to ensure they remain compliant, transparent, and accessible. Multiple feedback channels were maintained, and staff were supported to respond appropriately to a range of accessibility needs. Work also progressed on developing clearer, more accessible guidance materials to assist community members in lodging feedback or complaints.

**DAIP Outcome 6:** People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Narrogin.

Inclusive community engagement remained a priority. Public consultations adhered to the Shire's Community Engagement Policy and DAIP requirements, ensuring that physical, digital, and communication accessibility considerations were incorporated into consultation methods.

Disability stakeholders were invited to participate in Shire projects, and ongoing feedback was gathered through online surveys, community networks, and targeted engagement activities. Planning commenced for the establishment of a Disability Access and Inclusion Reference Group to embed lived experience more directly into Shire decision-making.

**DAIP Outcome 7:** People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Narrogin.

The Shire continued to promote inclusive employment practices, ensuring recruitment processes remained accessible and that reasonable adjustments were provided as needed. Partnerships with Forrest Personnel supported increased awareness of employment, volunteer, and traineeship opportunities for people with disability.

Support was also provided to current employees and volunteers requiring additional workplace assistance. These initiatives reinforce the Shire's commitment to being an equal opportunity employer and fostering a diverse, inclusive workforce.

### **Legislative Review**

A review of all locals was last undertaken, in 2021/22 and is not required again until the year 2036. For a list of the new Local Laws please refer to the Shire of Narrogin [website](#) or the Department of Local Government website.

Responsible Officer: Executive Manager Corporate & Community Services.

### **Public Interest Disclosure Act 2003**

In accordance with this legislation, procedures have been implemented to facilitate reporting and action on public interest disclosures. During the 2024/25 reporting period, no public interest disclosures were lodged.

Responsible Officer: Executive Manager Corporate & Community Services.

### **Freedom of Information Act 1992**

In complying with the Freedom of Information Act 1992, the Shire of Narrogin is required to prepare and publish an Information Statement. The Shire of Narrogin's Information Statement is reviewed annually and is available to download from the Shire of Narrogin website:

[https://www.narrogin.wa.gov.au/Profiles/narrogin/Assets/ClientData/FOI\\_Statement\\_May\\_24\\_Approved.pdf](https://www.narrogin.wa.gov.au/Profiles/narrogin/Assets/ClientData/FOI_Statement_May_24_Approved.pdf)

A printed copy can be viewed at the Shire Administration Office. The information statement contains information on the type of documents available to the public and how to access those documents.

During the 2024/25 year, the Shire received zero requests for information under the Freedom of Information Act.

Responsible Officer: Executive Manager Corporate & Community Services.

### **State Records Act 2000**

The State Records Act 2000 requires that the Shire maintains and disposes of all records in the prescribed manner. The State Records Act 2000 also requires all local authorities to produce a Record Keeping Plan to be endorsed by the State Records Commission. This Plan was reviewed in April 2018 and was approved by the Shire in May 2023 and adopted by State Records Commission in September 2023.

Principle 6 – Compliance with the State Records Commission Standard 2. Requires that government organisations ensure their employees comply with the Record Keeping Plan and include within its Annual Report a section that addresses points 1-4 of the principle.

Specifically, the Record Keeping Plan is to provide evidence to cite that:

1. The efficiency and effectiveness of the organisation's record keeping systems is evaluated not less than once in every 5 years. The Shire is reviewing its records keeping methods on a continual basis after implementing new procedures.
2. The organisation conducts a record keeping training program. The Shire has performed this on several occasions for management and staff who deal with records.
3. The efficiency and effectiveness of the record keeping training program is reviewed from time to time. The record keeping procedures are under constant review after new procedures have been implemented.
4. The organisation's induction program addresses employee roles and responsibilities in regard to their compliance with the organisation's record keeping plan. The induction program for new elected members and employees includes an overview of the responsibilities regarding records management.

Responsible Officer: Executive Manager Corporate & Community Services.

### **Our Commitment to the Asbestos National Strategic Plan (ANSP)**

As part of our continued commitment to the health and safety of our community, the Shire is proud to align with the principles outlined in the Asbestos National Strategic Plan (ANSP) Phase 3: 2024-2030. This comprehensive strategy is aimed at reducing asbestos-related diseases, preventing future exposures, and ensuring the responsible management of asbestos containing materials (ACMs) in our built environment.

During the reporting period, the Shire advanced several initiatives that contribute to the safe management of asbestos in accordance with national expectations. Key achievements included:

- Reviewing and updating asbestos registers for Shire-owned buildings as part of ongoing asset and facility inspections.
- Improving internal procedures for identifying, reporting, and managing suspected asbestos materials, including updates to contractor induction requirements and staff guidance.
- Ensuring safe handling practices through WHS compliance checks, particularly during maintenance, refurbishment, or demolition works across community facilities.
- Strengthening record-keeping and documentation, ensuring asbestos-related information is accurately captured in the Shire's asset and risk management systems.
- Sharing public information through website updates and community enquiries, assisting residents to access safe-disposal advice and relevant State Government resources.
- Preparing for future compliance, including reviewing Shire policies to align with ANSP objectives and supporting officers to undertake asbestos-awareness training.

These actions demonstrate the Shire's ongoing commitment to proactive risk reduction, informed decision-making, and improved safety in public facilities and workplaces. Our Commitment to the Six Principles of the ANSP

**1. Best Practice**

We will adopt evidence-based practices to ensure sustained improvement in the safe management and removal of ACMs. Our focus will be on the areas of highest risk, including vulnerable populations who may be more exposed to asbestos.

**2. Efficiency**

By collaborating with government bodies, non-government organisations, and local stakeholders, we aim to eliminate duplication in efforts and maximise the impact of our collective actions. We will streamline processes to ensure resources are used efficiently in the removal and management of asbestos.

**3. Transparency**

We will ensure that roles and responsibilities are clearly defined, with all actions and outcomes shared with the public. This commitment to transparency will include regular updates on the progress of asbestos management and removal efforts within the Shire.

**4. Partnerships**

Effective action requires close cooperation across all levels of government, as well as with non-government organisations and the broader community. We will work hand-in-hand with these groups to amplify the reach and effectiveness of our initiatives, ensuring that every resident is part of the solution.

**5. Coordination**

We will ensure that all actions are coordinated across different government tiers to maintain consistency and ensure that efforts are targeted and effective. This includes integrating national targets with local strategies to reduce the asbestos-related risks in our community.

**6. International Leadership**

The Shire is committed to supporting Australia's role in advocating for a global ban on asbestos. While continuing to manage the risks posed by legacy asbestos in our own community, we will also support international efforts to reduce asbestos consumption and promote safe, sustainable practices globally.

By committing to these principles, we will not only improve the safety of our community but also contribute to the broader national and global efforts to eliminate asbestos-related diseases. Together, we can ensure a safer future for all, protect our environment, and support those affected by asbestos-related health issues.

We encourage all residents and businesses to stay informed, engage with local programs, and contribute to our shared goal of a safer, asbestos-free environment.

## Employees Remuneration

Set out below, in bands of \$10,000, is the number of employees of the Shire entitled to an annual salary of \$130,000 or more (regulation 19B(2)(a) &(b) Local Government (Administration) Regulations 1996.

Salary Range	2023/24	2024/25
\$130,001 - \$140,000	1	2
\$140,001 - \$150,000	1	1
\$150,001 - \$160,000		
\$160,001 - \$170,000		
\$170,001 - \$180,000		
\$180,001 - \$190,000		
\$190,001 - \$200,000		
\$200,001 - \$210,000	1	
\$210,001 - \$220,000		1

## Remuneration provided to the CEO

The total remuneration provided to the CEO during financial year 2024/25 pursuant to (regulation 19B(2)(e) Local Government (Administration) Regulations 1996, including all eligible reportable benefits, such as superannuation was \$266,890.

Responsible Officer: Executive Manager Corporate & Community Services.

## Register of Complaints – Conduct of Council Members

There were no complaints that resulted in action against Elected Members under section 5.121 of the Local Government Act 1995 for the 2024/25 financial year.

Responsible Officer: Executive Manager Corporate & Community Services.

## Elected Member Demographics

Elected member demographics of those elected in 2025 are detailed below (regulation 19B(2)(h) Local Government (Administration) Regulations 1996).

Demographic	Total
Gender	6 Male, 1 Female
Linguistic background	7 English
Country of Birth	6 Australia, 1 England
Identifying as Aboriginal or Torres Strait Islander	Nil
Ages	
between 18 years and 24 years: and	Nil
between 25 years and 34 years: and	1
between 35 years and 44 years; and	
between 45 years and 54 years; and	2
between 55 years and 64 years; and	3
over the age of 64 years	1

## Attendance at Council and Committee meetings

The Council of the Shire of Narrogin meets monthly for information sessions and workshops on a variety of topics. In the fourth week of the month, Council convenes an Ordinary Council Meeting, where decisions are made on all report items in the best interest of the community (Regulation 19B(2)(f) Local Government (Administration) Regulations 1996).

Below is a table outlining individual Elected Members' attendance, for the financial year, on various Council Committees as a member in their capacity as an Elected Member.

	Council	Audit Advisory Committee	Airport Advisory Committee	Local Emergency Management Committee	Australia Day and Honours Advisory Committee	Bush Fire Advisory Committee	Townscape Advisory Committee
Number of meetings held	12	2	1	3	4	2	7
<b>Elected Member</b>							
President Mr L Ballard	12	2	1	2	3	2	
Deputy President Cr G Broad	11	2		3	1		
Cr M Fisher	11	1	1				
Cr C Bartron	10	1					4
Cr J Pomykala	10	1			3		
Cr T Wiese	10	2					
Cr R McNab	12	2	1		3		7

*\*Notewell: Vacant indicates attendance was not required, 0 denotes non-attendance, N/A signifies the activity did not occur during their term.*

# Acronyms Used Within This Document

ACROD	Australian Council for Rehabilitation of Disabled
AGRN	Australian Government Registration Number
ANSP	Asbestos National Strategic Plan
ACM	Asbestos Containing Materials
ATAR	Australian Tertiary Admission Rank
CBD	Central Business District
CBP	Corporate Business Plan
CEO	Chief Executive Officer
CHSP	Commonwealth Home Support Programme
CHCP	Community Home Care Packages
CSRFF	Community Sporting and Recreation Facilities Fund
DAIP	Disability Access and Inclusion Plan
DSR	Department of Sport and Recreation
EMCCS	Executive Manager Corporate & Community Services
EMIS	Executive Manager Infrastructure Services
EMPS	Executive Manager Planning & Sustainability
FAG	Financial Assistance Grants
HACC	Home And Community Care
KEEDAC	Kaata-Koorliny Employment and Enterprise Development Aboriginal Network
KM	Kilometre
MRS	Manager Recreation Services
MCYS	Manager Community Services
MOU	Memorandum of Understanding
MO	Manager Operations
NAIDOC	National Aborigines and Islanders Day Observance Committee
NBN	National Broadband Network
NRLC	Narrogin Regional Leisure Centre
OEM	Office of Emergency Management
OSH	Occupational Safety and Health
RAP	Reconciliation Action Plan
RFQ	Request for Quote
STEM	Science, Technology, Engineering, and Mathematics
TAFE	Tertiary and Further Education
WDC	Wheatbelt Development Commission



Shire of  
**Narrogin**

*Love the life*

**SHIRE OF NARROGIN**

**FINANCIAL REPORT**

**FOR THE YEAR ENDED 30 JUNE 2025**

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The Shire of Narrogin conducts the operations of a local government with the following community vision:

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

Principal place of business:  
**89 Earl Street**  
**NARROGIN WA 6390**

**SHIRE OF NARROGIN  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2025**

*Local Government Act 1995  
Local Government (Financial Management) Regulations 1996*

**Statement by CEO**

The accompanying financial report of the Shire of Narrogin has been prepared in compliance with the provisions of the *Local Government Act 1995* from proper accounts and records to present fairly the financial transactions for the reporting period ended 30 June 2025 and the financial position as at 30 June 2025.

At the date of signing this statement the particulars included in the financial report are not misleading or inaccurate.

Signed on the 14th day of November 2025



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Chief Executive Officer

Dale Stewart

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Name of Chief Executive Officer

**SHIRE OF NARROGIN**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 30 JUNE 2025**

	Note	2025 Actual	2025 Budget	2024 Actual
<b>Revenue</b>		\$	\$	\$
Rates	2(a),24	6,047,928	6,058,549	5,766,018
Grants, subsidies and contributions	2(a)	3,651,993	1,977,666	3,470,269
Fees and charges	2(a)	3,173,817	3,019,686	3,637,950
Interest revenue	2(a)	512,091	524,000	560,451
Other revenue	2(a)	292,562	324,984	403,846
		13,678,391	11,904,885	13,838,534
<b>Expenses</b>				
Employee costs	2(b)	(6,680,656)	(7,378,981)	(6,093,069)
Materials and contracts		(3,230,338)	(3,843,571)	(3,168,914)
Utility charges		(1,057,606)	(1,048,742)	(986,664)
Depreciation		(4,646,394)	(3,358,620)	(3,597,319)
Finance costs	2(b)	(63,299)	(73,468)	(63,026)
Insurance		(388,723)	(367,990)	(339,925)
Other expenditure	2(b)	(232,127)	(361,761)	(982,087)
		(16,299,143)	(16,433,133)	(15,231,004)
		(2,620,752)	(4,528,248)	(1,392,470)
Capital grants, subsidies and contributions	2(a)	2,277,214	9,531,876	2,213,366
Profit on asset disposals		62,552	48,262	64,360
Loss on asset disposals		(37,757)	(31,343)	(127,329)
Fair value adjustments to financial assets at fair value through profit or loss	4(a)	(5,147)	0	2,522
		2,296,862	9,548,795	2,152,919
<b>Net result for the period</b>		<b>(323,890)</b>	<b>5,020,547</b>	<b>760,449</b>
<b>Total other comprehensive income for the period</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total comprehensive income for the period</b>		<b>(323,890)</b>	<b>5,020,547</b>	<b>760,449</b>

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



**SHIRE OF NARROGIN**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2025**

	<b>Note</b>	<b>2025</b>	<b>2024</b>
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	10,143,989	9,635,835
Trade and other receivables	5	718,555	904,962
Inventories	6	16,342	41,439
Other assets	7	179,817	88,394
<b>TOTAL CURRENT ASSETS</b>		<b>11,058,703</b>	<b>10,670,630</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	5	228,055	237,493
Other financial assets	4(a)	119,609	124,756
Property, plant and equipment	8	69,865,068	70,002,193
Infrastructure	9	90,588,610	90,143,863
Right-of-use assets	11(a)	21,421	47,692
<b>TOTAL NON-CURRENT ASSETS</b>		<b>160,822,763</b>	<b>160,555,997</b>
<b>TOTAL ASSETS</b>		<b>171,881,466</b>	<b>171,226,627</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	12	723,117	1,113,952
Contract liabilities	13	0	38,000
Capital grant/contributions liabilities	13	1,047,245	941,522
Lease liabilities	11(b)	22,329	28,523
Borrowings	14	298,990	189,113
Employee related provisions	15	777,072	814,747
<b>TOTAL CURRENT LIABILITIES</b>		<b>2,868,753</b>	<b>3,125,857</b>
<b>NON-CURRENT LIABILITIES</b>			
Lease liabilities	11(b)	11,055	11,055
Borrowings	14	2,383,865	1,191,331
Employee related provisions	15	216,522	173,221
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>2,611,442</b>	<b>1,375,607</b>
<b>TOTAL LIABILITIES</b>		<b>5,480,195</b>	<b>4,501,464</b>
<b>NET ASSETS</b>		<b>166,401,271</b>	<b>166,725,163</b>
<b>EQUITY</b>			
Retained surplus		54,411,036	54,845,967
Reserve accounts	27	5,007,326	4,896,288
Revaluation surplus	16	106,982,909	106,982,908
<b>TOTAL EQUITY</b>		<b>166,401,271</b>	<b>166,725,163</b>

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



**SHIRE OF NARROGIN**  
**STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 30 JUNE 2025**

	Note	Retained surplus	Reserve accounts	Revaluation surplus	Total equity
		\$	\$	\$	\$
<b>Balance as at 1 July 2023</b>		<b>53,651,645</b>	<b>5,330,163</b>	<b>106,982,909</b>	<b>165,964,717</b>
Comprehensive income for the period					
Net result for the period		760,449	0	0	760,449
Total comprehensive income for the period		760,449	0	0	760,449
Transfers from reserve accounts	27	1,268,490	(1,268,490)	0	0
Transfers to reserve accounts	27	(834,617)	834,617	0	0
<b>Balance as at 30 June 2024</b>		<b>54,845,965</b>	<b>4,896,290</b>	<b>106,982,909</b>	<b>166,725,164</b>
Comprehensive income for the period					
Net result for the period		(323,890)	0	0	(323,890)
Total comprehensive income for the period		(323,890)	0	0	(323,890)
Transfers from reserve accounts	27	1,877,173	(1,877,173)	0	0
Transfers to reserve accounts	27	(1,988,209)	1,988,209	0	0
<b>Balance as at 30 June 2025</b>		<b>54,411,036</b>	<b>5,007,326</b>	<b>106,982,909</b>	<b>166,401,271</b>

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



**SHIRE OF NARROGIN  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2025**

	Note	2025 Actual	2024 Actual
		\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Receipts</b>			
Rates		5,949,969	5,712,487
Grants, subsidies and contributions		3,761,539	3,502,506
Fees and charges		3,199,091	3,687,950
Interest revenue		512,091	560,451
Goods and services tax received		1,120,050	701,938
Other revenue		292,562	403,846
		14,835,302	14,569,178
<b>Payments</b>			
Employee costs		(6,927,211)	(6,071,131)
Materials and contracts		(3,618,804)	(2,706,952)
Utility charges		(1,057,250)	(986,664)
Finance costs		(63,299)	(40,954)
Insurance paid		(388,723)	(339,925)
Goods and services tax paid		(456,881)	(776,054)
Other expenditure		(195,132)	(982,086)
		(12,707,300)	(11,903,766)
<b>Net cash provided by operating activities</b>		2,128,002	2,665,412
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for purchase of property, plant & equipment	8(a)	(2,721,648)	(2,093,918)
Payments for construction of infrastructure	9(a)	(2,802,790)	(3,369,783)
Proceeds from capital grants, subsidies and contributions		2,230,437	2,367,421
Proceeds for financial assets at amortised cost		5,147	(2,522)
Proceeds from financial assets at fair values through profit and loss		(5,147)	2,522
Proceeds from sale of property, plant & equipment		377,936	580,131
<b>Net cash (used in) investing activities</b>		(2,916,065)	(2,516,149)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Repayment of borrowings	26(a)	(197,589)	(138,875)
Payments for principal portion of lease liabilities	26(d)	(6,194)	(33,618)
Proceeds from new borrowings	26(a)	1,500,000	0
<b>Net cash provided by (used in) financing activities</b>		1,296,217	(172,493)
<b>Net increase (decrease) in cash held</b>		508,154	(23,230)
Cash at beginning of year		9,635,835	9,659,065
<b>Cash and cash equivalents at the end of the year</b>		10,143,989	9,635,835

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



**SHIRE OF NARROGIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE YEAR ENDED 30 JUNE 2025**

	Note	2025 Actual	2025 Budget	2024 Actual
		\$	\$	\$
<b>OPERATING ACTIVITIES</b>				
<b>Revenue from operating activities</b>				
General rates	24	6,038,615	6,046,876	5,753,519
Rates excluding general rates	24	9,313	11,673	12,499
Grants, subsidies and contributions		3,651,993	1,977,666	3,470,269
Fees and charges		3,173,817	3,019,686	3,637,950
Interest revenue		512,091	524,000	560,451
Other revenue		292,562	324,984	403,846
Profit on asset disposals		62,552	48,262	64,360
Fair value adjustments to financial assets at fair value through profit or loss	4(a)	0	0	2,522
		13,740,943	11,953,147	13,905,416
<b>Expenditure from operating activities</b>				
Employee costs		(6,680,656)	(7,378,981)	(6,093,068)
Materials and contracts		(3,230,338)	(3,843,571)	(3,168,914)
Utility charges		(1,057,606)	(1,048,742)	(986,665)
Depreciation		(4,646,394)	(3,358,620)	(3,597,319)
Finance costs		(63,299)	(73,468)	(63,026)
Insurance		(388,723)	(367,990)	(339,925)
Other expenditure		(232,127)	(361,761)	(982,087)
Loss on asset disposals		(37,757)	(31,343)	(127,329)
Fair value adjustments to financial assets at fair value through profit or loss		(5,147)	0	0
		(16,342,047)	(16,464,476)	(15,358,333)
Non-cash amounts excluded from operating activities	25(a)	4,651,164	3,363,397	3,679,301
<b>Amount attributable to operating activities</b>		2,050,060	(1,147,932)	2,226,384
<b>INVESTING ACTIVITIES</b>				
<b>Inflows from investing activities</b>				
Capital grants, subsidies and contributions		2,277,214	9,531,876	2,213,366
Proceeds from disposal of assets		377,936	407,000	580,131
		2,655,150	9,938,876	2,793,497
<b>Outflows from investing activities</b>				
Right of use assets received - non cash	11(a)	0	0	(5,285)
Acquisition of property, plant and equipment	8(a)	(2,559,634)	(12,283,640)	(2,093,918)
Acquisition of infrastructure	9(a)	(2,792,485)	(4,505,696)	(3,369,783)
		(5,352,119)	(16,789,336)	(5,468,986)
Non-cash amounts excluded from investing activities	25(b)	0	0	(5,285)
<b>Amount attributable to investing activities</b>		(2,696,969)	(6,850,460)	(2,680,774)
<b>FINANCING ACTIVITIES</b>				
<b>Inflows from financing activities</b>				
Proceeds from borrowings	26(a)	1,500,000	4,346,000	0
Proceeds from new leases - non cash	26(d)	0	0	5,285
Transfers from reserve accounts	27	1,877,173	2,386,449	1,268,490
		3,377,173	6,732,449	1,273,775
<b>Outflows from financing activities</b>				
Repayment of borrowings	26(a)	(197,589)	(189,113)	(138,875)
Payments for principal portion of lease liabilities	26(d)	(6,194)	(23,585)	(33,618)
Transfers to reserve accounts	27	(1,988,209)	(1,398,208)	(834,617)
		(2,191,992)	(1,610,906)	(1,007,110)
Non-cash amounts excluded from financing activities	25(c)	0	0	5,285
<b>Amount attributable to financing activities</b>		1,185,181	5,121,543	271,950
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>				
<b>Surplus or deficit at the start of the financial year</b>				
Amount attributable to operating activities	25(d)	3,249,798	2,876,849	3,432,240
Amount attributable to investing activities		2,050,060	(1,147,932)	2,226,384
Amount attributable to financing activities		(2,696,969)	(6,850,460)	(2,680,774)
<b>Surplus or deficit after imposition of general rates</b>	25(d)	1,185,181	5,121,543	271,950
		<b>3,788,070</b>	<b>0</b>	<b>3,249,800</b>

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



**SHIRE OF NARROGIN  
FOR THE YEAR ENDED 30 JUNE 2025  
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**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**1. BASIS OF PREPARATION**

The financial report of the Shire of Narrogin which is a Class 3 local government comprises general purpose financial statements which have 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 *Local Government Act 1995*, 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 except for disclosure requirements of:

- AASB 7 Financial Instruments Disclosures
- AASB 16 Leases paragraph 58
- AASB 101 Presentation of Financial Statements paragraph 61
- AASB 107 Statement of Cash Flows paragraphs 43 and 45
- AASB 116 Property, Plant and Equipment paragraph 79
- AASB 137 Provisions, Contingent Liabilities and Contingent Assets paragraph 85
- AASB 140 Investment Property paragraph 75(f)
- AASB 1052 Disaggregated Disclosures paragraph 11
- AASB 1054 Australian Additional Disclosures paragraph 16

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 *Leases* which would have required the Shire to measure any vested improvements at zero cost.

The *Local Government (Financial Management) Regulations 1996* provide that:

- land and buildings classified as property, plant and equipment; or
- infrastructure; or
- vested improvements that the local government controls; and measured at reportable value, are only required to be revalued every five years. Revaluing these non-financial assets every five years is a departure from AASB 116 *Property, Plant and Equipment*, which would have required the Shire to assess at each reporting date whether the carrying amount of the above mentioned non-financial assets materially differs from their fair value and, if so, revalue the class of non-financial assets.

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.

**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 that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying amounts 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 - note 8
  - Infrastructure - note 9
- Impairment losses of non-financial assets - Note 8
- Measurement of employee benefits - note 15

Fair value hierarchy information can be found in note 23

**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. A separate statement of those monies appears at Note 28 of the financial report.

**Initial application of accounting standards**

During the current year, the following new or revised Australian Accounting Standards and Interpretations were applied for the first time.

- AASB 2020-1 Amendments to Australian Accounting Standards
  - Classification of Liabilities as Current or Non-current
- AASB 2022-5 Amendments to Australian Accounting Standards
  - Lease Liability in a Sale and Leaseback
- AASB 2022-6 Amendments to Australian Accounting Standards
  - Non-current Liabilities with Covenants
- AASB 2023-3 Amendments to Australian Accounting Standards
  - Disclosure of Non-current Liabilities with Covenants: Tier 2
- AASB 2024-1 Amendments to Australian Accounting Standards
  - Supplier Finance Arrangements: Tier 2 Disclosures
- AASB 2023-1 Amendments to Australian Accounting Standards
  - Supplier Finance Arrangements

These amendments are not expected to have any material impact on the financial report on initial application.

- AASB 2022-10 Amendments to Australian Accounting Standards
  - Fair Value Measurement of Non-Financial Assets of Not-for-Profit Public Sector Entities

These amendment may result in changes to the fair value of certain non-financial assets on revaluation. The impact has not been quantified as it is not considered practicable to determine the amount of the difference in fair value attributable to the change in the standard.

**New accounting standards for application in future years**

The following new accounting standards will have application to local government in future years:

- AASB 2014-10 Amendments to Australian Accounting Standards
  - Sale or Contribution of Assets between an Investor and its Associate or Joint Venture
- AASB 2024-4b Amendments to Australian Accounting Standards
  - Effective Date of Amendments to AASB 10 and AASB 128 [deferred AASB 10 and AASB 128 amendments in AASB 2014-10 apply]
- AASB 2022-9 Amendments to Australian Accounting Standards
  - Insurance Contracts in the Public Sector
- AASB 2023-5 Amendments to Australian Accounting Standards
  - Lack of Exchangeability
- AASB 18 (FP) Presentation and Disclosure in Financial Statements
  - (Appendix D) [for for-profit entities]
- AASB 18 (NFP/Super) Presentation and Disclosure in Financial Statements
  - (Appendix D) [for not-for-profit and superannuation entities]
- AASB 2024-2 Amendments to Australian Accounting Standards
  - Classification and Measurement of Financial Instruments
- AASB 2024-3 Amendments to Australian Accounting Standards
  - Annual Improvements Volume 11

These amendments are not expected to have any material impact on the financial report on initial application.

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**2. REVENUE AND EXPENSES**

**(a) Revenue**

**Contracts with customers**

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/refunds/warranties	Timing of revenue recognition
Grants, subsidies or contributions with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions with no contractual commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	When assets are controlled
Fees and Charges Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	On payment and issue of the licence, registration or approval
Fees and Charges-Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	On entry to facility
Fees and Charges-Airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	On landing/departure event
Other revenue- Private Works	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Output method based on provision of service or completion of works
Fees and Charges-Sale of stock	Kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Output method based on goods

Consideration from contracts with customers is included in the transaction price.

**Revenue recognition**

Rate revenue was recognised from the rate record as soon as practicable after the Shire resolved to impose rates in the financial year as well as when the rate record was amended to ensure the information in the record was current and correct.

Revenue recognised during the year under each basis of recognition by nature of goods or services is provided in the table below:

**For the year ended 30 June 2025**

Nature	Contracts with customers	Capital grant/contributions	Statutory requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	6,047,928	0	6,047,928
Grants, subsidies and contributions	0	0	0	3,651,993	3,651,993
Fees and charges	3,166,697	0	7,120	0	3,173,817
Interest revenue	0	0	79,117	432,974	512,091
Other revenue	172,473	0	0	120,089	292,562
Capital grants, subsidies and contributions	0	2,277,214	0	0	2,277,214
<b>Total</b>	<b>3,339,170</b>	<b>2,277,214</b>	<b>6,134,165</b>	<b>4,205,056</b>	<b>15,955,605</b>

**For the year ended 30 June 2024**

Nature	Contracts with customers	Capital grant/contributions	Statutory requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	5,753,519	12,499	5,766,018
Grants, subsidies and contributions	916,422	0	0	2,553,847	3,470,269
Fees and charges	3,564,747	0	73,203	0	3,637,950
Interest revenue	0	0	98,223	462,228	560,451
Other revenue	148,857	0	0	254,989	403,846
Capital grants, subsidies and contributions	0	2,213,366	0	0	2,213,366
<b>Total</b>	<b>4,630,026</b>	<b>2,213,366</b>	<b>5,924,945</b>	<b>3,283,563</b>	<b>16,051,900</b>

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**2. REVENUE AND EXPENSES (Continued)**

**(a) Revenue (Continued)**

Note	2025 Actual	2024 Actual
	\$	\$
<b>Interest revenue</b>		
Interest on reserve account	211,401	169,975
Trade and other receivables overdue interest	66,144	98,644
Other interest revenue	234,546	291,832
	512,091	560,451
The 2025 original budget estimate in relation to: Trade and other receivables overdue interest was \$73,500		
<b>Fees and charges relating to rates receivable</b>		
Charges on instalment plan	38,005	37,054
The 2025 original budget estimate in relation to: Charges on instalment plan was \$38,536		
<b>(b) Expenses</b>		
<b>Auditors remuneration</b>		
- Audit of the Annual Financial Report	87,500	79,680
- Other services – grant acquittals	11,000	13,150
	98,500	92,830
<b>Employee Costs</b>		
Employee benefit costs	5,946,857	5,161,895
Other employee costs	733,799	931,174
	6,680,656	6,093,069
<b>Finance costs</b>		
Interest and financial charges paid/payable for lease liabilities and financial liabilities not at fair value through profit or loss	63,299	63,026
	63,299	63,026
<b>Other expenditure</b>		
Impairment losses on rates and statutory receivables	0	50,000
Sundry expenses	232,127	932,087
	232,127	982,087

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**3. CASH AND CASH EQUIVALENTS**

Cash at bank and on hand  
 Term deposits - Reserve Funds  
 Bonds and deposits held in Trust  
**Total cash and cash equivalents**

Held as  
 - Unrestricted cash and cash equivalents  
 - Restricted cash and cash equivalents

Note	2025	2024
	\$	\$
	5,136,664	4,723,418
	5,007,325	4,896,287
	0	16,130
	<b>10,143,989</b>	<b>9,635,835</b>
	2,589,418	3,743,895
17	7,554,571	5,891,940
	<b>10,143,989</b>	<b>9,635,835</b>

**MATERIAL ACCOUNTING POLICIES**

**Cash and cash equivalents**

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 financial position.

Term deposits are presented as cash equivalents if they have a maturity of three months or less from the date of acquisition and are repayable with 24 hours notice with no loss of interest.

**Restricted financial assets**

Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserve accounts, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

**4. OTHER FINANCIAL ASSETS**

**(a) Non-current assets**

Financial assets at amortised cost  
 Financial assets at fair value through profit or loss

Note	2025	2024
	\$	\$
	124,756	124,756
	(5,147)	0
	<b>119,609</b>	<b>124,756</b>
	124,756	122,234
	(5,147)	2,522
	<b>119,609</b>	<b>124,756</b>

**MATERIAL ACCOUNTING POLICIES**

**Other financial assets at amortised cost**

The Shire 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.

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates. They are classified as level 2 fair values in the fair value hierarchy (see Note 23 (i)) due to the observable market rates.

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

**Financial assets at fair value through profit or loss**

The Shire classifies the following financial assets at fair value through profit or loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has elected to recognise as fair value gains and losses through profit or loss.

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**5. TRADE AND OTHER RECEIVABLES**

	Note	2025	2024
		\$	\$
<b>Current</b>			
Rates and statutory receivables		646,736	513,250
Trade receivables		280,413	242,457
GST receivable		0	335,525
Receivables for employee related provisions	15	0	13,730
Allowance for credit losses of rates and statutory receivables		(208,594)	(200,000)
		718,555	904,962
<b>Non-current</b>			
Rates and statutory receivables		204,493	204,493
Trade receivables		0	33,000
Receivables for employee related provisions		23,562	0
		228,055	237,493

**Disclosure of opening and closing balances related to contracts with customers**

Information about receivables from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non-financial assets is:

Trade and other receivables from contracts with customers  
 Total trade and other receivables from contracts with customers

Note	30 June 2025 Actual	30 June 2024 Actual	1 July 2023 Actual
	\$	\$	\$
	280,413	275,457	256,901
	280,413	275,457	256,901

**MATERIAL ACCOUNTING POLICIES**

**Rates and statutory receivables**

Rates and statutory receivables are non-contractual receivables arising from statutory requirements and include amounts due from ratepayers for unpaid rates and service charges and other statutory charges or fines.

Rates and statutory receivables are recognised when the taxable event has occurred and can be measured reliably.

**Trade receivables**

Trade receivables are amounts receivable from contractual arrangements with customers for goods sold, services performed or grants or contributions with sufficiently specific performance obligations or for the construction of recognisable non financial assets as part of the ordinary course of business.

**Measurement**

Trade and other receivables are recognised initially at the amount of the transaction price, unless they contain a significant financing component, and are to be recognised at fair value.

**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.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

**SHIRE OF NARROGIN**  
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**6. INVENTORIES**

	Note	2025	2024
		\$	\$
<b>Current</b>			
Other inventories - fuel and materials		16,342	41,439
		16,342	41,439
<b>Balance at beginning of year</b>		41,439	19,832
Inventories expensed during the year		(275,535)	(217,621)
Additions to inventory		250,438	239,228
<b>Balance at end of year</b>		16,342	41,439

The following movements in inventories occurred during the year:

<b>Balance at beginning of year</b>	41,439	19,832
Inventories expensed during the year	(275,535)	(217,621)
Additions to inventory	250,438	239,228
<b>Balance at end of year</b>	16,342	41,439

**MATERIAL ACCOUNTING POLICIES**

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**SHIRE OF NARROGIN**  
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**7. OTHER ASSETS**

	<b>2025</b>	<b>2024</b>
	\$	\$
<b>Other assets - current</b>		
Accrued income	179,817	88,394
	<b>179,817</b>	<b>88,394</b>

**MATERIAL ACCOUNTING POLICIES**

**Other current assets**

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

**SHIRE OF NARROGIN**  
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**8. PROPERTY, PLANT AND EQUIPMENT**

**(a) Movements in balances**

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Assets not subject to operating lease			Total property				Plant and equipment					Total property, plant and equipment
	Note	Land	Buildings	Land	Buildings	Work in progress	Total property	Furniture and fittings	Plant and equipment	Library stock	Artwork and sculptures	Works in Progress	
<b>Balance at 1 July 2023</b>		8,836,600	55,607,461	8,836,600	55,607,461	1,008,850	65,452,911	446,617	4,393,032	71,078	350,315	16,337	70,730,291
Additions		0	464,993	0	464,993	37,576	502,569	18,200	1,452,340	0	0	120,809	2,093,918
Disposals		0	0	0	0	0	0	0	(643,100)	0	0	0	(643,100)
Impairment (losses) / reversals		0	8,050	0	8,050	0	8,050	2,713	(10,763)	0	0	0	0
Depreciation		0	(1,524,756)	0	(1,524,756)	0	(1,524,756)	(50,477)	(555,836)	(35,539)	0	0	(2,166,608)
Transfers		0	962,090	0	962,090	(970,962)	(8,872)	24,123	(11,223)	0	0	(16,336)	(12,308)
<b>Balance at 30 June 2024</b>		8,836,600	55,517,838	8,836,600	55,517,838	75,464	64,429,902	441,176	4,624,451	35,539	350,315	120,810	70,002,193
<b>Comprises:</b>													
Gross balance amount at 30 June 2024		8,836,600	57,042,594	8,836,600	57,042,594	75,464	65,954,658	640,029	6,122,000	177,695	350,315	120,810	73,365,507
Accumulated depreciation at 30 June 2024		0	(1,524,756)	0	(1,524,756)	0	(1,524,756)	(198,853)	(1,497,549)	(142,156)	0	0	(3,363,314)
<b>Balance at 30 June 2024</b>	8(b)	8,836,600	55,517,838	8,836,600	55,517,838	75,464	64,429,902	441,176	4,624,451	35,539	350,315	120,810	70,002,193
Additions		25,046	382,728	25,046	382,728	0	407,774	86,309	1,937,952	0	127,599	0	2,559,634
Disposals		0	0	0	0	0	0	0	(353,140)	0	0	0	(353,140)
WIP transferred to profit and loss		0	0	0	0	(16,190)	(16,190)	0	0	0	0	(18,070)	(34,260)
WIP Transfers		0	59,274	0	59,274	(59,274)	0	0	102,740	0	0	(102,740)	0
Impairment (losses) / reversals** (22/23)		0	0	0	0	0	0	0	(36,974)	0	0	0	(36,974)
Depreciation		0	(1,555,175)	0	(1,555,175)	0	(1,555,175)	(91,938)	(589,734)	(35,539)	0	0	(2,272,386)
Transfers		0	0	0	0	0	0	(53,845)	53,845	0	0	0	0
<b>Balance at 30 June 2025</b>		8,861,646	54,404,665	8,861,646	54,404,665	0	63,266,311	381,702	5,739,140	0	477,914	0	69,865,067
<b>Comprises:</b>													
Gross balance amount at 30 June 2025		8,861,646	57,484,596	8,861,646	57,484,596	0	66,346,242	621,113	7,635,389	177,695	477,914	0	75,258,353
Accumulated depreciation at 30 June 2025		0	(3,079,930)	0	(3,079,930)	0	(3,079,930)	(239,411)	(1,896,249)	(177,695)	0	0	(5,393,285)
<b>Balance at 30 June 2025</b>	8(b)	8,861,646	54,404,666	8,861,646	54,404,666	0	63,266,312	381,702	5,739,140	0	477,914	0	69,865,068

\*\* Relates to the disposal of a prior year asset.

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**8. PROPERTY, PLANT AND EQUIPMENT (Continued)**

**(b) Carrying amount measurements**

Asset class	Note	Carrying amount 2025	Carrying amount 2024	Fair value hierarchy	Valuation technique	Basis of valuation	Date of last valuation	Inputs used
<b>(i) Fair value - as determined at the last valuation date</b>								
<b>Land and buildings</b>								
Land - market value		8,861,646	8,836,600	2	Market approach using recent observable market for similar properties	Independent Registered Valuer	June 2023	Price per hectare.
Total land	8(a)	8,861,646	8,836,600					
Buildings - non specialised		780,744	1,723,745	2	Market approach using recent observable market data for similar properties	Independent Registered Valuer	June 2023	Price per square metre / market borrowing rate, adjusted for restrictions in use.
Buildings - specialised		53,623,922	53,794,094	2 & 3	Cost approach using current replacement cost	Independent Registered Valuer	June 2023	Construction costs and current condition (level 2), residual values and remaining useful life assessments (level 3) inputs.
Total buildings	8(a)	54,404,666	55,517,839					
<b>(ii) Cost</b>								
<b>Furniture and fittings</b>		381,702	441,176		Cost	Cost	N/A	Cost
<b>Plant and equipment</b>		5,739,140	4,659,990		Cost	Cost	N/A	Cost
<b>Artwork and sculptures</b>		477,914	359,021		Cost	Cost	N/A	Cost
<b>Works in Progress</b>		0	196,274		Cost	Cost	N/A	Cost

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**9. INFRASTRUCTURE**

**(a) Movements in balances**

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - roads	Other infrastructure- footpaths	Other infrastructure- drainage	Other infrastructure- parks, ovals and other	Other infrastructure- bridges	Other infrastructure - Works in progress	Total infrastructure
	\$	\$	\$	\$	\$	\$	\$
<b>Balance at 1 July 2023</b>	63,870,797	2,378,083	10,565,528	8,238,305	2,775,000	350,692	88,169,698
Additions	2,659,162	100,880	0	325,272	278,709	5,760	3,369,783
Depreciation	(209,455)	(129,766)	(442,705)	(487,347)	(129,503)	0	(1,398,776)
Transfers	0	0	0	373,850	(24,545)	(346,147)	3,158
<b>Balance at 30 June 2024</b>	66,320,504	2,349,196	10,122,823	8,441,374	2,899,661	10,305	90,143,863
<b>Comprises:</b>							
Gross balance at 30 June 2024	87,766,199	5,165,691	18,412,060	15,304,921	9,887,164	10,305	136,546,340
Accumulated depreciation at 30 June 2024	(21,445,695)	(2,816,495)	(8,289,237)	(6,863,547)	(6,987,503)	0	(46,402,477)
<b>Balance at 30 June 2024</b>	66,320,504	2,349,196	10,122,823	8,441,374	2,899,661	10,305	90,143,863
Additions	2,344,790	247,580	0	200,115	0	0	2,792,485
WIP Transfers	0	0	0	10,305	0	(10,305)	0
Depreciation	(1,024,097)	(132,350)	(442,705)	(502,342)	(246,243)	0	(2,347,737)
<b>Balance at 30 June 2025</b>	67,641,197	2,464,426	9,680,118	8,149,452	2,653,418	0	90,588,611
<b>Comprises:</b>							
Gross balance at 30 June 2025	90,110,989	5,413,270	18,412,060	15,515,341	9,887,165	0	139,338,825
Accumulated depreciation at 30 June 2025	(22,469,792)	(2,948,845)	(8,731,942)	(7,365,889)	(7,233,747)	0	(48,750,215)
<b>Balance at 30 June 2025</b>	67,641,197	2,464,425	9,680,118	8,149,452	2,653,418	0	90,588,610

**SHIRE OF NARROGIN**  
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**9. INFRASTRUCTURE (Continued)**

**(b) Carrying amount measurements**

Asset class	Fair value hierarchy	Valuation technique	Basis of valuation	Date of last valuation	Inputs used
<b>(i) Fair value - as determined at the last valuation date</b>					
Infrastructure - roads	3	Cost approach using current replacement cost	Independent Registered Valuer	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Other infrastructure-footpaths	3	Cost approach using current replacement cost	Independent Registered Valuer	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Other infrastructure-drainage	3	Cost approach using current replacement cost	Independent Registered Valuer	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Other infrastructure-parks, ovals and ot	3	Cost approach using current replacement cost	Independent Registered Valuer	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Other infrastructure-other	3	Cost approach using current replacement cost	Independent Registered Valuer	June 2023	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Other infrastructure-bridges	3	Cost approach using current replacement cost	Independent Registered Valuer	June 2023	Construction costs and current condition, residual values and remaining useful life assessments

**SHIRE OF NARROGIN**  
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**10. FIXED ASSETS**

**(a) Depreciation**

**Depreciation rates**

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

<b>Asset class</b>	<b>Useful life</b>
Buildings	5 to 100 years
Furniture and equipment	5 to 10 years
Plant and equipment	5 to 20 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
formation	not depreciated
pavement	50 years
Formed roads (unsealed)	
formation	not depreciated
pavement	50 years
Footpaths - slab	50 years
Sewerage piping	40 years
Water supply piping and drainage systems	50 to 75 years
Bridges	75 to 100 years
Other Infrastructure	8 to 20 years
Right of use	Based on the remaining lease
Library books	5 years
Parks and ovals	10 to 25 years

**Revision of useful lives of plant and equipment**

During the year, the estimated total useful lives of all infrastructure assets were revised following the revaluation of infrastructure in previous year.

**SHIRE OF NARROGIN**  
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**10. FIXED ASSETS (Continued)**

**MATERIAL ACCOUNTING POLICIES**

**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.

**Revaluation**

Land and buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls and measured at reportable value, are only required to be revalued every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on land vested in the Shire.

Whilst the regulatory framework only requires a revaluation to occur every five years, it also provides for the Shire to revalue earlier if it chooses to do so.

For land, buildings and infrastructure, increases in the carrying amount arising on revaluation of asset classes are credited to a revaluation surplus in equity.

Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Subsequent increases are then recognised in profit or loss to the extent they reverse a net revaluation decrease previously recognised in profit or loss for the same class of asset.

**Depreciation**

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

**Depreciation on revaluation**

When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset; or
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

**Impairment**

In accordance with *Local Government (Financial Management) Regulation 17A(4C)*, the Shire is not required to comply with *AASB 136 Impairment of Assets* to determine the recoverable amount of its non-financial assets that are land or buildings classified as property, plant and equipment, infrastructure or vested improvements that the local government controls in circumstances where there has been an impairment indication of a general decrease in asset values.

In other circumstances where it has been assessed that one or more of these non-financial assets are impaired, the asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

**Gains or losses on disposal**

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

**SHIRE OF NARROGIN**  
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**11. LEASES**

**(a) Right-of-use assets**

Movement in the balance of each class of right-of-use asset between the beginning and the end of the current financial year.

**Balance at 1 July 2023**

Additions

Depreciation

**Balance at 30 June 2024**

Gross balance amount at 30 June 2024

Accumulated depreciation at 30 June 2024

**Balance at 30 June 2024**

Depreciation

**Balance at 30 June 2025**

Gross balance amount at 30 June 2025

Accumulated depreciation at 30 June 2025

**Balance at 30 June 2025**

Note	Right-of-use assets - land and buildings	Total right-of-use assets
	\$	\$
	74,342	74,342
Additions	5,285	5,285
Depreciation	(31,935)	(31,935)
<b>Balance at 30 June 2024</b>	<b>47,692</b>	<b>47,692</b>
Gross balance amount at 30 June 2024	140,064	140,064
Accumulated depreciation at 30 June 2024	(92,372)	(92,372)
<b>Balance at 30 June 2024</b>	<b>47,692</b>	<b>47,692</b>
Depreciation	(26,271)	(26,271)
<b>Balance at 30 June 2025</b>	<b>21,421</b>	<b>21,421</b>
Gross balance amount at 30 June 2025	140,064	140,064
Accumulated depreciation at 30 June 2025	(118,643)	(118,643)
<b>Balance at 30 June 2025</b>	<b>21,421</b>	<b>21,421</b>

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the Shire is the lessee:

Depreciation on right-of-use assets

Finance charge on lease liabilities

**Total amount recognised in the statement of comprehensive income**

26(d)	2025 Actual	2024 Actual
	\$	\$
	(26,271)	(31,935)
	(276)	(702)
	<b>(26,547)</b>	<b>(32,637)</b>
Total cash outflow from leases	(6,470)	(34,320)
Current	22,329	28,523
Non-current	11,055	11,055
<b>26(d)</b>	<b>33,384</b>	<b>39,578</b>

The measurement of lease liabilities does not include any future cash outflows associated with leases not yet commenced to which the Shire is committed. The Shire has two leases relating to residential properties with lease terms of 3 years and 5 years.

**MATERIAL ACCOUNTING POLICIES**

**Leases**

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 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 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 that are classified as short-term leases (i.e. a lease with a 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.

Details of individual lease liabilities required by regulations are provided at Note 26(d).

**Right-of-use assets - measurement**

Right-of-use assets are measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not recognised in the Statement of Financial Position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 10 under revaluation for details on the material accounting policies applying to vested improvements.

**Right-of-use assets - depreciation**

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shorter. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the Shire anticipates to exercise a purchase option, the specific asset is depreciated over the useful life of the underlying asset.

**SHIRE OF NARROGIN  
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**11. LEASES (Continued)**

**(c) Lessor - property, plant and equipment subject to lease**

The table below represents a maturity analysis of the undiscounted lease payments to be received after the reporting date.

Less than 1 year  
1 to 2 years  
2 to 3 years  
3 to 4 years  
4 to 5 years  
> 5 years

	<b>2025 Actual</b>	<b>2024 Actual</b>
	\$	\$
Less than 1 year	52,050	87,951
1 to 2 years	24,190	52,050
2 to 3 years	3,343	24,190
3 to 4 years	3,343	3,343
4 to 5 years	3,343	3,343
> 5 years	19,935	23,278
	<b>106,204</b>	<b>194,155</b>
Rental income	151,488	97,115

**Amounts recognised in profit or loss for property, plant and equipment subject to lease**

Rental income

The Shire also has peppercorn leases with 25 various not-for-profit entities.

The Shire leases properties to staff and other tenants with rentals payable monthly. These leases are classified as operating leases as they do not transfer substantially all of the risks and rewards incidental to the ownership of the assets. These properties are not considered investment property as they are leased for use in the supply of services to the community.

Lease payments for some contracts include CPI increases, but there are no other variable lease payments that depend on an index or rate. Although the Shire is exposed to changes in the residual value at the end of the current leases, the Shire group typically enters into new operating leases and, therefore will not immediately realise any reduction in residual value at the end of these leases. Expectations about the future residual values are reflected in the fair value of the properties.

**MATERIAL ACCOUNTING POLICIES**

**The Shire as lessor**

Upon entering into each contract as a lessor, the Shire assesses if the lease is a finance or operating lease.

The contract is classified as a finance lease when the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases not within this definition are classified as operating leases. Rental income received from operating leases is recognised on a straight-line basis over the term of the specific lease.

Initial direct costs incurred in entering into an operating lease (eg legal cost, cost to setup) are included in the carrying amount of the leased asset and recognised as an expense on a straight-line basis over the lease term.

When a contract is determined to include lease and non-lease components, the Shire applies AASB 15 *Revenue from Contracts with Customers* to allocate the consideration under the contract to each component.

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**12. TRADE AND OTHER PAYABLES**

**Current**

	<b>2025</b>	<b>2024</b>
	\$	\$
Sundry creditors	389,969	421,881
Prepaid rates	215,194	179,667
Accrued payroll liabilities	30,379	210,359
GST payable	1,483	0
Bonds and deposits held	82,798	15,433
Other creditors	0	5,720
Accrued loan interest	3,294	22,072
Accrued expenses	0	258,820
	<b>723,117</b>	<b>1,113,952</b>

**MATERIAL ACCOUNTING POLICIES**

**Financial liabilities**

Financial liabilities are initially recognised at fair value when the Shire becomes a party to the contractual provisions of the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and any consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

**Statutory liabilities**

Statutory liabilities, are amounts owed to regulatory authorities due to statutory obligations such as FBT and PAYG. GST payable is offset against GST receivable and any net GST payable is included as a statutory liability.

**Trade and other payables**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year 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 usually 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.

**Prepaid rates**

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises income for the prepaid rates that have not been refunded.

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**13. OTHER LIABILITIES**

	<b>2025</b>	<b>2024</b>
	\$	\$
<b>Current</b>		
Contract liabilities	0	38,000
Capital grant/contributions liabilities	1,047,245	941,522
	<b>1,047,245</b>	<b>979,522</b>
<b>Reconciliation of changes in contract liabilities</b>		
Opening balance	38,000	
Additions	0	38,000
Revenue from contracts with customers included as a contract liability at the start of the period	(38,000)	0
	<b>0</b>	<b>38,000</b>
<b>Reconciliation of changes in contract liabilities</b>		
Opening balance	941,522	787,467
Additions/(Reductions)	114,500	507,437
Revenue from capital grant/contributions held as a liability at the start of the period	(8,777)	(353,382)
	<b>1,047,245</b>	<b>941,522</b>
<b>Expected satisfaction of capital grant/contribution liabilities</b>		
Less than 1 year	<b>1,047,245</b>	<b>941,522</b>
	<b>1,047,245</b>	<b>941,522</b>

Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or completion of construction or acquisition of the asset.

**MATERIAL ACCOUNTING POLICIES**

**Contract liabilities**

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

**Capital grant/contribution liabilities**

Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled by the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as income when the obligations in the contract are satisfied.

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**14. BORROWINGS**

	Note	2025			2024		
		Current	Non-current	Total	Current	Non-current	Total
<b>Secured</b>		\$	\$	\$	\$	\$	\$
Bank loans		298,990	2,383,865	2,682,855	189,113	1,191,331	1,380,444
<b>Total secured borrowings</b>	26(a)	298,990	2,383,865	2,682,855	189,113	1,191,331	1,380,444

**Secured liabilities and assets pledged as security**

Debentures, bank overdrafts and bank loans are secured by a floating charge over the assets of the Shire of Narrogin. Other loans relate to transferred receivables. Refer to Note 5.

The Shire of Narrogin has complied with the financial covenants of its borrowing facilities during the 2024 and 2025 years.

**MATERIAL ACCOUNTING POLICIES**

**Borrowing costs**

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.

Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 23(i)) due to the unobservable inputs, including own credit risk.

**Risk**

Details of individual borrowings required by regulations are provided at Note 26(a).

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**15. EMPLOYEE RELATED PROVISIONS**

**Employee related provisions**

	<b>2025</b>	<b>2024</b>
	\$	\$
<b>Current provisions</b>		
<b>Employee benefit provisions</b>		
Annual leave	358,807	407,955
Long service leave	302,160	310,240
	<hr/> 660,967	<hr/> 718,195
<b>Employee related other provisions</b>		
Employment on-costs	116,105	96,552
	<hr/> 116,105	<hr/> 96,552
<b>Total current employee related provisions</b>	777,072	814,747
<b>Non-current provisions</b>		
<b>Employee benefit provisions</b>		
Long service leave	193,423	157,730
	<hr/> 193,423	<hr/> 157,730
<b>Employee related other provisions</b>		
Employment on-costs	23,099	15,491
	<hr/> 23,099	<hr/> 15,491
<b>Total non-current employee related provisions</b>	216,522	173,221
<b>Total employee related provisions</b>	993,594	987,968

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period.

**MATERIAL ACCOUNTING POLICIES**

**Employee benefits**

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

**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 statement of financial position.

**Other long-term employee benefits**

Long-term employee benefits provisions 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.

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**16. REVALUATION SURPLUS**

	<b>2025 Opening balance</b>	<b>2025 Closing balance</b>	<b>2024 Opening balance</b>	<b>2024 Closing balance</b>
	\$	\$	\$	\$
Revaluation surplus - Land and buildings	55,776,062	55,776,062	55,776,062	55,776,062
Revaluation surplus - Furniture and equipment	24,330	24,330	24,330	24,330
Revaluation surplus - Plant and equipment	762,474	762,474	762,474	762,474
Revaluation surplus - Artwork	350,315	350,315	350,315	350,315
Revaluation surplus - Infrastructure - roads	29,955,237	29,955,237	29,955,237	29,955,237
Revaluation surplus - Infrastructure - footpaths	1,475,991	1,475,991	1,475,991	1,475,991
Revaluation surplus - Infrastructure - drainage	10,668,568	10,668,568	10,668,568	10,668,568
Revaluation surplus - Infrastructure - parks, ovals and other	6,698,877	6,698,877	6,698,877	6,698,877
Revaluation surplus - Other infrastructure - bridges	1,271,055	1,271,055	1,271,055	1,271,055
	106,982,909	106,982,909	106,982,909	106,982,909

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**17. RESTRICTIONS OVER FINANCIAL ASSETS**

Note	2025 Actual	2024 Actual
	\$	\$
The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:		
- Cash and cash equivalents	3 7,554,571 7,554,571	5,891,940 5,891,940
The restricted financial assets are a result of the following specific purposes to which the assets may be used:		
Restricted reserve accounts	27 5,007,326	4,896,288
Contract liabilities	13 0	38,000
Capital grant liabilities	13 1,047,245	941,522
Bonds and deposits held in Trust		0 16,130
Unspent loans	26(c) 1,500,000	0
<b>Total restricted financial assets</b>	<b>7,554,571</b>	<b>5,891,940</b>
<b>Credit standby arrangements</b>		
Bank overdraft limit		400,000 400,000
Bank overdraft at balance date		0 0
Credit card limit		27,500 27,500
Credit card balance at balance date		(4,042) (2,881)
<b>Total amount of credit unused</b>	<b>423,458</b>	<b>424,619</b>
<b>Loan facilities</b>		
Loan facilities - current		298,990 189,114
Loan facilities - non-current		2,383,866 1,191,331
<b>Total facilities in use at balance date</b>	<b>2,682,856</b>	<b>1,380,445</b>
<b>Unused loan facilities at balance date</b>	<b>1,500,000</b>	<b>0</b>

**SHIRE OF NARROGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2025**

**19. CONTINGENT LIABILITIES**

The Department of Water and Environmental Regulation (DWER) issued Category 61, 62 and 64 licenses for the Shire of Narrogin Waste Management Facility for a term of 20 years from 30 June 2011 to 29 June 2031.

Independent experts, engaged by the Shire, determined on 16 December 2019 that the site is anticipated to have an operating life of at least 68 years and that an active post closure period of approximately 5 years will be sufficient to determine the effectiveness of the post closure measures implemented.

A Landfill Closure Management Plan is required to be prepared as part of the license conditions. This plan will only be prepared closer to landfill closure date as assessed and confirmed by DWER.

The Shire is not aware of any contingent assets as at 30 June 2025.

**20. CAPITAL COMMITMENTS**

Contracted for:

- capital expenditure projects

	<b>2025</b>	<b>2024</b>
	\$	\$
- capital expenditure projects	1,429,446	371,427
	1,429,446	371,427

The capital expenditure projects outstanding at the end of the current reporting period and previous represent outstanding orders issued for capital projects prior to 30/06/2025 and 30/06/2024, respectively.

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**21. RELATED PARTY TRANSACTIONS**

**(a) Council member remuneration**

Fees, expenses and allowances to be paid or reimbursed to council members.	Note	2025	2025	2024
		Actual	Budget	Actual
President's annual allowance		\$ 26,067	\$ 26,067	\$ 25,064
President's meeting attendance fees		22,173	22,173	21,320
President's annual allowance for ICT expenses		1,785	1,785	1,716
		50,025	50,025	48,100
Deputy President's annual allowance		6,517	6,517	6,266
Deputy President's meeting attendance fees		10,005	10,005	9,620
Deputy President's annual allowance for ICT expenses		563	563	541
		17,085	17,085	16,427
All other council member's meeting attendance fees		50,625	50,025	53,855
All other council member's annual allowance for ICT expenses		3,495	3,495	3,524
		54,120	53,520	57,379
	21(b)	121,230	120,630	121,906

**(b) Key management personnel (KMP) compensation**

The total of compensation paid to KMP of the Shire during the year are as follows:

Short-term employee benefits	701,074	1,259,564
Post-employment benefits	92,236	163,390
Employee - other long-term benefits	15,802	108,607
Employee - termination benefits	9,894	0
Council member costs	121,230	121,906
	940,236	1,653,467

*Short-term employee benefits*

These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

*Post-employment benefits*

These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

*Other long-term benefits*

These amounts represent annual leave and long service leave entitlements accruing during the year.

*Termination benefits*

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

*Council member costs*

These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**21. RELATED PARTY TRANSACTIONS (Continued)**

**(c) Transactions with related parties**

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:

	<b>2025 Actual</b>	<b>2024 Actual</b>
	\$	\$
Purchase of goods and services	465,625	48,240
<b>Amounts outstanding from related parties:</b>		
Trade and other receivables	0	393
<b>Amounts payable to related parties:</b>		
Trade and other payables	127,977	31,689

**(d) Related parties**

**The Shire's main related parties are as follows:**

*i. Key management personnel*

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the Shire, directly or indirectly, including any council member, are considered key management personnel.

*ii. Other Related Parties*

During the previous year, a company controlled by a related party of a council member, was awarded two contracts under the selective tender process on terms and conditions equivalent for those that prevail in arm's length transactions under the Shire's procurement process.

The contracts involved footpath construction & fire mitigation works in the Shire, and amounted to \$344,467 in the current year. Outside of normal citizen type transactions with the Shire, there were no other related party transactions involving key management personnel and/or their close family members and/or their controlled (or jointly controlled) entities.

*iii. Entities subject to significant influence by the Shire*

There were no such entities requiring disclosure during the current or previous year.

**SHIRE OF NARROGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2025**

**22. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD**

The Shire does not have any subsequent events after balance sheet date.

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**23. OTHER MATERIAL ACCOUNTING POLICIES**

**a) Goods and services tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**b) Current and non-current classification**

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

**c) Rounding off figures**

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

**d) Comparative figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial report is presented.

**e) Budget comparative figures**

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

**f) Superannuation**

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

**g) Fair value of assets and liabilities**

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

**h) Interest revenue**

Interest revenue is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

**i) Fair value hierarchy**

*AASB 13 Fair Value Measurement* requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

**Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

**Valuation techniques**

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

**Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

**Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

**Cost approach**

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

**j) Impairment of assets**

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount except for non-financial assets that are:

- land and buildings classified as property, plant and equipment;
- infrastructure; or
- vested improvements that the local government controls, in circumstances where there has been an impairment indication of a general decrease in asset values.

These non-financial assets are assessed in accordance with the regulatory framework detailed in Note 10.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. *AASB 116 Property, Plant and Equipment*) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**24. RATING INFORMATION**

**(a) General rates**

RATE TYPE Rate description	Basis of valuation	Rate in \$	Number of properties	2024/25 Actual rateable value*	2024/25 Actual rate revenue	2024/25 Actual interim rates	2024/25 Actual total revenue	2024/25 Budget rate revenue	2024/25 Budget interim rate	2024/25 Budget total revenue	2023/24 Actual total revenue
Urban	Gross rental valuation	0.117572	1,762	32,167,310	3,781,975	2,838	3,784,813	3,779,020	1,500	3,780,520	3,464,204
Rural GRV	Gross rental valuation	0.097665	50	1,030,994	100,692	0	100,692	100,693	0	100,693	90,031
Rural GRV - Highbury	Gross rental valuation	0.097665	31	446,208	43,579	0	43,579	43,579	0	43,579	39,170
UV General	Unimproved valuation	0.003816	251	343,737,169	1,311,701	(4,974)	1,306,727	1,314,123	1,260	1,315,383	1,223,381
Non-Rateable		0	814	1,732,111	0	0	0	0	0	0	0
<b>Total general rates</b>			<b>2,908</b>	<b>379,113,792</b>	<b>5,237,947</b>	<b>(2,136)</b>	<b>5,235,811</b>	<b>5,237,415</b>	<b>2,760</b>	<b>5,240,175</b>	<b>4,816,786</b>
<b>Minimum payment</b>											
Urban	Gross rental valuation	\$	1,299	386	2,957,762	501,414	0	501,414	505,311	0	505,311
Rural GRV	Gross rental valuation		1,153	16	17,800	18,448	0	18,448	18,448	0	18,448
Rural GRV - Highbury	Gross rental valuation		921	3	43,020	2,763	0	2,763	2,763	0	2,763
UV General	Unimproved valuation		1,153	243	41,116,200	280,179	0	280,179	280,179	0	280,179
<b>Total minimum payments</b>			<b>648</b>	<b>44,134,782</b>	<b>802,804</b>	<b>0</b>	<b>802,804</b>	<b>806,701</b>	<b>0</b>	<b>806,701</b>	<b>936,733</b>
<b>Total general rates and minimum payments</b>			<b>3,556</b>	<b>423,248,574</b>	<b>6,040,751</b>	<b>(2,136)</b>	<b>6,038,615</b>	<b>6,044,116</b>	<b>2,760</b>	<b>6,046,876</b>	<b>5,753,519</b>
<b>Ex-gratia rates</b>											
CBH		Rate in	1	0	9,313	0	9,313	11,673	0	11,673	12,499
<b>Total amount raised from rates (excluding general rates)</b>			<b>1</b>	<b>0</b>	<b>9,313</b>	<b>0</b>	<b>9,313</b>	<b>11,673</b>	<b>0</b>	<b>11,673</b>	<b>12,499</b>
<b>Total rates</b>							<b>6,047,928</b>			<b>6,058,549</b>	<b>5,766,018</b>
<b>(b) Rates related information</b>											
Rates instalment interest							15,774			14,000	14,409
Rates instalment plan charges							38,005			38,536	37,054
Rates overdue interest							63,343			50,000	74,900
Rates written off							(1,643)			(500)	(36,471)

\*Rateable Value at time of raising of rate.

**SHIRE OF NARROGIN  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
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## 25. DETERMINATION OF SURPLUS OR DEFICIT

	Note	2024/25 (30 June 2025 carried forward)	\$	2024/25 Budget (30 June 2025 carried forward)	\$	2023/24 (30 June 2024 carried forward)	\$
<b>(a) Non-cash amounts excluded from operating activities</b>							
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .							
<b>Adjustments to operating activities</b>							
Less: Profit on asset disposals		(62,552)		(48,262)		(64,360)	
Less: Movement associated with cash (23/24)		(18,883)		21,696		11,969	
Less: Fair value adjustments to financial assets at fair value through profit or loss		5,147		0		(2,522)	
Add: Loss on disposal of assets		37,757		31,343		127,329	
Add: Depreciation	10(a)	4,646,394		3,358,620		3,597,319	
Non-cash movements in non-current assets and liabilities:							
Financial assets at amortised cost		0				9,139	
Pensioner deferred rates		0		0		1,076	
Employee benefit provisions		43,301		0		(10,302)	
Other provision		0		0		9,653	
<b>Non-cash amounts excluded from operating activities</b>		4,651,164		3,363,397		3,679,301	
<b>(b) Non-cash amounts excluded from investing activities</b>							
The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .							
<b>Adjustments to investing activities</b>							
Right of use assets received - non cash	11(a)	0		0		(5,285)	
<b>Non-cash amounts excluded from investing activities</b>		0		0		(5,285)	
<b>(c) Non-cash amounts excluded from financing activities</b>							
The following non-cash revenue or expenditure has been excluded from amounts attributable to financing activities within the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> .							
<b>Adjustments to financing activities</b>							
Non cash proceeds from new leases	26(d)	0		0		5,285	
<b>Non-cash amounts excluded from financing activities</b>		0		0		5,285	
<b>(d) Surplus or deficit after imposition of general rates</b>							
The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.							
<b>Adjustments to net current assets</b>							
Less: Reserve accounts	27	(5,007,326)		(3,908,047)		(4,896,290)	
Less: Financial assets at amortised cost							
Less: Current assets not expected to be received at end of year							
- LG House Equity		(119,609)		0		0	
Add: Current liabilities not expected to be cleared at end of year							
- Current portion of borrowings	14	298,990		275,002		189,114	
- Current portion of lease liabilities	11(b)	22,329		0		28,523	
- Employee benefit provisions		403,736		568,326		383,679	
<b>Total adjustments to net current assets</b>		(4,401,880)		(3,064,719)		(4,294,974)	
<b>Net current assets used in the Statement of financial activity</b>							
Total current assets		11,058,703		9,519,269		10,670,630	
Less: Total current liabilities		(2,868,753)		(6,454,550)		(3,125,858)	
Less: Total adjustments to net current assets		(4,401,880)		(3,064,719)		(4,294,974)	
<b>Surplus or deficit after imposition of general rates</b>		3,788,070		0		3,249,798	

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**26. BORROWING AND LEASE LIABILITIES**

**(a) Borrowings**

Purpose	Note	Actual						Budget				
		Principal at 1 July 2023	New loans during 2023-24	Principal repayments during 2023-24	Principal at 30 June 2024	New loans during 2024-25	Principal repayments during 2024-25	Principal at 30 June 2025	Principal at 1 July 2024	New loans during 2024-25	Principal repayments during 2024-25	
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
127 - Industrial Land		72,540	0	(13,252)	59,288	0	(13,852)	45,436	59,289	0	(13,852)	45,437
128 - Administration Building		147,834	0	(47,967)	99,867	0	(49,266)	50,601	99,867	0	(49,266)	50,601
129 - Accommodation Units NCP		218,420	0	(34,590)	183,830	0	(35,296)	148,534	183,830	0	(35,296)	148,534
130 - TWIS Distribution Pipes		145,828	0	(17,088)	128,740	0	(17,593)	111,147	128,740	0	(17,723)	111,017
132 - Staff Housing		484,697	0	(7,931)	476,766	0	(24,957)	451,809	476,766	0	(16,352)	460,414
133 - Accommodation Units NCP		450,000	0	(18,047)	431,953	0	(56,625)	375,328	431,953	0	(56,624)	375,329
134 - Accommodation Units NCP		0	0	0	0	1,500,000	0	1,500,000	0	1,500,000	0	1,500,000
New - NRLC Energy Efficiency		0	0	0	0	0	0	0	0	2,846,000	0	2,846,000
<b>Total</b>		<b>1,519,319</b>	<b>0</b>	<b>(138,875)</b>	<b>1,380,444</b>	<b>1,500,000</b>	<b>(197,589)</b>	<b>2,682,855</b>	<b>1,380,445</b>	<b>4,346,000</b>	<b>(189,113)</b>	<b>5,537,332</b>
<b>Borrowing finance cost payments</b>												
Purpose	Loan number	Institution	Interest rate	Date final payment is due	Actual for year ending		Budget for year ending		Actual for year ending			
					30 June 2025	30 June 2025	30 June 2025	30 June 2024	\$	\$		
127 - Industrial Land	127	WATC	4.48%	26/06/2028		(2,930)	(2,938)				(3,410)	
128 - Administration Building	128	WATC	2.69%	31/05/2026		(2,832)	(2,944)				(4,302)	
129 - Accommodation Units NCP	129	WATC	5.51%	28/05/2029		(4,690)	(4,756)				(5,295)	
130 - TWIS Distribution Pipes	130	WATC	1.47%	25/06/2031		(2,693)	(2,568)				(2,844)	
132 - Staff Housing	132	WATC	4.83%	30/06/2042		(25,675)	(29,161)				(24,936)	
133 - Accommodation Units NCP	133	WATC	4.52%	29/06/2033		(21,077)	(30,846)				(21,537)	
134 - Accommodation Units NCP	134	WATC	4.38%	16/06/2035		(3,125)	0				0	
<b>Total</b>						<b>(63,022)</b>	<b>(73,213)</b>				<b>(62,324)</b>	
<b>Total finance cost payments</b>						<b>(63,022)</b>	<b>(73,213)</b>				<b>(62,324)</b>	

\* WA Treasury Corporation

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**26. BORROWING AND LEASE LIABILITIES (Continued)**

**(b) New borrowings - 2024/25**

Particulars/purpose	Institution	Loan type	Term years	Interest rate %	Amount borrowed		Amount (used)		Total interest and charges \$	Actual balance unspent \$
					2025 Actual	2025 Budget	2025 Actual	2025 Budget		
134 - Accommodation Units NCP	WATC	Debenture	10	4.38%	\$ 1,500,000	\$ 1,500,000	\$ 0	\$ (1,500,000)		
					1,500,000	1,500,000	0	(1,500,000)		

\* WA Treasury Corporation

**(c) Unspent borrowings**

Particulars	Institution	Date Borrowed	Unspent balance	Borrowed during	Expended during	Unspent balance
			1 July 2024	2024-25	2024-25	30 June 2025
134 - Accommodation Units NCP	WATC	16/06/2025	\$ 0	\$ 1,500,000	\$ 0	\$ 1,500,000
			0	1,500,000	0	1,500,000

\* WA Treasury Corporation

**(d) Lease liabilities**

Purpose	Note	Actual						Budget			
		Principal at 1 July 2023	New leases during 2023-24	Principal repayments during 2023-24	Principal at 30 June 2024	New leases during 2024-25	Principal repayments during 2024-25	Principal at 30 June 2025	Principal at 1 July 2024	New leases during 2024-25	Principal at 30 June 2025
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
8 Parry Court Narrogin		\$ 24,261	\$ 5,285	\$ (17,426)	\$ 12,120	\$ 0	\$ (3,420)	\$ 8,700	\$ 7,182	\$ 0	\$ (7,182) 0
66 Williams Road Narrogin		\$ 43,650	\$ 0	\$ (16,192)	\$ 27,458	\$ 0	\$ (2,774)	\$ 24,684	\$ 27,458	\$ 0	\$ (16,403) 11,055
<b>Total lease liabilities</b>	<b>11(b)</b>	<b>\$ 67,911</b>	<b>\$ 5,285</b>	<b>\$ (33,618)</b>	<b>\$ 39,578</b>	<b>\$ 0</b>	<b>\$ (6,194)</b>	<b>\$ 33,384</b>	<b>\$ 34,640</b>	<b>\$ 0</b>	<b>\$ (23,585) 11,055</b>
<b>Lease finance cost payments</b>											
Purpose	Lease number	Institution	Interest rate	Date final payment is due	Actual for year ending	Budget for year ending	Actual for year ending 30 June 2024	Budget for year ending 30 June 2024	Lease term		
					30 June 2025	30 June 2025	\$	\$	\$	\$	
8 Parry Court Narrogin	2	Elders	1.30%	18/02/2025	\$ (40)	\$ 0	\$ (254)	\$ 0	36 months		
66 Williams Road Narrogin	3	Private	1.30%	1/02/2026	\$ (236)	\$ 0	\$ (448)	\$ 0	60 months		
<b>Total finance cost payments</b>					<b>\$ (276)</b>	<b>\$ 0</b>	<b>\$ (702)</b>	<b>\$ 0</b>			

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**27. RESERVE ACCOUNTS**

**Restricted by council**

	2025 Actual opening balance	2025 Actual transfer to	2025 Actual transfer (from)	2025 Actual closing balance	2025 Budget opening balance	2025 Budget transfer to	2025 Budget transfer (from)	2025 Budget closing balance	2024 Actual opening balance	2024 Actual transfer to	2024 Actual transfer (from)	2024 Actual closing balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Refuse Reserve	861,363	110,092	(20,000)	951,455	861,363	93,708	(85,000)	870,071	815,724	71,264	(25,625)	861,363
(b) Community Assisted Transport (CAT) Vehicle Reserve	14,492	766	0	15,258	14,492	819	0	15,311	14,040	452	0	14,492
(c) Building Reserve	159,315	8,321	0	167,636	159,315	9,009	(50,000)	118,324	154,345	4,970	0	159,315
(d) Regional Recreational Leisure Centre Reserve	375,998	220,598	0	596,596	375,998	121,262	0	497,260	267,389	108,609	0	375,998
(e) Employee Entitlement Reserve	383,679	20,057	0	403,736	383,679	21,696	0	405,375	371,710	11,969	0	383,679
(f) Plant, Vehicle & Equipment Reserve	423,281	650,958	(892,959)	181,280	423,280	468,935	(890,000)	2,215	667,442	471,489	(715,650)	423,281
(g) Unspent Grants and Contribution Reserve	140	0	(140)	0	140	0	(140)	0	136	4	0	140
(h) Economic Development Reserve	82,218	751,379	0	833,597	82,218	479,717	(199,168)	362,767	79,654	2,564	0	82,218
(i) IT & Office Equipment Reserve	28,094	1,464	0	29,558	28,094	1,589	0	29,683	27,218	876	0	28,094
(j) Tourism & Area Promotion Reserve	83,549	4,512	0	88,061	83,548	4,865	(50,000)	38,413	80,943	2,606	0	83,549
(k) HACC Reserve	475,068	22,635	(497,703)	0	475,068	0	(475,068)	0	460,249	14,819	0	475,068
(l) CHCP Reserve	800,416	41,316	(118,109)	723,623	800,416	45,261	(344,852)	500,825	836,968	26,948	(63,500)	800,416
(m) Road Works Reserve	356,468	18,630	0	375,098	356,468	20,157	0	376,625	345,348	11,120	0	356,468
(n) Asset Valuation Reserve	33,883	1,768	0	35,651	33,883	1,916	0	35,799	32,826	1,057	0	33,883
(o) CHSP Reserve	479,965	23,948	(288,009)	215,904	479,965	27,141	(210,989)	296,117	875,903	28,202	(424,140)	479,965
(p) Landcare Reserve	92,969	4,837	(5,265)	92,541	92,969	5,257	(5,000)	93,226	91,813	2,956	(1,800)	92,969
(q) Narrogin Airport Reserve	122,115	31,487	0	153,602	122,115	31,905	0	154,020	71,803	50,312	0	122,115
(r) Bridges Reserve	63,519	51,451	(18,990)	95,980	63,519	51,592	(36,232)	78,879	98,134	3,160	(37,775)	63,519
(s) Water Reuse Scheme Reserve	59,758	8,990	(35,998)	32,750	59,758	13,379	(40,000)	33,137	38,518	21,240	0	59,758
(t) Disaster Recovery Reserve	0	15,000	0	15,000	0	0	0	0	0	0	0	0
	4,896,290	1,988,209	(1,877,173)	5,007,326	4,896,288	1,398,208	(2,386,449)	3,908,047	5,330,163	834,617	(1,268,490)	4,896,290

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserve accounts.

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**27. RESERVE ACCOUNTS CONT'D**

In accordance with council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

<b>Name of reserve account Restricted by council</b>	<b>Purpose of the reserve account</b>
(a) Refuse Reserve	To fund infrastructure development and rehabilitation costs associates with the Shire's tip site as well the purchase and development a regional waste facility.
(b) Community Assisted Transport (CAT) Vehicle Reserve	To fund the replacement/change over of the CATS vehicle.
(c) Building Reserve	To support the acquisition, upgrade or enhancements of buildings within the district.
(d) Regional Recreational Leisure Centre Reserve	To fund RRLC (NRLC) additional maintenance works as well as acquisitions, upgrades and enhancement of the building, major plant & equipment items.
(e) Employee Entitlement Reserve	To fund current and past employee's leave entitlements and redundancy payouts.
(f) Plant, Vehicle & Equipment Reserve	To support the purchase/replacement of motor vehicles, and heavy plant and equipment.
(g) Unspent Grants and Contribution Reserve	To store unspent grants and contributions. Funds can only be expended on items that have been approved by the relevant grant agreement/funding body.
(h) Economic Development Reserve	To fund economic development projects that will benefit the district.
(i) IT & Office Equipment Reserve	To fund the purchase and upgrade of computer equipment, software and office equipment.
(j) Tourism & Area Promotion Reserve	For the purpose of tourism & district promotion activities, significant events and festivals which includes banner poles, entry statements and outdoor digital screens.
(k) HACC Reserve	To store unspent H.A.C.C grant funds that can fund the purchase of assets, payout of Homecare employee entitlements and other projects that have been approved by the Funding Body.
(l) CHCP Reserve	To store unspent C.H.C.P grant funds that can fund the purchase of assets, payout of Homecare employee entitlements and other projects that have been approved by the Funding Body.
(m) Road Works Reserve	For the purpose of supporting and funding infrastructure development, maintenance, acquisition, upgrade or enhancements and grant funding for roads within the Shire.
(n) Asset Valuation Reserve	To fund asset valuations.
(o) CHSP Reserve	To store unspent C.H.S.P grant funds that can fund the purchase of assets, payout of Homecare employee entitlements and other projects that have been approved by the Funding Body.
(p) Landcare Reserve	To fund future natural resource management activities aligned with the principles established in the former NLCDC letter dated 6/6/17 (ICR1712270).
(q) Narrogin Airport Reserve	For the purpose of supporting and funding infrastructure development, maintenance, acquisition, upgrade or enhancements and grant funding to the Narrogin Airport.
(r) Bridges Reserve	For the purpose of supporting and funding infrastructure development, maintenance, acquisition, upgrade or enhancements and grant funding for bridges within the Shire.
(s) Water Reuse Scheme Reserve	For the purpose of supporting and funding infrastructure development, maintenance, acquisition, upgrade or enhancements and grant funding for infrastructure enabling the re-use of water resources.
(t) Disaster Recovery Reserve	For the purpose of considering declared natural disaster relief efforts affecting communities within the State of WA or Interstate either through the City of Perth's Lord Mayor Distress Relief Fund or other recognised charitable relief funds, as authorised by resolution of Council and Council Policy No 5.7.

**SHIRE OF NARROGIN**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2025**

**28. TRUST FUNDS**

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	<b>1 July 2024</b>	<b>Amounts received</b>	<b>Amounts paid</b>	<b>30 June 2025</b>
	\$	\$	\$	\$
Building Services Levy	8,758	0	(8,758)	0
Building Construction Industry Training Fund	10,908	0	(10,908)	0
	19,666	0	(19,666)	0



# Auditor General

## INDEPENDENT AUDITOR'S REPORT

2025

### Shire of Narrogin

#### To the Council of the Shire of Narrogin

#### Opinion

I have audited the financial report of the Shire of Narrogin (Shire) which comprises:

- the statement of financial position as at 30 June 2025, the statement of comprehensive income, statement of changes in equity, statement of cash flows and statement of financial activity for the year then ended
- notes comprising a summary of material accounting policies and other explanatory information.

In my opinion, the financial report :

- is based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2025 and its financial position at the end of that period
- is in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

#### Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2025, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

## **Responsibilities of the Chief Executive Officer and Council for the financial report**

The CEO of the Shire is responsible for:

- keeping proper accounts and records
- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

## **Auditor's responsibilities for the audit of the financial report**

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at [https://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf).

## **My independence and quality management relating to the report on the financial report**

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQM 1 *Quality Management for Firms that Perform Audits or Reviews of Financial Reports and Other Financial Information, or Other Assurance or Related Services Engagements*, the Office of the Auditor General maintains a comprehensive system of quality management including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

## **Matters relating to the electronic publication of the audited financial report**

This auditor's report relates to the financial report of the Shire of Narrogin for the year ended 30 June 2025 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.

Carly Meagher  
Senior Director Financial Audit  
Delegate of the Auditor General for Western Australia  
Perth, Western Australia  
14 November 2025

**SHIRE OF NARROGIN**  
A leading regional economic driver  
and a socially interactive and inclusive community.



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**W** [www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)

## **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**

Cr Bartron requested permission to submit an item of urgent business for discussion, which was considered by approved by the Presiding Member.

*The Executive Manager Planning & Sustainability left the Council Chambers at 8:51pm.*

*The Executive Manager Planning & Sustainability returned to the Council Chambers at 8:53pm.*

### **12.1 COMMERCIAL OR NON-RESIDENTIAL CHARGES (FEES AND CHARGES SCHEDULE).**

#### **Summary**

Our current policy does not allow for multiple residential properties to have primarily Green Waste taken to the dump multiple times during a day. This severely handicaps local gardening contractors to provide a much needed service to residents and ratepayers who would otherwise not have to pay for such a service if they were able to access the dump themselves.

#### **Background**

A few years back our Council issued a book of ten tickets /year to residents and ratepayers. The resident/ratepayer or the contractor would then present a ticket each time they went to the dump with green waste. If more than ten visits per year were required, the individual would be able to buy more tickets.

This system was ceased as it became more costly for the Council to produce the tickets than was recouped in fees.

This was a reasonably fair system.

#### **Consultation**

I was approached by one local contractor. However, I understand other contractors would have similar concerns.

#### **Statutory Environment/Policy Implications**

If passed, the current Fees and Charges would need to be amended.

#### **Financial Implications**

Unknown for Council. A certain loss for a resident/ratepayer if required to pay a fee.

#### **Commentary**

I believe we need a different system than the one we have currently. It works against those less able to access the dump. An impost we need to recognise and change.

## Foreshadowed Councillor Motion

That Council delete the section: - Commercial or Non-residential Waste Charges from the Fees and Charges schedule.

### ELECTED MEMBERS' MOTION & COUNCIL RESOLUTION 171225.14

Moved: Cr Bartron

Seconded: Cr Pomykala

That Council, pursuant to sections 6.16 to 6.19 of the Local Government Act 1995:

- 1) Amend the Shire of Narrogin's adopted Fees and Charges for the 2025/26 financial year in relation to waste disposal at the Shire's Refuse Site, as follows:
  - a) Commercial / Non-Residential Waste  
Amend the current provision allowing disposal of *less than one (1) cubic metre* of general and green waste per day at no charge to instead allow disposal of up to two (2) cubic metres per day at no charge during opening hours, subject to proof of locality as determined by an Authorised Person.
  - b) Residential (Domestic) Waste  
Amend the current provision allowing disposal of *less than one (1) cubic metre* of general and green waste per day at no charge to instead allow disposal of up to two (2) cubic metres per day at no charge during opening hours, subject to proof of ratepayer or residential status as determined by an Authorised Person.
- 2) Confirm that disposal volumes in excess of two (2) cubic metres per day will continue to attract fees in accordance with the adopted Schedule of Fees and Charges.
- 3) Note that this amendment constitutes a variation to Council's adopted Fees and Charges under section 6.16 of the Local Government Act 1995 and does not alter the underlying fee amounts for waste disposal per cubic metre.
- 4) Request the Chief Executive Officer to:
  - a) Update the Fees and Charges Schedule accordingly; and
  - b) Ensure the amended provisions are communicated to the community and implemented operationally at the Refuse Site pursuant to this resolution and section 6.19 with effect from 1 January 2026.

### AMENDMENT

Moved: Cr Broad

Seconded: Cr Wiese

That part 1(a) be deleted, and part 1(b) be renamed as part 1(a).

**CARRIED 5/2**

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

Against: Cr Bartron, Cr Pomykala

### SUBSTANTIVE MOTION & COUNCIL RESOLUTION 171225.15

That Council, pursuant to sections 6.16 to 6.19 of the Local Government Act 1995:

- 1) Amend the Shire of Narrogin's adopted Fees and Charges for the 2025/26 financial year in relation to waste disposal at the Shire's Refuse Site, as follows:
  - a) Residential (Domestic) Waste

Amend the current provision allowing disposal of *less than one (1) cubic metre* of general and green waste per day at no charge to instead allow disposal of up to two (2) cubic metres per day at no charge during opening hours, subject to proof of ratepayer or residential status as determined by an Authorised Person.

- 2) Confirm that disposal volumes in excess of two (2) cubic metres per day will continue to attract fees in accordance with the adopted Schedule of Fees and Charges.
- 3) Note that this amendment constitutes a variation to Council's adopted Fees and Charges under section 6.16 of the Local Government Act 1995 and does not alter the underlying fee amounts for waste disposal per cubic metre.
- 4) Request the Chief Executive Officer to:
  - a) Update the Fees and Charges Schedule accordingly; and
  - b) Ensure the amended provisions are communicated to the community and implemented operationally at the Refuse Site pursuant to this resolution and section 6.19 with effect from 1 January 2026.

**CARRIED 6/1**

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

### **13. CLOSURE OF MEETING**

There being no further business to discuss, the Presiding Member declared the meeting closed at 9:30pm and, pursuant to resolution 221025.05 of 22 October 2025, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on Wednesday 25 February 2026, at this same venue.



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