Shire of
Narrogin
Love the life

MINUTES

ORDINARY COUNCIL MEETING

23 September 2026

These minutes were confirmed at the Ordinary Council Meeting held on 28 October 2026.

Signed: .....

President Leigh Ballard
(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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STRATEGIC COMMUNITY PLAN 2017-27

SNAPSHOT

Shire of Narrogin

Love the life

VISION

A leading regional economic driver and a socially interactive and inclusive community.

MISSION

Provide leadership, direction and opportunities for the community.

KEY PRINCIPLES

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

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

OUR VALUES

Care with Trust & Teamwork

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

Accountability - We accept responsibility for our actions and outcomes

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

Excellence - We go the extra mile to deliver outstanding services

Trust - We share without fear of consequences

Team Work - We work together for a common goal

ECONOMIC

Support growth and progress, locally and regionally...

Growth in revenue opportunities

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

Increased Tourism

- Promote, develop tourism and maintain local attractions

An effective well maintained transport network

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

Agriculture opportunities maintained and developed

- Support development of agricultural services

SOCIAL

Provide community facilities and promote social Interaction...

Provision of youth services

- Develop and implement a youth strategy

Build a healthier and safer community

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

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

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

Cultural and heritage diversity is recognised

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

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

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

ENVIRONMENT

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

A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

Effective waste services

- Support the provision of waste services

Efficient use of resources

- Increase resource usage efficiency

A well maintained built environment

- Improve and maintain built environment

CIVIC

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

An efficient and effective organisation

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

An employer of choice

- Provide a positive, desirable workplace

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

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In accordance with Regulation 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 five years. Copies may be provided to the Departmental CEO upon request.

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ORDINARY COUNCIL MEETING

23 September 2026

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 7.00pm.

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 C Bartron
Cr T Wiese
Cr M Fisher
Cr R McNab

Employees
A Campbell – Chief Executive Officer
A Majid – Executive Manager Planning & Sustainability
J Warburton – Executive Manager Infrastructure Services
L Boddy – Executive Support Coordinator

Leave of Absence
Cr J Pomykala

COUNCIL RESOLUTION 260826.01
Moved: Cr Bartron Seconded: Cr Broad

That Cr McNab and Cr Pomykala be granted leave from the next Ordinary Council Meeting to be held on 23 September 2026.

Carried by Simple Majority 5/0

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

Apologies
Nil.

Absent
Nil.

Visitors

- Courtney Wright
- Brian Seale
- Nola Day
- Andrew Day

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

Cr Bartron declared a financial interest in Item 10.1.1 – Proposed Scheme Amendment No 1 to Local Planning Scheme No 3 – Short Term Rental Accommodation due to being a part owner of two short term rental properties.

At 7.40pm Cr McNab declared a financial interest in Item 10.4.2 – Outcome of Public Consultation Shire of Narrogin Housing Project Major Land Transaction and Major Undertaking – Business Plan due to an employee's property being situated next door to 20 Havelock Street.
At 8.27pm Cr McNab declared a financial interest in Item 12 – New Business of an Urgent Nature Approved by the Person Presiding or by Decision of the Meeting due to an employee's property being situated next door to 20 Havelock Street.

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5. PUBLIC QUESTION TIME

5.1 Courtney Wright
Summary of Question:
Lightsource BP have consultation period until 6th October could the Shire place the information on their website and Facebook to inform community about the consultation?

Summary of Response:
The CEO advised that we are happy to provide a link to the Lightsource BP website. This is only one consultation there will be more in the future.

Summary of Question:
20 Havelock Street can see this for future generations to enjoy the block what was the Shire considerations when assessing this property for future residential use?

Summary of Response:
The CEO advised it is owned in freehold title by the Shire of Narrogin along with other freehold properties and this is why it was included.

5.2 Nola Day
Summary of Question:
Statement of option of Argus Street, park twice the size could have put the same amount of houses and still retain a park for locals without interfering with old heritage trees. Would like to know why.

Summary of Response:
CEO – that is not a piece of freehold property owned by the Shire, it is parks and recreation and the Shire only has the care and responsibility of that Reserve, it is owned by the State.

Summary of Question:
What are repercussions if we are able to remove 20 Havelock Street, can it be replaced in the project? Without jeopardising the whole project.

Summary of Response:
CEO – That is possible if Havelock Street didn't go ahead it wouldn't invalidate the project. Whether Council wants to consider doing that it's up to Council's consideration tonight.

5.3 Brian Seale
Summary of Question:
Would Council propose to comply with Section 6.19 in terms of advertising the fee for Monopoly Board, the CEO has advised it is the sale of a good.

Summary of Response:
CEO – fees and charges define what a good is and it clearly in my view the sale of the Monopoly board is a good and is required to be included in Fees and Charges.

5.4 Andrew Day
Summary of Question:
Why wasn't the whole submission addressed by the EO in the report

Summary of Response:
The report addressed significant matters made in submissions. The full submission is an attached to this report for Council to review.

6. APPLICATIONS FOR LEAVE OF ABSENCE

The next meeting is scheduled for 28 October 2026.

COUNCIL RESOLUTION 230926.02
Moved: Cr Bartron Seconded: Cr Broad

That Cr McNab be granted leave from the Ordinary Council Meeting to be held on 28 October 2026.

Carried by Simple Majority 6/0

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

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION 230926.03
Moved: Cr Wiese Seconded: Cr Fisher

That the Minutes of the Ordinary Council Meeting held on 26 August 2026 be confirmed as a true and correct record of proceedings.

Carried by Simple Majority 6/0

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

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil.

9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Nil.

10. MATTERS REQUIRING DECISIONS

10.1 PLANNING & SUSTAINABILITY

10.1.1 PROPOSED SCHEME AMENDMENT NO 1 TO LOCAL PLANNING SCHEME NO 3 – SHORT TERM RENTAL ACCOMMODATION

File Reference	14.9.14
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	221025.02 – Ordinary Council Meeting 22 October 2025
Date	17/08/2026
Author	Kiralee Harris – Planning Officer
Authorising Officer	Adam Majid – Executive Manager Planning & Sustainability
Attachments	1. Modified Local Planning Scheme No. 3 Amendment No. 1 – Short-Term Rental Accommodation 2. DPLH determination and Schedule of Modifications

Summary
Council's consideration is requested to endorse the modifications required by the Minister for Planning and Lands (or delegate) to Amendment No. 1 to the Shire of Narrogin Local Planning Scheme No. 3 (LPS 3) – Short-Term Rental Accommodation and authorise the modified amendment to be resubmitted to the Department of Planning, Lands and Heritage (DPLH) for approval to advertise as a Standard Amendment.

Council previously initiated Amendment No. 1 on 22 October 2025 to implement the State Government's Short-Term Rental Accommodation (STRA) reforms. Following assessment of the amendment, the Minister for Planning and Lands (or delegate), pursuant to section 83A of the Planning and Development Act 2005, has required the Shire to modify the amendment in accordance with a Schedule of Modifications and resubmit the modified amendment for approval to advertise.

The Western Australian Planning Commission (WAPC) has advised that Amendment No. 1 is considered a Standard Amendment in accordance with regulation 59 of the Planning and Development (Local Planning Schemes) Regulations 2015. The amendment must therefore proceed in accordance with section 84 of the Planning and Development Act 2005 and the procedures for a Standard Amendment under Part 5 Division 3 of the Regulations.

Background
In 2024, the State Government introduced a new planning and registration framework for Short-Term Rental Accommodation to provide a consistent approach to STRA regulation across Western Australia.

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

- Insert new deemed and model provisions for *Hosted* and *Unhosted Short-Term Rental Accommodation*;
- Create a new model land-use class for *Tourist and Visitor Accommodation*; and
- Introduce a state-wide exemption from development approval for *Hosted Short-Term Rental Accommodation*, including where this occurs within an ancillary dwelling.

LPS 3 (gazetted 3 May 2023) contains land-use terms that pre-date the 2024 STRA reforms, including Bed and Breakfast and Holiday House. Amendment No. 1 was prepared to align LPS 3 with the new State framework by introducing the relevant STRA and Tourist and Visitor Accommodation land-use terms and removing superseded accommodation terms.

At its Ordinary Meeting held on 22 October 2025, Council resolved (Resolution 221025.02) to initiate Amendment No. 1 as a Basic Amendment. Council also resolved that Table 3 of the amendment be changed so that Hosted Short-Term Rental Accommodation was a 'P' use in the Tourism zone and Tourist and Visitor Accommodation was an 'A' use in the Rural zone.

The amendment documentation was subsequently executed and submitted to the State for assessment. By correspondence received following that assessment, the Minister for Planning and Lands (or delegate) required the Shire to modify the amendment under section 83A(2)(b) of the Planning and Development Act 2005 and resubmit the modified Standard Amendment for approval to advertise under section 83A(2)(a).

The WAPC has advised that the amendment is a Standard Amendment in accordance with regulation 59 of the Planning and Development (Local Planning Schemes) Regulations 2015. This supersedes the procedural pathway originally adopted by Council for a Basic Amendment.

Consultation
Amendment No. 1 has not yet been advertised. The original amendment was initiated by Council as a Basic Amendment, for which advertising was not proposed. Following State assessment, the amendment is now required to proceed as a Standard Amendment.

The Minister for Planning and Lands (or delegate) has required the Shire to modify the amendment and resubmit the modified documentation to DPLH for approval to advertise. Once approval to advertise is given, the Shire will undertake the consultation and advertising required for a Standard Amendment under Part 5 Division 3 of the Planning and Development (Local Planning Schemes) Regulations 2015.

The modified amendment must also proceed in accordance with the applicable statutory referral requirements for a Standard Amendment, including the requirements of the Planning and Development Act 2005 and the Planning and Development (Local Planning Schemes) Regulations 2015.

The State assessment constitutes external consultation with DPLH/WAPC. The Schedule of Modifications forms the basis for the changes now presented to Council.

No public advertising has occurred at this stage. Public consultation will occur after DPLH/WAPC approval to advertise the modified Standard Amendment.

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

Section 83A of the Planning and Development Act 2005 provides for the State to require modifications to a draft local planning scheme amendment and to require the modified amendment to be resubmitted for approval to advertise. The Minister for Planning and Lands (or delegate) has exercised this power in relation to Amendment No. 1.

The WAPC has advised that Amendment No. 1 is a Standard Amendment in accordance with regulation 59 of the Planning and Development (Local Planning Schemes) Regulations 2015. Accordingly, the amendment is to proceed under section 84 of the Planning and Development Act 2005 and the relevant procedures in Part 5 Division 3 of the Regulations.

1. The Schedule of Modifications requires the amendment documentation to be changed as follows:
2. Amendment items 1 and 2 are to refer to the relevant provisions in Part 6 Division 1, clause 6.1 and Part 6 Division 2, clause 6.2 of LPS 3, rather than Schedule 1.
3. Amendment item 2.C is to insert the definition of Tourist and Visitor Accommodation in

accordance with Schedule 1, Part 6, clause 38 of the Model Provisions.

The land-use permissibility arrangements are to be modified so that Hosted Short-Term Rental Accommodation is 'P' in the Commercial zone; Unhosted Short-Term Rental Accommodation is 'D' in the Commercial zone; Hosted and Unhosted Short-Term Rental Accommodation are both 'X' in the Tourism zone; and Tourist and Visitor Accommodation is 'D' in the Commercial zone. A new amendment item is also to be added to amend clause 4.12.2 by replacing 'Residential development' with 'Dwellings'.

Policy Implications
The modified amendment continues to implement the State Government's STRA planning reforms and the relevant State planning framework. The modifications required by the State alter specific drafting references and land-use permissibilities but do not change the underlying purpose of Amendment No. 1.

The modified Scheme Amendment Report has been updated to reflect the State determination, the Schedule of Modifications and the Standard Amendment process.

Sustainability Implications
- Environmental - There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
- Economic - There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.
- Social -There are no significant identifiable social impacts arising from adoption of the officer's recommendation.

Financial Implications
There are no direct financial implications associated with endorsing the required modifications and progressing the amendment through the Standard Amendment process. Advertising and administrative costs will be met through existing Shire resources.

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to modify and resubmit Amendment No. 1 in accordance with the State determination, resulting in delay or non-compliance with the statutory scheme amendment process.	Possible (3)	Moderate (3)	Medium (9)	Compliance Requirements	Endorse the required modifications and resubmit the modified Standard Amendment to DPLH/WAPC for approval to advertise.

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 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
Amendment No. 1 remains necessary to align LPS 3 with the State Government's planning framework for short-term rental accommodation. Council initiated the amendment on 22 October 2025; however, the State assessment has changed the procedural pathway and requires specific modifications before the amendment can proceed.

The Minister for Planning and Lands (or delegate), pursuant to section 83A of the Planning and Development Act 2005, has required the Shire to modify Amendment No. 1 in accordance with the Schedule of Modifications and resubmit the modified amendment for approval to advertise. The WAPC has also advised that the amendment is a Standard Amendment in accordance with regulation 59 of the Planning and Development (Local Planning Schemes) Regulations 2015.

The required modifications include corrections to the Scheme provision references, insertion of the Tourist and Visitor Accommodation definition by reference to the Model Provisions, changes to land-use permissibilities in the Commercial and Tourism zones, and an additional amendment to clause 4.12.2 to replace the term 'Residential development' with 'Dwellings'.

Of particular relevance to Council's previous resolution, Council had resolved that Hosted Short-Term Rental Accommodation be a 'P' use in the Tourism zone. The State Schedule of Modifications now requires both Hosted and Unhosted Short-Term Rental Accommodation to be 'X' uses in the Tourism zone. The modified amendment presented with this report reflects the State-required permissibilities.

It is therefore recommended that Council note the State determination, endorse the required modifications to Amendment No. 1 and authorise the modified amendment documentation to be resubmitted to DPLH/WAPC for approval to advertise. Following that approval, the amendment will be advertised and processed as a Standard Amendment in accordance with the applicable statutory requirements.

Voting Requirements
Simple Majority

Cr Bartron left the room at 7.12pm.

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION 230926.04
Moved: Cr Fisher Seconded: Cr McNab

That Council:

1. Notes Council Resolution 221025.02 of 22 October 2025, which initiated Amendment No. 1 to Local Planning Scheme No. 3.
2. Notes that the Minister for Planning and Lands (or delegate), pursuant to section 83A(2)(b) of the Planning and Development Act 2005, has required Amendment No. 1 to be modified in accordance with the Schedule of Modifications.
3. Notes that the Western Australian Planning Commission considers Amendment No. 1 to be a Standard Amendment in accordance with regulation 59 of the Planning and Development (Local Planning Schemes) Regulations 2015 and that the amendment is to proceed in accordance with section 84 of the Planning and Development Act 2005 and Part 5 Division 3 of the Regulations.
4. Endorses the modifications to Amendment No. 1 required by the Schedule of Modifications, including:
    a. correcting the references for amendment items 1 and 2 to Part 6 Division 1, clause 6.1 and Part 6 Division 2, clause 6.2 of Local Planning Scheme No. 3;
    b. amending item 2.C to insert the definition of Tourist and Visitor Accommodation in accordance with Schedule 1, Part 6, clause 38 of the Model Provisions;
    c. modifying Table 3 – Zoning Table so that Hosted Short-Term Rental Accommodation is a 'P' use in the Commercial zone, Unhosted Short-Term Rental Accommodation is a 'D' use in the Commercial zone, Hosted and Unhosted Short-Term Rental Accommodation are 'X' uses in the Tourism zone, and Tourist and Visitor Accommodation is a 'D' use in the Commercial zone; and
    d. adding a new amendment item to amend clause 4.12.2 by replacing the term 'Residential development' with 'Dwellings'.
5. Authorises the modified Amendment No. 1 documentation to be resubmitted to the Department of Planning, Lands and Heritage / Western Australian Planning Commission for approval to advertise in accordance with section 83A(2)(a) of the Planning and Development Act 2005.
6. Notes that, following State approval to advertise, Amendment No. 1 will be advertised and processed as a Standard Amendment in accordance with the applicable statutory requirements.

Carried by Simple Majority 5/0

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

Cr Bartron re-entered the room at 7.13pm.

Short Term Rental Accommodation

COVER PAGE

Shire of Narrogin
Local Planning Scheme No. 3

Amendment No. 1

Summary of Amendment Details

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

FORM 2A

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

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

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

1. In Part 6 Division 1 - General Definitions used in Scheme, clause 6.1 Terms Used:

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

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

   means a building that -

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

   (b) forms part of -

   (i) tourist and visitor accommodation; or

   (ii) a caravan park;

   and

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

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

   means a building that —

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

   (b) forms part of –

   (i) tourist and visitor accommodation; or

   (ii) a caravan park;

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

2. In Part 6 Division 2 – Land use terms used in Scheme, clause 6.2 Land use terms used:

   A. Delete the definitions for:

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

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

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

C. Insert the definition for tourist and visitor accommodation as per the Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 1 Model provisions for local planning schemes, Part 6, cl.38.

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

(i) is wholly managed by a single person or body; and

(ii) is used to provide accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period; and

(iii) may include on-site services and facilities for use by guests; and

(iv) in the case of a single building — contains more than 1 separate accommodation unit or is capable of accommodating more than 12 people per night;

and

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

(c) does not include any of the following —

(i) an aged care facility as defined in the Land Tax Assessment Act 2002 section 38A(1);

(ii) a caravan park;

(iii) hosted short-term rental accommodation;

(iv) a lodging-house as defined in the Health (Miscellaneous Provisions) Act 1911 section 3(1);

(v) a park home park;

(vi) a retirement village as defined in the Retirement Villages Act 1992 section 3(1);

(vii) a road house;

(viii) workforce accommodation;

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

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

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

   A. *bed and breakfast*;

   B. *holiday accommodation;*

   C. *holiday house;*

   D. *motel;*

   E. *serviced apartment;*

   F. *tourist development*

5. Amend clause 4.12.2 to replace the term 'Residential development' with the term 'Dwellings'.

The amendment is to proceed as a Standard Amendment following assessment by the Western Australian Planning Commission, as the amendment changes land-use permissibility associated with the new STRA and traditional accommodation land-use classes.

1. The amendment incorporates the State Government STRA reforms and the new deemed and model land-use classes into Local Planning Scheme No. 3.

2. The amendment also modifies land-use permissibility in the Zoning Table and is therefore to follow the Standard Amendment process, including approval to advertise and public advertising.

Dated this _____ day of _____ 2026_____
(Chief Executive Officer)

Scheme Amendment Report

1. Introduction

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

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

2. Background

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

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

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

3. State Planning Framework

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

Position Statement

The Position Statement foreshadowed a series of amendments to the LPS Regulations with the overall aim of providing more certainty and consistency across jurisdictions in respect to the treatment of STRA. Key changes flagged in this document included dedicated land use classes for STRA to ensure a clear delineation between this use and traditional accommodation types, as well as a state-wide exemption for hosted STRA and a 90-night exemption for unhosted STRA within the Perth Metropolitan Area. The Position Statement also includes guidance on strategic and statutory planning matters for both tourism and STRA, as well as local planning policy development.

LPS Regulations

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

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

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

i. new 'deemed' land use classes of 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation' to ensure these accommodation types are classified as dedicated land use classes in planning schemes;

ii. new 'deemed' general terms to define 'short-term rental accommodation' and link to the overarching *Short-Term Rental Accommodation Act 2024*, which provides the legal framework for the STRA Register;

iii. a new 'model' land use class of 'tourist and visitor accommodation' to differentiate these use types from STRA, and consolidate a number of existing land use terms for tourist and visitor accommodation (aside from 'hotel'), as well as other changes to general definitions;

iv. a state-wide development approval exemption for 'hosted short-term rental accommodation' (this includes ancillary dwellings); and

v. a 90-night (cumulative) exemption within a 12-month period for 'unhosted' short-term rental accommodation in the Perth metropolitan area.

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

4. Local Planning Context

Local Planning Strategy

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

While the Strategy encourages tourism opportunities, including the provision of visitor accommodation to strengthen the local economy, it does not specifically address short-term rental accommodation or contemporary post-COVID housing pressures. Since its adoption, the Shire has experienced increased demand for both permanent and visitor accommodation, with a critically low residential rental vacancy rate of approximately 0.1 per cent and limited long-term rental availability.

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

Local Planning Scheme

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

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

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

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

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

Within the Commercial zone, dwellings are currently designated as an 'I' use and clause 4.12.2 requires residential development to form part of a mixed-use development. As part of Amendment No. 1, clause 4.12.2 is proposed to be amended by replacing the term 'Residential development' with 'Dwellings'. This clarifies the application of the mixed-use development requirements to dwellings within the Commercial zone, including where Hosted or Unhosted Short-Term Rental Accommodation occurs within a dwelling.

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

5. Proposed Amendment

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

Although the new STRA land-use classes and development approval exemptions are already operative through the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, Amendment No. 1 incorporates the relevant State terminology into LPS 3, removes superseded accommodation land-use classes and establishes permissibility for the replacement land-use classes within the Scheme's Zoning Table. As the former accommodation land-use classes have differing permissibility across the Scheme's zones, their consolidation into the new State land-use framework results in changes to land-use permissibility in some zones.

Deemed Short-Term Rental Accommodation Land-Use Classes

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

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

The proposed permissibility arrangements have been reviewed against the State STRA framework, Planning Bulletin No. 115/2024 and the existing zoning context of LPS 3. Following assessment by the Western Australian Planning Commission, the following permissibility arrangements apply:

- **Hosted Short-Term Rental Accommodation – designated as a 'P' (Permitted) use in the Commercial, Residential, Rural Townsite, Rural Residential, Rural Smallholding, Rural and Rural Enterprise zones; and an 'X' (Not Permitted) use in the Service Commercial, General Industry and Tourism zones. The Urban Development and Industrial Development zones remain subject to the relevant Scheme provisions.**

- **Unhosted Short-Term Rental Accommodation – designated as a 'D' (Discretionary) use in the Commercial, Residential and Rural Townsite zones; an 'A' (Advertised Discretionary) use in the Rural Residential, Rural Smallholding, Rural and Rural Enterprise zones; and an 'X' use in the Service Commercial, General Industry and Tourism zones. The Urban Development and Industrial Development zones remain subject to the relevant Scheme provisions.**

Within the Commercial zone, Hosted Short-Term Rental Accommodation is designated as a 'P' use and Unhosted Short-Term Rental Accommodation as a 'D' use. Tourist and Visitor Accommodation is also designated as a 'D' use. These designations replace the previously proposed 'I' designations and provide explicit permissibility for the new land-use classes within the Commercial zone. Clause 4.12.2 is also amended to replace 'Residential development' with 'Dwellings' to clarify the application of the Scheme's mixed-use development requirements. Hosted and Unhosted Short-Term Rental Accommodation are designated as 'X' uses in the Tourism zone, consistent with the treatment of residential dwelling uses within that zone.

Model 'Tourist and Visitor Accommodation' Land-Use

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

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

Existing lawful development approvals issued prior to the amendment are not invalidated by the replacement of the former land-use terms. The ongoing use and development of those sites will be subject to the applicable provisions of LPS 3 and the Planning and Development (Local Planning Schemes) Regulations 2015.

New and Revised Land-Use and General Definitions

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

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

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

Amendment Classification

The Western Australian Planning Commission has determined that Amendment No. 1 is to proceed as a Standard Amendment. While the amendment implements the State Government's STRA reforms and incorporates new deemed and model land-use classes, it also changes land-use permissibility within LPS 3 as a consequence of consolidating existing accommodation land-use classes into the new State framework.

1. **The existing accommodation land-use classes proposed to be deleted have differing permissibility across the Scheme's zones. The replacement land-use classes therefore do not constitute a direct like-for-like administrative translation of the existing Zoning Table in all instances.**
2. **The amendment will consequently proceed through the Standard Amendment process in accordance with the Planning and Development Act 2005 and the relevant procedures under Part 5 Division 3 of the Planning and Development (Local Planning Schemes) Regulations 2015.**
3. **Following Council endorsement of the required modifications, the modified Standard Amendment is to be resubmitted to the Department of Planning, Lands and Heritage for approval to advertise.**

While a preliminary State assessment has been undertaken, further modifications may be required following advertising and subsequent assessment.

No mapping modifications are proposed as part of this amendment.

Planning and Development Act 2005
RESOLUTION TO AMEND LOCAL PLANNING SCHEME

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

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

1. In Part 6 Division 1 - General Definitions used in Scheme, clause 6.1 Terms Used:

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

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

   means a building that -

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

   (b) forms part of -

   (iii) tourist and visitor accommodation; or

   (iv) a caravan park;

   and

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

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

   means a building that —

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

   (b) forms part of –

   (i) tourist and visitor accommodation; or

   (ii) a caravan park;

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

2. In Part 6 Division 2 – Land use terms used in Scheme, clause 6.2 Land use terms used:

   A. Delete the definitions for:

   - *bed and breakfast*;
   - *holiday accommodation;*
   - *holiday house;*

- *motel;*
- *serviced apartment;*
- *tourist development; and*

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

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

C. Insert the definition for tourist and visitor accommodation as per the Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 1 Model provisions for local planning schemes, Part 6, cl.38.

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

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

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

A. *bed and breakfast*;

B. *holiday accommodation;*

C. *holiday house;*

D. *motel;*

E. *serviced apartment;*

F. *tourist development*

5. Amend clause 4.12.2 to replace the term 'Residential development' with the term 'Dwellings'.

The amendment is to proceed as a Standard Amendment following assessment by the Western Australian Planning Commission, as the amendment changes land-use permissibility associated with the new STRA and traditional accommodation land-use classes.

3. The amendment incorporates the State Government STRA reforms and the new deemed and model land-use classes into Local Planning Scheme No. 3.

4. The amendment also modifies land-use permissibility in the Zoning Table and is therefore to follow the Standard Amendment process, including approval to advertise and public advertising.

FORM 6A

COUNCIL ADOPTION

This STANDARD Amendment, as modified in accordance with the Schedule of Modifications issued following State assessment, was adopted by resolution of the Council of the Shire of Narrogin at the Ordinary Meeting of the Council held on the ____ day of _____ 2026.

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended for support by resolution of the Shire of Narrogin at the Ordinary Meeting of the Council held on the ____ day of _____ 2026 and the Common Seal of the Shire of Narrogin was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR/SHIRE PRESIDENT

.
.....
CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

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

DATE.....
FORM 6A - CONTINUED

APPROVAL GRANTED

.....
MINISTER FOR PLANNING

DATE.....

Attachment 3

Schedule of Modifications
Shire of Narrogin Local Planning Scheme No.3

The amendment as submitted is to be modified as follows:

1. For amendment item number 1, replace the words In Schedule 1 – Land Use Terms Used: 'Terms Used' with the words In Part 6 Division 1 - General Definitions used in Scheme, clause 6.1 Terms Used.

2. For amendment item number 2, replace the words In Schedule 1 – 'Land Use Terms Used' with the words In Part 6 Division 2 – Land use terms used in Scheme, clause 6.2 Land use terms used.

3. Replace the wording of amendment item number 2.C to read: Insert the definition for tourist and visitor accommodation as per the Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 1 Model provisions for local planning schemes, Part 6, cl.38.

4. For amendment item number 3, modify the land use permissibility arrangements as follows:

    a. Designate Hosted Short-term Rental Accommodation as a 'P' use in the Commercial zone.

    b. Designate Unhosted Short-term Rental Accommodation as a 'D' use in the Commercial zone.

    c. Designate both Hosted Short-term Rental Accommodation and Unhosted Short-term Rental Accommodation as 'X' uses in the Tourism zone

    d. Designate Tourist and Visitor Accommodation as a 'D' use in the Commercial zone.

5. Add a new amendment item number 5 to read as follows: Amend clause 4.12.2 to replace the term 'Residential development' with the term 'Dwellings'.

10.1.2 BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES HELD 9 SEPTEMBER 2026

File Reference	9.3.1
Disclosure of Interest	Nil.
Applicant	Shire of Narrogin
Previous Item Numbers	N/A
Date	14 September 2026
Author	Lisa Boddy – Executive Support Coordinator
Authorising Officer	Andrew Campbell – Chief Executive Officer
Attachments	Minutes of the Bushfire Advisory Committee Meeting held 9 September 2026

Summary
The Bush Fire Advisory Committee (BFAC) held a meeting on 9 September 2026. The purpose of this report is for Council to receive the minutes of the BFAC meeting.

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

A copy of the Bush Fire Advisory Committee Meeting Minutes held 9 September 2026 are attached.
ATTACHMENT 1

Consultation
Nil.

Statutory Environment
The BFAC is an important Committee of Council, established in accordance with statutory obligations contained within the *Local Government Act 1995.*

Policy Implications
Nil.

Sustainability Implications
- Environmental: Nil.
- Economic: Nil.
- Social: Nil.

Financial Implications
There are no financial implications arising from this agenda report.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Outcome:	4.1	An efficient and effective organisation
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services
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)
	Possible (3)	Minor (2)	Medium (5-9)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

Consequence / Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 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)

Comment/Conclusion
Nil.

Voting Requirements
Simple Majority

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION 230926.05
Moved: Cr Broad Seconded: Cr Wiese

That Council receive the Minutes of the Bush Fire Advisory Committee held 9 September 2026 in accordance with attachment 1.

Carried by Simple Majority 6/0

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

MINUTES

BUSH FIRE ADVISORY COMMITTEE MEETING

SHIRE OF NARROGIN

11 September 2026

These minutes were confirmed at the Bush Fire Advisory Committee 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.

Electronic copies of minutes and agendas are available for download from the Shire of Narrogin website www.narrogin.wa.gov.au

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

STRATEGIC COMMUNITY PLAN 2017-27

SNAPSHOT

Shire of Narrogin

Love the life

VISION

A leading regional economic driver and a socially interactive and inclusive community.

MISSION

Provide leadership, direction and opportunities for the community.

KEY PRINCIPLES

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

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

OUR VALUES

Care with Trust & Teamwork

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

Accountability - We accept responsibility for our actions and outcomes

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

Excellence - We go the extra mile to deliver outstanding services

Trust - We share without fear of consequences

Team Work - We work together for a common goal

ECONOMIC

Support growth and progress, locally and regionally...

Growth in revenue opportunities

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

Increased Tourism

- Promote, develop tourism and maintain local attractions

An effective well maintained transport network

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

Agriculture opportunities maintained and developed

- Support development of agricultural services

SOCIAL

Provide community facilities and promote social Interaction...

Provision of youth services

- Develop and implement a youth strategy

Build a healthier and safer community

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

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

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

Cultural and heritage diversity is recognised

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

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

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

ENVIRONMENT

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

A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

Effective waste services

- Support the provision of waste services

Efficient use of resources

- Increase resource usage efficiency

A well maintained built environment

- Improve and maintain built environment

CIVIC

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

An efficient and effective organisation

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

An employer of choice

- Provide a positive, desirable workplace

DISCLAIMER

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

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

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

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

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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BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING

11 SEPTEMBER 2026

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 4.06pm.

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

Members (Voting)
L Ballard – Shire of Narrogin President (Presiding Member)
P Porter – Chief Bush Fire Control Officer
V Gibson – Deputy Chief Bush Fire Control Officer
S Moyses – Deputy Chief Bush Fire Control Officer
A Russell – Fire Control Officer
C Hardie – Fire Control Officer
D Kilpatrick – Fire Control Officer
J Rick – Fire Control Officer
L Flavel – Fire Control Officer
N Walker – Fire Control Officer

Other (Non-voting)

P Thomas – Superintendent Department of Fire and Emergency Services

Employees (Non-voting)
A Majid – Executive Manager Planning & Sustainability
P Gibson – Community Emergency Services Manager
L Boddy – Executive Support Coordinator

Leave of Absence

Apologies
DO Gavin Stevens – DFES
K Quartermaine – Fire Control Officer
L van Heerden – Executive Support Officer
T Smith – Fire Control Officer
Snr Sgt M Glynn – Narrogin Police
B Lange – Fire Control Officer
G Maley – Senior Ranger/FCO
L Hardie – Fire Control Officer

Absent
Nil.

Visitors
Andrew Ferres – Narrogin Wind Farm
Grant Sullivan – Narrogin Wind Farm

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

Nil.

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

5.1 Bush Fire Advisory Committee (BFAC) Meeting

OFFICER'S RECOMMENDATION AND COMMITTEE RESOLUTION

Moved: Stuart Seconded: Nathan

That the minutes of the Bush Fire Advisory Committee (BFAC) Meeting held on 16 March 2026 be confirmed as an accurate record of proceedings.

CARRIED 10/0

For: All Members

Against: Nil

6. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil.

7. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Andrew Ferres – Narrogin Wind Farm

8. MATTERS REQUIRING DECISIONS

Nil.

9. GENERAL BUSINESS

- From last BFAC meeting – Seek advice from DFES Legal Legislation Team regarding enforcement of the *Bushfires Act 1954*. – Action Complete (Paul Gibson).

- BFAC pre-season report and checklist package – attachments from Gavin Stevens.

- Callout to fire without Comms being aware – could there be an app developed – register landholder applies to FCO, conditions added and approved and a permit produced instantly. Press button at start and end - drops a pin where you are burning and that will inform comms where the fire is. Agreed to progress. CESM To look into feasibility and procurement processes and will liaise with FCO.

- Brigades meeting prior to harvest in October.

- FCO Raised concerns regarding unsafe practices of campers and campfires within private property. Queried relevant approvals for duration of stay. Exec Manager P&S Answered query and advised Rangers were aware of the Issue. *CESM Reiterated powers of the Bushfires Act 1954* to address fire related concerns in open season.

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

11. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 5.47pm.

Shire of
Narrogin
Love the life

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10.2 INFRASTRUCTURE SERVICES

10.2.1 AWARDING REQUEST FOR QUOTE 26/27 – 01 SUPPLY OF BITUMINOUS SEALS

File Reference	28.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	24/08/2026
Author	John Warburton – Executive Manager Infrastructure Services
Authorising Officer	Andrew Campbell – Chief Executive Officer
Attachments	1. Seal Locations

Summary
Council is requested to consider awarding the Request For Quote (RFQ 26/27-01) Supply of Bituminous Seals, to Fulton Hogan Industries Pty Ltd, for the sum of $623,991 excluding GST, to undertake various road seal projects as contained within the 2026/27 Budget as listed in Attachment 1.

Background
The 2026/27 Budget lists road sealing works (Attachment 1) which are part of ongoing maintenance and preservation of road assets within the Shire and in accordance with Council's adopted Ten Year Road Program 2025-2035.

The Executive Manager Infrastructure Services (EMIS) and the Manager Infrastructure Rural have conducted a visual inspection of the Shire's road network to confirm that no other roads need to take priority over the listed roads in this financial year.

The road seal works need to be completed by contractors with specialised machinery and expertise.

The cost of such works was estimated to exceed the $250,000 expenditure threshold and therefore it was necessary to go to tender or for it to be facilitated through a WALGA RFQ process.

The Road Seal RFQ was facilitated through the WALGA Panel of Preferred Suppliers eQuotes portal, which satisfies the Local Government statutory requirement and Council Policy 3.1 Purchasing.

Consultation
The roads included in Attachment 1, are the roads identified in the adopted Ten-Year Road Program 2025-35 whereby the Road Reference Group were consulted prior to the adoption of the program by Council.

Statutory Environment
The following statutory implications relates:
- Local Government Act 1995 section 3.57 – Tenders for providing goods or services; and
- Local Government (Functions and General) Regulations 1996 Part 4 – Provisions of Goods and Services, Division 2 – Tenders for Providing Goods and Services (section 3.57).

Policy Implications
RFQ 26/27–01 complies with Council Policy – Section 3 Financial Management, 3.1 Purchasing Framework, 3.1(b) Purchasing Thresholds and Requirements.

It is noted that the procurement was facilitated as a compliant eQuote and not as a public tender, consistent with the Local Government (Functions and General) Regulations 1996, Regulation 11A and Council Policy.

Sustainability Implications
- Environmental - The project will extend the life of the existing road surface, reducing the need for more extensive reconstruction works in the future and minimising material use and waste. A sealed road surface also reduces dust generation, improving local air quality and lessening impacts on adjoining properties and vegetation.
- Economic - Investment in road sealing supports cost-effective asset management by protecting road infrastructure, lowering long-term maintenance costs, and maximising the value of Council's capital works program. Improved road conditions also provide economic benefit to local industry, transport operators and businesses through safer and more efficient vehicle movements.
  The default statement should be: There are no significant identifiable economic impacts arising from adoption of the officer's recommendation.
- Social - Upgraded road surfaces improve safety and travel comfort for all road users, while also supporting community connectivity and access to services. Reduced dust levels contribute to a healthier living environment for residents and enhance amenity in rural and townsite areas.

Financial Implications
Fulton Hogan submitted a total price, after compliant seal designs were carried out for seal works, of $623,991 excluding GST. While this amount is not currently contained within the Budget, the Department of Infrastructure, Transport, Regional Development, Communications, Sports and the Arts have approved an accelerated funding application of $52,500 to cover the shortfall for the Roads to Recovery funded re-seals.

Should Council adopt the Officer's recommendation, the Shire's remaining Roads to Recovery allocation will be reduced to $1,286,500 over the final two years of the program, which equates to $643,250 per annum.

It should also be noted that there will be zero impact to municipal funds within the 2026/27 Budget.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.3	An effective well maintained transport network
Strategy:	1.3.1	Maintain and improve road network in line with resource capacity
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)
That the preferred contractor provides substandard quality work or issues arise relating to managing the awarded contract.	Unlikely (2)	Moderate (3)	Medium (5-9)	Purchasing and Supply	Treat through ensuring that the contractor is in full compliance with the RFQ specifications and officers manage/ monitor the contractor's performance.

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of six 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 Road Seal RFQ was advertised through the WALGA eQuotes Portal from 1 July 2026 to 31 July 2026. The RFQ document was sent to five WALGA preferred suppliers through the WALGA eQuotes portal as follows:

- Fulton Hogan Industries Pty Ltd;
- Colas Western Australia Pty Ltd;
- Boral Resources (WA) Ltd;
- Bitutek Pty Ltd; and
- Downer Edi Works Pty Ltd.

Out of the five companies requested to quote, four submitted quotes – with Bitutek, not making a submission.

All four companies that provided a quote are prequalified WALGA preferred suppliers and have relevant experience for these works. All four submissions received were deemed to be compliant based on the specifications contained within the RFQ.

The RFQ was evaluated on 80% Price, 10% Previous Experience and 10% Work Health & Safety (WHS) and assessed on the information and documentation provided in the suppliers' submissions as requested in the selection criteria and based on predetermined bitumen application rates for each road contained in Attachment 1, so that suppliers were quoting on an equal basis. The predetermined bitumen application rates for roads contained in Attachment 1 are estimates based on the EMIS's experience and judgement however these may vary slightly from a compliant seal design that would be conducted by the preferred contractor.

An evaluation panel was formed that consisted of Executive Manager Infrastructure Services and Manager Infrastructure Rural.

The Combined Assessment Scores for the four compliant submissions are illustrated below:

Contractor	Assessment Score
Fulton Hogan	83.8%
Boral	76%
Downer	74.4%
Colas	74.9%

Fulton Hogan's submission was scored the highest and is the best value submission from this procurement process.

Fulton Hogan have previously been successful with the Shire's road seal RFQ and have provided good quality workmanship and have been able to meet all criteria as set out in the RFQ specifications including works delivery timelines.

Voting Requirements
Absolute Majority

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION 230926.06
Moved: Cr Fisher Seconded: Cr Wiese

That Council:

1) Award the Request For Quote (RFQ 26/27-01) Supply of Bituminous Seals, to Fulton Hogan Industries Pty Ltd, for the sum of $623,991 excluding GST, obtained through the WALGA Preferred Supplier Program.
2) Amend Income GL3120101 in the 2026/27 Budget from $903,245 to $955,745;
3) Amend the following jobs in the 2026/27 Budget;

Road Name	Job Number	Current Budget	New Budget
Boxsell Road	R2R70	$86,400	$79,560
Congelin Road	R2R202	$86,400	$29,000
Chipper Street	R2R106	$9,360	$19,000
Dongolocking Road	R2R209	$86,400	$103,000
Elliot Street	R2R018	$3,840	$7,500
Exetor Street	R2R123	$4,320	$7,500
Pethybridge Road	R2R323	$12,840	$96,500

and;

4) Authorise the Chief Executive Officer to execute and manage the contract, including any variations, providing these variations do not exceed the total allocated seal provision within the 2026/27 Budget.

Carried by Absolute Majority 6/0

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

ATTACHMENT 1

Shire Of Narrogin 2025/26 Seal Locations. Appendix B

Road Name	SLK Start	SLK End	Length	Width	Area M2	Aggregate Size	Bitumen Rate Ltrs/M2	Aggregate Type	$ Cost Per/M2 (Ex GST)	Total Road $ Cost Ex GST	Total Road $ Cost Inc GST	Notes
Boxsell Road	0	2	2000	7.2	14400	10	2.2	Basalt				*Reseal*
Congelin Road	1	1.5	500	7.2	3600	10	2.2	Basalt				*Reseal*
Chipper Street	0	0.3	300	8	2400	7	2.2	Basalt				*Reseal*
Dongolocking Road	0	2	2000	7.2	14400	10	2.2	Basalt				*Reseal*
Elliot Street	0	0.1	100	8	800	7mm	1.4	Basalt				*Reseal*
Exetor St	0	0.1	100	8	800	7mm	1.4	Basalt				*Reseal*
Pethybridge Road	0	2	2000	5	10000	7mm	1.4	Basalt				*Reseal*
Mokine Road	0.02	0.61	590	8	4720	14mm	2.2	Basalt				*New Construction. Primer Seal*
Mokine Road	0.02	0.61	590	8	4720	7mm	1.1	Basalt				*Second Seal*
Tarwonga Road	22.5	25.5	3000	7.2	21600	14mm	2.2	Basalt/Granite				*Stabilised Pavement. Primer Seal*
Tarwonga Road	22.5	25.5	3000	7.2	21600	7mm	1.1	Basalt/Granite				*Second Seal*
									Total Costs			

10.3 CORPORATE & COMMUNITY SERVICES

10.3.1 MONTHLY FINANCIAL REPORTS – AUGUST 2026

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	Nil
Date	14 September 2026
Author	Lucille Munnik – Acting Executive Manager Corporate & Community Services
Authorising Officer	Andrew Campbell – Chief Executive Officer
Attachments	1. Monthly Financial Report for the period ended August 2026 2. Capital Projects Tracker – August 2026

Summary
In accordance with the *Local Government Financial Management Regulations (1996),* Regulation 34, the Shire is to prepare a monthly Statement of Financial Activity for notation by Council.

Background
Council is requested to review the August 2026 Monthly Financial Reports.

Consultation
N/A

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

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

Sustainability 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 2026/2027 Annual Budget or resulting from a Council resolution.

Council is requested to review the August 2026 Monthly Financial Report, noting that Council is advised of the following matters:
- Rates have been raised in August 2026, with the amount received to date is 10.7% of the total to be collected ($7.7m). It should be noted that there is approximately $208k related to pensioner rate deferments. Due date for payment of rates is 29 September 2026.
- Trade Debtors – the 90+ days debtors sit at $30,000, and is being monitored by the Manager Corporate Services.
- Monthly Summary Information Graphs - as part of our ongoing commitment to financial transparency and effective budget management, some clarification regarding the phasing of expenditure in relation to the budget adopted in July each year is provided.

While the budget provides an annual allocation of funding, actual expenditure throughout the year may not always align perfectly with the anticipated monthly distribution. This is particularly relevant when considering the default phasing of expenditure, which is often spread evenly (at 1/12 per month or an initial 8.33% cumulative) depending on the nature of the expenses.

For administrative efficiency, the predicted phasing or timing of expenditure is not adjusted on a month-by-month basis to reflect actual variations. This means that while the financial report (and in particular the graphs) may show timing differences, these are not necessarily an indication of overspending or underspending, but rather a reflection of how expenses naturally fluctuate due to operational requirements, project timelines, and external factors.

It is important to view the financial report with this in mind and understand that variances are a normal part of financial management. The finance team continuously monitors and manages these variations to ensure overall budget integrity and adherence to Council's financial objectives.

Should any material changes arise that require formal budget adjustments, these will be brought to Council for consideration in the usual manner.

Strategic Implications

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

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to monitor the Shire's ongoing financial performance would increase the risk of a negative impact on the Shire's Financial position. As the monthly report is a legislative requirement, non-compliance may result in a qualified audit.	Rare (1)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 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 August 2026 Monthly Financial Report is presented for review.

Voting Requirements
Simple Majority

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION 230926.07
Moved: Cr Bartron Seconded: Cr Broad

That Council notes the Monthly Financial Reports for August 2026 as presented.

Carried by Simple Majority 6/0

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

SHIRE OF NARROGIN

MONTHLY FINANCIAL REPORT

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

For the period ended 31 August 2026

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

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SHIRE OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2026

	Note	Adopted Budget Estimates (a) $	YTD Budget Estimates (b) $	YTD Actual (c) $	Variance* $ (c) - (b) $	Variance* % ((c) - (b))/(b) %	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates		6,647,415	6,639,205	**6,639,205**	0	0.00%	
Rates excluding general rates		15,000	15,000	**0**	(15,000)	(100.00%)	
Grants, subsidies and contributions		879,226	175,767	**527,166**	351,399	199.92%	▲
Fees and charges		3,792,390	632,010	**1,548,075**	916,065	144.94%	▲
Interest revenue		532,800	88,796	**37,875**	(50,921)	(57.35%)	▼
Other revenue		306,862	51,132	**40,071**	(11,061)	(21.63%)	
Profit on asset disposals		36,783	0	**0**	0		
		12,210,476	**7,601,910**	**8,792,392**	**1,190,482**	15.66%	
Expenditure from operating activities							
Employee costs		(7,749,624)	(1,291,364)	**(1,070,755)**	220,609	17.08%	▲
Materials and contracts		(3,871,240)	(644,256)	**(736,093)**	(91,837)	(14.25%)	▼
Utility charges		(806,260)	(134,300)	**(94,100)**	40,200	29.93%	▲
Depreciation		(4,829,440)	(804,882)	**0**	804,882	100.00%	▲
Finance costs		(341,775)	(56,952)	**3,845**	60,797	106.75%	▲
Insurance		(389,974)	(58,932)	**(194,908)**	(135,976)	(230.73%)	▼
Other expenditure		(314,066)	(52,282)	**(107,425)**	(55,143)	(105.47%)	▼
Loss on asset disposals		(117,766)	(19,626)	**0**	19,626	100.00%	▲
		(18,420,145)	**(3,062,594)**	**(2,199,436)**	**863,158**	28.18%	
Amounts excluded from operating activities	2(c)	4,929,373	824,508	**0**	(824,508)	(100.00%)	▼
Amount attributable to operating activities		**(1,280,296)**	**5,363,824**	**6,592,956**	**1,229,132**	22.92%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		11,530,262	362,666	**306,000**	(56,666)	(15.62%)	▼
Proceeds from disposal of property, plant and equipment		350,000	0	**0**	0		
		11,880,262	**362,666**	**306,000**	**(56,666)**	(15.62%)	
Outflows from investing activities							
Acquisition of property, plant and equipment		(22,355,641)	(509,146)	**(392,968)**	116,178	22.82%	▲
Acquisition of infrastructure		(3,315,845)	(125,000)	**(106,924)**	18,076	14.46%	▲
		(25,671,486)	**(634,146)**	**(499,892)**	**134,254**	21.17%	
Amounts excluded from investing activities	2(c)	0	0	**22,376**	22,376		▲
Amount attributable to investing activities		**(13,791,224)**	**(271,480)**	**(171,516)**	**99,964**	36.82%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new borrowings		10,833,335	0	**0**	0		
Transfer from reserves		1,960,445	0	**0**	0		
		12,793,780	**0**	**0**	**0**		
Outflows from financing activities							
Repayment of borrowings		(427,983)	0	**0**	0		
Payments for principal portion of lease liabilities		(2,535)	(11,020)	**(11,020)**	0	0.00%	
Transfer to reserves		(1,926,269)	0	**9,393**	9,393		
		(2,356,787)	**(11,020)**	**(1,627)**	**9,393**	85.24%	
Amount attributable to financing activities		**10,436,993**	**(11,020)**	**(1,627)**	**9,393**	85.24%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a)	4,634,527	4,634,527	**4,436,982**	(197,545)	(4.26%)	
Amount attributable to operating activities		(1,280,296)	5,363,824	**6,592,956**	1,229,132	22.92%	▲
Amount attributable to investing activities		(13,791,224)	(271,480)	**(171,516)**	99,964	36.82%	▲
Amount attributable to financing activities		10,436,993	(11,020)	**(1,627)**	9,393	85.24%	
Surplus or deficit after imposition of general rates		**0**	**9,715,851**	**10,856,795**	**1,140,944**	11.74%	▲

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.
▲ Indicates a variance that is a timing matter and no long term impact on the financial position
▲ Indicates a variance with a positive impact on the financial position.
Refer to Note for an explanation of the reasons for the variance.

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

SHIRE OF NARROGIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 AUGUST 2026

	Actual 30 June 2026	Actual as at 31 August 2026
	$	$
CURRENT ASSETS		
Cash and cash equivalents	12,989,754	11,833,322
Trade and other receivables	874,617	7,955,515
Inventories	62,795	28,850
TOTAL CURRENT ASSETS	13,927,166	19,817,687
NON-CURRENT ASSETS		
Trade and other receivables	222,686	222,686
Other financial assets	232,767	232,767
Property, plant and equipment	72,926,425	73,319,393
Infrastructure	91,494,550	91,601,474
Right-of-use assets	21,421	21,421
TOTAL NON-CURRENT ASSETS	164,897,849	165,397,741
TOTAL ASSETS	178,825,015	185,215,428
CURRENT LIABILITIES		
Trade and other payables	1,526,077	684,072
Other liabilities	3,122,085	3,443,299
Lease liabilities	(34,369)	(45,389)
Borrowings	321,665	321,665
Employee related provisions	828,521	828,521
TOTAL CURRENT LIABILITIES	5,763,979	5,232,168
NON-CURRENT LIABILITIES		
Lease liabilities	11,055	11,055
Borrowings	2,851,828	2,851,828
Employee related provisions	151,061	151,061
TOTAL NON-CURRENT LIABILITIES	3,013,944	3,013,944
TOTAL LIABILITIES	8,777,923	8,246,112
NET ASSETS	**170,047,092**	**176,969,316**
EQUITY		
Retained surplus	58,629,571	65,561,190
Reserve accounts	4,434,609	4,425,216
Revaluation surplus	106,982,909	106,982,909
TOTAL EQUITY	**170,047,089**	**176,969,315**

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

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements
Section 6.4(2) of the Local Government Act 1995 read with the *Local Government (Financial Management) Regulations 1996,* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied with exception to the following:

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 11 September 2026

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 2026-27 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

2 NET CURRENT ASSETS INFORMATION

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

	Note	Adopted Budget Opening 1 July 2026	Actual as at 30 June 2026	Actual as at 31 August 2026
Current assets		$	$	$
Cash and cash equivalents		13,007,776	12,989,754	11,833,322
Trade and other receivables		645,679	874,617	7,955,515
Inventories		62,795	62,795	28,850
		13,716,250	13,927,166	19,817,687
Less: current liabilities				
Trade and other payables		(1,275,654)	(1,526,077)	(684,072)
Other liabilities		(3,015,496)	(3,122,085)	(3,443,299)
Lease liabilities		(2,535)	34,369	45,389
Borrowings		(427,983)	(321,665)	(321,665)
Employee related provisions		(777,072)	(828,521)	(828,521)
		(5,498,740)	(5,763,979)	(5,232,168)
Net current assets		8,217,510	8,163,187	14,585,519
Less: Total adjustments to net current assets	2(b)	(3,582,983)	(3,726,205)	(3,728,724)
Closing funding surplus / (deficit)		**4,634,527**	**4,436,982**	**10,856,795**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(4,434,609)	(4,434,609)	(4,425,216)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of lease liabilities		2,535	(34,369)	(45,389)
- Current portion of borrowings		427,983	321,665	321,665
Add: Current liabilities covered by funds held in reserve account				
- Current portion of employee benefit provisions		421,108	421,108	420,216
Total adjustments to net current assets	2(a)	**(3,582,983)**	**(3,726,205)**	**(3,728,724)**

(c) Amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2027	YTD Budget Estimates 31 August 2026	YTD Actual 31 August 2026
	$	$	$
Less: Profit on asset disposals	(36,783)	0	0
Add: Loss on disposal of assets	117,766	19,626	0
Add: Depreciation	4,829,440	804,882	0
Movement in current liabilities associated funds held in reserve account:			
- Employee benefit provisions	18,950		
Total amounts excluded from operating activities	**4,929,373**	**824,508**	**0**
Total amounts excluded from investing activities	**0**	**0**	**22,376**

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.

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 2026-27 year is $15,000 and 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Grants, subsidies and contributions Grants received - Timing	**351,399**	**199.92%**	▲
Fees and charges Rates fees charged in August - Timing	**916,065**	**144.94%**	▲
Interest revenue Maximising of term deposits early in year - Timing	**(50,921)**	**(57.35%)**	▼
Expenditure from operating activities			
Employee costs	**220,609**	**17.08%**	▲
Materials and contracts Costs lower than anticipated (timing)	**(91,837)**	**(14.25%)**	▼
Utility charges Costs higher than anticipated (timing)	**40,200**	**29.93%**	▲
Depreciation Depreciation costs to be run in September - Finalising Asset register for 25-26	**804,882**	**100.00%**	▲
Finance costs Timing of the repayment of loans	**60,797**	**106.75%**	▲
Insurance Timing of payments	**(135,976)**	**(230.73%)**	▼
Other expenditure Refund of unspent Grant funding (CHSP)	**(55,143)**	**(105.47%)**	▼
Loss on asset disposals	**19,626**	**100.00%**	▲
Amounts excluded from operating activities Depreciation costs to be run in September - Timing	**(824,508)**	**(100.00%)**	▼
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions See Note 13 for details	**(56,666)**	**(15.62%)**	▼
Outflows from investing activities			
Acquisition of property, plant and equipment See Note 4 for details	**116,178**	**22.82%**	▲
Acquisition of infrastructure See Note 4 for details	**18,076**	**14.46%**	▲
Amounts excluded from investing activities Asset to be adjusted	**22,376**		▲
Surplus or deficit after imposition of general rates YTD - will fluctuate during the year	**1,140,944**	**11.74%**	▲

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.
▲ Indicates a variance that is a timing matter and no long term impact on the financial position

SHIRE OF NARROGIN

SUPPLEMENTARY INFORMATION

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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.

0 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$4.63 M	$4.63 M	$4.44 M	($0.20 M)
Closing	$0.00 M	$9.72 M	$10.86 M	$1.14 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$11.83 M	% of total
Unrestricted Cash	$7.41 M	62.6%
Restricted Cash	$4.43 M	37.4%

Refer to 2 - Cash and Financial Assets

Payables

	$0.68 M	% Outstanding
Trade Payables	$0.20 M	
0 to 30 Days		93.2%
Over 30 Days		6.8%
Over 90 Days		0.1%

Refer to 8 - Payables

Receivables

	$0.25 M	% Collected
Rates Receivable	$7.71 M	10.7%
Trade Receivable	$0.25 M	% Outstanding
Over 30 Days		39.1%
Over 90 Days		15.7%

Refer to 6 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($1.28 M)	$5.36 M	$6.59 M	$1.23 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$6.64 M	% Variance
YTD Budget	$6.64 M	0.0%

Grants and Contributions

YTD Actual	$0.53 M	% Variance
YTD Budget	$0.18 M	199.9%

Refer to 12 - Grants and Contributions

Fees and Charges

YTD Actual	$1.55 M	% Variance
YTD Budget	$0.63 M	144.9%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($13.79 M)	($0.27 M)	($0.17 M)	$0.10 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.00 M	%
Adopted Budget	$0.35 M	(100.0%)

Refer to 5 - Disposal of Assets

Asset Acquisition

YTD Actual	$0.11 M	% Spent
Adopted Budget	$3.32 M	(96.8%)

Refer to 4 - Capital Acquisitions

Capital Grants

YTD Actual	$0.31 M	% Received
Adopted Budget	$11.53 M	(97.3%)

Refer to 4 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$10.44 M	($0.01 M)	($0.00 M)	$0.01 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	$0.00 M
Interest expense	$0.00 M
Principal due	$3.17 M

Refer to 9 - Borrowings

Reserves

Reserves balance	$4.43 M
Net Movement	($0.01 M)

Refer to 3 - Cash Reserves

Lease Liability

Principal repayments	($0.01 M)
Interest expense	$0.00 M
Principal due	($0.01 M)

Refer to Note 10 - Lease Liabilites

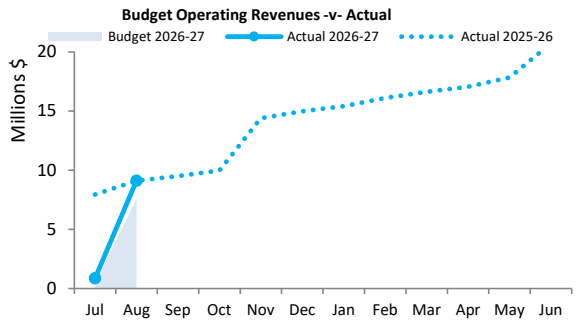
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF NARROGIN
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

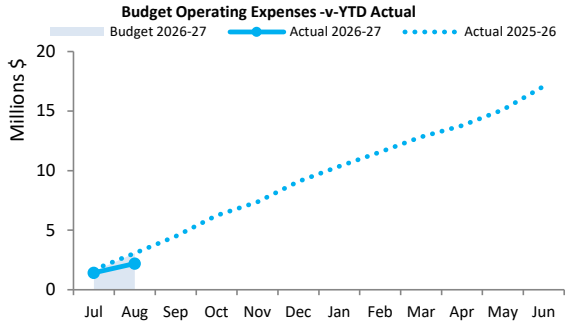
1 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

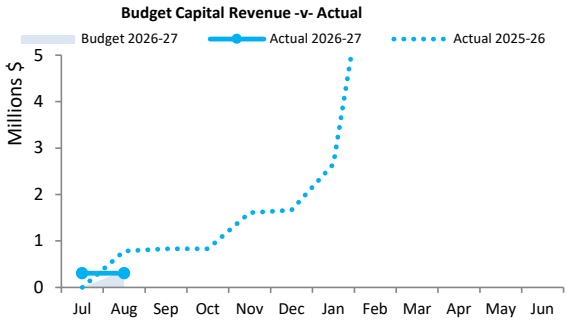


OPERATING EXPENSES

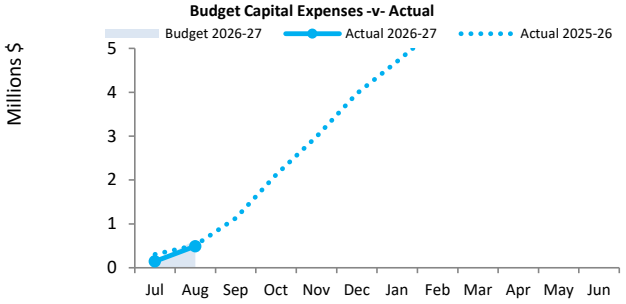


INVESTING ACTIVITIES

CAPITAL REVENUE

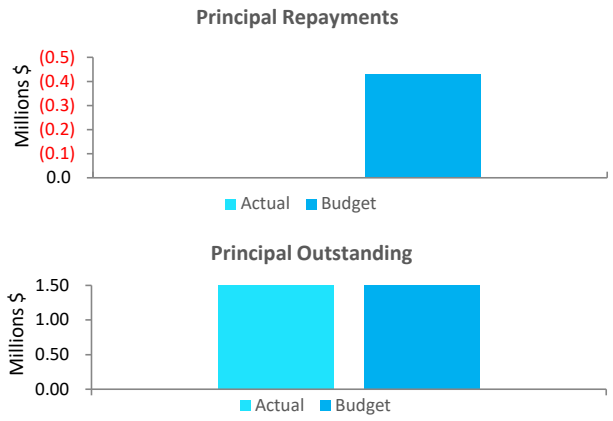


CAPITAL EXPENSES

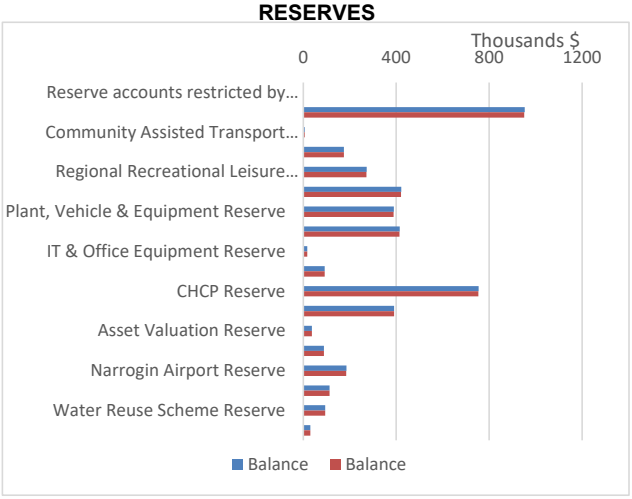


FINANCING ACTIVITIES

BORROWINGS



RESERVES



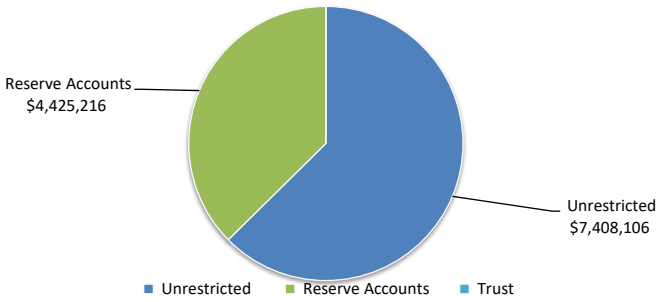
2 CASH AND CASH EQUIVALENTS

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash at Bank	Cash and cash equivalents	1,904,206		1,904,206		NAB	0.20%	At call
Cash incl floats - Muni	Cash and cash equivalents	3,900		3,900		NAB	0.00%	Cash
Term Deposit - Muni	Cash and cash equivalents	750,000		750,000		NAB	4.00%	20/08/2026
Term Deposit - Muni	Cash and cash equivalents	2,000,000		2,000,000		NAB	4.65%	21/09/2026
Term Deposit - Muni	Cash and cash equivalents	750,000		750,000		CBA	4.59%	20/08/2026
Term Deposit - Muni	Cash and cash equivalents	2,000,000		2,000,000		CBA	4.86%	21/09/2026
Term Deposit - Reserves	Cash and cash equivalents	0	1,870,186	1,870,186		NAB	4.40%	0/01/1900
Term Deposit - Reserves	Cash and cash equivalents	0	2,555,031	2,555,031		CBA	4.97%	3/09/2026
Total		**7,408,106**	**4,425,216**	**11,833,322**	**0**			
Comprising								
Cash and cash equivalents		7,408,106	4,425,216	11,833,322	0			
		7,408,106	**4,425,216**	**11,833,322**	**0**			

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

The local government classifies financial assets at amortised cost if both of the following criteria are met:
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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



3 RESERVE ACCOUNTS

	Budget				Actual			
Reserve account name	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	$	$	$	$	$	$	$	$
Reserve accounts restricted by Council								
Refuse Reserve	952,392	42,858	(165,000)	830,250	952,392	(2,017)		950,375
Community Assisted Transport (CAT) Vehicle Re	5,914	266	0	6,180	5,914	(12)		5,902
Building Reserve	174,849	7,868	0	182,717	174,849	(371)		174,478
Regional Recreational Leisure Centre Reserve	272,265	162,484	(250,000)	184,749	272,265	(577)		271,688
Employee Entitlement Reserve	421,108	18,950	0	440,058	421,108	(892)		420,216
Plant, Vehicle & Equipment Reserve	389,672	662,535	(546,000)	506,207	389,672	(826)		388,846
Economic Development Reserve	414,464	937,119	(210,723)	1,140,860	414,464	(878)		413,586
IT & Office Equipment Reserve	16,829	757	0	17,586	16,829	(35)		16,794
Tourism & Area Promotion Reserve	91,850	4,167	0	96,017	91,850	(195)		91,655
CHCP Reserve	754,758	33,964	(788,722)	0	754,758	(1,599)		753,159
Road Works Reserve	391,237	17,606	0	408,843	391,237	(829)		390,408
Asset Valuation Reserve	37,185	1,687	0	38,872	37,185	(79)		37,106
Landcare Reserve	88,963	4,154	0	93,117	88,963	(188)		88,775
Narrogin Airport Reserve	185,210	8,334	0	193,544	185,210	(392)		184,818
Bridges Reserve	113,109	4,916	0	118,025	113,109	(239)		112,870
Water Reuse Scheme Reserve	94,159	2,225	0	96,384	94,159	(199)		93,960
Disaster Recovery Reserve	30,645	16,379	0	47,024	30,645	(65)		30,580
	4,434,609	**1,926,269**	**(1,960,445)**	**4,400,433**	**4,434,609**	**(9,393)**	**0**	**4,425,216**

4 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Variance
	$	$	$	$
Buildings - specialised	21,246,141	256,646	346,082	89,436
Furniture and fittings	177,500	2,500	0	(2,500)
Plant and equipment	847,000	250,000	39,060	(210,940)
Artwork & sculptures	85,000	0	7,826	7,826
Acquisition of property, plant and equipment	**22,355,641**	**509,146**	**392,968**	**(116,178)**
Infrastructure - roads	2,050,745	0	34,942	34,942
Infrastructure - footpaths	134,000	0	5,240	5,240
Infrastructure - Parks, oval & other	1,131,100	125,000	66,742	(58,258)
Acquisition of infrastructure	**3,315,845**	**125,000**	**106,924**	**(18,076)**
Total capital acquisitions	**25,671,486**	**634,146**	**499,892**	**(134,254)**
Capital Acquisitions Funded By:				
Capital grants and contributions	11,530,262	362,666	306,000	(56,666)
Borrowings	10,833,335	0	0	0
Other (disposals & C/Fwd)	350,000	0	0	0
Reserve accounts				
Refuse Reserve	165,000		0	0
Regional Recreational Leisure Centre Reserve	250,000		0	0
Plant, Vehicle & Equipment Reserve	546,000		0	0
Economic Development Reserve	210,723		0	0
CHCP Reserve	788,722		0	0
Contribution - operations	997,444	271,480	193,892	(77,588)
Capital funding total	**25,671,486**	**634,146**	**499,892**	**(134,254)**

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

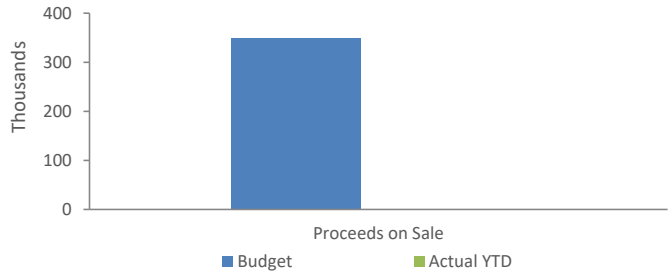
0%
20%
40%
60%
80%
100%
Over 100%

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

		Account Description	Adopted Budget	YTD Budget	YTD Actual	Variance (Under)/Over
			$	$	$	$
	BC160	Nrlc Building (Capital)	4,000,000	0	0	0
	BC191	Library - Re-Roofing	150,000	0	0	0
	BC192	Library - Exterior Painting	12,000	0	0	0
	BC209	Museum Building Structural Repairs	90,000	0	0	0
	BC274	Recycling Shed (Tip Shop) - Capital	25,000	16,666	0	16,666
	BC296	Nrlc Energy Efficiency & Upgrade Project - Capital	359,971	239,980	340,460	(100,480)
	BC299	Hawks Football Pavilion - (Buildings) - Capital	4,000,000	0	0	0
	BC301	Town Hall Improvements - Main Swithchboard Upgrade - (Buildings) - Ca	468,000	0	3,000	(3,000)
	BC304	45 Federal Street Renovations - (Buildings) - Capital	20,000	0	0	0
	BC309	29 Egerton Street - Rsl Building - Capital	210,723	0	0	0
	BC310	Nrlc - Ceiling Fan To Court - Capital	55,000	0	0	0
	BC311	Housing Project - 49 Clayton Road - Capital	560,000	0	0	0
	BC311A	49 Clayton Road Houses	975,000	0	0	0
	BC314	Housing Project - Felspar St - Capital	2,253,947	0	2,622	(2,622)
	BC314A	Felspar Street Houses	5,213,000	0	0	0
	BC315	Housing Project - 31 Ensign Street - Capital	325,000	0	0	0
	BC315A	31 Ensign Street Houses	635,000	0	0	0
	BC316	Housing Project - 95 Lock Street - Capital	325,000	0	0	0
	BC316A	95 Lock Strreet Houses	677,000	0	0	0
	BC317	38/38A Furnival Street	300,000	0	0	0
	BC318	73 Northwood Street	150,000	0	0	0
	BC319	20 Havelock Street	300,000	0	0	0
	BC320	Fire/Smoke Doors Replacement	20,000	0	0	0
	BC321	Nrlc Reception Area Roof Repairs	60,000	0	0	0
	BC340	Highbury Hall Rennovations	6,500	0	0	0
	BC341	Railway Institute Building Roof And Ceiling Repairs	55,000	0	0	0
	R2R270	Boxsell Road - Renewal (R2R)	86,400	0	0	0
	R2R106	Chipper Street - Renewal (R2R)	9,360	0	0	0
	R2R202	Congelin Road - Slk 0.0 To 1.5 (R2R) - Capital	86,400	0	0	0
	R2R209	Dongolocking Road - Renewal (Rural) (R2R)	86,400	0	0	0
	R2R099	Elliot Street - Renewal (R2R)	3,840	0	0	0
	R2R123	Exeter Street - Renewal (R2R)	4,320	0	0	0
	R2R247	Flavel Raod - Resheet (R2R)	21,357	0	0	0
	R2R096	Jones Road - Resheet (R2R)	21,357	0	0	0
	R2R211	Manaring Road - Resheet (R2R)	194,669	0	0	0
	RRG051	Mokine Road Renewal	380,000	0	34,842	(34,842)
	R2R323	Pethybridge Road - Renewal (R2R)	12,840	0	0	0
	R2R162	Pioneer Drive Sliplane (R2R) - Capital	165,745	0	0	0
	R2R293	Saunders Road - Resheet (R2R)	55,305	0	0	0
	R2R294	Seargents Road - Resheet (R2R)	55,654	0	0	0
	RRG204	Tarwonga Road - Rehab. (Rural) (Rrg)	667,500	0	100	(100)
	RRG271	Wanerie Road Land Acquisition	100,000	0	0	0
	R2R246	Woods Road - Resheet (R2R)	99,598	0	0	0
	IF169	Glyde St - Williams To Clayton	61,000	0	0	0
	IF168	May St - Clayton To Dellar	45,000	0	0	0
	IF167	Sydney Hall Way - Lock St To The Park	28,000	0	0	0
	IO350	Additional Public Cctv Camera	21,000	0	0	0
	IO038	Cemetery Carpark	60,000	0	0	0
	IO026	Cemetery Upgrade	18,000	0	0	0
	IO210	Clayton Road Oval/Hockey Club Fence Repairs	15,000	0	0	0
	IO298	Db4 Power Cable Upgrade	125,000	125,000	50,387	74,613
	OI071	Dog Park - Gnarojin Park - (Inf Oth) - Capital	0	0	16	(16)
	OI035	Dog Pound Improvements (Fencing, Hard Stand Area & Cameras) - (Inf (	0	0	420	(420)
	IO280	Fixed Wing Water Bomber Parking Area	66,700	0	0	0
	IO122A	Library - Additional Cctv Cameras (2026)	6,500	0	0	0
	IO188	Liquid Waste Ponds - Capital	140,000	0	0	0
	IO039	Major Entry Statement Williams Road	43,000	0	0	0
	IO138	Narrogin Speedway Lighting Upgrade Project - Capital	285,900	0	0	0
	IO375A	Railway Precinct Pathway/Artwork	45,000	0	0	0
	IO297	Rewplace 40Kw Solar System	65,000	0	0	0
	IO080C	Sewerage Improvements - Admin To Library 2026	35,000	0	0	0
	IO301	Soft Fall Lions Park	50,000	0	15,918	(15,918)
	IO290	Streetlight/Banner Poles	155,000	0	0	0
	IO113	Public Art Strategy - Implementation	25,000	0	7,826	(7,826)
	IO152	Christmas Lights	60,000	0	0	0
						0

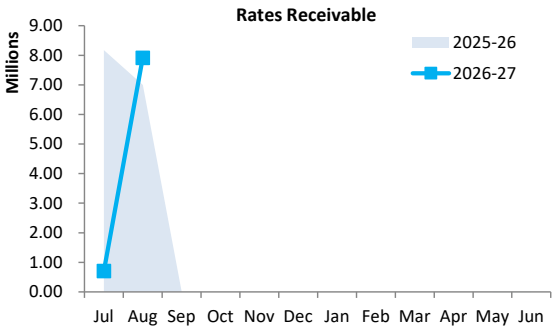
5 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget Net Book Value	Budget Proceeds	Budget Profit	Budget (Loss)	YTD Actual Net Book Value	YTD Actual Proceeds	YTD Actual Profit	YTD Actual (Loss)
		$	$	$	$	$	$	$	$
	Plant and equipment								
	Plant & Equipment	430,983	350,000	36,783	(117,766)			0	0
		430,983	**350,000**	**36,783**	**(117,766)**	**0**	**0**	**0**	**0**



6 RECEIVABLES

Rates receivable	30 Jun 2026	31 Aug 2026
	$	$
Opening arrears previous year	646,736	732,452
Levied this year	7,780,098	8,129,163
Less - collections to date	(7,694,382)	(946,372)
Gross rates collectable	**732,452**	**7,915,243**
Allowance for impairment of rates receivable	(208,594)	(208,594)
Net rates collectable	**523,858**	**7,706,649**
% Collected	91.3%	10.7%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	29,717	77,534	7,337	33,822	27,560	175,970
Percentage	16.9%	44.1%	4.2%	19.2%	15.7%	
Balance per trial balance						
Trade receivables	29,717	77,534	7,337	33,822	27,560	175,970
Other receivables	0	0	0	0	0	2,100
GST receivable	56,565	0	0	0	0	56,565
Receivables for employee related provisions	0	0	0	0	14,231	14,231
Total receivables general outstanding						**248,866**

Amounts shown above include GST (where applicable)

KEY INFORMATION

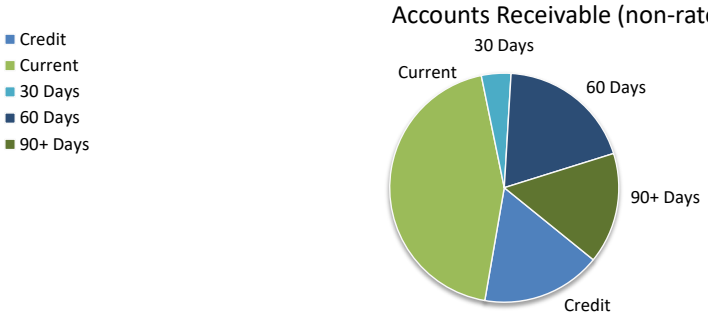
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



7 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2026	Asset Increase	Asset Reduction	Closing Balance 31 August 2026
	$	$	$	$
Inventory				
Fuel	62,795	(33,945)		28,850
Total other current assets	**62,795**	**(33,945)**	**0**	**28,850**

Amounts shown above include GST (where applicable)

KEY INFORMATION

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

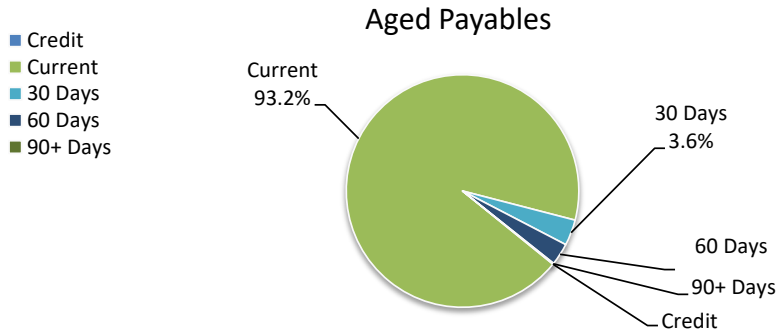
8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	188,966	7,288	6,214	275	202,742
Percentage	0.0%	93.2%	3.6%	3.1%	0.1%	
Balance per trial balance						
Sundry creditors	0	188,966	7,288	6,214	275	202,742
ATO liabilities	0	75,996	0	0	0	75,996
Other payables	0	227,036	0	0	0	227,036
Rates paid in advance	0	0	0	0	69,156	69,156
Bonds & deposits	0	0	0	0	109,142	109,142
Total payables general outstanding						**684,072**

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



9 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Loan No.**	**1 July 2026**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**
		$	$	$	$	$	$	$	$	$
Industrial Land	127	30,956	0	0	0	(15,136)	30,956	15,820	19	(1,219)
Accommodation Units	129	112,518	0	0	0	(36,751)	112,518	75,767	211	(2,099)
TWIS Distribution Pipeline	130	93,294	0	0	0	(18,116)	93,294	75,178	22	(1,305)
Staff Housing	132	434,151	0	0	0	(18,521)	434,151	415,630	57	(20,741)
Accommodation Units	133	335,414	0	0	0	(41,738)	335,414	293,676	83	(14,691)
NRLC Energy Efficiency	136	535,000	0	0	0	(41,644)	535,000	493,356	457	(28,233)
Caravan Park Units	134	1,377,532	0	0	0	(127,893)	1,377,532	1,249,639	2,474	(58,974)
Housing Project	137	0	0	7,500,000	0	(106,653)	0	7,393,347	0	(201,773)
Hawks Football Pavilion	NEW	0	0	1,333,335	0	0	0	1,333,335	0	0
27 Egerton Street purchase	135	254,627	0	0	0	(21,531)	254,627	233,096	522	(12,470)
NRLC Roof Purlin Replacement	NEW	0	0	2,000,000	0	0	0	2,000,000	0	0
Total		**3,173,492**	**0**	**10,833,335**	**0**	**(427,983)**	**3,173,492**	**13,578,844**	**3,845**	**(341,505)**
Current borrowings		321,665					321,665			
Non-current borrowings		2,851,827					2,851,827			
		3,173,492					**3,173,492**			

All debenture repayments were financed by general purpose revenue.

New borrowings 2026-27

Particulars	Amount Borrowed Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used) Actual	Amount (Used) Budget	Balance Unspent
	$	$				$	%	$	$	$
Housing Project	0	7,500,000	WATC	Debenture	20	28,233	5.40	0	7,500,000	0
Hawks Football Pavillion	0	1,333,334	WATC	Debenture	10	0	5.40	0	1,333,334	0
NRLC Roof Purlin Replacement	0	2,000,000	WATC	Debenture	10	0	tbc	0	2,000,000	0
	0	**10,833,334**				**28,233**		**0**	**10,833,334**	**0**

KEY INFORMATION
The City 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			New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.	1 July 2026	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
8 Parry Court, Narrogin	2	0	0	0	(3,420)	0	-3,420	0	0	0
68 Williams Road, Narrogin	3	2,535	0	0	0	(2,535)	2,535	0	0	(270)
14 McCormick Way, Narrogin	4	0	0	0	(3,800)	0	-3,800	0	0	0
65 Williams Road, Narrogin	5	0	0	0	(3,800)	0	-3,800	0	0	0
Total		**2,535**	**0**	**0**	**(11,020)**	**(2,535)**	**-8,485**	**0**	**0**	**(270)**
Current lease liabilities		-34,369					-45,389			
Non-current lease liabilities		11,055					11,055			
		-23,314					**-34,334**			

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 1 July 2026	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 August 2026
		$	$	$	$	$
Other liabilities						
Capital grant/contributions liabilities		3,122,085	0	321,214	0	3,443,299
Total other liabilities		3,122,085	0	321,214	0	3,443,299
Employee Related Provisions						
Provision for annual leave		447,699	0			447,699
Provision for long service leave		380,822	0			380,822
Total Provisions		828,521	0	0	0	828,521
Total other current liabilities		**3,950,606**	**0**	**321,214**	**0**	**4,271,820**

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 contributions revenue		
	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Aug 2026	Current Liability 31 Aug 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Grants and subsidies								
GENGRANT - Financial Assistance Grant - General	0	0	0	0	0	264,410	66,103	124,628
GENGRANT - Financial Assistance Grant - Roads	0	0	0	0	0	86,406	21,602	0
ESL - SES Subsidy (Operating) Grant	0	0	0	0	0	15,000	2,500	0
ESL - Bush Fires Subsidy (Operating) Grant	0	0	0	0	0	65,000	10,832	0
REC - Grants - Kids Sports	0	0	0	0	0	3,000	500	368
LIB - Grant - Regional Library Services .	0	0	0	0	0	6,000	1,000	4,472
OTHCUL - Grants - Other Culture	0	0	0	0	0	15,000	2,500	0
ROADM - Direct Road Grant (MRWA)	0	0	0	0	0	258,208	43,034	258,208
ROADM - Street Lighting Subsidy	0	0	0	0	0	20,000	3,332	0
CHCP - Recurrent Grant Funding	0	0	0	0	0	0	0	2,085
CHSP - Recurrent Grant Funding	0	0	0	0	0	0	0	18,428
COMMUNITY - Grants	0	0	0	0	0	0	0	395
	0	**0**	**0**	**0**	**0**	**733,024**	**151,403**	**408,583**
Contributions								
CESM - Contributions & Reimbursements	0	0	0	0	0	35,000	5,834	73,451
REC - Contributions & Donations	0	0	0	0	0	3,000	500	0
LIB - Contributions & Donations	0	0	0	0	0	1,000	166	0
AGEDOTHER - CATS Contributions & Donations	0	0	0	0	0	2,000	332	0
LIB - Contributions & Donations	0	0	0	0	0	100	16	82
TOUR - Visitors Centre Contributions and Donations	0	0	0	0	0	18,000	3,000	0
FIRE - Bush Fire Mitigation Activity Grant fund	0	0	0	0	0	87,102	14,516	43,551
AGEDOTHER - CATS Contributions & Donations	0	0	0	0	0	0	0	1,500
	0	**0**	**0**	**0**	**0**	**146,202**	**24,364**	**118,583**
TOTALS	**0**	**0**	**0**	**0**	**0**	**879,226**	**175,767**	**527,166**

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
Provider	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Aug 2026	Current Liability 31 Aug 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Capital grants and subsidies								
NRLC - Grants			0	0	0	2,359,971	0	0
ROADC - Regional Road Group Grants (MRWA)			0	0	0	757,350	360,000	306,000
ROADC - Roads to Recovery Grant			0	0	0	903,245	0	0
OLOPS - Crime Prevention Grant			0	0	0	21,000	0	0
Housing Project Grant - CAPITAL INCOME			0	0	0	4,314,731	0	0
HALLS - Grants and Contributions			0	0	0	234,000	0	0
REC - Capital Grants (DLGSCI/CSRFF)			0	0	0	1,428,633	0	0
Roads to Recovery - 2025/2026 allocation	165,745			165,745	165,745			
LotteryWest - Town Hall Upgrade	231,000			231,000	231,000			
Housing Project Grant - CAPITAL INCOME	2,725,340			2,725,340	2,725,340			
Community Energy Upgrades Fund		321,214		321,214	321,214			
	3,122,085	**321,214**	**0**	**3,443,299**	**3,443,299**	**10,018,930**	**360,000**	**306,000**
Capital contributions								
REC - Contribution and Donations				0	0	1,428,633	0	0
AERO - Contributions & Donations - Aerodromes				0	0	66,700	0	0
FIRE - Contribution and Donations				0	0	16,000	2,666	0
	0	**0**	**0**	**0**	**0**	**1,511,333**	**2,666**	**0**
TOTALS	**3,122,085**	**321,214**	**0**	**3,443,299**	**3,443,299**	**11,530,263**	**362,666**	**306,000**

Shire of Narrogin
Love the life

Schedule of Investments
as at 31/08/2026

Investment of funds - Municipal Account							
Bank	**Deposit number**	**Lodgement Date**	**Date of Maturity**	**Amount Deposited**	**Interest Rate**	**Estimated interest earned**	**TOTAL INVESTED**
NAB	11045211	28/08/2026	29/09/2026	$750,000.00	4.00%	$2,630.14	
NAB	11036193	21/07/2026	21/09/2026	$2,000,000.00	4.65%	$15,797.26	
CBA	38186806	28/08/2026	28/09/2026	$750,000.00	4.57%	$2,911.03	**$5,500,000.00**
CBA	38186806	22/07/2026	21/09/2026	$2,000,000.00	4.86%	$16,244.38	
	Total Invested			$5,500,000.00		$37,582.81	

Investment of funds - Reserve Account							
Bank	**Deposit number**	**Lodgement Date**	**Date of Maturity**	**Amount Deposited**	**Interest Rate**	**Estimated interest earned**	**TOTAL INVESTED**
NAB	11036195	21/07/2026	3/09/2026	$1,870,185.71	4.40%	$9,919.67	
CBA	38186806	5/06/2026	3/09/2026	$2,555,030.73	4.97%	$31,311.38	**$4,425,216.44**
	Total Invested			$4,425,216.44		$41,231.05	

Investment Summary - Excluding at call deposits		
Municipal Account	**%**	**TOTAL INVESTED**
NAB	50%	$2,750,000.00
CBA	50%	$2,750,000.00
	100.00%	**$5,500,000.00**
Reserve Account	**%**	**TOTAL INVESTED**
NAB	42%	$1,870,185.71
CBA	58%	$2,555,030.73
	100.00%	**$4,425,216.44**

Strategic Budget Projects Register 2026/27

	Project Title/Task	COA	Job	Category	Original Budget Adopted by Council	Current Budget varied by Council	Actual Exp / Income	Outstanding PO Exp	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
18	Construction of Recycling Shed (Tip Shop)	4100160	BC274	Building Construction/Mtce	A$25,000.00	A$25,000.00	A$0.00	A$25,467.75	A$25,467.75	-A$467.75	Low
22	Museum ceiling repairs, resolve structural movement (N and E sides), gutters and downpipes, repainting shop area and external wall repointing	4110660	BC209	Building Construction/Mtce	A$90,000.00	A$90,000.00	A$0.00	A$0.00	A$0.00	A$90,000.00	Low
27	Highbury Hall brick wall repointing, rear window architrave restoration, compliant kitchen ventilation	4110160	BC340	Building Construction/Mtce	A$6,500.00	A$6,500.00	A$0.00	A$0.00	A$0.00	A$6,500.00	Low
28	Narrogin Town Hall Improvements	4110160	BC301	Building Construction/Mtce	A$468,000.00	A$468,000.00	A$3,000.00	A$0.00	A$3,000.00	A$465,000.00	Low
29	Railway Institute Hall repairs to roof, ceiling repair, reinstate brickwork from previous penetration and minor brick repointing	4110160	BC341	Building Construction/Mtce	A$55,000.00	A$55,000.00	A$0.00	A$0.00	A$0.00	A$55,000.00	Low
31	NRLC - Fire/Smoke Door Repairs & Replacement	4110260	BC320	Building Construction/Mtce	A$20,000.00	A$20,000.00	A$0.00	A$0.00	A$0.00	A$20,000.00	Low
32	NRLC - Energy Efficiency (Solar) Project	4110260	BC296	Building Construction/Mtce	A$359,971.00	A$359,971.00	A$210,785.70	A$15,380.45	A$226,166.15	A$133,804.85	Low
34	NRLC - Upgrade Project (Swimming pool roof purlins)	4110260	BC160	Building Construction/Mtce	A$4,000,000.00	A$4,000,000.00	A$0.00	A$0.00	A$0.00	A$4,000,000.00	Low
37	NRLC - reception roof area repairs	4110260	BC321	Other	A$60,000.00	A$60,000.00	A$0.00	A$0.00	A$0.00	A$60,000.00	Low
38	NRLC - Fans (2) for Court 3	4110260	BC310	Other	A$55,000.00	A$55,000.00	A$0.00	A$0.00	A$0.00	A$55,000.00	Low
48	Hawks Football Pavilion	4110375	BC299	Building Construction/Mtce	A$4,000,000.00	A$4,000,000.00	A$0.00	A$0.00	A$0.00	A$4,000,000.00	Low
53	Library - Re-Roofing	4110560	BC191	Building Construction/Mtce	A$150,000.00	A$150,000.00	A$0.00	A$0.00	A$0.00	A$150,000.00	Low
54	Library - Exterior Painting	4110560	BC192	Building Construction/Mtce	A$12,000.00	A$12,000.00	A$0.00	A$0.00	A$0.00	A$12,000.00	Low
89	29 Egerton Street acquisition	4130650	BC309	Land	A$210,723.00	A$210,723.00	A$0.00	A$0.00	A$0.00	A$210,723.00	Low
90	45 Federal Street Rennovations	4130650	BC304	Building Construction/Mtce	A$20,000.00	A$20,000.00	A$0.00	A$0.00	A$0.00	A$20,000.00	Low

Comments	Accountability	Responsible Exec	Responsible Officer	Status	% Complete	Start Date	Due Date
.	Planning & Sustainability	Adam Majid	Adam Majid	On Track	10%	07/30/26	10/30/26
	Planning & Sustainability	Adam Majid	Adam Majid	On Track	0%	01/01/27	03/31/27
	Planning & Sustainability	Adam Majid	Adam Majid	On Track	0%	12/01/26	01/31/27
	Planning & Sustainability	Adam Majid	Adam Majid	On Track	0%	01/01/27	03/31/27
	Planning & Sustainability	Adam Majid	Adam Majid	On Track	0%	01/01/27	03/31/27
	Corporate & Community Services	Ian Graham	Brendan Firman	On Track	0%	02/01/27	03/31/27
	Corporate & Community Services	Ian Graham	Brendan Firman	On Track	70%	07/01/26	10/31/26
	Corporate & Community Services	Ian Graham	Brendan Firman	On Track	0%	05/31/27	06/30/27
	Corporate & Community Services	Ian Graham	Brendan Firman	On Track	0%	12/01/26	02/01/27
	Corporate & Community Services	Ian Graham	Brendan Firman	On Track	0%	09/01/26	10/30/26
	Infrastructure Services	John Warburton	John Warburton	On Track	0%	05/31/27	06/30/27
	Corporate & Community Services	Ian Graham	Adam Majid	On Track	0%	03/01/27	05/28/27
	Corporate & Community Services	Ian Graham	Adam Majid	On Track	0%	02/01/27	03/31/27
	Corporate & Community Services	Ian Graham	Danielle van Rooyen	On Track	0%	01/01/27	03/31/27
	Corporate & Community Services	Ian Graham	Danielle van Rooyen	On Track	0%	01/01/27	03/31/27

10.3.2 SCHEDULE OF ACCOUNTS PAID – AUGUST 2026

File Reference	12.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	14 September 2026
Author	Lucille Munnik – Acting Executive Manager Corporate & Community Services
Authorising Officer	Andrew Campbell – Chief Executive Officer
Attachments	1. Schedule of Accounts Paid – August 2026

Summary
Council is requested to note the payments as presented in the Schedule of Accounts Paid for July 2026.

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

Statutory Environment
Local Government Act 1995, Section 6.8 (2)(b) and Local Government (Financial Management) Regulations 1996, clause 13 relates.

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

Sustainability 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 2026/27 Annual Budget or resulting from a Council resolution.

Strategic Implications

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

Risk Implications

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

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; 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 – August 2026 is presented to Council for notation. Below is a summary of activity.

August 2026 Payments		
Payment Type	$	%
Cheque	$234.00	0%
EFT	$1,243,506.97	64%
Direct Debit	$356,472.95	18%
Credit Card	$4,266.08	0%
Payroll	$347,173.95	18%
Total Payments	**$1,951,653.95**	**100%**

Regional Payments	$	%
Non-Local/Statutory	$1,501,293.96	77%
Local Suppliers	$103,186.04	5%
Payroll	$347,173.95	18%
Total	**$1,951,653.95**	**100%**

Voting Requirements
Simple Majority

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION 230926.08
Moved: Cr Bartron Seconded: Cr McNab

That Council note the Schedule of Accounts Paid Report as attached.

Carried by Simple Majority 6/0

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

Chq/EFT	Date	Name	Description	Payment Amount	Invoice Amount	Type
790	**07/08/26**	**Shire Of Narrogin - Petty Cash-admin**		**$234.00**		**L**
20260730	30/07/26	Shire Of Narrogin - Petty Cash-admin	CATS Driver Meals - Jul 2026		$234.00	
EFT28425	**04/08/26**	**Narrogin Central Bushfire Brigade**		**$4,500.04**		**L**
188046	13/07/26	Narrogin Central Bushfire Brigade	FIRE - Reimbursements - Narrogin Fruit Market		-$296.65	
T5	04/08/26	Narrogin Central Bushfire Brigade	BFB Burn off Grant		$4,796.69	
EFT28426	**07/08/26**	**AFGRI Equipment Australia**		**$198.05**		
3114710	15/07/26	AFGRI Equipment Australia	JD Ride on mower - Lock nuts & wheels		$198.05	
EFT28427	**07/08/26**	**Australia's Golden Outback**		**$2,997.50**		
INV 004468	19/07/26	Australia's Golden Outback	TOUR - Australian Golden Outback Planner 2027		$2,997.50	
EFT28428	**07/08/26**	**Best Office Systems**		**$834.75**		**L**
662407	28/07/26	Best Office Systems	Copier contract - July 2026		$834.75	
EFT28429	**07/08/26**	**CSSTech Pty Ltd**		**$4,079.72**		**L**
I0005662	24/07/26	CSSTech Pty Ltd	3 x Replacement Mobile Phones & Accessories		$4,079.72	
EFT28430	**07/08/26**	**Chan's Bright and Hygienic Professional Laundry Service**		**$2,548.00**		**L**
11	31/07/26	Chan's Bright and Hygienic Professional Laundry Service	Laundry service - 27/07/2026 - 31/07/2026		$2,548.00	
EFT28431	**07/08/26**	**Council on the Ageing (WA) Inc.**		**$756.80**		
00007480	31/07/26	Council on the Ageing (WA) Inc.	Strength for life Fees - 01/07/2026 - 31/06/2027		$756.80	
EFT28432	**07/08/26**	**Dewfields Consulting**		**$800.00**		
DC Q 16	29/07/26	Dewfields Consulting	EHO Support Services - 8hrs		$800.00	
EFT28433	**07/08/26**	**Dorothy Jane Slater**		**$89.00**		**L**
07072026	07/07/26	Dorothy Jane Slater	NRLC - CPR Training		$89.00	
EFT28434	**07/08/26**	**Farmworks Narrogin Pty Ltd**		**$396.00**		**L**
122241	27/07/26	Farmworks Narrogin Pty Ltd	Road Maintenance General Expenses - 5L spike weed spraying		$396.00	
EFT28435	**07/08/26**	**Forms Express Pty Ltd**		**$2,134.00**		
INV 259404	09/07/26	Forms Express Pty Ltd	Rates Annual Licence - Bill archive and eNotices 2026/2027		$2,134.00	
EFT28436	**07/08/26**	**Gary Scott Heil**		**$261.76**		**L**
20260804	04/08/26	Gary Scott Heil	1ISR268 JD 644 G-Tier Wheel Loader - Hose tail, olives and nuts		$261.76	
EFT28437	**07/08/26**	**Goodyear Autocare Narrogin**		**$115.40**		**L**
108728	14/07/26	Goodyear Autocare Narrogin	1NO 2024 Toyota Hilux - Puncture repair and 2x valve adaptors		$65.40	
108734	15/07/26	Goodyear Autocare Narrogin	NO2 2009 Nissan UD tip truck - Fitting of truck tyre and disposal		$50.00	
EFT28438	**07/08/26**	**Great Southern Fuel Supplies**		**$28,630.07**		
D2262838	28/07/26	Great Southern Fuel Supplies	STOCK - 11,000L Diesel		$23,933.68	
JUL 2026	31/07/26	Great Southern Fuel Supplies	Fuel Card Purchases - Jul 2026		$4,696.39	
EFT28439	**07/08/26**	**Infinite Engineering Services PTY Ltd**		**$1,859.00**		
IES INV 02570	31/07/26	Infinite Engineering Services PTY Ltd	NRLC - Review of DB4 Power Upgrade recommendations		$1,859.00	
EFT28440	**07/08/26**	**John Parry Medical Centre**		**$395.00**		**L**
16346	28/03/25	John Parry Medical Centre	NRLC - Recruitment - Medical		$190.00	
52682	28/04/26	John Parry Medical Centre	NRLC - Recruitment - Medical		$205.00	
EFT28441	**07/08/26**	**Johns Building Supplies**		**$2,470.05**		
240783	17/03/26	Johns Building Supplies	Road Maintenance General Expenses - Formworks x45 and packing charge		$2,470.05	
EFT28442	**07/08/26**	**Keeling Electrical Group**		**$382.25**		**L**
2520	30/07/26	Keeling Electrical Group	NRLC - Repair to sump pump in Alby Park		$156.75	
2529	31/07/26	Keeling Electrical Group	NRLC - Repair score board plug		$225.50	
EFT28443	**07/08/26**	**Kulker Carpentry And Construction**		**$4,114.00**		**L**
IV00000001455	28/07/26	Kulker Carpentry And Construction	Senior Citizen Centre - Repairs to water damaged ceilings		$4,114.00	
EFT28444	**07/08/26**	**Melchiorre Plumbing & Gas**		**$399.20**		**L**
7382MPG	15/07/26	Melchiorre Plumbing & Gas	Caravan Park General Maintenance/Operations - Repair leaking toilet pan collar		$399.20	
EFT28445	**07/08/26**	**Narrogin Bearing Service**		**$23.06**		**L**
IN241071	29/07/26	Narrogin Bearing Service	SMALL PLANT - 1x belt wacker packer		$23.06	
EFT28446	**07/08/26**	**Narrogin Gasworx**		**$281.40**		**L**
100904	27/07/26	Narrogin Gasworx	Sundry Dry Parks/Reserves - 2x gas bottle BBQ (Railway Dam)		$60.00	
100927	27/07/26	Narrogin Gasworx	NO1225 KOMATSU FG25T-12 FORKLIFT - Supply 2x15kg bottles of gas		$221.40	
EFT28447	**07/08/26**	**Narrogin Newspower Newsagency**		**$154.78**		**L**
SN00 1363 3107 2026	31/07/26	Narrogin Newspower Newsagency	Newspapers Admin - July 2026		$6.80	
SN00 1606 3107 2026	31/07/26	Narrogin Newspower Newsagency	Newspapers & Stationery Library - July 2026		$147.98	
EFT28448	**07/08/26**	**Narrogin Packaging**		**$611.71**		**L**
00102457	15/07/26	Narrogin Packaging	Toilets - Cleaning Goods		$376.00	
00102663	27/07/26	Narrogin Packaging	Highbury Public Toilets - Cleaning Goods		$85.50	
00102724	27/07/26	Narrogin Packaging	Parks & Gardens - Non caustic oven cleaner		$61.71	
00102756	30/07/26	Narrogin Packaging	NRLC - 1 box urinal pads		$88.50	
EFT28449	**07/08/26**	**Narrogin Smash Repairs**		**$750.00**		**L**
36368	01/07/26	Narrogin Smash Repairs	032NGN - Excess Payment		$750.00	
EFT28450	**07/08/26**	**Officeworks Ltd**		**$180.00**		
630780389	13/07/26	Officeworks Ltd	NRLC - Kiosk Supplies		$180.00	
EFT28451	**07/08/26**	**Omnicom Media Group Australia Pty Ltd**		**$2,007.22**		
1967703	31/07/26	Omnicom Media Group Australia Pty Ltd	Advertising - Executive Support Officer (Fixed Term)		$334.21	
1967704	31/07/26	Omnicom Media Group Australia Pty Ltd	Advertising - Differential Rating - West Australian 26/06/2026		$772.04	
1967701	31/07/26	Omnicom Media Group Australia Pty Ltd	ADMIN - Notice of Intention to Levy Differential Rates		$525.39	
1967702	31/07/26	Omnicom Media Group Australia Pty Ltd	OTHCUL - Community Chest Fund Advertising		$375.58	
EFT28452	**07/08/26**	**Parry's Pty Ltd**		**$141.53**		**L**
1015844	28/07/26	Parry's Pty Ltd	Protective Clothing - Laces, drill pants and work shirt		$141.53	
EFT28453	**07/08/26**	**Perfect Gym Solutions**		**$907.50**		
INV270008219	01/08/26	Perfect Gym Solutions	NRLC Perfect Gym package - Aug 2026		$907.50	
EFT28454	**07/08/26**	**Phlozone**		**$302.50**		
INV 6288	01/08/26	Phlozone	NRLC - Phlozone subscription fees - Aug 2026		$302.50	
EFT28455	**07/08/26**	**R Munns Engineering Consulting Services**		**$5,764.00**		
929	02/08/26	R Munns Engineering Consulting Services	Structural Certification - Loco PM706 - x2 Structural drawings		$5,764.00	
EFT28456	**07/08/26**	**Sanaa Eid**		**$32.25**		**L**
20260729	29/07/26	Sanaa Eid	HEALTH - Guru knife for sampling job - S. Typhimurium sampling, HEALTH - Gloves and hand sanitizer, Parking Ti		$32.25	
EFT28457	**07/08/26**	**South West Recycling**		**$198.00**		
INV 0013	28/07/26	South West Recycling	Confidential Bin - Collect and deliver 2 blue bins for destruction		$198.00	
EFT28458	**07/08/26**	**T Quip**		**$163.97**		
151868 32	30/07/26	T Quip	NO52 - 2024 Toro Groundmaster 7500D Mower - Fuel filter		$83.60	
152017 32	05/08/26	T Quip	NO52 - 2024 Toro Groundmaster 7500D Mower - Supply fuel filter		$80.37	
EFT28459	**07/08/26**	**Team Global Express Pty Ltd**		**$68.93**		
0722 T740710	12/07/26	Team Global Express Pty Ltd	Various Plants - Freight		$68.93	
EFT28460	**07/08/26**	**The Royal Life Saving Society Australia**		**$600.00**		
RLSSWA INV5801	30/07/26	The Royal Life Saving Society Australia	NRLC - Trainer accommodation for lifeguard course		$600.00	
EFT28461	**07/08/26**	**Uniforms At Work Australia Pty Ltd**		**$63.15**		
37000051 1	15/07/26	Uniforms At Work Australia Pty Ltd	LIB - Uniform		$63.15	
EFT28462	**07/08/26**	**United Security Enforcement Corporation**		**$363.00**		
00013854	20/07/26	United Security Enforcement Corporation	Various Locations - Alarm activation and response		$363.00	
EFT28463	**07/08/26**	**WA Country Health Service**		**$2,952.40**		
697685	13/07/26	WA Country Health Service	MOW Catering - June 2026		$2,952.40	
EFT28464	**07/08/26**	**Waterlogic Australia**		**$513.70**		
5499587	26/06/26	Waterlogic Australia	NRLC - Installation of new water bubbler		$438.90	
5506450	01/07/26	Waterlogic Australia	Water Bubbler Lease - Jul 2026		$74.80	
EFT28465	**07/08/26**	**Direct Energy Australia**		**$64,804.17**		
INV 20151097	05/08/26	Direct Energy Australia	Progress Claim 008 - NRLC Energy Efficiency Project		$64,804.17	
EFT28466	**14/08/26**	**Ampac Debt Recovery (WA)**		**$24.89**		
131951	31/07/26	Ampac Debt Recovery (WA)	Rates debt collection - Jul 2026		$24.89	
EFT28467	**14/08/26**	**Australia Post**		**$544.44**		
1014884206	03/08/26	Australia Post	ADMIN - Postage costs for July 2026, LIB - Postage costs for July 2026		$544.44	
EFT28468	**14/08/26**	**Avon-Midland Country Zone of WALGA**		**$130.00**		
WF26 9	27/07/26	Avon-Midland Country Zone of WALGA	Wheatbelt Forum 2026 - Shire President		$130.00	

EFT28469	**14/08/26**	**Bill & Ben Hot Bread Shop**		**$240.00**		**L**
35	11/07/26	Bill & Ben Hot Bread Shop	CESM - Training Expenses - Catering 11/07/2026		$240.00	
EFT28470	**14/08/26**	**Chan's Bright and Hygienic Professional Laundry Service**		**$3,058.00**		**L**
12	07/08/26	Chan's Bright and Hygienic Professional Laundry Service	Laundry service - 03/08/2026 - 07/08/2026		$3,058.00	
EFT28471	**14/08/26**	**Collie Pets & Vets**		**$193.55**		
1019466	04/07/26	Collie Pets & Vets	Animal Pound - Animal Welfare Emergency Treatment		$193.55	
EFT28472	**14/08/26**	**Department of Local Government, Industry Regulation and Safety**		**$470.84**		
T13	12/08/26	Department of Local Government, Industry Regulation and Safety	BSL - JUL 2026		$470.84	
EFT28473	**14/08/26**	**Devon Conveyancing & Legal**		**$175.00**		
20260812	12/08/26	Devon Conveyancing & Legal	Refund to conveyancer to send to seller - A193700		$175.00	
EFT28474	**14/08/26**	**Elgas**		**$7,848.69**		
0361114480	29/06/26	Elgas	NRLC - Gas supplied 5,901L		$6,723.18	
1611315127	29/07/26	Elgas	Caravan Park - Gas supplied - 45kg		$1,125.51	
EFT28475	**14/08/26**	**Farmers Centre Narrogin Pty Ltd**		**$49.12**		**L**
100951	22/07/26	Farmers Centre Narrogin Pty Ltd	NGN426 Caterpillar - Supply hydraulic hose and fittings		$49.12	
EFT28476	**14/08/26**	**Farmworks Narrogin Pty Ltd**		**$27,447.20**		**L**
122261	06/08/26	Farmworks Narrogin Pty Ltd	Mokine Road Renewal - 51 lengths of 450mm Envirostorm pipe		$27,447.20	
EFT28477	**14/08/26**	**Ground Up Building & Construction**		**$944.50**		
S O N 0 12	31/03/26	Ground Up Building & Construction	NRLC - Supply, install and replace ceiling panel, NRLC - 2 boxes of ceiling panel		$944.50	
EFT28478	**14/08/26**	**Halsall & Associates Pty Ltd**		**$206.25**		
14922	04/08/26	Halsall & Associates Pty Ltd	Narrogin Townsite - Rezoning Investigations		$206.25	
EFT28479	**14/08/26**	**Inflatabooth**		**$799.00**		
INV00000010	03/08/26	Inflatabooth	NAIDOC Gala Day Photobooth Hire - 3hrs, NAIDOC Gala Day Photobooth -- Travel fee		$799.00	
EFT28480	**14/08/26**	**Integrated ICT**		**$311.91**		
44025	31/07/26	Integrated ICT	Admin IT - Exclaimer Signature Cloud Service period - Jul 2026		$311.91	
EFT28481	**14/08/26**	**JH Computer Services**		**$20,539.20**		
		JH Computer Services	Microsoft 365 Basic x 22 - July 2026 Microsoft 365 Standard x 41 - July 2026			
008244 D01	31/07/26		Microsoft 365 Premium x 36 - July 2026		$2,636.70	
008243 D01	31/07/26	JH Computer Services	IT Contract - Aug 2026 DATTO Contract - Aug 2026		$17,902.50	
EFT28482	**14/08/26**	**Kiara Maley**		**$637.33**		**L**
20260813	13/08/26	Kiara Maley	Incorrect Bank Details - Repayment of salary		$637.33	
EFT28483	**14/08/26**	**Local Government Professionals Australia WA**		**$150.00**		
35495	01/07/26	Local Government Professionals Australia WA	Subscriptions and Memberships - 2026/2027 Young Professional Membership		$150.00	
EFT28484	**14/08/26**	**Melchiorre Plumbing & Gas**		**$16,919.00**		**L**
6708MPG	03/02/26	Melchiorre Plumbing & Gas	Library Maintenance - Replaced the library drain shaft and relayed the pipe to the main shaft Library - Additional plumbing works		$16,919.00	
EFT28485	**14/08/26**	**Moore Australia**		**$19,250.00**		
449972	31/07/26	Moore Australia	2026/2027 Statutory Annual Budget preparation		$16,500.00	
449871	31/07/26	Moore Australia	2026/2027 Annual Budget Upload to SynergySoft		$2,750.00	
EFT28486	**14/08/26**	**Narrogin Earthmoving & Concrete Pty Ltd**		**$519.75**		**L**
IV00000004334	31/07/26	Narrogin Earthmoving & Concrete Pty Ltd	Cemetery Grave Digging - Hire & mobilisation of excavator		$519.75	
EFT28487	**14/08/26**	**Narrogin Fruit Market**		**$56.20**		**L**
211549	03/08/26	Narrogin Fruit Market	ADMIN - Groceries		$56.20	
EFT28488	**14/08/26**	**Narrogin Packaging**		**$378.45**		**L**
00102782	31/07/26	Narrogin Packaging	Gnarojin Park Public Toilets - Cleaning goods, Mackie Park Public Toilets - Cleaning goods, Memorial Park Toilets -		$41.50	
00102805	03/08/26	Narrogin Packaging	Admin Office Building - Cleaning Goods		$295.45	
00102886	06/08/26	Narrogin Packaging	Highbury Public Toilets - Cleaning Goods		$41.50	
EFT28489	**14/08/26**	**Narrogin Toyota**		**$395.00**		**L**
JC24052806	29/07/26	Narrogin Toyota	1NGN Toyota Prado - 20,000km service		$395.00	
EFT28490	**14/08/26**	**Narrogin Valley Stockfeed**		**$393.90**		**L**
NVS200274	31/07/26	Narrogin Valley Stockfeed	Pound supplies - Aug 2026		$393.90	
EFT28491	**14/08/26**	**Officeworks Ltd**		**$323.89**		
630922075	21/07/26	Officeworks Ltd	NRLC - Bathroom toilet paper dispensers, NRLC - Display signs		$323.89	
EFT28492	**14/08/26**	**Olivia Wellstead**		**$258.08**		**L**
20260811	11/08/26	Olivia Wellstead	DOT Training - Meals 03/082026 - 07/08/2026		$258.08	
EFT28493	**14/08/26**	**Open Systems Technology Pty Ltd**		**$2,843.50**		
SI009866	03/08/26	Open Systems Technology Pty Ltd	CouncilFirst Records - June 2026		$2,326.50	
SI009867	03/08/26	Open Systems Technology Pty Ltd	CouncilFirst Records - Project Support June 2026		$517.00	
EFT28494	**14/08/26**	**Parry's Pty Ltd**		**$703.65**		**L**
1016338	10/08/26	Parry's Pty Ltd	WORKS - Protective Clothing - Work boots		$209.95	
1016339	10/08/26	Parry's Pty Ltd	WORKS - Protective Clothing - 4x Work shirts, 3x work pants and one pair work boots		$493.70	
EFT28495	**14/08/26**	**Power Networx**		**$151.80**		
INVOICE PNX27294	03/08/26	Power Networx	Greeting message - Aug 2026		$151.80	
EFT28496	**14/08/26**	**Reface Industries Pty Ltd**		**$156.57**		
00035059	05/08/26	Reface Industries Pty Ltd	LIB - Repairs to Hublet		$156.57	
EFT28497	**14/08/26**	**Regional Communication Solutions**		**$80.00**		**L**
INV 2975	01/08/26	Regional Communication Solutions	CESM Starlink monthly subscription - Aug 2026		$80.00	
EFT28498	**14/08/26**	**T Quip**		**$326.20**		
152060 6	06/08/26	T Quip	NO52 - 2024 Toro Groundmaster 7500D Mower - Service filters x6		$242.60	
152122 21	10/08/26	T Quip	NO52 - 2024 Toro Groundmaster 7500D Mower - Service filters		$83.60	
EFT28499	**14/08/26**	**Team Global Express Pty Ltd**		**$60.83**		
0723 T740710	19/07/26	Team Global Express Pty Ltd	Freight - Westrac		$60.83	
EFT28500	**14/08/26**	**Telair Pty Ltd**		**$1,628.70**		
TA10781 085	31/07/26	Telair Pty Ltd	Phone charges - July 2026		$1,628.70	
EFT28501	**14/08/26**	**WALGA**		**$30,356.06**		
		WALGA	WALGA Membership 2026/2027 WALGA Procurement Services 2026/2027 WALGA Tax Services 2026/2027 WALGA Employee Relations Services 2026/2027 WALGA Local Laws Services 2026/2027			
SI 019523	20/07/26		WALGA Governance Services 2026/2027		$30,356.06	
EFT28502	**14/08/26**	**Water Corporation**		**$2,184.29**		
		Water Corporation	Standpipe Highbury Rd West Narrogin - Water usage - 13/04/2026 - 18/06/2026			
90 07800 19 1 JUL26	29/06/26		Standpipe Highbury Rd West Narrogin - Service charge - 01/05/2026 - 30/06/2026		$1,749.54	
90 07801 88 0 JUL26	29/06/26	Water Corporation	Standpipe Yilliminning Rd Narrogin - Water usage - 15/04/2026 - 22/06/2026		$207.83	
90 07710 35 6 JUL26	28/07/26	Water Corporation	14 McCormick Way - Water usage - 02/06/2026 - 24/07/2026		$226.92	
EFT28503	**14/08/26**	**Western Power**		**$3,300.00**		
CORPB0869448	07/08/26	Western Power	Town Hall Improvements - Design Fee		$3,300.00	
EFT28504	**14/08/26**	**Winning Moves Australia Pty Ltd**		**$38,445.00**		
0000175255	22/07/26	Winning Moves Australia Pty Ltd	Monopoly Board Game - 1st 50% deposit on 1500 units of Narrogin Monopoly		$38,445.00	
EFT28505	**14/08/26**	**Workplace Options Australia**		**$4,669.50**		
INVAUS827	01/06/26	Workplace Options Australia	Employee Assistance Program 2026/2027		$4,669.50	
EFT28506	**14/08/26**	**YMCA Services Pty Ltd**		**$265.10**		
50046730	21/07/26	YMCA Services Pty Ltd	NRLC - Goggles, hoodie and freight		$265.10	
EFT28507	**20/08/26**	**ASSA ABLOY Australia Pty Limited**		**$641.30**		
IN03292943	14/08/26	ASSA ABLOY Australia Pty Limited	Mackie Park Public Toilet - Toilet indicator bolt x10		$641.30	
EFT28508	**20/08/26**	**Adam Majid**		**$488.83**		**L**
20260817	17/08/26	Adam Majid	Reimbursement of electricity - 15/06/2026 - 12/08/2026		$488.83	
EFT28509	**20/08/26**	**Broad Electrical & Air Conditioning**		**$203.50**		
INV 1734	07/08/26	Broad Electrical & Air Conditioning	48A Grant Street - A/C inspection and fault finding		$203.50	
EFT28510	**20/08/26**	**Chan's Bright and Hygienic Professional Laundry Service**		**$2,856.00**		**L**
13	14/08/26	Chan's Bright and Hygienic Professional Laundry Service	Laundry service - 10/08/2026 - 14/08/2026		$2,856.00	
EFT28511	**20/08/26**	**Dewfields Consulting**		**$1,500.00**		
DC Q 17	10/08/26	Dewfields Consulting	Research, drafting and design of public building assessment - 6hrs		$1,500.00	
EFT28512	**20/08/26**	**Direct Energy Australia**		**$196,350.96**		
		Direct Energy Australia	Progress Claim 009 - NRLC Energy Efficiency Project			
INV 20151098	19/08/26		Progress Claim - NRLC Power Cable Upgrade		$196,350.96	
EFT28513	**20/08/26**	**Dx Print Group**		**$291.50**		
00101534	03/07/26	Dx Print Group	ADMIN - Business Cards		$291.50	

EFT28514	**20/08/26**	**E & H Staphorst**		**$389.68**		**L**
I 43474	27/07/26	E & H Staphorst	NGN219 Nissan X-Trail - 31,000km Service		$389.68	
EFT28515	**20/08/26**	**Farmers Centre Narrogin Pty Ltd**		**$504.26**		**L**
		Farmers Centre Narrogin Pty Ltd	NO5199 2019 JCB 5CX Backhoe loader - Supply new hydraulic line and end fittings			
100999	29/07/26		NO5199 2019 JCB 5CX Backhoe loader - Supply hydraulic oil 20L		$331.54	
101000	30/07/26	Farmers Centre Narrogin Pty Ltd	NO5199 2019 JCB 5CX Backhoe loader - Supply 20L drum JCB hydraulic oil		$172.72	
EFT28516	**20/08/26**	**HC Construction Services Pty Ltd**		**$10,363.10**		
2004	13/07/26	HC Construction Services Pty Ltd	PWO - Consultants - SLK tagged 4 screen display video pickup of Shire of Narrogin road network		$10,363.10	
EFT28517	**20/08/26**	**Halsall & Associates Pty Ltd**		**$622.60**		
14956	10/08/26	Halsall & Associates Pty Ltd	Narrogin Townsite - Zoning amendment		$622.60	
EFT28518	**20/08/26**	**Hancocks Home Hardware**		**$19.90**		
10060773	11/08/26	Hancocks Home Hardware	NRLC - Buckets		$19.90	
EFT28519	**20/08/26**	**Harcher Distributors (Wa Distributors P/L)**		**$917.25**		
1220935	23/06/26	Harcher Distributors (Wa Distributors P/L)	NRLC - Cleaning Supplies		$202.40	
1226167	07/07/26	Harcher Distributors (Wa Distributors P/L)	NRLC - Kiosk Stock		$395.10	
1226168	07/07/26	Harcher Distributors (Wa Distributors P/L)	NRLC - Cleaning Supplies		$319.75	
EFT28520	**20/08/26**	**Keeling Electrical Group**		**$752.60**		**L**
2545	10/08/26	Keeling Electrical Group	NRLC Maintenance - Pool deck accessibility toilet door repair		$172.15	
2558	14/08/26	Keeling Electrical Group	NRLC - Repairs to court 3 score board plug		$580.45	
EFT28521	**20/08/26**	**Main Roads Western Australia**		**$503,800.00**		
8024305	29/04/26	Main Roads Western Australia	Tarwonga Rd Bridge 4551 - Wingwall, piers, sheeting, half and full cap repairs to bridge 4551		$503,800.00	
EFT28522	**20/08/26**	**Makit Narrogin Hardware**		**$2,354.70**		**L**
117252	01/07/26	Makit Narrogin Hardware	Various Departments - Goods		$625.00	
117273	01/07/26	Makit Narrogin Hardware	Various Departments - Goods		$807.90	
		Makit Narrogin Hardware	CBD Parks - Maintenance - Goods CBD Parks - Maintenance - Goods, Caravan Park General Maintenance - Goods Gnarojin Park Maintenance - Goods, Footpath Maintenance - Goods			
117306	20/07/26		SMALL PLANT - Goods		$921.80	
EFT28523	**20/08/26**	**Narrogin Auto Electrics**		**$500.23**		**L**
272496	30/07/26	Narrogin Auto Electrics	NO4 2010 Nissan UD tip truck - Supply and fit new two-way radio		$423.75	
272478	31/07/26	Narrogin Auto Electrics	NO592 2021 Isuzu D-Max - Rewire spray bar		$76.48	
EFT28524	**20/08/26**	**Narrogin Baptist Church**		**$312.00**		**L**
T5	19/08/26	Narrogin Baptist Church	Bond Refund - TH Baptist Church		$312.00	
EFT28525	**20/08/26**	**Narrogin Bearing Service**		**$189.00**		**L**
IN241392	11/08/26	Narrogin Bearing Service	NO2768 2013 Sewell TB2000E Road Sweeper - Supply one jockey stand		$189.00	
EFT28526	**20/08/26**	**Narrogin Fruit Market**		**$565.45**		**L**
213646	10/08/26	Narrogin Fruit Market	ADMIN - Groceries - GST Free, ADMIN - Groceries		$58.70	
213833	11/08/26	Narrogin Fruit Market	ADMIN - Groceries		$12.50	
215687	14/08/26	Narrogin Fruit Market	MEMBERS - Catering for MBS 12/08/2026		$439.45	
216621	17/08/26	Narrogin Fruit Market	ADMIN - Groceries		$54.80	
EFT28527	**20/08/26**	**Narrogin Toyota**		**$113.85**		**L**
PI23075615	17/08/26	Narrogin Toyota	SMALL PLANT - Bar and chain for pole saw		$113.85	
EFT28528	**20/08/26**	**Narrogin Valley Stockfeed**		**$260.00**		**L**
NVS201141	11/08/26	Narrogin Valley Stockfeed	48A Grant St - 45kg gas bottle		$260.00	
EFT28529	**20/08/26**	**Nomans Lake Hall Committee**		**$2,000.00**		**L**
200126	20/01/26	Nomans Lake Hall Committee	Nomans Lake Hall Maintenance Fee 2025/2026		$2,000.00	
EFT28530	**20/08/26**	**Parry's Pty Ltd**		**$114.75**		**L**
1016505	13/08/26	Parry's Pty Ltd	Protective Clothing - 1x Jacket		$114.75	
EFT28531	**20/08/26**	**Quest Innaloo**		**$935.00**		
852609	06/08/26	Quest Innaloo	DOT Training Accommodation - 02/08/2026 - 06/08/2026		$935.00	
EFT28532	**20/08/26**	**RJ Smith Engineering**		**$4,295.20**		**L**
DI37718	08/07/26	RJ Smith Engineering	Cemetery Maintenance/Operations - 1x Oversize grave cover		$3,022.69	
DI37873	15/07/26	RJ Smith Engineering	1ISR268 JD 644 G-Tier Wheel Loader - Bolts, washers and intermediate thread tap		$180.51	
DI38090	24/07/26	RJ Smith Engineering	Gnarojin Park Maintenance/Operations - Gate brackets		$108.00	
DI38260	30/07/26	RJ Smith Engineering	1ISR268 JD 644 G-Tier Wheel Loader - Supply 2x hydraulic line and fittings and 2x hydraulic couplings		$984.00	
EFT28533	**20/08/26**	**RKS Building & Construction**		**$352.00**		**L**
INV 1175	16/08/26	RKS Building & Construction	NRLC - Emergency attendance at NRLC accessibility toilet door		$352.00	
EFT28534	**20/08/26**	**Readytech**		**$4,743.75**		
INGOV000071	30/07/26	Readytech	Rates BPMS - July 2026		$4,743.75	
EFT28535	**20/08/26**	**Seven Network (Operations) Limited**		**$1,100.00**		
TV151212	31/07/26	Seven Network (Operations) Limited	Promotional Adverts - 7 Network - Jul 2026		$1,100.00	
EFT28536	**20/08/26**	**Suzanne Whitford**		**$36.49**		**L**
20260814	14/08/26	Suzanne Whitford	Overpaid Rates Refund - A335400		$36.49	
EFT28537	**20/08/26**	**Team Global Express Pty Ltd**		**$76.59**		
0724 T740710	26/07/26	Team Global Express Pty Ltd	Freight - Scientific Bentley, Freight - Westrac		$76.59	
EFT28538	**20/08/26**	**The Leisure Institute of Western Australia (Aquatics) Inc**		**$704.00**		
ME8611	07/08/26	The Leisure Institute of Western Australia (Aquatics) Inc	NRLC - 2026 WA Aquatic & Recreation Conference - B Firman		$704.00	
EFT28539	**20/08/26**	**Tim The Sign Man**		**$49.50**		
		Tim The Sign Man				
0047003	14/08/26		Good Shed Building - Unisex toilet sign		$49.50	
EFT28540	**20/08/26**	**Uniforms At Work Australia Pty Ltd**		**$68.55**		
		Uniforms At Work Australia Pty Ltd				
37000052 1	30/07/26		ADMIN - Uniform		$68.55	
EFT28541	**20/08/26**	**WALGA**		**$8,545.90**		
LGC26 111	09/07/26	WALGA	Local Government Convention September 2026 - 5 Delegates		$7,995.90	
SI 019621	27/07/26	WALGA	2026/2027 WALGA Country Zone Annual Subscription		$550.00	
EFT28542	**20/08/26**	**Water Corporation**		**$24.62**		
90 07712 66 9 AUG26	06/08/26	Water Corporation	65 Williams Road - Water usage - 08/06/2026 - 04/08/2026		$24.62	
EFT28543	**20/08/26**	**West Australian Newspapers Limited**		**$679.80**		
1028037520260731	31/07/26	West Australian Newspapers Limited	Narrogin Narrative - Jul 2026		$679.80	
EFT28544	**20/08/26**	**Westrac Pty Ltd**		**$1,091.22**		
PI 2455690	03/07/26	Westrac Pty Ltd	NGN426 Caterpillar 236D3 - Supply service filters, oil & fuel		$99.72	
PI 2462015	06/07/26	Westrac Pty Ltd	NO4141 2023 CAT 432 Backhoe loader - Supply service filters and one fan-alt belt		$286.30	
PI 2476590	09/07/26	Westrac Pty Ltd	NO237 2020 Caterpillar CW34NN Rubber Tyred Roller - Supply 20L drum of hydro adv 30 NO4141 2023 CAT 432 Backhoe loader - Supply 20L drum of hydro adv 30		$363.22	
PI 2518368	21/07/26	Westrac Pty Ltd	NO237 2020 Caterpillar - Supply service filters, oil, fuel and air filters,		$341.98	
EFT28545	**20/08/26**	**Wiese's Handyman & Property Maintenance**		**$236.50**		
INV 0197	17/08/26	Wiese's Handyman & Property Maintenance	NRLC - Spin bike platform		$236.50	
EFT28546	**20/08/26**	**Wren Oil**		**$712.67**		
226347	31/07/26	Wren Oil	ROADM - Removal of 2000L waste oil		$712.67	
EFT28547	**27/08/26**	**ASSA ABLOY Australia Pty Limited**		**$413.94**		
IN03296494	20/08/26	ASSA ABLOY Australia Pty Limited	Town Hall - Key order for 3x MKTH keys NRLC - Key order for 3x MKMP keys Admin Office Building - Key order for 5x T1 keys		$413.94	
EFT28548	**27/08/26**	**Broad Electrical & Air Conditioning**		**$5,137.28**		
INV 1798	13/08/26	Broad Electrical & Air Conditioning	48A Grant St - Install downlights and pendant lights - Replace Izone system with new motors and control system		$5,137.28	
EFT28549	**27/08/26**	**Chan's Bright and Hygienic Professional Laundry Service**		**$2,087.00**		**L**
14	21/08/26	Chan's Bright and Hygienic Professional Laundry Service	Laundry service - 17/08/2026 - 21/08/2026		$2,087.00	
EFT28550	**27/08/26**	**Chargefox Pty Ltd**		**$247.56**		
4591763	31/01/26	Chargefox Pty Ltd	ECONOM - Subscriptions & Memberships - EV Charger management fees for Jan 2026		$123.78	
4856266	31/03/26	Chargefox Pty Ltd	ECONOM - Subscriptions & Memberships - EV Charger management fees for Mar 2026		$123.78	
EFT28551	**27/08/26**	**Country Paint Supplies**		**$17.93**		**L**
4801035197	31/07/26	Country Paint Supplies	Dog Park - Gnarojin Park - Zinc paint for welding touch ups		$17.93	
EFT28552	**27/08/26**	**David Gray & Co. Pty Ltd**		**$1,393.04**		
I656798	03/02/25	David Gray & Co. Pty Ltd	Gnarojin Park Maintenance - Security lock x4 Gnarojin Park Maintenance - Post inground secure stand x4, Gnarojin Park Maintenance - Delivery charge		$1,393.04	
EFT28553	**27/08/26**	**Department of Fire & Emergency Services**		**$100,542.35**		
161590	21/08/26	Department of Fire & Emergency Services	2026/2027 ESL - Quarter 1		$100,542.35	
EFT28554	**27/08/26**	**Desmond Pauley**		**$330.00**		**L**
20260827	27/08/26	Desmond Pauley	CATS Trip - Refund		$330.00	
EFT28555	**27/08/26**	**Dews Mini Excavation & Earthworks**		**$751.30**		**L**
1603	16/08/26	Dews Mini Excavation & Earthworks	Cemetery Grave Digging - 1x Grave dig - 3.5hrs Excavator hire		$751.30	

EFT28556	**27/08/26**	**Elgas**		**$7,634.64**		
0361115371	05/08/26	Elgas	NRLC - Gas supplied 6,701.0L		$7,634.64	
EFT28557	**27/08/26**	**Great Southern Electrical Services**		**$1,417.08**		**L**
INV 00018271	11/08/26	Great Southern Electrical Services	Caravan Park Accommodation Units - Repairs - Power circuit ablution block		$669.08	
INV 00018286	18/08/26	Great Southern Electrical Services	Caravan Park Accommodation Units - Power to house fault		$748.00	
EFT28558	**27/08/26**	**Hancocks Home Hardware**		**$79.60**		**L**
		Hancocks Home Hardware	HEALTH - Maxisafe coveralls large white x2, HEALTH - Lifetime light commercial personal blow mould table			
10058662	22/07/26		HEALTH - Koolguard coveralls disposable laminated white medium		$68.65	
10060726	11/08/26	Hancocks Home Hardware	HEALTH - Fiskars functional form paring knife		$10.95	
EFT28559	**27/08/26**	**Industrial Automation**		**$3,082.20**		
SINV 16372	19/08/26	Industrial Automation	Standpipe Remote Access Charge 2026/2027 - Narrogin Standpipe Remote Access Charge 2026/2027 - Narrogin Depot Standpipe Remote Access Charge 2026/2027 - Tarwonga Rd Annual Cloud Server Access Fee - 2026/2027		$3,082.20	
EFT28560	**27/08/26**	**InterFire Agencies**		**$2,127.55**		
INV 27496	18/08/26	InterFire Agencies	BFB General Expenses - 2x PROTEK 366 branch pistol grip, BFB General Expenses - 2x male x 38mm BSP male adaptor		$2,127.55	
EFT28561	**27/08/26**	**Jared Egerton-Warburton**		**$87.00**		**L**
20260819	18/08/26	Jared Egerton-Warburton	LIB - WWC Check Renewal		$87.00	
EFT28562	**27/08/26**	**Liquor Barons Narrogin**		**$35.99**		**L**
471763	24/08/26	Liquor Barons Narrogin	Members Refreshments - Guinness can 6pk		$35.99	
EFT28563	**27/08/26**	**Lite n' Easy**		**$349.90**		
8689240	04/08/26	Lite n' Easy	Lite n Easy Meals - Jessie House		$349.90	
EFT28564	**27/08/26**	**Lucas Rowland**		**$59.45**		**L**
20260819	19/08/26	Lucas Rowland	BUILD - Men's Navy Jacket		$59.45	
EFT28565	**27/08/26**	**Mjb Industries Pty Ltd**		**$10,879.00**		
00028150	13/08/26	Mjb Industries Pty Ltd	Mokine Road Renewal - Sumps, bases and side entry units		$10,879.00	
EFT28566	**27/08/26**	**Narrogin & Districts Plumbing Service**		**$462.00**		**L**
INV 3004	19/08/26	Narrogin & Districts Plumbing Service	Dog Pound Capex - Installation of 3x automatic water bowls		$462.00	
EFT28567	**27/08/26**	**Narrogin Betta Home Living**		**$49.95**		**L**
25710118122	14/08/26	Narrogin Betta Home Living	Caravan Park General Maintenance - TV Mount		$49.95	
EFT28568	**27/08/26**	**Narrogin Fruit Market**		**$89.29**		**L**
217596	20/08/26	Narrogin Fruit Market	ADMIN - Groceries		$12.50	
218648	24/08/26	Narrogin Fruit Market	ADMIN - Groceries		$76.79	
EFT28569	**27/08/26**	**Narrogin Packaging**		**$1,982.74**		**L**
00102804	03/08/26	Narrogin Packaging	Toilets - Cleaning goods		$332.00	
00102883	06/08/26	Narrogin Packaging	Alby Park Maintenance - Goods		$116.50	
00102957	12/08/26	Narrogin Packaging	Caravan Park - Cleaning goods		$1,091.24	
00102996	13/08/26	Narrogin Packaging	NO5504 - Toyota Hilux - Hire trailer & transport to Perth		$150.00	
00103102	19/08/26	Narrogin Packaging	Toilets - Cleaning goods		$293.00	
EFT28570	**27/08/26**	**Narrogin Toyota**		**$726.00**		**L**
JC24052986	12/08/26	Narrogin Toyota	CESM vehicle - Removal of tub/ canopy and re-wiring to allow for installation of a new canopy/pod		$726.00	
EFT28571	**27/08/26**	**Narrogin Valley Stockfeed**		**$135.00**		**L**
NVS201923	19/08/26	Narrogin Valley Stockfeed	Pound supplies - Aug 2026		$135.00	
EFT28572	**27/08/26**	**R Munns Engineering Consulting Services**		**$8,910.00**		
963	02/08/26	R Munns Engineering Consulting Services	Road Maintenance - P50 Cost Estimate and Business Case Report for the Northern Heavy Haulage Route Stage 1		$8,910.00	
EFT28573	**27/08/26**	**Seton Australia Pty Ltd**		**$472.78**		
9362512202	05/08/26	Seton Australia Pty Ltd	NRLC - WOW wipes for Gym x10		$472.78	
EFT28574	**27/08/26**	**Steelo's Guns & Outdoors**		**$245.00**		
121637	07/08/26	Steelo's Guns & Outdoors	WORKS - Protective Clothing - 1x Safety boots		$245.00	
EFT28575	**27/08/26**	**Successful Projects**		**$5,898.24**		**L**
INV 15347	31/07/26	Successful Projects	Project Management Services - Jul 2026		$5,898.24	
EFT28576	**27/08/26**	**Susan Farrell**		**$120.00**		**L**
005	21/08/26	Susan Farrell	Members - Washing of tea towels and tablecloths - Aug 2026		$120.00	
EFT28577	**27/08/26**	**Talbot Walsh**		**$8,608.60**		
00005131	17/08/26	Talbot Walsh	CBD Footpath Plaques - 10x Bronze plaques for dignitaries		$8,608.60	
EFT28578	**27/08/26**	**Team Global Express Pty Ltd**		**$74.68**		
0725 T740710	02/08/26	Team Global Express Pty Ltd	Freight - T Quip, Freight - Pathwest		$74.68	
EFT28579	**27/08/26**	**Water Corporation**		**$2,449.47**		
90 07713 84 8 JUL26	25/06/26	Water Corporation	38 Fortune Street - Water usage - 10/04/2026 - 20/06/2026 38 Fortune Street - Water service charge - 01/05/2026 - 30/06/2026		$375.08	
90 07798 96 8 AUG26	17/08/26	Water Corporation	Standpipe - Williams-Kondinin Rd - Water usage - 16/06/2026 - 11/08/2026		$370.48	
90 07800 19 1 AUG26	17/08/26	Water Corporation	Standpipe Highbury Rd West Narrogin - Water usage - 18/06/2026 - 13/08/2026 Standpipe Highbury Rd West Narrogin - Service charge - 01/07/2026 - 31/08/2026		$1,703.91	
EFT28580	**27/08/26**	**Wirtgen Australia Pty Ltd**		**$567.91**		
1900162869	02/07/26	Wirtgen Australia Pty Ltd	NO4929 2015 - Supply service filters, oil, air & fuel		$567.91	
			TOTAL CHEQUE & EFT PAYMENTS		**$1,243,740.97**	

Direct Debit	Date	Name	Description	Payment Total	Invoice Amount	Type
DD13203.2	**04/08/26**	**PFD Food Services Pty Ltd**		**$362.85**		
LV481559	21/07/26	PFD Food Services Pty Ltd	NRLC - Kiosk Stock		$362.85	
DD13221.1	**04/08/26**	**WA Treasury Corporation**		**$9,761.93**		
20260630	30/06/26	WA Treasury Corporation	Loan - Guarantee fee - Period ending 30/06/2026		$9,761.93	
DD13225.1	**03/08/26**	**Department of Transport**		**$34,901.65**		
T1	03/08/26	Department of Transport	DIRECT DEPOSIT 03/08/2026		$34,901.65	
DD13227.1	**04/08/26**	**Department of Transport**		**$29,882.75**		
T1	04/08/26	Department of Transport	DIRECT DEPOSIT 04/08/2026		$29,882.75	
DD13230.1	**05/08/26**	**Department of Transport**		**$15,002.95**		
T1	05/08/26	Department of Transport	DIRECT DEPOSIT 05/08/2026		$15,002.95	
DD13237.1	**07/08/26**	**Department of Transport**		**$18,128.20**		
T1	07/08/26	Department of Transport	DIRECT DEPOSIT 07/08/2026		$18,128.20	
DD13238.1	**06/08/26**	**Department of Transport**		**$9,698.45**		
T1	06/08/26	Department of Transport	DIRECT DEPOSIT 06/08/2026		$9,698.45	
DD13241.1	**10/08/26**	**Department of Transport**		**$11,803.55**		
T1	10/08/26	Department of Transport	DIRECT DEPOSIT 10/08/2026		$11,803.55	
DD13248.1	**11/08/26**	**Department of Transport**		**$13,788.90**		
T1	11/08/26	Department of Transport	DIRECT DEPOSIT 11/08/2026		$13,788.90	
DD13258.1	**13/08/26**	**Department of Transport**		**$8,589.70**		
T1	13/08/26	Department of Transport	DIRECT DEPOSIT 13/08/2026		$8,589.70	
DD13259.1	**12/08/26**	**Department of Transport**		**$7,363.15**		
T1	12/08/26	Department of Transport	DIRECT DEPOSIT 12/08/2026		$7,363.15	
DD13262.1	**14/08/26**	**Department of Transport**		**$3,604.00**		
T1	14/08/26	Department of Transport	DIRECT DEPOSIT 14/08/2026		$3,604.00	
DD13264.1	**17/08/26**	**Department of Transport**		**$3,699.00**		
T1	17/08/26	Department of Transport	DIRECT DEPOSIT 17/08/2026		$3,699.00	
DD13267.1	**18/08/26**	**Department of Transport**		**$5,905.95**		
T1	18/08/26	Department of Transport	DIRECT DEPOSIT 18/08/2026		$5,905.95	
DD13275.1	**20/08/26**	**Telstra**		**$1,517.85**		
K 136 597 271 7	12/08/26	Telstra	Telstra Charges - Aug 2026		$1,517.85	
DD13276.1	**18/08/26**	**PFD Food Services Pty Ltd**		**$480.60**		
LV607637	04/08/26	PFD Food Services Pty Ltd	NRLC - Kiosk Stock NRLC - Kiosk Stock GST Free		$480.60	
DD13279.1	**19/08/26**	**Department of Transport**		**$20,390.90**		
T1	19/08/26	Department of Transport	DIRECT DEPOSIT 19/08/2026		$20,390.90	
DD13281.1	**20/08/26**	**Department of Transport**		**$3,711.85**		
T1	20/08/26	Department of Transport	DIRECT DEPOSIT 20/08/2026		$3,711.85	
DD13283.1	**21/08/26**	**Department of Transport**		**$44,041.65**		
T1	21/08/26	Department of Transport	DIRECT DEPOSIT 21/08/2026		$44,041.65	
DD13290.1	**24/08/26**	**Department of Transport**		**$4,129.30**		
T1	24/08/26	Department of Transport	DIRECT DEPOSIT 24/08/2026		$4,129.30	
DD13292.1	**26/08/26**	**Department of Transport**		**$18,646.60**		
T1	26/08/26	Department of Transport	DIRECT DEPOSIT 26/08/2026		$18,646.60	
DD13296.1	**25/08/26**	**Department of Transport**		**$22,901.70**		
T1	25/08/26	Department of Transport	DIRECT DEPOSIT 25/08/2026		$22,901.70	
DD13296.2	**27/08/26**	**Department of Transport**		**$6,508.35**		
T1	27/08/26	Department of Transport	DIRECT DEPOSIT 27/08/2026		$6,508.35	
DD13299.1	**28/08/26**	**Department of Transport**		**$3,870.50**		
T1	28/08/26	Department of Transport	DIRECT DEPOSIT 28/08/2026		$3,870.50	
DD13301.1	**31/08/26**	**Department of Transport**		**$8,444.00**		
T1	31/08/26	Department of Transport	DIRECT DEPOSIT - 31/08/2026		$8,444.00	
DD13315.1	**15/08/26**	**Beam**		**$28,201.06**		
15082026	15/08/26	Beam	Superannuation contribution Pay period ending - 15/08/2026		$28,201.06	
DD13321.1	**15/08/26**	**CRISP Wireless**		**$1,292.90**		**L**
202601006534	01/08/26	CRISP Wireless	Various Departments - Internet Service - Aug 2026		$1,292.90	
DD13321.2	**27/08/26**	**Water Corporation**		**$231.08**		
90 07713 39 7 AUG26	07/08/26	Water Corporation	Admin Building - Water usage - 15/06/2026 - 05/08/2026 Admin Building - Service charge - 01/07/2026 - 31/08/2026		$231.08	
DD13321.3	**26/08/26**	**Water Corporation**		**$993.74**		
90 07713 41 8 AUG26	06/08/26	Water Corporation	Library - Service charge - 01/07/2026 - 31/08/2026		$55.53	
90 07708 13 3 AUG26	06/08/26	Water Corporation	Fairway Depot - Water usage - 15/06/206 - 05/08/2026 Fairway Depot - Sewerage service charge - 01/07/2026 - 31/08/2026		$125.15	
90 07713 11 9 AUG26	06/08/26	Water Corporation	Railway Institute - Water usage - 15/06/2026 - 05/08/2026 Railway Institute - Service charge - 01/07/2026 - 31/08/2026		$220.19	
90 07713 23 1 AUG26	06/08/26	Water Corporation	Town Hall (Federal St) - Water usage - 15/06/2026 - 05/08/2026 Town Hall (Federal St) - Supply charge - 01/07/2026 - 31/08/2026		$592.87	
DD13321.4	**25/08/26**	**Water Corporation**		**$1,977.73**		
90 07715 47 2 AUG26	05/08/26	Water Corporation	Sydney Hall Park - Water usage - 08/06/2026 - 04/08/2026		$1,376.48	
90 07716 03 7 AUG26	05/08/26	Water Corporation	13 Hough St - Water usage - 08/06/2026 - 04/08/2026 13 Hough St - Service charge - 01/07/2026 - 31/08/2026		$549.27	
90 07708 35 2 AUG26	05/08/26	Water Corporation	EMTRS Staff Huse - Water usage - 02/06/2026 - 03/08/2026		$51.98	
DD13321.5	**03/08/26**	**Les Mills Asia Pacific**		**$924.01**		

LMB1311441	03/08/26	Les Mills Asia Pacific	NRLC - Les Mills signature package - 01/08/2026 - 31/08/2026		$924.01
DD13321.6	**15/08/26**	**Sandwai Pty Ltd**		**$495.00**	
INV 6953	01/08/26	Sandwai Pty Ltd	Sandwai Admin User - Monthly - Aug 2026		
			Sandwai Mobile User - Monthly - Aug 2026		$495.00
DD13321.7	**11/08/26**	**Synergy**		**$1,879.32**	
056 460 840 AUG26	22/07/26	Synergy	John Higgins Building - Electricity usage - 16/06/2026 - 20/07/2026		
			John Higgins Building - Electricity supply charge - 16/06/2026 - 20/07/2026		$1,879.32
DD13321.8	**25/08/26**	**Synergy**		**$13,341.78**	
649 918 430 AUG26	05/08/26	Synergy	Street Lighting - Electricity usage - 25/06/2026 - 24/07/2026		$13,341.78
			TOTAL DIRECT DEBITS		**$356,472.95**

Payroll		Name	Description	Invoice Amount	Payment Total
PAYROLL		**Payroll**		**$347,173.95**	
			10/08/2026		**$173,957.87**
			24/08/2026		**$173,216.08**
			TOTAL PAYROLL		**$347,173.95**

Credit Card		Name	Description	Invoice Amount	Payment Total
Credit Card				**$4,266.08**	
			1/08/2026		**$4,266.08**
			TOTAL Credit Card		**$4,266.08**

Payment Type	$	%
Cheque	$234.00	**0%**
EFT (incl Payroll)	$1,243,506.97	**64%**
Direct Debit	$356,472.95	**18%**
Credit Card	$4,266.08	**0%**
Payroll	$347,173.95	**18%**
Total Payments	**$1,951,653.95**	**100%**

Regional Payments	$	%
Non Local/Statutory	$1,501,293.96	**77%**
Local Suppliers	$103,186.04	**5%**
Payroll	$347,173.95	**18%**
Total	**$1,951,653.95**	**100%**

10.3.3 NARROGIN MONOPOLY PROJECT – PROPOSED WHOLESALE PRICING

File Reference	Nil
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	8 September 2026
Author	Regina Razumovskaya – Manager Community and Economic Services
Authorising Officer	Lucille Munnik – Acting Executive Manager Corporate and Community Services
Attachments	1. Narrogin Monopoly Project Budget and Sales Projections

Summary
Council is requested to approve a wholesale selling price of $59.99 per Narrogin Monopoly game, inclusive of GST. The proposed wholesale price is intended to expand distribution through local and regional retailers, accelerate sales and support the objective of selling the remaining stock within two years. The Shire does not intend to reprint the game, allowing it to be promoted as a limited-edition opportunity.

Background
The Narrogin Monopoly project is a Shire-led initiative to promote Narrogin, celebrate its local identity and generate fundraising revenue through a customised edition of the Monopoly board game. It brings local places, businesses and community organisations together in a product that showcases the district and encourages community pride.

The game features local places and organisations, together with purpose-designed tokens reflecting Narrogin's character. Project sponsors have contributed to the initiative and are represented within the broader project, strengthening the connection between the game and the local community.

The Shire has ordered 1,500 games. The project is now focused on marketing and distribution, with the intention of offering residents and visitors a distinctive Narrogin keepsake. This report seeks Council approval for a wholesale price to support the next stage of sales and distribution.

Consultation
Betta Home Living – expressed interest in selling Narrogin Monopoly games through its retail network. Further discussions with project sponsors and other prospective retailers will be undertaken following Council approval of the wholesale price.

Statutory Environment
Local Government Act 1995, Section 3.1 – General function of a local government.

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

Sustainability Implications

- Environmental - Nil.
- Economic - The proposed wholesale price would support broader distribution through local and regional businesses, increasing product visibility and supporting a faster rate of stock turnover. Achieving the full stock sales within two years would enable the project's financial return to be realised sooner while also minimising ongoing storage requirements and reducing the need for continued marketing expenditure.
- Social - The Narrogin Monopoly game promotes local identity, community pride and awareness of Narrogin businesses, attractions and organisations. Confirming that the product will not be reprinted will reinforce its limited-edition character.

Financial Implications

The total project cost is $98,926 excluding GST, Which is within the approved project budget of $100,000 excluding GST. Fundraising and the launch-event have generated a further $44,687 in revenue, excluding GST.

The proposed wholesale selling price is $59.99 inclusive of GST ($54.54 excluding GST) Which is below the recommended retail price of $79.99 inclusive of GST. Based on 1,450 games available for sale, projected game-sales revenue ranges between $79,083 excluding GST if all stock is sold at the wholesale price, to $105,444 excluding GST if all stock is sold at the retail price.

When combined with fundraising and launch-event revenue, the project is expected to generate an overall surplus of approximately $24,844 to $51,205 excluding GST. The lower end of this range represents a scenario where all saleable stock is sold at the wholesale price, while the upper end assumes all stock is sold at the recommended retail price. In practice, a combination of wholesale distribution and direct sales is anticipated, with the final project surplus expected to fall within this range.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027

Objective:	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.2 Increased Tourism
Strategy:	1.2.1 Promote, develop tourism and maintain local attractions
Objective:	2. Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.3 Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2 Engage and support community groups and volunteers

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
The remaining Monopoly stock may not be sold within the proposed two-year period, resulting in extended storage, continued marketing costs and delayed realisation of project revenue.	Possible (3)	Moderate (3)	Medium (5-9)	Project / Change Management	Manage by introducing wholesale distribution, retain direct retail sales, promote the product as a limited edition and monitor sales performance.

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives: occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of nine (9) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The next priority for the Narrogin Monopoly project is to sell the available stock within two years. Of the 1,500 games produced, 50 have been allocated as sponsorship items, leaving 1,450 saleable games. A combination of direct retail sales and wholesale distribution is proposed to broaden access to the product and support this sales target.

The proposed wholesale price of $59.99 per game, inclusive of GST, is $20.00 below the recommended retail price of $79.99 inclusive of GST. This difference provides retailers with an incentive to stock and promote the game. While wholesale sales yield a lower return per unit for the Shire, access to additional outlets may increase sales volumes and reduce the time required to sell the stock. Direct Shire sales would continue at the recommended retail price.

Project sponsors are proposed as the initial group of potential wholesale distributors because of their existing connection with the project. Betta Home Living has already expressed interest in selling the games through its retail network. Following Council approval, officers would progress discussions with interested sponsors and other local and regional retailers.

Direct retail sales are proposed through the Narrogin and Dryandra Visitor Centre, the Narrogin Regional Leisure Centre and the Shire Administration Office front desk. Community Development officers are also investigating online sales through Stripe, with postage available for customers unable to purchase locally.

As outlined in the Financial Implications, the project has been delivered within its planned budget. The financial projections compare wholesale-only and retail-only sales of all 1,450 saleable games. The actual financial outcome will depend on the number of games sold and the mix of wholesale and retail sales; the projected surplus is therefore contingent on achieving sales.

No further production run is currently proposed. Promoting the game as a limited-edition product would reinforce its appeal as a Narrogin keepsake and make clear that replenishment of stock is not planned.

Approval of the proposed wholesale price is recommended to enable officers to progress retailer arrangements and expand distribution while retaining direct retail sales. This approach supports the two-year sales target and balances the return per game with the need to realise revenue from the available stock.

Voting Requirements
Absolute Majority

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION 230926.09
Moved: Cr Bartron Seconded: Cr McNab
That Council:

1. Approves a wholesale selling price of $59.99 per Narrogin Monopoly game, inclusive of GST;
2. Notes that the recommended retail price will remain $79.99 per game, inclusive of GST, for direct retail sales through the Narrogin and Dryandra Visitor Centre, the Narrogin Regional Leisure Centre and the Shire Administration Office front desk;
3. Supports the use of local wholesale distribution, including distribution through interested project sponsors and other retailers, as an additional sales channel to assist in selling the remaining stock within two years;
4. Notes that no further production run is currently proposed and that the Narrogin Monopoly game will be promoted as a limited-edition product;
5. Notes that officers are investigating online sales through Stripe, including postage for customers purchasing from outside the local area; and
6. Endorses the proposed new fees and charges, as detailed in this report, for the purpose of undertaking local public notice in accordance with section 6.19 of the *Local Government Act 1995*, with the proposed fees and charges to be presented to Council at the October 2026 Ordinary Council Meeting for consideration and final approval following completion of the local public notice process.

Carried by Absolute Majority 6/0

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

Attachment 1 Narrogin Monopoly Project Budget and Sales Projections

Project budget and sales projections

1. Project expenditure (ex GST)

Actuals / projected costs. These costs apply to all three sales scenarios.

Category / item	Amount
Minimum order - custom MONOPOLY	**$69,900**
Pre-campaign marketing costs	**$18,997**
Galabid auction software	$1,500
Stripe fee	$0
Marketing specialist fee	$9,000
Catering	$3,773
Liquor licence	$130
Taxi service	$0
Music band	$1,736
Auctioneer and MC fee	$400
Bar staff	$400
Bar drinks	$988
Miscellaneous	$1,070
Post-campaign marketing costs	**$10,030**
Marketing specialist fee	$7,200
Facebook campaign	$500
Sponsorship game items (50)	$2,330
Total project budget (ex GST)	**$98,926**

2. Sponsorship and event revenue (ex GST)

Revenue source	Amount
Sponsorship money	**$42,088**
Board spaces	$28,909
Travel squares	$0
Tax squares	$909
Utility squares	$1,820
Community Chest and Chance cards	$10,450
Event revenue	**$2,599**
Bar	$644
Tickets	$1,955

3. Sales projections (ex GST)

Revenue / outcome	Retail only	Retail + wholesale	Wholesale only
Christmas sales - wholesale	-	$27,270	-
Christmas sales - retail	-	$36,360	-
Retail sales - Years 1-2	-	$32,724	-
Retail Sales (only)	$105,44	-	-
Wholesale sales (only)	-	-	$79,083
Total game sales	**$105,444**	**$96,354**	**$79,083**
Total project revenue	**$150,131**	**$141,041**	**$123,770**
Projected surplus (ex GST)	**$51,205**	**$42,115**	**$24,844**

10.3.4 COMMUNITY CHEST 2026/27 ROUND 1 APPLICATIONS

File Reference	241922382
Disclosure of Interest	Nil.
Applicant	Nil
Previous Item Numbers	Nil
Date	14 September 2026
Author	Rebecca Miller – Community Development Officer
Authorising Officer	Andrew Campbell – Chief Executive Officer
Attachments	1. Community Chest Applications Round 1 of 2026/27 2. Community Chest Reference Group Minutes 10/09/26

Summary
The Community Chest Reference Group (CCRG) held a meeting on 10 September 2026 to consider the Community Chest 2026/27 Round 1 Applications.

The purpose of this report is for Council to receive the minutes of the CCRG meeting and consider any recommendations arising.

Background
The established roles and scope of the CCRG under Terms of Reference for the CCRG include

1. review applications from community groups for assistance from the annual Budget allocation made by Council;
2. review and assess applications for Landcare projects from the Landcare Reserve Fund;
3. provide guidance to the Chief Executive Officer on the Grant & Acquittal Guidelines to be utilised by the Administration in marketing, promoting and conditions related to the grants; and
4. make recommendations to Council with respect to parts 1) and 2) through the Senior Officer responsible.

Consultation
Nil

Statutory Environment
The CCRG is an important Reference Group to Council established in accordance with statutory obligations contained within the *Local Government Act 1995*.

Policy Implications
Nil

Sustainability Implications

- Environmental: Nil.
- Economic: The proposed grants support community organisations to improve facilities and deliver programs by combining Shire funding with applicant contributions and, where applicable, external funding. Local procurement, where practicable, may also benefit local businesses.
- Social: The proposed projects support community participation in arts, culture, sport and early childhood activities. Improved facilities, shade provision and opportunities to develop cycling skills contribute to community wellbeing, safety and social connection, while supporting local community groups and volunteers.

Financial Implications
The expenditure is wholly contained in the budget, referenced by GL 2110810. The current expenditure committed is $0 as at 16/09/2026.

Strategic Implications

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

Risk Implications

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

Risk Matrix

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

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

Comment/Conclusion
Arising from the CCRG meeting held 10 September 2026, there are several applications from the Committee that require Council's decision.

		Contribution Offered by Applicant		Community Chest Request				Recommendations
Community Group	**Total Project Cost ($)**	**Cash ($)**	**In-kind ($)**	**Co-contributions ($)**	**% Project**	**Cash ($)**	**In-kind ($)**	
Narrogin Art Group	$5,150	$2,650	$0	$0	49%	$2,500	$0	Officers': Support Ref Group: Support $2,500
Narrogin Repertory Group	$2,860	$360	$0	$0	87%	$2,500	$0	Officers': Support Ref Group: Support $2,500
Narrogin Croquet Club	$6,600	$1,600	$0	$0	38%	$2,500	$0	Officers': Support subject to the successful outcome with CBH Grass Roots Community Grant Ref Group: Support $2,500 subject to the successful outcome with CBH Grass Roots Community Grant
Narrogin Kindy and Pre Primary Parent Committee	$ 6,299	$ 2,149	$0	$0	40%	$2,500	$0	Officers': Support Ref Group: Support $2,500
Narrogin and Districts Little Athletics	$ 2,500	$0	$150	$0	94%	$ 2,350	$0	Officers': Support Ref Group: Support $2,350
Total	**$ 23,409**	**$ 6,759**	**$ 150**	**$0**	**53%**	**$ 12,350**	**$0**	

Voting Requirements
Simple Majority

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION 230926.10
Moved: Cr Fisher Seconded: Cr Wiese

That Council:

1. Support this project for the $2,500 cash contribution at 49% of the total project costs to be paid in advance towards the renewal of floor coverings.
2. Support the project for the $2,500 cash contribution at 87% of the total project costs to be paid in advance towards the Thornton Theatre Facilities Upgrade.
3. Support the requested $2,500 as a cash contribution in advance representing 38% of the total project costs subject to the successful outcome of the CBH Grass Roots Community Grant towards the Repair Lighting Fixtures project.
4. Support the program with the requested contribution of $2,500 cash in advance at 40% of the total program costs to be paid in advance towards the Kindy–Pre-Primary Learn to Ride Program.
5. Support the project with the requested $2,350 representing 94% of the total project costs to be paid in advance towards the provision of new shade marquees and establishment of the NDLAC Hub.

Carried by Simple Majority 6/0

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

Minutes

COMMUNITY CHEST GRANTS REFERENCE GROUP MEETING

10 September 2026

These minutes were confirmed at the Community Chest Grants Reference Group Meeting held on 10 March 2027.

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.

Electronic copies of minutes and agendas are available for download from the Shire of Narrogin website www.narrogin.wa.gov.au

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

DISCLAIMER

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

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

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

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

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

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COMMUNITY CHEST GRANTS REFERENCE GROUP MEETING
10 SEPTEMBER 2026

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 12:02pm.

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

Elected Members (Voting)
Mr L Ballard – Shire President (Presiding Member)
Cr T Wiese
Cr J Pomykala

Staff
Mr Andrew Campbell – Chief Executive Officer
R Miller – Community Development Officer

Leave of Absence

Apologies

Absent

Visitors

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

Name	Item No	Interest	Nature
Cr Pomykala	5.1	Impartiality	Repertory Club Member

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

OFFICER'S RECOMMENDATION

That the minutes of the Community Chest Grants Reference Group held on 13 March 2026 be confirmed, as an accurate record of the proceedings.

Moved: President Ballard
Second: Cr Pomykala

Carried 3/0

For: President Ballard, Cr Wiese, Cr Pomykala
Against: Nil

5. MATTERS WHICH REQUIRE DECISIONS

5.1 COMMUNITY CHEST APPLICATIONS

File Reference	241922382
Disclosure of Interest	The Author and the Authorising Officer disclose no Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	31 August 2026
Author	Rebecca Miller – Community Development Officer
Authorising Officer	Andrew Campbell – Chief Executive Officer
Attachments 1. Community Chest Applications Round 1 2026/27	

Summary

The Community Chest Reference Group is requested to consider the Community Chest 2025/26 Round 1 applications, based on the assessment and eligibility criteria set out in the Community Chest Guidelines.

Background

The Shire's Community Chest 2026/27 Round 1 closed on 31 August 2026 with an allocation of $10,000 per round. The maximum amount for which any group could apply is $2,500.

A total of five (5) Community Chest applications were received for 2026/27 Round 1. The total project cost across all applications is $23,409. The total request for cash from the Community Chest Fund is $12,350 with $0 of in-kind contributions requested representing 53% of total project costs.

Across all applications, a total cash contribution of $6,759 and $150 of in-kind contributions are offered by the applicants which represents 47% of total project costs.

Table 1 below presents a summary of total project costs, cash and in-kind contributions offered across the five (5) applications, along with the Officers' recommendations.

		Contribution Offered by Applicant		Community Chest Request				Recommendations
Community Group	**Total Project Cost ($)**	**Cash ($)**	**In-kind ($)**	**Co-contributions ($)**	**% Project**	**Cash ($)**	**In- kind ($)**	
Narrogin Art Group	5,150	2,650	0		49	2,500	0	Officers': Not support – Privately owned Ref Group:
Narrogin Repertory Club	2,860	360	0		87	2,500	0	Officers': Support Ref Group:
Narrogin Croquet Club	6,600	1,600	0		38	2,500	0	Officers': Support subject to the successful outcome with CBH Grass Roots Community Grant Ref Group:
Narrogin Kindy and Pre-Primary Parent Committee	6,299	2,149	0		40	2,500	0	Officers': Support Ref Group:
Narrogin and Districts Little Athletics	2,500	0	150		94	2350	0	Officers': Support Ref Group:
Total	**23,409**	**6,759**	**150**		**53%**	**12,350**	**0**	

The Community Chest Reference Group is requested to consider the Round 1, 2026/27 applications, based on the assessment and eligibility criteria set out below, as per the Community Chest Guidelines.

<u>What may be funded</u>

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

<u>What will not be funded</u>

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

<u>Eligibility</u>

- Only incorporated not for profit community organisations are eligible for support through the Shire's Community Chest program.

- Successful applicants from Round 1, if in the current financial year or from Rounds 1 or 2 in the preceding financial year, are ineligible to apply.
- No individual application shall receive in excess of $2,500 (cash or in-kind).
- Organisations receiving Shire cash and/or in-kind contributions support through annual contribution/sponsorship (excluding any discount to market lease subsidy) greater than 3 times the value of the current maximum Community Chest Grant, per organisation, are ineligible to apply.
- The applicant group must be able to demonstrate substantial community support for the project.
- Evidence of the association's incorporation should be provided with the application.
- Projects are required to be completed within the financial year of receiving the grant.

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

Consultation

Community Engagement Policy 1.14 relates and has been complied with.
https://www.narrogin.wa.gov.au/documents/532/council-policy-manual

Consultation has also occurred with the following:
1. Chief Executive Officer; and
2. Community Chest Applicants.

Statutory Environment

There are no known relevant statutory implications.

Policy Implications

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

Sustainability Implications

Environmental: Nil.

Economic: The proposed grants support community organisations to improve facilities and deliver programs by combining Shire funding with applicant contributions and, where applicable, external funding. Local procurement, where practicable, may also benefit local businesses.

Social: The proposed projects support community participation in arts, culture, sport and early childhood activities. Improved facilities, shade provision and opportunities to develop cycling skills contribute to community wellbeing, safety and social connection, while supporting local community groups and volunteers.

Financial Implications

The expenditure is wholly contained in the budget, referenced by GL 2110810. The current expenditure committed is $0 as at 16/09/2026.

Strategic Implications

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

Risk Implications

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

Risk Matrix

Consequence / Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
	1	2	3	4	5

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

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

Comment/Conclusion

Applications requesting a total of $12,350 with $0 of in-kind contributions have been received from five (5) organisations.

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

1. Narrogin Art Group

   Name of Project: Renewal of Floor Coverings

   Brief Description: The existing lino is worn and difficult to clean and poses safety risks. We are seeking support to supply and install Modulup Compact commercial vinyl in the kitchen, office, laundry, toilet and back room to create safe, accessible and an easy to maintain environment. This upgrade will support continued community participation, wellbeing and creative engagement.

   Potential Outcomes: This upgrade will support continued community participation, wellbeing and creative engagement.

   - Estimated Start Date: Oct 2026
   - Estimated Completion Date: Oct 2026
   - Total project cost: $5,150
   - Request Community Chest Funds: $2,500 cash representing 49% total project costs in advance.
   - Previous Community Chest Funding: Successful, 2024 – new blinds for the art group community building at 4 Elliot Street.
   - Incorporated Organisation: Yes

   Officers' Comment: The proposed flooring replacement would improve the safety, accessibility and amenity of the Narrogin Art Group's premises and support its ongoing community activities. However, as the proposed works constitute a permanent capital improvement to a privately owned property that is not a Shire asset, Officers do not recommend supporting the application through the Community Chest Grant Program.

   Officers' Recommendation: Not Support as the Building is privately owned as is not a Shire asset

   Reference Group – The group agreed that the not-for-profit status of the applicant warranted consideration despite ownership of the facility and supported the project to the value of $2,500 at 49% of the total project costs.

2. Narrogin Repertory Club

Name of Project: Thornton Theatre Facilities Upgrade

Brief Description: The Thornton Theatre Facilities Upgrade is a staged project that aims to maximise the safety and amenity of the Thornton Theatre. This stage of the project is the extension of the concrete pad for the construction of a larger storage shed, freeing up space and reducing hazards backstage with the sizable amount of building materials and props stored there and lack of suitable storage currently.

Potential Outcomes: The concreting will provide a sizeable foundation for the replacement of the repurposed garden shed with a larger fit-for-purpose storage shed. This will allow appropriate storage of building materials, equipment and props that are currently backstage (and present hazards) to be moved and provide appropriate space for users backstage.

- Estimated Start Date: 17 November 2026
- Estimated Completion Date: 20 November 2026
- Total Project Cost: $2,860
- Request Community Chest Funds: $2,500 cash representing 87% total project cost to be paid in advance.
- Previous Community Chest Funding: 2022/23 – Successful for $2,500 for electrical/equipment upgrades.
- Incorporated Organisation: Yes

Officers' Comment: The proposed works will improve storage capacity at the Thornton Theatre, assisting to reduce backstage clutter and associated safety hazards while supporting the ongoing operation and use of the facility by the Repertory Club and wider community. The application meets the objectives of the Community Chest Grant Program and is considered worthy of support.

Officers' Recommendation: Support the Narrogin Repertory Club's Community Chest Grant application for $2,500 cash towards the Thornton Theatre Facilities Upgrade.

Reference Group – The group agreed that the not-for-profit status of the applicant warranted consideration despite ownership of the facility and supported the project to the value of $2,500 at 87% of the total project costs.

3. Narrogin Croquet Club

Name of Project: Repair Lighting Fixtures

Brief Description: The project will see existing light poles removed and new concrete footings poured. Light poles will be strengthened with a sleeve and replaced. As well as the broken lights, be replaced on the pole that came down in the storm.

Potential Outcomes: The upgraded lighting will improve the safety and usability of the croquet courts, particularly during evening hours, allowing the Club to expand playing times and provide greater opportunities for evening competitions, tournaments and social events. Improved lighting will also support increased participation and provide greater flexibility for members and visiting clubs.

- Estimated Start Date: 1 October 2026
- Estimated Completion Date: 7 October 2026
- Total project cost: $6,600

- Request Community Chest Funds: $2,500 cash representing 38% total project costs to be paid in advance.
- Previous Community Chest Funding: Successful
  - 2024 - $2,500 for fencing upgrade,
  - 2021 – $2,248 for new oven, rangehood and lino in the clubhouse kitchen,
  - 2020 - $2,500 for new hot water system and repainting of clubhouse
  - 2018 - $2,500 for a retaining wall and fence between courts 1 and 2
- Incorporated Organisation: Yes

Officers' Comment: The proposed works will address damaged and deteriorating lighting infrastructure and improve the safety and ongoing usability of the Croquet Club facilities. While the Club has received Community Chest funding previously, the current project addresses necessary infrastructure repairs and is considered to provide an ongoing benefit to members and facility users.

Officers' Recommendation: Support the Narrogin Croquet Club's Community Chest Grant application for $2,500 cash towards the Repair Lighting Fixtures project.

Reference Group – The group was supportive of assisting the Croquet Club with facility maintenance, noting that the facility is Shire-owned. Support for the requested value of $2,500 at 38% of project costs.

4. Narrogin Kindy and pre-primary parent committee

Name of Project: Kindy – Pre-primary learn to ride program

Brief Description: Narrogin PS Kindy and Pre-Primary Parent Committee is seeking funding to replace old, damaged, and increasingly unsafe cycling equipment with new strider bikes, two-wheel pedal bikes, and essential safety gear. These resources will support a structured bike education program that provides a clear progression from balance bikes to pedal bikes, helping students develop balance, coordination, confidence, and safe riding skills. Replacing worn equipment will improve safety and increase student participation, ensuring all children have access to quality learning experiences. The program promotes physical activity, independence, and lifelong cycling skills while supporting students' health, wellbeing, and engagement in active recreation.

Potential Outcomes: This project will benefit the Narrogin community by providing local students with safe, high-quality cycling equipment that supports the development of balance, coordination, confidence, and fundamental movement skills. These skills are required to use the facilities the Narrogin shire has on offer such as the skate park, foxes lair bike trail and more.

- Estimated Start Date: 16 September 2026
- Estimated Completion Date: 16 October 2026
- Total project cost: $6,299
- Request Community Chest Funds: $2,500 cash representing 40% total project costs to be paid in advance.
- Previous Community Chest Funding: No
- Incorporated Organisation: Yes

Officers Comment: The proposed program will provide young children with safe and appropriate cycling equipment to develop fundamental riding skills, confidence and physical activity. The project encourages active recreation and supports children to develop skills that may assist their future use of local cycling and recreational facilities.

Officers' Recommendation: Support the Narrogin Kindy and Pre-Primary Parent Committee's Community Chest Grant application for $2,500 cash towards the Kindy–Pre-Primary Learn to Ride Program.

Reference Group – noting the project compliments the existing school program and does not constitute direct funding to the State, the group is happy to support the project to the requested value of $2,500 at 40% of program costs.

5. Narrogin and Districts Little Athletics Association

Name of Project: Sun Smart and 'NDLAC Hub' project

Brief Description: The project involves purchasing safe-summer/sun-smart equipment such as shade marquees, water station set-up, including tables and associated equipment to provide both our participating little athletes and their families with protection from the sun when participating in our Little Athletics program during the September through to March period which can be very hot. We are also looking to create an 'NDLAC Hub' for our centre event each week which will be a designated information station for our members to get to know the committee and seek out any information they require or have questions answered.

Potential Outcomes: Improved sun safety, comfort and accessibility for athletes, families and volunteers through the provision of shade, hydration and sunscreen facilities. The creation of a central NDLAC Hub will improve communication and meeting efficiency, while supporting increased participation, positive sporting experiences and ongoing engagement of local children and families in healthy, active recreation.

- Estimated Start Date: October 2026
- Estimated Completion Date: March 2027
- Total project cost: $2,500
- Request Community Chest Funds: $2,350 cash representing 94% total project costs to be paid in advance.
- Previous Community Chest Funding: No
- Incorporated Organisation: Yes

Officers Comment: Narrogin Little Athletics Centre provides an important local sporting opportunity for children and families, with strong participation and volunteer involvement. The proposed project represents a practical investment in the Club's ongoing operations and will assist in providing a well-organised and welcoming environment that supports the continued growth and sustainability of junior athletics within Narrogin.

Officers' Recommendation: Support the Narrogin Little Athletics Centre's Community Chest Grant application for $2,350 cash towards the provision of new shade marquees and establishment of the NDLAC Hub.

Reference Group – the group is happy to support this project to the requested value of $2,350 at 94% of total project costs to be paid in advance.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That, with respect to the Community Chest Fund 2026/27 Round 1 Applications, the Community Chest Reference Group recommend to Council that the following recommendations are supported:

1. Amend to Support the Narrogin Art Group's application for $2,500 cash towards the renewal of floor coverings, recognising the organisation's not-for-profit status.
2. Support the Narrogin Repertory Club's Community Chest Grant application for $2,500 cash towards the Thornton Theatre Facilities Upgrade, recognising the organisation's not-for-profit status.
3. Support the Narrogin Croquet Club's Community Chest Grant application for $2,500 cash towards the Repair Lighting Fixtures project subject to the successful outcome with CBH Grass Roots Community Grant.
4. Support the Narrogin Kindy and Pre-Primary Parent Committee's Community Chest Grant application for $2,500 cash towards the Kindy–Pre-Primary Learn to Ride Program.
5. Support the Narrogin Little Athletics Centre's Community Chest Grant application for $2,350 cash towards the provision of new shade marquees and establishment of the NDLAC Hub.

Moved: President Ballard
Seconded: Cr Wiese

Carried 3/0

For: President Ballard, Cr Wiese, Cr Pomykala
Against: Nil

6. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 12:30 pm.

COMMUNITY CHEST APPLICATION FORM (FDRS010)

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

Round 1 opens 15 July & closes 31 August

Round 2 opens 1 February & closes 28 February

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

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

Grants must be acquitted within the financial year of approval.

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

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

1. APPLICANT DETAILS

Name of Organisation

Narrogin Art Group Inc

Contact Person

Linda Townend

Address

4 Elliot Street Narrogin

Position

Vice President

Phone

0400014373

Mobile

Email

Generated4u@gmail.com

What financial year are you applying in?

2026

Are you applying for Round 1 or Round 2? ✓

Round 1		Round 2	✓

Organisation's ABN.

85241434179

Is your organisation registered for GST? ✓

Yes		No	no

Is your organisation incorporated? ✓

Yes	yes	No	yes	**If yes, please attach a copy of Certificate of Incorporation.**

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

Yes	yes	No	yes

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

2024

New blinds for 4 Elliot Street Art Group Community Building

3. PROJECT DETAILS

What is the name of your proposed project or event?

Renewal of floor coverings

How will your project / event benefit the Narrogin community?

Narrogin Art Group is a long-standing not-for-profit organisation providing inclusive art activities for over 100 members, many of whom are seniors. Our building is used daily and two evenings a week for art, pottery, mosaic and textile programs. The existing lino is worn, difficult to clean and poses safety risks. We are seeking support to supply and install Modulup Compact commercial vinyl in the kitchen, office, laundry, toilet and back room to create a safe, accessible and easy-to-maintain environment. This upgrade will support continued community participation, wellbeing and creative engagement.

Estimated project start date

October 2026

Estimated project completion date

October 2026

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash request

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

Yes	✓	No	

Please tell us how the Community Chest funds will be used

The Community Chest funds will be used to contribute to the cost of supplying and installing Modulup Compact commercial vinyl in the kitchen, office, laundry, toilet and back room. This work will be completed by Carpet Court and will replace the worn existing flooring to provide a safe, durable and easy-to-clean surface for our 100 members.

In-kind contributions:

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

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

Contributions	*Estimated value $*
Total In-kind	*0*

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	**5150**	**TOTAL PROJECT EXPENDITURE**	**5150**
**Amount of Community Chest Funds requested in cash	2500	Materials floor covering supply and install	
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	0
Applicant's cash contribution	2650	Venue hire	0
In-kind *(volunteer, donated labour)*		Labour/contractor costs	0
Sponsorship		Advertising	0
Donations *(cash/materials from others- please list)*		Catering costs	0
Other grants		Entertainment	0
Sales *(stall fees, event tickets/food/merchandise)*		Office/administration	0
Other income *(please list)*		Other expenditure *(please list)*	0
TOTAL *INCOME	5159	**TOTAL *EXPENDITURE**	5150

**Income and *Expenditure amounts must be equal*

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

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

The project will be communicated through the Narrogin Art Group Facebook page, our member newsletters, and notices displayed at our Elliot Street building. These channels ensure our 85+ members, many of whom are seniors, are aware of the flooring upgrade, the installation timeline, and any temporary changes to building access. This approach keeps members informed and maintains strong community engagement throughout the project.

Acknowledgement of Shire of Narrogin sponsorship

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

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

6. FUNDING CONDITIONS

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

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

Our organisation *(insert name below)*

Narrogin Art Group Inc

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

Print Name

Linda Townend

Position *(President or Vice President)*

Vice President

Signature



Date

28.8.2026

CARPET COURT
DREAM IT. STYLE IT. LIVE IT.

CASHAN ENTERPRISES PTY LTD T/As
NARROGIN CARPETS AND CURTAINS
139 Federal St Narrogin 6312
narrogincurtains@bigpond.com
Ph (08) 9881 4959 ABN 40 677 002 827

We are pleased to submit the following quotation for your consideration:-

Price

QUOTATION

Ref: Q18680
Date: 24/08/2026

Narrogin Art Group
Elliot St
Narrogin WA 6312

Phone (H) (08) 9881 2592 Phone (W)
Fax Mobile 0403 129 109
Email nanni260820@gmail.com
Job Ref No

Supply and install Modulup Compact commercial vinyl toentry and main room including carpet removal	$6,750.00
Supply and install Modulup Compact commercial vinyl to kitchen office laundry toilet and back room over existing vinyl	$5,150.00

PLEASE NOTE NEW ACCOUNT DETAILS:

Bank Name CASHAN ENTERPRISES PTY LTD
BSB 016412
Account Number: 658357874

Sub Total:	$11,900.00
GST:	$1,190.00
Total Price:	$13,090.00

Conditions of sale

TRADING TERMS: PLEASE NOTE:
Payment terms; 50% deposit and balance of account owing payable on receipt of goods/services.
Rental Properties:Payment on order
Purchase Orders: Will be the responsibility of the orderer and payable in full when the job has been completed.

Bookkeeping Fees: $25.00 per month on accounts over 30 days
Debt recovery:Charges and fees will be incurred and payable by the debtor
Any floor preparation, removal of existing floor coverings or furniture moving will be charged at a rate of $95 per man hour. Any floor preparation materials will be charged accordingly
Personal Effects:Customers responsibility
Rubbish removal:$20/m3 Asbestos:POA
Door cutdowns:POA
Ovens/fridges:POA
Customers measurements:Customers responsibility

#NOTE:By paying a deposit or ordering materials, I accept these Terms and Conditions of Sale.

We hope the above meets with your requirements and await your decision. Any further queries feel free to contact me anytime.

Yours faithfully

Shane Thornton

Quotation is valid for 14 days then subject to rise and fall. All materials and workmanship are fully guaranteed.

COMMUNITY CHEST APPLICATION FORM (FDRS010)

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

Round 1 opens 15 July & closes 31 August

Round 2 opens 1 February & closes 28 February

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

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

Grants must be acquitted within the financial year of approval.

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

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

1. APPLICANT DETAILS

Name of Organisation

Narrogin Repertory Club

Contact Person

Jacqui Early

Address

PO Box 1051, Narrogin WA 6312

Position

Treasurer

Phone

Mobile

0407 991 806

Email

treasurer.ngnrepertory@gmail.com

What financial year are you applying in?

2026/27

Are you applying for Round 1 or Round 2? ✓

Round 1	✓	Round 2	

Organisation's ABN.

94 201 507 214

Is your organisation registered for GST? ✓

Yes		No	✓

Is your organisation incorporated? ✓

Yes	✓	No		**If yes, please attach a copy of Certificate of Incorporation.**

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

Yes	✓	No	

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

2022/23 – $2,500

Funding for the Thornton Theatre Electrical Upgrades – installation of drop-down projector screen, projector, cameras for live feed, two screens for live feed, replacement of speakers and installation of outdoor toilet lights.

3. PROJECT DETAILS

What is the name of your proposed project or event?

Thornton Theatre Facilities Upgrade

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

The *Thornton Theatre Facilities Upgrade* is a staged project that aims to maximise the safety and amenity of the Thornton Theatre.

This stage of the project is the extension of the concrete pad for the construction of a larger storage shed, freeing up space and reducing hazards backstage with the sizable amount of building materials and props stored there and a lack of suitable storage.

How will your project / event benefit the Narrogin community?

The concreting will provide a sizable foundation for the replacement of the repurposed garden shed with a larger, fit-for-purpose storage shed. This will allow appropriate storage of the building materials, equipment and props that are currently backstage (and present hazards) to be moved and provide appropriate space for users backstage.

The Narrogin Repertory Club aims to have greater utilisation of the Thornton Theatre as a community asset, and therefore improving the amenities will provide greater safety and comfort to those users.

The Narrogin Repertory Club is a vital part of the Narrogin arts community, providing opportunities to participate and enjoy local theatre.

Estimated project start date

17/11/2026

Estimated project completion date

20/11/2026

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash

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

Yes	✓	No	

Please tell us how the Community Chest funds will be used

The funds will be used to pay the contractor to undertake the works associated with the extension of the concrete pad for this stage of the project.

In-kind contributions:

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

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

Contributions	*Estimated value $*
Total In-kind	*$*

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	**$**	**TOTAL PROJECT EXPENDITURE**	**$**
**Amount of Community Chest Funds requested in cash	2,500	Materials	2,000
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	
Applicant's cash contribution	360	Venue hire	
In-kind *(volunteer, donated labour)*		Labour/contractor costs	860
Sponsorship		Advertising	
Donations *(cash/materials from others- please list)*		Catering costs	
Other grants		Entertainment	
Sales *(stall fees, event tickets/food/merchandise)*		Office/administration	
Other income *(please list)*		Other expenditure *(please list)*	
TOTAL *INCOME	2,860	**TOTAL *EXPENDITURE**	2,860

**Income and *Expenditure amounts must be equal*

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

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

The project will be advertised on the organisation's social media (Facebook).

The project will be advertised as a verbal update at the Narrogin Repertory Club's events to acknowledge the Shire's contribution to the next stage of the overall project and included in the program at our next production.

Acknowledgement of Shire of Narrogin sponsorship

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

✓	**Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:**
✓	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page.
	Display Shire of Narrogin Logo: on our next production program
	Display the Shire of Narrogin flag or banner at your event if possible. *(Available upon request from Administration Support Officer).*
	Afix Community Chest sign on project *(available on request).*
✓	Verbal announcements at event.
	Other *(please describe).*

6. FUNDING CONDITIONS

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

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

Our organisation *(insert name below)*

Narrogin Repertory Club

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

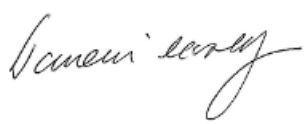
Print Name

Jacqui Early

Position *(President or Vice President)*

Treasurer

Signature



Date

17/7/2026

The McNab Family Trust
Postal: 174 Federal Street
Location: 27 Steward Rd
NARROGIN WA 6312
Phone: 08 9881 6777
accounts@narroginconcrete.com.au
ABN: 34 854 760 756

Quote

Quote number	Issue date	Expiry date
IV00000004337	22/07/2026	30/08/2026

Narrogin Repertory
PO Box 1051
Narrogin WA 6312
Australia

Item ID	Description	UoM	Qty	Unit price ($) *excluding tax*	Tax	Amount ($) *excluding tax*
supply&lay	Supply & Lay Concrete at the Thornton Theatre	Qty	1	2,600.00	GST	2,600.00

Subtotal *(exc. tax)*	$2,600.00
Tax	$260.00
Total amount *including tax*	**$2,860.00**

Quote no: IV00000004337 Total amount: $2,860.00

COMMUNITY CHEST APPLICATION FORM (FDRS010)

Shire of Narrogin
Love the life

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enquiries@narrogin.wa.gov.au

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

Round 1 opens 15 July & closes 31 August

Round 2 opens 1 February & closes 28 February

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

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Grants must be acquitted within the financial year of approval.

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

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

RECEIVED
19 AUG 2026
BY:.....

1. APPLICANT DETAILS

Name of Organisation

Narrogin Croquet Club

Contact Person

Margaret Hetherington

Address

75 Narrakine Rd Narrogin 6312

Position

Secretary

Phone

0438826536

Mobile

Email

hetheringtonm65@gmail.com

What financial year are you applying in?

2026/2027

Are you applying for Round 1 or Round 2? ✓

Round 1	y	Round 2	

Organisation's ABN.

1905955074

Is your organisation registered for GST? ✓

Yes		No	✓

Is your organisation incorporated? ✓

Yes	✓	No		**If yes, please attach a copy of Certificate of Incorporation.**

ASSOCIATIONS INCORPORATION ACT 1987
SECTION 9 (1)

Registered No. 1004618

Certificate of Incorporation

This is to certify that

NARROGIN CROQUET CLUB INCORPORATED

has this day been incorporated under the
Associations Incorporation Act 1987

Dated this 19th day of May 1995

.....
FOR THE COMMISSIONER FOR CORPORATE AFFAIRS

04336/10/91—10M—S/11100

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

Yes	✓	No	

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

2024 - Fencing upgrade to combat rabbit incursion $2500
2021 - New oven, rangehood and lino in clubhouse kitchen $2248
2020 - New hot water sustem for and repainting of clubhouse $2500
2018 - Retaining wall and fence between courts 1 and 2 $2500

3. PROJECT DETAILS

What is the name of your proposed project or event?

Repair lightin fixtures

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

The project will see existing lights removed, concrete poured, light poles strengthened with a sleeve and replaced. As well as broken lights to be replaced on the pole that came down in a storm.

How will your project / event benefit the Narrogin community?

Evening croquet events.
Corporate croquet involving community groups playing competition croquet

Estimated project start date

1/10/2026

Estimated project completion date

7/10/2026

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash

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

Yes	✓	No	

Please tell us how the Community Chest funds will be used

Funds will be used in conjunction with (success dependent) grant from CBH Grass Roots Community Grant to pay for new lights, crane hire, cement and electrical contractor expenses. As well as welding of sleeves for light poles.

In-kind contributions:

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

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

Contributions	*Estimated value $*
Total In-kind	*$*

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	**$**	**TOTAL PROJECT EXPENDITURE**	**$**
**Amount of Community Chest Funds requested in cash	2500	Materials	1800
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	
Applicant's cash contribution	1600	Venue hire	
In-kind *(volunteer, donated labour)*		Labour/contractor costs	4800
Sponsorship		Advertising	
Donations *(cash/materials from others- please list)*	2500 Crane donated free of charge as sporting group	Catering costs	
Other grants		Entertainment	
Sales *(stall fees, event tickets/food/merchandise)*		Office/administration	
Other income *(please list)*		Other expenditure *(please list)*	
TOTAL *INCOME	6600	**TOTAL *EXPENDITURE**	6600

**Income and *Expenditure amounts must be equal*

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

R.J.SMITH ENGINEERING

Gritex Ventures Pty Ltd trading as RJ Smith Engineering
PO Box 133, NARROGIN WA 6312
151 Wiese Road NARROGIN WA 6312
Phone: (08) 9881 1349 Fax:
Email: accounts@rjse.com.au

ABN: 670 501 600 88

CUSTOMER QUOTE
Q10103

Narrogin Croquet Club
PO BOX 248 NARROGIN 6312

Deliver To
PO BOX 248 NARROGIN 6312

Date	Account	Order No.	Contact	Phone	Fax	Sales Person	Sales Area	Page
14/08/2026	100781					~N/A	~N/A	1 of 1

Line	Code	Description	Quantity	Price	GST	Amount
1		Repair light poles x3	1.00	2,500.00	227.27	2,500.00

	Total Excluding GST	**$2,272.73**
	Total GST	**$227.27**
EXPIRY DATE 14-Aug-2026	**Total Including GST**	**$2,500.00**

E.& O.E.

Triumph form design (c) 2020 Triumph Business Systems Pty Ltd

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

Signage indicating where the funds came from to complete the project.

Acknowledgement of Shire of Narrogin sponsorship

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

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

6. FUNDING CONDITIONS

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

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

Our organisation *(insert name below)*

Narrogin Croquet Club Incorporated

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

Print Name

James Dyer

Position *(President or Vice President)*

President

Signature

Date

19th August 2026

6. FUNDING CONDITIONS

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

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

Our organisation *(insert name below)*

Narrogin Croquet Club Incorporated.

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

Print Name

James Dyer

Position *(President or Vice President)*

President.

Signature

JDyer.

Date

COMMUNITY CHEST APPLICATION FORM (FDRS010)

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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

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

Round 1 opens 15 July & closes 31 August

Round 2 opens 1 February & closes 28 February

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

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

1. APPLICANT DETAILS

Name of Organisation

Narrogin Kindy and pre Primary Parent Committee

Contact Person

Jordan Heil

Address

51 Palmer Street Narrogin

Position

President

Phone

98819331 (work)

Mobile

0427476011

Email

Narroginps*kpp*_pancC@outlook.com

What financial year are you applying in?

2026/2027

Are you applying for Round 1 or Round 2? ✓

Round 1	✓	Round 2

Organisation's ABN.

57676500984

Is your organisation registered for GST? ✓

Yes		No	✓

Is your organisation incorporated? ✓

Yes	✓	No		**If yes, please attach a copy of Certificate of Incorporation.**

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

Yes		No	✓

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

3. PROJECT DETAILS

What is the name of your proposed project or event?

Kindy – Pre Primary Learn to ride program

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

Narrogin PS Kindy and Pre Primary Parent Committee is seeking funding to replace old, damaged, and increasingly unsafe cycling equipment with new strider bikes, two-wheel pedal bikes, and essential safety gear. These resources will support a structured bike education program that provides a clear progression from balance bikes to pedal bikes, helping students develop balance, coordination, confidence, and safe riding skills. Replacing worn equipment will improve safety and increase student participation, ensuring all children have access to quality learning experiences. The program promotes physical activity, independence, and lifelong cycling skills while supporting students' health, wellbeing, and engagement in active recreation.

How will your project / event benefit the Narrogin community?

This project will benefit the Narrogin community by providing local students with safe, high quality cycling equipment that supports the development of balance, coordination, confidence, and fundamental movement skills. These skills are required to use the facilities the Narrogin shire has on offer such as the skate park, foxes lair bike trail and more.

Estimated project start date

16/9/26

Estimated project completion date

16/10/26

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash

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

Yes	✓	No	

Please tell us how the Community Chest funds will be used

The community chest fund will be used in conjunction with the sporting school grant and fundraising from the parent committee to purchase new equipment for the community and school to use.

In-kind contributions:

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

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

Contributions	*Estimated value $*
Total In-kind	*$*

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	**$**	**TOTAL PROJECT EXPENDITURE**	**$**
**Amount of Community Chest Funds requested in cash	2500	10 strider Bikes	3320
Sporting Schools Grant	1650	4 two wheel base 16 inch pedal bikes	2380
Narrogin PS KPP Parent committee	2149	10x Helmets	499
		Protective equipment	100
TOTAL *INCOME	6299	**TOTAL *EXPENDITURE**	6299

**Income and *Expenditure amounts must be equal*

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

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

The project will be promoted through the Narrogin Primary School Facebook page, the school newsletter, and local media, including the *Narrogin Observer*. These communication channels will be used to share information about the funding received, the purchase of the new bikes and safety equipment, and the benefits of the cycling program for students.

Acknowledgement of Shire of Narrogin sponsorship

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

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

6. FUNDING CONDITIONS

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

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

Our organisation *(insert name below)*

Narrogin Primary School Kindy and Pre-Primary Parent Committee

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

Print Name

Jordan Heil

Position *(President or Vice President)*

President

Signature

J .Heil

Date

30/8/2026

COMMUNITY CHEST APPLICATION FORM (FDRS010)

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

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CASHIER HOURS:
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MONDAY- FRIDAY

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Round 2 opens 1 February & closes 28 February

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Grants must be acquitted within the financial year of approval.

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

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

1. APPLICANT DETAILS

Name of Organisation

Narrogin and District Little Athletics Centre

Contact Person

Ben Davies

Address

PO Box 1034, Narrogin, WA, 6312

Position

President

Phone

0425397508

Mobile

0425397508

Email

Ngndistrictslac@gmail.com

What financial year are you applying in?

2026/2027

Are you applying for Round 1 or Round 2? ✓

Round 1	✓	Round 2	

Organisation's ABN.

33 527 097 802

Is your organisation registered for GST? ✓

Yes		No	✓

Is your organisation incorporated? ✓

Yes	✓	No		**If yes, please attach a copy of Certificate of Incorporation.**

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding? ✓

Yes	✓	No	

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

Purchase of Wireless Timing Gate Equipment. - purchase of two new wireless timing gates with

bases to supplement existing equipment.

Grant Total was $2500

2024/2025 Financial Year

3. PROJECT DETAILS

What is the name of your proposed project or event?

Narrogin and Districts Little Athletics Sun Smart and 'NDLAC Hub' Project

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

The project involves purchasing safe-summer/sun-smart equipment such as shade marquees,

water station set-up, including tables and associated equipment to provide both our participating little athletes and their families with protection from the sun when participating in our Little Athletics program during the September through to March period which can be very hot.

We are also looking to create an 'NDLAC Hub' for our centre event each week which will be a designated information station for our members to get to know the committee and seek out any information they require or have questions answered.

How will your project / event benefit the Narrogin community?

Narrogin Little Athletics Centre Inc. (NLAC) is celebrated its 50th anniversary in 2024. The club has played an enduring part in the sports and recreational profile of the Narrogin Shire, championing healthy attitudes and active lifestyle for children, youth and families in the local township and surrounds. Affiliated with Athletics West, the club strives to deliver community-based activities that foster the enjoyment, development and potential of all participants including athletes, coaches, volunteers and parents/guardians.

The introduction of branded NDLAC marquees, water station, sunscreen set-up will benefit children, club officials, parents and volunteers by making our meetings more sun-smart, comfortable, approachable, enjoyable and inclusive for all while protecting all involved from the sun and heat during our October to March Athletics Season.

By creating a 'NDLAC Hub' we will be able to create a meeting point/information station for our members which will enable them to speak with our committee members, get fixtures, purchase shirts, borrow running shoes and so on from one central hub. This will alleviate pressure build up on our timekeepers and recording station, which is where members currently seek information, significantly slowing down our meetings.

The club has continued to secure equity from memberships and fundraising (eg; sausage sizzles) to be allocated in part to new equipment. Funding of the new gates will allow NLAC to allocate equity to other planned projects including Kids Coaching Clinics with

WA athletes, Parent/Volunteer/Coach Upskilling Sessions, travel to other Regional Club days (eg; Wheatbelt Showdown-held in Northam), participation in Country and State Championships, a fun Community Round and our Club Championship Celebration.

The membership base for 2025-26 included 75 youth, with many parents and volunteers involved at each session contributing regular in-kind support. We are anticipating an increase in membership for 2024-25 with dedicated marketing to support awareness and registrations. NLAC also attracts some members from neighbouring communities as we are the only existing club in our area, the nearest alternatives being Collie and Northam.

Family life is integral to the Narrogin community and NLAC strives to make a positive contribution through sport. Children aged 0-14 years comprise 17.2% of the Shire of Narrogin population, with up to 19yrs making up 24% (Census Data 2021). For WA children aged 5-15 years, only 36.2% were found to complete sufficient physical activity (https://www.health.wa.gov.au/~/media/Corp/Documents/Reports-and-publications/Population-surveys/Health-and-wellbeing-of-children-in-WA-2022.pdf).

NDLAC programs are tailored for tiny tots aged 3yrs up to youth aged 17yrs, providing a fun, friendly and safe option to encourage the development of skills and improve activity levels, while promoting social interaction and family participation. NLAC is also an approved KidsSport organisation aligning with our goal of facilitating inclusive recreational opportunities (https://kidsport.dlgsc.wa.gov.au/find-a-club/).

NDLAC’s philosophy is to ‘Be Your Best’. Our programs are focussed on skills education and celebrating each child’s progress to achieve personal best results. We foster healthy competition and play a key role in supporting members with their competitive endeavours at higher levels. Notably, Narrogin resident and NLAC member Daniel Davies was recently selected as part of the WA Cross Country team headed to Tasmania.

Funding of new shade marquees and a 'NDLAC Hub' for information will substantially support our capacity to not only deliver great athletics sessions but the wider goals of NDLAC to engage the youth and families of the Shire of Narrogin in healthy sport and recreational activities.

Estimated project start date

October 2026

Estimated project completion date

March 2027

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash

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

Yes	✓	No	

Please tell us how the Community Chest funds will be used

Funds will be utilised to purchase NDLAC branded sun smart equipment such as marquees, water station tables, and sunscreen station set up. They will also provide NDLAC branded flags to assist in creating a NDLAC Hub to provide info to our members at club meets. All associated costs for designing marketing materials have been secured through donated in-kind sponsorship.

In-kind contributions:

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

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

Contributions	*Estimated value $*
Professional design work for branded marquees/flags/equipment	*150*
Total In-kind	*$150*

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	**$**	**TOTAL PROJECT EXPENDITURE**	**$**
**Amount of Community Chest Funds requested in cash	2350	Materials	2350
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	
Applicant's cash contribution		Venue hire	
In-kind *(volunteer, donated labour)*	150	Labour/contractor costs	
Sponsorship		Advertising	
Donations *(cash/materials from others- please list)*		Catering costs	
Other grants		Entertainment	
Sales *(stall fees, event tickets/food/merchandise)*		Office/administration	
Other income *(please list)*		Other expenditure *(please list)*	
		Profession design services (in-kind)	150
TOTAL *INCOME	2500	**TOTAL *EXPENDITURE**	2500

**Income and *Expenditure amounts must be equal*

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

5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

The new sun-smart marquees and 'NDLAC Hub' will be announced as part of a suite of digital marketing on the NDLAC Facebook page that will include the acknowledgement below. The Facebook page has 688 followers, and this is increasing https://www.facebook.com/NarroginLittleAthletics

A parent volunteer who is a professional marketer will be managing the social media. This volunteer also captures high resolution photography at each session/event. The branded marquees and equipment, and Shire branded assets would be captured and promoted in these images. We would welcome Shire representatives to attend a session to announce our new marquees and 'Hub' with additional photo opportunities.

Where possible we can promote portable Shire/Community Chest signage/flags at athletics sessions and feature events. We also have an on-site storage available to attach signage.

Acknowledgement of Shire of Narrogin sponsorship

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

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

6. FUNDING CONDITIONS

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

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

Our organisation *(insert name below)*

Narrogin and Districts Little Athletics Centre

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

Print Name

Ben Davies

Position *(President or Vice President)*

President

Signature

BDavies

Date

31/08/2026

10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

10.4.1 AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING MINUTES HELD 9 SEPTEMBER 2026

File Reference	12.2.1
Disclosure of Interest	Nil.
Applicant	Shire of Narrogin
Previous Item Numbers	N/A
Date	9 September 2026
Author	Andrew Campbell – Chief Executive Officer
Authorising Officer	Andrew Campbell – Chief Executive Officer
Attachments	Minutes of the Audit, Risk and Improvement Committee Meeting held 9 September 2026

Summary
The Audit, Risk and Improvement Committee (ARIC) held a meeting on 9 September 2026 to consider:

1. The 2025/26 Interim Audit Findings;
2. The Financial Management Review;
3. The Regulation 17 Review; and
4. The 2025 Compliance Audit Return.

The purpose of this report is for Council to receive the minutes of the ARIC meeting and consider any recommendations arising.

Background
The established Terms of Reference for the ARIC include:

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

h) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.
i) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference.
j) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.
k) Review the Statutory Compliance Return and make a recommendation on its adoption to Council.

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

3. CEO support and advice –
   a) Provide the CEO with interim advice of a complex or confidential nature on request by the CEO.

A copy of the Audit Risk and Improvement Committee Meeting Minutes held 9 September 2026 are attached.

ATTACHMENT 1

Consultation
Nil.

Statutory Environment
The ARIC is an important Committee of Council, established in accordance with statutory obligations contained within the *Local Government Act 1995.*

Policy Implications
Nil.

Sustainability Implications
- Environmental: Nil.
- Economic: Nil.
- Social: Nil.

Financial Implications
There are no financial implications arising from this agenda report.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Outcome:	4.1	An efficient and effective organisation
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services
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)
	Possible (3)	Moderate (3)	Medium (5-9)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

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

Comment/Conclusion

Arising from the ARIC meeting held 9 September 2026, there were several recommendations from the Committee that require Council's consideration.

Committee Recommendation	Officer Comment
That the minutes of the Audit, Risk and Improvement Committee held 9 September 2026 are received as presented.	This recommendation is supported.
That the findings of the Interim Financial Audit 2025-26 are received as presented.	This recommendation is supported.
That the Financial Management Review are received as presented.	This recommendation is supported.
That Council accept the Regulation 17 Review as presented with the exception of point 3.	This recommendation is supported on the basis that an Induction Program for Audit Risk and Improvement Committee (ARIC) members would be tailored to suit individual appointments to ARIC. This would include both written and verbal induction as required.
That Council endorse the 2025 Compliance Audit Return for submission to the Local Government Inspectorate.	This recommendation is supported on the basis that compliance adjustment is required to address additional requirements that must be included in the Employee and Volunteer Code of Conduct. The Review of the Strategic Community Plan is underway.

Voting Requirements
Simple Majority

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION 230926.11
Moved: Cr Broad Seconded: Cr Wiese

That Council:
1. Receive the Minutes of the Audit, Risk and Improvement Committee held 9 September 2026;
2. Accept the findings and management response of the Interim Financial Audit 2025-26 as presented;
3. Accept the improvement findings and the management response for the Financial Management Review as presented;
4. Accept the improvement findings and management response for the Regulation 17 Review with the exclusion of point 3 relating to Audit Risk and Improvement Committee induction program; and
5. Endorse the 2025 Compliance Audit Return for submission to the Local Government Inspectorate.

Carried by Simple Majority 6/0

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

MINUTES

AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC) MEETING

9 September 2026

These minutes were confirmed at the Audit, Risk and Improvement Committee 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.

DISCLAIMER

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

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

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

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

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

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AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC)
MEETING MINUTES
9 SEPTEMBER 2026

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, Mr Brian Seale, declared the meeting open at 6.35pm.

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

Members (Voting)
Mr B Seale (Presiding Member)
Mr L Ballard – Shire President
Cr G Broad – Deputy Shire President
Cr J Pomykala
Cr T Wiese
Cr M Fisher
Cr R McNab

Observers
A Campbell – Chief Executive Officer
A Majid – Executive Manager Planning & Sustainability
J Warburton – Executive Manager Infrastructure Services
L Munnik – Acting Executive Manager Corporate & Community Services
L Boddy – Executive Support Coordinator

Leave of Absence
Nil.

Apologies
Cr C Bartron
Mr I Graham – Executive Manager Corporate & Community Services

Absent
Nil.

Visitors
Nil.

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

Nil.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

4.1 AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING 17 DECEMBER 2025

OFFICER'S RECOMMENDATION & COMMITTEE RESOLUTION
Moved: President Ballard Seconded: Cr Broad

That the minutes of the Audit Risk & Improvement Committee Meeting held 17 December 2025 be confirmed as an accurate record of the proceedings.

Carried 7/0

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

5. REVIEW OF THE 2025/26 INTERIM FINANCIAL AUDIT

ATTACHMENT 1

OFFICERS RECOMMENDATION AND COMMITTEE DECISION
Moved: Cr Wiese Seconded: Cr Pomykala

That the Committee accept the findings and management response of the Interim Financial Audit 2025-26 as presented.

Carried 7/0

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

6. FINANCIAL MANAGEMENT REVIEW

ATTACHMENT 2

OFFICERS RECOMMENDATION AND COMMITTEE DECISION
Moved: Cr Fisher Seconded: Cr McNab

That the Committee accept the improvement findings and the management response for the Financial Management Review as presented.

Carried 7/0

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

6.FINANCIAL REGULATION 17 REVIEW

ATTACHMENT 3

OFFICERS RECOMMENDATION AND COMMITTEE DECISION
Moved: President Ballard Seconded: Cr Broad

That the Committee accept the improvement findings and management response for the Regulation 17 Review with the exclusion of point 3 relating to Audit Risk and Improvement Committee induction program.

Carried 7/0

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

7. COMPLIANCE AUDIT RETURN 2026 ATTACHMENT 4

OFFICERS RECOMMENDATION AND COMMITTEE DECISION
Moved: Cr Pomykala Seconded: Cr Wiese

That the Committee endorse the 2025 Compliance Audit Return for submission to the Local Government Inspectorate.

Carried 7/0

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

8. OTHER RISK MATTERS OR GENERAL BUSINESS
Nil.

9. DATE FOR NEXT MEETING
To be determined.

10. CLOSURE OF MEETING
There being no further business to discuss, the Presiding Member declared the meeting closed at 7.24pm.

ATTACHMENT

SHIRE OF NARROGIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2026

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

Index of findings	Potential impact on audit opinion	Rating	Year first raised
1. Fixed asset management	No	Moderate	2022
2. Preparation and timeliness of reconciliations	No	Minor	2024

Ratings

The ratings in this management letter reflect our assessment of risks based on the likelihood and potential impact if no action is taken. These outcomes consider both quantitative impact (such as financial loss) and qualitative impact (such as inefficiency, non-compliance, poor service to the public or loss of public confidence).

● **Significant** – Findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

● **Moderate** – Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

● **Minor** – Those findings that are not of primary concern but still warrant action being taken.

ATTACHMENT

SHIRE OF NARROGIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2026

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

1. Fixed asset management

Finding
During our asset testing, we noted that asset additions placed into service during the 2025/26 financial year had not been recorded in the asset module at the time they became operational. Instead, these assets are intended to be processed through a bulk asset addition process on 30 June 2026.

AASB 116 Property, Plant and Equipment requires assets to be recognised in the appropriate asset class when they are available for use, being when the asset is in the location and condition necessary for it to operate in the manner intended by management. In addition, the Local Government Regulations 1996 Part 2 s.5(1)(d) requires the local government to ensure proper accounting for municipal assets.

As a result, asset additions are not being recognised in the asset register in a timely manner when they become ready for use, resulting in delays in asset recognition and increasing the risk of depreciation not being calculated from the appropriate commencement date.

Finding was first raised in 2022.

Rating: Moderate (2022: Moderate)

Implication
Untimely recording of asset additions increases the risk of inaccurate asset records and depreciation calculations and may result in non-compliance with AASB 116 and the Local Government (Financial Management) Regulations 1996.

Recommendation
We recommend that the Shire implement procedures to ensure asset additions are recorded in the asset module when they become ready for use, rather than through a bulk year-end process. This should include periodic reviews of capital expenditure and commissioned assets to enable the timely recognition of assets and commencement of depreciation in accordance with AASB 116.

Management comment
Management notes and accepts the requirement of AASB 116 Property, Plant and Equipment.

An Asset Addition/Disposal Form is being developed to support timely and accurate data entry into the asset register. The form will be signed off by the responsible officer and used for all asset movements, including acquisitions, additions, and disposals.

Further, to ensure accuracy and ensure compliance, processes for asset recognition will be reviewed, updated and implemented. The Corporate Services Finance Procedure Manual will be updated accordingly and distributed to relevant officers.

Responsible person: Lucille Munnik, Manager Corporate Services
Completion date: 30 September 2026

ATTACHMENT

SHIRE OF NARROGIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2026

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

2. Preparation and timeliness of reconciliations

Finding
During our testing of the PPE and Creditors reconciliations for the month ended 30 April 2026, we noted that there was no documented evidence to demonstrate that the reconciliations had been independently reviewed by a second officer following preparation. We were unable to verify that an appropriate segregation of duties had been maintained or that the reconciliations had been completed and reviewed in a timely manner.

This finding was first raised in FY2024.

Rating: Minor (2025: Minor)

Implication
The absence of evidence of independent review increases the risk that errors or discrepancies in reconciliations remain undetected and corrected in a timely manner.

Recommendation
We recommend that the Shire ensure all reconciliations are prepared and independently reviewed by separate officers, with evidence of both preparation and review retained. This will assist in demonstrating that reconciliations are completed in a timely manner, and that appropriate segregation of duties is maintained.

Management comment
Due to senior finance staff changes during the 2025/26 financial year, including the Manager Corporate Services role, the process for reconciliation preparation, review and sign-off was not implemented according to our recorded procedures. The procedures will be reviewed, amended if necessary, and implemented via an update of the Corporate Services Finance Procedure Manual, distribution to staff and staff awareness and training undertaken.

Responsible person: Lucille Munnik, Manager Corporate Services
Completion date: 30 September 2026

Shire of Narrogin

Regulation 5 (2) (c) – Financial Management Review

13 May 2026

Draft Review Report

(Review in Confidence)

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Introduction

Australian Audit was engaged to undertake a financial management review of the Shire of Narrogin (the Shire) financial management systems and procedures as required to be undertaken at least once every 3 years as per the Regulation (5)(2)(c) of the *Local Government (Financial Management) Regulations 1996*.

We conducted the review in accordance with Australian Auditing Standard *ASAE 3000 – Assurance Engagement other than Audits or Reviews of Historical Financial Information* which provides a limited assurance regarding the appropriateness and effectiveness of the Shire's management controls over its financial management systems and processes.

This report outlines the work undertaken as part of our review and includes our findings and proposed recommendations resulting from our review.

We commenced this audit in September 2025. As at the time of the audit, we still have not received all the information requested to fully complete our review and these have been reported as issues below. Furthermore, the Shire did not provide the information requested to assess the controls over its payroll functions, therefore no conclusion is made on the adequacy of the controls over the payroll functions.

CEO's Responsibility for the Review Report

As per Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*, the Chief Executive Officer (CEO) is required to undertake a financial management review, at least once every 3 financial years.

This draft review report now requires management comments prior to being able to be presented at the Audit and Risk Committee.

Responsibility for the Review

Our responsibility was to conduct the Financial Management Review in accordance with the Australian Auditing Standard *ASAE 3000 – Assurance Engagement other than Audits or Reviews of Historical Financial Information* and to report to the CEO the review findings and proposed recommendations for management control and process improvement.

We wish to confirm that we are fully independent of the Shire of Narrogin and of its operations regarding this review.

Review Limitations

The matters raised in this review report are only those which came to our attention during the course of performing the financial management review and may not necessarily be a comprehensive statement of all the possible control weaknesses and / or process improvement options that may be made in relation to the Shire's financial management systems and procedures.

As part of our review, we have not assessed and examined every financial process and procedure and as such have limited our assessment and evaluations only to those areas where we considered may be of higher risk to the Shire regarding its Financial Management process. As such we did not examine every activity and procedure that may exist at the Shire and therefore only provide limited assurance to the Shire.

Our review, which was conducted in accordance with Australian Auditing Standard *ASAE 3000 – Assurance Engagement other than Audits or Reviews of Historical Financial Information* was not an audit, and as per ASAE 3000 we can only provide assurance based solely on our assessment of the information which was provided to us by the Shire during the conduct of this review.

This review report is to be used solely for the purpose of reporting to satisfy the requirements of *Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996* and should not be used for any other purpose or be distributed, other than to the Shire.

Scope and Methodology

The review undertook the following approach:

- Information was sought from the Shire and was assessed.
- Discussions were held with the Shire management and relevant staff to understand the financial processes and the management controls currently in place.
- We assessed the adequacy of key management controls currently in place over key financial management systems and procedures in line with the following work program provided to the Shire and based on information that was provided to us during the review period.

Work Program

Our review incorporated the following key financial management areas as required under Regulation 5(1) of the *Local Government (Financial Management) Regulations 1996*:

- Procurement (formal quotations and tender process)
- Contract Management
- Accounts Payable
- Cash Collection and Handling
- Payroll
- General Ledger Application Controls (journal posting, balance sheet reconciliations)
- Rates, Revenue and Debt Management
- Investment Management
- Asset Management (excluding infrastructure assets)
- Budget process

No other financial management systems and procedures were subject to review.

Review Conclusion

Based on our review (which was not an audit) of the management controls and processes that exist at the Shire, regarding the above key financial management system areas, nothing came to our attention that would indicate any **high-risk** management control matters that would require immediate attention by the Shire.

We commenced this audit in September 2025. As at the time of the audit, we still have not received all the information requested to fully complete our review and these have been reported as issues below. Furthermore, the Shire did not provide the information requested to assess the controls over its payroll functions, therefore no conclusion is made on the adequacy of the controls over the Shire's payroll function.

Based on the matters raised in the body of this report under Findings and Recommendations, we can conclude that the financial management systems in place within the Shire are satisfactory, however some areas can be further improved and several recommendations have been included in this review report for management consideration.

The matters raised in this review report were assessed as Medium risk to the Shire based on the information that was provided to us.

For those identified matters we have recommended that the Shire should consider exploring the recommended process improvement options which have been incorporated within the body of this report.

Each finding has a recommended action except for those issues reported as "Observations".

We believe that the Shire's implementation of the suggested and recommended process improvements will strengthen the existing financial management controls that are currently in place and will provide greater overall governance within the Shire's financial management operations.

Findings and Recommendations

Medium Risk Issues

1. Monitoring of Compliance with Procurement Policy for RFT and RFQ

Finding

The Shire does not currently have in place a process by which expenditure by supplier can be monitored on an ongoing basis to determine whether expenditure by supplier has got to a level that the Shire possibly should be considering going to the market to obtain better value for money. In these situations, there may be instances where the Shire is using a supplier (contracted by different areas within the Shire) to deliver services of a similar type but for small dollar values. However, if the dollar value purchases in total, say over a 12 month period, exceeds $50,000, the Shire may need to identify these and consider whether it would have received better value for money by testing the marketplace via an RFQ or RFT process for these services.

As the procurement is a decentralised function within the Shire, implementing a formal monitoring process to detect any non-compliance with the Shire's procurement policy is considered beneficial and will assist in the Shire's compliance with its procurement policy.

Further, currently the purchase order authorising officer has the responsibility for ensuring that correct number of quotes have been obtained, however it is unknown if the authorising officer check this.

We sample tested 10 payments over the period from 1 Sept 2024 to 31 Aug 2025. The Shire did not provide any evidence to support that appropriate procurement practices were employed for these purchases in compliance with the procurement policy.

Recommendation

We recommend that the Shire consider developing, a "Supplier over $50,000" report to be used to investigate as to whether the Shire has procured the supplier's services via individual quotes, RFQ or RFT. If via individual quotes, the Shire should assess as to whether better value for money could be achieved if the Shire requested such services via an RFQ or RFT.

The Shire should maintain evidence of the quotes obtained or tender called. The purchase order authorising officer should be required to sign off to state that they have checked to ensure correct number of quotes were obtained or tender process was followed for each of the purchase they are authorising.

Management Comments

Management agrees with the recommendation.

The Shire recognises the importance of ensuring procurement activities are undertaken in accordance with the Procurement Policy and that opportunities to achieve value for money through aggregation of expenditure are identified and assessed.

To strengthen procurement oversight, the Shire will implement a quarterly supplier expenditure report identifying suppliers whose cumulative expenditure exceeds relevant procurement thresholds. The report will be reviewed by management to determine whether procurement activities have been conducted in

accordance with policy requirements and whether opportunities exist to consolidate purchasing and undertake a Request for Quote (RFQ) or Request for Tender (RFT) process to achieve improved value for money.

In addition, the Shire will review and enhance procurement training and awareness for staff with purchasing and approval responsibilities to ensure procurement requirements, including quotation and tender thresholds, are understood and consistently applied. Refresher training will be incorporated into the Shire's governance and compliance framework where appropriate.

Management will also review current purchase order approval processes to strengthen accountability and ensure evidence of quotations or tender processes is retained and verified prior to approval of expenditure.

2. Purchase Order and Invoice Approvals

Finding

During our sample testing of 10 payments over the period of 1 Sept 2024 to 31 Aug 2025, we noted the following:

- 4 instances where no supporting documentation (purchase orders or invoices) was provided.
- 2 instances where we could not be determined whether the purchase orders were approved by the appropriate delegated officer, as no purchase amount was stated.
- 1 instance where there was no explanation or documented approval for a variation between the purchase order and the invoiced amount.
- 2 instances where purchase orders were dated after the corresponding invoice date, indicating that procurement processes may not have been followed in the correct sequence.
- 3 instances where purchase orders did not contain evidence of approval, such as an approver's signature.

Recommendation

We recommend the following:

- All purchases are supported by complete and accurate documentation, including approved purchase orders and invoices.
- Purchase orders clearly state the approved amount and are authorised by the appropriate delegated officer prior to commitment of expenditure.
- Any variations between purchase orders and invoices are properly documented and approved.
- Purchase orders are raised and approved before invoices are issued.
- Evidence of approval (e.g., signatures or electronic approvals) is consistently retained.

Management Comments

The Shire is currently formalising and documenting its financial management and procurement processes within a Financial Management Manual to promote consistency, improve internal controls, and provide clear guidance to officers involved in purchasing and expenditure approval activities.

As part of this process, procedures relating to purchase orders, invoice processing, delegation requirements, approval workflows, record keeping, and management of purchase order variations will be reviewed and documented. The Shire will also reinforce the requirement that purchase orders are raised and approved prior to the commitment of expenditure, except where exceptional circumstances apply and are appropriately documented.

In conjunction with the implementation of the Financial Management Manual, staff training and awareness will be undertaken to ensure officers understand their responsibilities regarding procurement documentation, delegated authority limits, approval requirements, and record retention obligations.

Management considers that the formalisation of these processes will strengthen compliance, improve consistency across the organisation, and reduce the risk of similar issues occurring in the future.

3. Contract Management Protocols

Finding

The Shire does not have adequate written procedures and guidelines for managing existing contracts. In the absence of formal written procedures and guidelines for contract management, Shire staff responsible for managing contracts may not have a clear understanding of the contractual requirements and required approval processes resulting in possible inconsistent and unacceptable practices.

Contract management procedures should incorporate the following step-by-step processes for:

- Contract formation requirements (when a formal contract should be formulated).
- Contractor performance management process (how each contract should be managed during the contract period)
- Contract variations process and approvals (how contract variations should be negotiated and the various approval levels required).
- Contract renewal/extension process and approvals (monitoring of contract expirations and the process of contract renewal approval)
- Post-contract assessments (the need to conduct supplier performance appraisals once a contract has expired)

Recommendation

We recommend that the Shire establish formal contract management procedures/protocols/guidelines over the contract management process.

Management Comments

Management agrees with the recommendation.

The Shire acknowledges that the development of formal Contract Management Protocols would provide greater consistency, accountability and oversight throughout the contract lifecycle. While contract management activities are currently undertaken by responsible officers, the requirements and processes are not comprehensively documented in a single procedure.

The Shire will develop and implement Contract Management Protocols to provide guidance on contract formation, contract administration, performance monitoring, variations, extensions and renewals, record keeping, and post-contract performance reviews. The protocols will also identify approval requirements and responsibilities to ensure a consistent approach is applied across the organisation.

Once developed, the protocols will be communicated to relevant staff and incorporated into the Shire's governance framework to support effective contract management practices and reduce the risk of inconsistent processes.

4. Revenue & Council Rates: Debt Management

Finding

There are documented protocols and procedures in place governing the rates and sundry debt management process. However, it was noted that staff have not consistently undertaken follow-up actions on outstanding debts. This lapse has primarily been attributed to staff shortages and frequent staff changeovers. The absence of timely and consistent follow-up increases the risk of delayed or uncollected revenue, negatively impacting cash flow and potentially leading to higher levels of bad debt write-offs. It also indicates non-compliance with established procedures and weakens internal controls over receivables.

Sundry Debt Outstanding @31/8/25 (latest report not provided)

	Current	30 days	60 days	>90 days	Credit Balances	Total
Amount	434,720.10	16,160.48	50,753.47	65,747.40	(4,384.77)	562,996.68
%	77%	3%	9%	12%	(1%)	100%

Rates Outstanding @3/2/26

	Current Year	Previous Year	2nd Previous Year	3rd Previous Year	Total
Amount	847,229.44	128,639.93	60,443.46	193,694.08	1,230,006.91
%	69%	10%	5%	16%	100%

Recommendation

Management should ensure adequate resourcing within the team responsible for debt management and reinforce compliance with existing debt management protocols by clearly assigning responsibility for follow-up activities and implementing regular monitoring and reporting.

Management Comments

Management agrees with the recommendation.

The Shire acknowledges that staff shortages and employee turnover have impacted the consistent application of debt recovery processes during the review period. To address this, debt management procedures are currently being reviewed and formalised within the Financial Management Manual to ensure clear guidance, consistency of practice, and accountability for debt recovery activities.

The Shire will recruit an inhouse Accounts Receivable Officer to strengthen the management of rates and sundry debtors and improve the timely follow-up of outstanding accounts. In addition, staff training will be undertaken to reinforce debt management procedures, responsibilities, and escalation processes.

Regular monitoring and reporting of outstanding debts will continue to be undertaken to assist management in identifying aged debts, monitoring recovery actions, and ensuring compliance with the Shire's debt management procedures.

Management anticipates that these measures will strengthen internal controls, improve debt recovery outcomes, and reduce the risk of overdue accounts accumulating in the future.

5. Application for Rates Exemption

Finding

The Shire does not have in place a process by which all of its exempt rateable properties are subject to regular verification to ensure that current exempt properties such as religious and charitable type exempted properties continue to meet the exemption definition.

Recommendation

We recommend that the Shire should consider implementing a formal verification process in which all exempt property owners are required to confirm their exemption status at least every 2 years.

Management Comments

The Shire acknowledges the benefit of periodically reviewing rate exemption eligibility to ensure exempt properties continue to satisfy the legislative requirements for exemption. To support a consistent approach, procedures relating to the assessment, approval, and ongoing verification of rate exemption applications will be incorporated into the Financial Management Manual.

The documented process will include periodic reviews of exempt properties, verification requirements, record keeping obligations, and responsibility for monitoring exemption status. Consideration will be given to implementing a cyclical review process whereby exempt property owners are requested to confirm their eligibility at regular intervals.

The introduction of documented procedures will assist in ensuring exemption records remain current, support legislative compliance, and provide a consistent framework for the ongoing administration of rate exemptions.

6. Asset Management Policy and Procedures

Finding

The following deficiencies were noted in asset management practices:

- There are 2 policies in place for asset management being the *Asset Management Policy* and *Portable and Attractive Asset Policy*. The asset capitalisation threshold is defined within the *Portable and Attractive Asset Policy* rather than the *Asset Management Policy*.
- There are no protocols / documented procedures in place which relates to fixed asset identification, categorisation, classification, asset stocktaking, asset disposals and asset write offs. Also, there is no delegation in place to approve disposals and write-offs.
- We noted that the Shire does not undertake routine stocktakes of its plant and equipment to ensure that such plant and equipment is still held and should be recorded on the asset register.

Recommendation

We recommend the following:

- The Shire should consider including the capitalisation threshold within the Asset Management Policy.
- Developing and implementing comprehensive procedures for asset identification, classification, stocktaking, disposals, and write-offs.
- Establishing a formal delegation of authority for approving asset disposals and write-offs.

- Implementing regular and documented stocktakes of all asset classes, particularly plant and equipment.

Management Comments

The Shire will undertake a review of its Asset Management Policy and associated procedures to ensure that key asset management requirements are clearly documented and consistently applied across the organisation. As part of this review, consideration will be given to incorporating the asset capitalisation threshold within the Asset Management Policy to improve clarity and accessibility.

The review will also assess existing procedures relating to asset identification, classification, stocktaking, disposals, and write-offs to determine whether further documentation or process improvements are required. In addition, the Shire will review its delegations framework to ensure appropriate authority exists for the approval of asset disposals and write-offs.

Management acknowledges the importance of maintaining accurate asset records and will consider opportunities to strengthen stocktake processes for relevant asset classes, including plant and equipment, as part of the broader asset management review.

These actions will assist in improving asset governance, record accuracy, and consistency in asset management practices across the organisation.

7. Synergy System Access

Finding

There are high number of super users who have edit access to every module within Synergy. This is considered excessive and possibly risky.

We are of the opinion that staff should be provided edit access to only those functions that they are directly responsible for. We do understand that at smaller Shires, function access is sometimes provided to a number of staff to cover for staff that may be absent.

Recommendation

Management should review staff access especially access with editing capability with a view to restricting edit access to only those positions who are directly responsible for the undertaking of such work.

Management Comments

The Shire acknowledges that access permissions within Synergy should be aligned with business requirements and the principle of least privilege. While broader access has historically been provided to some officers to ensure operational continuity during periods of leave or staff absences, Management recognises the importance of limiting elevated access wherever practicable.

A review of all Synergy user access levels will be undertaken, with particular focus on users holding super user or extensive edit permissions. The review will assess whether access remains appropriate for each position and ensure that elevated permissions are restricted to those officers who require them to perform their duties.

The review will also consider the need for appropriate backup arrangements to maintain business continuity while minimising unnecessary system access risks.

Observations

Tender Register

Section 17 of the Local Government (Functions and General) Regulations 1996 requires the Shire's tenders register is to include, for each invitation to tender a copy of the notice of the invitation to tender. The tender register does not currently include a copy of the notice of the invitation to tender.

Vendor Bank Account Change

Where a supplier requests changes to their bank account details, the supplier is required to make the request in writing via the completion of a form providing the details of the new bank details and Bank proof of new Bank Account Details.

Whilst the above process is satisfactory, the Shire may want to consider using EFTsure to undertake the verification checks on behalf of the Shire.

General Ledger Reconciliations

The Shire doesn’t use a control sheet for the reconciliation process setting out the balance sheet accounts and P&L accounts (such as payroll) that require reconciliation, the frequency of reconciliation, reconciler and reviewer details. It will benefit the Shire to develop a reconciliation checklist to capture all balance sheet accounts (and relevant profit and loss accounts, for example, payroll accounts) noting the frequency of the reconciliations and the person/position responsible for the reconciliation and subsequent review and sign off.

Appendix A – Risk Criteria

The following risk criteria was used to assess level of risk on review findings included in this Review Report.

Risk Assessment Matrix

Likelihood of Risk:

Rating	Description	Frequency
1	**Rare** – May occur, only in exceptional circumstances	< once in 15 years
2	**Unlikely** – Could occur at some time	At least once in 10 years
3	**Possible** – Should occur at some time	At least once in 3 years
4	**Likely** – Will probably occur in most circumstances	At least once per year
5	**Almost Certain** – Expected to occur in most circumstances	> once per year

Consequence of Risk:

Description	Health	Financial Loss	Operation	Compliance	Reputation	Project
1.Insignificant	No injuries or illness	<$50,000	Little Impact	Minor breach of policy, or process requiring approval or variance	Unsubstantiated, low impact, low profile or no news item.	Small variation to cost, timeliness, scope or quality of objectives and required outcomes.
2. Minor	First Aid treatment	$50,000 to $250,000	Inconvenient Delays	Breach of policy, process or legislation requiring attention of minimal damage control	Substantiated, low impact, low news profile.	5-10% increase in time or cost or variation to scope objective requiring approval
3. Moderate	Medical treatment required	$250,000 to $1 million	Significant delays to major deliverables	Breach requiring internal investigation, treatment or moderate damage control	Substantiated, public embarrassment, moderate impact, moderate news profile.	10-20% increase in time or cost or variation to scope objective requiring Senior Management approval
4. Significant	Death or extensive injuries	$1 million to $3 million	Non achievement of major deliverables	Breach resulting in external investigation or third party actions resulting in tangible loss and damage to reputation	Substantiated, public embarrassment, moderate impact, high news profile and 3rd party actions.	20-50% increase in time or cost or significant variation to scope objective requiring restructure of project and Senior Management or Council approval
5. Severe	Multiple deaths or sever permanent disabilities	>$3 million	Non achievement of major deliverables	Breach resulting in external investigation or third party actions resulting in significant tangible loss and damage to reputation	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, 3rd party actions.	>50% increase in time or cost or inability to meet project objectives requiring the project to be abandoned or redeveloped

Risk Exposure:

Risk = Likelihood x Consequence

Score	Level of Risk	Score	Level of Risk	Score	Level of Risk
1 - 8	**Low**	9 - 19	**Medium**	20 - 25	**High**

Shire of Narrogin

Regulation 17 Review

13 May 2026

Draft Review Report

(Review in Confidence)

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Introduction

Australian Audit was engaged to undertake a review of the Shire of Narrogin risk management, internal control and legislative compliance as required to be undertaken as per Regulation 17 of the *Local Government (Audit) Regulations 1996*.

As per Regulation 17(1), (2) and (3) of the *Local Government (Audit) Regulations* 1996, the Chief Executive Officer (**CEO**) is required to undertake a review, at least once every 3 financial years, of the following processes:

- Risk Management.
- Internal Control; and
- Legislative Compliance.

The Shire of Narrogin (the Shire) uses SynergySoft as its accounting system.

The Shire's last Regulation 17 review was undertaken in September 2022 which was performed by Avant Edge Consulting.

Scope and Methodology

The review undertook the following approach:

- Information relating to risk management, internal control and legislative compliance was requested from the Shire staff to assess adequacy of policies, procedures and overall control processes that are currently in place within the Shire.
- An Information Technology questionnaire was also sent to the Shire staff in order to assess the Shire's Information Systems General Control Environment.
- Discussion was held with the Shire staff regarding the process in place for ensuring that the Shire is continually in compliance with the Local Government Act and Regulation requirements including assessing the annual Compliance Audit Return (CAR) process.

The matters raised in this report are only those which came to our attention during performing our review and may not necessarily be a comprehensive statement of all the possible process improvement options that may exist in relation to the Risk Management, Internal Control and Legislative Compliance matters.

Our review was conducted in accordance with ASAE 3500 – Assurance Engagement Other Than Audits or Reviews of Historical Financial Information.

Our review report is provided to the Shire to enable the Shire to meet their statutory obligations under the previous Regulation 17 and as such we do not encourage this report to be used for any other purpose.

Work Program

Our work incorporated the following areas for review as required under Regulation 17.

Risk Management

To establish that:

- A Governance Framework is in place and endorsed by the Audit and Risk Committee.
- A formal governance unit exists responsible for proper governance compliance.
- Satisfactory risk management and governance policies are in place and have been endorsed by the Audit and Risk Committee/Council.
- Operational and Strategic Risk Registers are in place and are being constantly reviewed and updated to mitigate risk.
- Regular development of risk reports and actions to address risks are identified and actioned and such actions are regularly communicated to and endorsed by the Audit and Risk Committee.
- Fraud Risk Identification and Prevention policies are in place including the establishment of a Whistle Blower policy.
- An effective Audit and Risk Committee exists, and proper Committee processes are in place and being complied with.

Internal Control

To establish that:

- A Delegation of Authority is in place, up to date and reviewed regularly.
- Proper and formal documented Shire Management polices (guidelines and procedures) are in place and are kept up to date.
- Internal assessment of control processes exists e.g., via an internal audit function or by the Shire's own Governance area.
- An Internal Control policy targeted for all employees, council and committee members on the importance of management controls.

Legislative Compliance

To establish that:

- The Compliance Audit Return (CAR) is properly completed each year and any non-compliance matters are investigated promptly and adequate action is taken to ensure similar non- compliance no longer occurs.
- The establishment of proper complaints policies and registers including gift policies and registers.
- Legislative compliance regarding all Local Government Act and Regulation requirements are continually monitored and regularly reviewed to ensure continual compliance.

Review Conclusion

Based on our assessment of the management controls and processes that exist at the Shire regarding the above three key areas of the Regulation 17 review, we wish to conclude as follows:

RISK MANAGEMENT

Positive Observations

- There is a Risk Management Framework document in place.
- The Shire has a Risk Management Policy.
- The Shire maintains a risk register.
- The Shire maintains appropriate insurance through LGIS. Insurance is reviewed annually.
- A Fraud and Corruption Prevention Plan is in place.
- A Public Interest Disclosure Internal Guidelines and Procedures document is in place.
- The Audit, Risk and Improvement Committee operates under adopted Terms of Reference. The Committee meets at least twice per year and reports to the Council.
- The Shire has in place a Business Continuity Plan.
- Code of Conduct is in place for councillors.
- Code of Conduct is in place for employees.
- The Shire has in place a Purchasing policy.
- The Shire has in place induction program for staff and elected members.

Areas for Improvement

- In reviewing the risk registers we noted that the strategic risks and the operational risks are not identified and managed separately.
- There is currently no process by which the operational and strategic risks are being continually identified, reported and actions put in place to address such risks. It appears that the risk register has not been reviewed since 2024 and some action items due dates show 2022.
- Review of Risk Registers is not a standard agenda item for the Audit, Risk and Improvement Committee.
- The Fraud and Corruption Prevention Plan has not been reviewed since March 2020.
- The Public Interest Disclosure Internal Guidelines and Procedures document has not been reviewed since Jan 2019.
- There is no evidence of regular testing done of the Business Continuity Plan to ensure the plans are workable and effective.
- The Shire does not have an induction program Audit, Risk and Improvement Committee members.

INTERNAL CONTROL

Positive Observations

- There is a Delegation of Authority in place which was last updated in July 2025.
- The Shire has a Policy Manual which was last updated in Oct 2025.
- The Shire has in place Executive Instructions supporting the policies.
- The Shire has in place an Internal Control policy.

Areas for Improvement

- None

LEGISLATIVE COMPLIANCE

Positive Observations

- A good process is in place to complete the Compliance Audit Return (CAR) with the Business Development and Innovation Officer preparing the CAR which is then reviewed by the CEO before it is presented to the Audit, Risk and Improvement Committee.
- The Shire utilises a comprehensive compliance calendar to track its obligations under relevant Acts and Regulations, assigns responsibilities and monitors due dates.
- The Shire has a formal complaints management system supported by Council Policy and Executive Instructions. All complaints are recorded and tracked in the SynergySoft Records system.

Areas for Improvement

- There is no specific Gifts guidelines in place.

IT GENERAL CONTROLS ENVIRONMENT

Positive Observations

- Executive Instruction on ICT
- The Shire has in place a software register.
- The Shire manages the risk of computer viruses and malware through a combination of antivirus software, monitoring systems and ICT operational practices.
- Virus definitions are automatically updated via DATTO RMM whenever a

Areas for Improvement

- There is no IT strategic plan. The Shire has an Asset Management Plan for its Furniture and Office Equipment. Within this plan is the ICT Replacement Schedule. However, this is not an IT Strategic Plan.
- There is no Disaster Recovery Plan.
- There are no documented backup policy or operational procedures.
- While the ICT Executive Instructions are

IT GENERAL CONTROLS ENVIRONMENT

new definition is released, ensuring continuous protection against emerging threats.

- Users of the Shire of Narrogin are not permitted to install or download software onto Shire computers without appropriate authorisation.
- Granting of user access to Shire's computers and applications are approved by the Executive Manager Corporate and Community Services. The external IT service provider sets up user accesses.
- Minimum complexity is set over passwords.
- Passwords must be renewed every 60 days. Users receive reminders every 60 days to change their password. User logins are not automatically suspended if passwords are not changed.
- User accounts are blocked after 3 incorrect login attempts.
- The system maintains logs of failed login attempts and blocked accounts, which are monitored and investigated as required.
- The servers are located in a dedicated, locked and air-conditioned server room.
- The Shire has data backup arrangements in place. Data is backed up between 7:00am and 5:00pm, with 15 incremental backups occurring during this period. Backup data is stored onsite in an encrypted format. An encrypted copy of the data is sent offsite each night to a data centre located in Sydney.
- Workstations are configured with password-protected screen savers and automatic screen lock timeouts, requiring users to re-authenticate before access can resume. This helps prevent unauthorised access where a workstation has been left unattended.
- The Shire has Uninterruptible Power Supply (UPS) systems in place to provide short-term power protection for critical ICT infrastructure in the event of a power outage.

the primary governing document for internet use, expectations are reinforced through the Code of Conduct, Social Media Policy and records management obligations, forming a comprehensive governance framework. However, it is not known who monitors compliance with the internet usage policy and how this is done.

- There are 19 user IDs issued to staff who are not listed as a current employee. We also 14 duplicate user IDs and 1 triple user ID.
- There is a high number of generic user IDs.

Findings and Recommendations

The following matters were identified which have been reported below for consideration by Shire management:

Medium Risk Issues

1. Risk Register Structure and Governance Oversight

Finding

The Shire has a Risk Management Policy and has established a Risk Register intended to capture both strategic and operational risks. However, our review identified the following deficiencies:

- Strategic and operational risks are not separately identified or clearly distinguished within the Risk Register.
- The Risk Register does not demonstrate clear alignment or linkage between identified risks and the Shire's Strategic Plan and Corporate / Operational Plans.
- There is currently no process by which the operational and strategic risks are being continually identified, reported and actions put in place to address such risks. It appears that the risk register has not been reviewed since 2024 and some action items due dates show 2022.
- Review of the Risk Register is not included as a standing agenda item in the Audit, Risk and Improvement Committee (ARIC) meetings, indicating that regular oversight and monitoring may not be occurring in a structured and consistent manner.

Recommendation

We recommend that the Shire:

- Revise the Risk Register to clearly distinguish between strategic and operational risks.
- Incorporate a mechanism within the Risk Register to explicitly link each risk to relevant objectives within the Strategic Plan and Corporate/Operational Plans.
- Establish a formalised process for the continual identification, assessment, and reporting of strategic and operational risks. Ensure that mitigating actions are documented, assigned, and regularly monitored.
- Include review of the Risk Register as a standing agenda item at ARIC meetings to ensure ongoing oversight, monitoring, and challenge.
- Periodically report on key strategic risks to Council to strengthen governance and accountability.

Management Comment

Management partially agrees with the finding.

The Shire has an existing Risk Management Framework, Risk Management Policy and Risk Register, which are maintained within the Corporate Library. It appears that the existence and location of the framework may not have been fully identified during the review process.

Management notes that strategic risks are currently reviewed and monitored through existing governance processes. The Annual Plan is reviewed monthly by the CEO, with strategic risks considered as part of that review process. Strategic risks were reviewed during both 2024 and 2025, and supporting evidence has been provided. In addition, risks are periodically reported to the Audit, Risk and Improvement Committee (ARIC) for oversight and monitoring.

Management acknowledges that the current Risk Register is primarily focused on higher-level organisational risks. While strategic risks are actively monitored and reviewed through existing governance processes, the distinction between strategic and operational risks is not currently reflected as clearly as it could be within the register's structure and presentation. Management also acknowledges that there is an opportunity to strengthen the documented linkage between identified risks and the Strategic Community Plan, Corporate Business Plan and operational planning documents to further enhance the effectiveness and visibility of the framework.

While some action dates within the Risk Register may display historical dates, this does not reflect inactivity of the risk management process. Strategic risks have continued to be reviewed and monitored, however the register would benefit from improved updating of action status, review dates and treatment plans to better reflect current activities.

The Shire will review the structure and governance arrangements of the Risk Register to improve clarity, reporting and alignment with contemporary risk management practices while building upon the processes already in place.

Low Risk Issues

2. Testing for Business Continuity Plan

Finding

The Shire has in place a Business Continuity Plan (BCP) which was last reviewed in April 2025. However, there has not been regular testing done of the Business Continuity Plan to ensure the plans are workable and effective.

Recommendation

We recommend that the Business Continuity Plan should be subjected to regular testing to ensure it can be effectively implemented should a disaster occur.

Management Comment

The Shire has an established Business Continuity Plan which is subject to periodic review. Management acknowledges the importance of regularly testing the Plan to ensure recovery procedures remain effective, staff understand their responsibilities, and any deficiencies are identified and addressed prior to an actual disruption event.

The Shire has an existing compliance task within its Compliance and Governance Framework requiring annual testing of the Business Continuity Plan. Management will ensure this process is undertaken and documented to provide assurance that the Plan remains current, practical and effective.

Testing may include desktop exercises, scenario-based discussions, or other appropriate methods to assess the effectiveness of the Plan and identify opportunities for improvement. Outcomes of testing exercises will be documented and used to inform future updates to the Business Continuity Plan and associated business continuity processes.

3. Induction for Audit, Risk and Improvement Committee Members

Finding

The Shire does not currently have a formal induction program in place for newly appointed Audit and Risk Committee members. An effective induction process is essential to ensure that committee members understand their roles and responsibilities, the Shire's risk profile, key governance structures, and the legislative and regulatory framework within which the Shire operates.

Without a structured induction program, there is a risk that committee members may not be adequately equipped to provide effective oversight of the Shire's governance, risk management, and internal control environment.

Recommendation

Management should develop and implement a formal induction program for all new Audit and Risk Committee members.

Management Comment

The Shire acknowledges the importance of ensuring Audit, Risk and Improvement Committee members are appropriately inducted to support the effective discharge of their governance, risk management and oversight responsibilities.

A formal induction program for Audit, Risk and Improvement Committee members is currently under development. The induction program will provide information on the Shire's governance framework, strategic objectives, risk management processes, legislative responsibilities, committee terms of reference, and other key documents relevant to the role of committee members.

Once implemented, the induction program will form part of the onboarding process for all newly appointed Committee members and will be reviewed periodically to ensure it remains current and effective.

5. IT General Controls Environment

Finding

Our review of the Shire's IT general controls environment identified the following control gaps that require:

- There is no IT strategic plan. The Shire has an Asset Management Plan for its Furniture and Office Equipment. Within this plan is the ICT Replacement Schedule. However, this is not an IT Strategic Plan.
- There is no Disaster Recovery Plan.
- There are no documented backup policy or operational procedures.
- While the ICT Executive Instructions are the primary governing document for internet use, expectations are reinforced through the Code of Conduct, Social Media Policy and records management obligations, forming a comprehensive governance framework. However, it is not known who monitors compliance with the internet usage policy and how this is done.

Recommendation

The Shire should follow-up these gaps with the Shire's outsourced IT service provider with a view resolving these issues.

Management Comment

The Shire notes that a Disaster Recovery Plan is in place and has previously been provided.

Management acknowledges that opportunities exist to strengthen the documentation and presentation of the Shire's ICT governance framework. While an ICT Replacement Schedule is incorporated within the Asset Management Plan, consideration will be given to the development of a broader ICT Strategic Plan to better document the Shire's long-term technology objectives, priorities and investment requirements.

Management will also review existing ICT documentation, including backup procedures, disaster recovery documentation and associated governance documents, to ensure they are appropriately documented, current and readily accessible. In addition, the Shire will work with its outsourced ICT service provider to clarify and document responsibilities for monitoring compliance with ICT policies and controls, including internet usage requirements.

Management considers that the matters identified primarily relate to documentation, accessibility and governance clarity, rather than an absence of processes or controls. Nevertheless, the Shire will undertake a review of its ICT governance documentation to ensure the framework is comprehensive, clearly documented and supported by appropriate monitoring and reporting arrangements.

Observations

Gifts Guidelines

The Shire currently does not have a formal Gifts Guidelines in place to govern the receipt and management of gifts offered to staff and elected members. Currently, the following documents addresses acceptance of gifts by employee and elected members:

- The Employee and Volunteer Code of Conduct
- Elected member and CEO attendance at events policy
- Executive Instructions - 2.35 Procedure for Outlining and Securing Sponsorship Benefits

The above documents do not provide clear guidance on the different types of gifts that may be accepted or declined, reporting requirements, approval processes, or thresholds for disclosure. This gap exposes the Shire to potential integrity, transparency, and conflict of interest risks, particularly in situations where the receipt of gifts may be perceived to influence decision-making or compromise impartiality.

It would benefit the Shire to develop a separate Gift Guidelines outlining the Shire's position on accepting gifts by Shire staff and elected members.

Review of Documents

The following was noted:

- The Fraud and Corruption Prevention Plan has not been reviewed since March 2020.
- The Public Interest Disclosure Internal Guidelines and Procedures document has not been reviewed since Jan 2019.

The Shire should review these documents on a more timely basis. Best practice is to undertake reviews every 2-3 years.

Staff Computer Log in IDs

Our review of the current staff logons identified the following persons who are not in the Shire's current employee listing, as provided by the Shire's HR team, but still have logon access to the Shire's computer systems. These persons maybe contractors and therefore do not show up on the Shire's employee listing.

The Shire should check this list to remove the logon access should these persons no longer require such access.

displayName
alex.mulenga
Amandeep Kaur
Anette De Waal
Bob Waddel
Gill Smith
Graham Broad
Justin Walker
Keith Ng
Kerri-Ann Hudson
Leandri Van Heerden
Leigh Ballard
Lily Webb
Mangarita Maibibi
Maria Martynjuk
Sanaa Eid
Scott Heil
Sophie Marinoni
Torre Evans
wendy.russell

Also, we noted 14 duplicate user IDs and 1 triple user ID.

displayName
Adam Majid
Adam Majid
Anette De Waal
Anette De Waal RDP
Breanna Dorrington
Breanna Dorrington
Dale Stewart
dale.stewart
Ian Graham
Ian Graham
John Warburton
john.warburton
John.Warburton
Kerri-Ann Hudson
Kerri Hudson
Lucas Rowland
Lucas Rowland
Maria Martynjuk
Maria Martynjuk
Peter Toboss
peter.toboss
Rebecca Miller
Rebecca Miller
Regina Razumovskaya
Regina Razumovskaya
Torre Evans
torre.evans

Generic Computer Log in IDs

A review of the current list of computer user IDs revealed that a high number of generic user accounts are in use within the Shire's IT systems. Generic user IDs are not assigned to specific individuals, which significantly reduces accountability and makes it difficult to track user activity or identify the source of

actions performed on the system. Management should review and disable any unnecessary or unused generic accounts.

displayName
30 Gray Street - Viewing
Accounts Payable
Accounts Receivable
AD Sync
AD Sync
Admin Coordinator
adminMC
Car Hire
CATS Coordinator
CDO - old
cdso-retied
Client Services Supervisor
Community Development Officer
Community Economic Dev Officer
Council Chambers
Council Chambers - Bookings
Council First
councillor apple id
Crisp Wireless
Cristie House
Customer Service
Dakoda Bolton-Black
Danielle's Availability
DCVC Conference Room
Duty Supervisor
Emergency Services
Enquiries
ESO
Feedback
Finance Group
First Response
Front Meeting Room
Governance
Health
Home Care Temp
Homecare Administration Officer
ICT Helpdesk
IT Administrator
IT Officer
IT Security
IT Vision
Jessie House
Jessie House
JH CS
Leave Calendar
Librarian
lsc Vacant
LSO1
Meeting Room
Meeting Room - Bookings
MLS
Narrogin Caravan Park
Narrogin Caravan Park 1
Narrogin Museum
Narrogin Reception Centre - Bookings
Narrogin Regional Leisure Centre
Narrogin Shire Events
Network Administrator
Oasis Tench
On-Premises Directory Synchronization Service Account
On-Premises Directory Synchronization Service Account
On-Premises Directory Synchronization Service Account
OST Admin
Parks and Gardens - Bookings
Payroll
Personal Trainer
Public Library User
Public Library User II
Rates
Rec Scanner
Record Admin
Records User
Recovery
Regional Environmental Health Officer
Request for Tender
Resource - Conference Phone
Resource - Headphones
Resource - Laptop (General Use)
Resource - Portable Amplifier
Resource - Projector
Resource - Projector Screen
Resource - SoN Venue
Resource - Training Computer
RFQ Email
Scan to Email
Senior Finance Officer
SkyKick Inc.
Temp Officer
Temp Pos
Temp User
Test Account
Test Room
Test Test Account
Town Hall - Bookings
Town Hall Complex - Bookings
Training Calendar
Venue Booking
Venue Booking
Visitor Centre
Volunteer

Appendix A – Risk Criteria

The following risk criteria was used to assess level of risk on review findings included in this Review Report.

Risk Assessment Matrix

Likelihood of Risk:

Rating	Description	Frequency
1	**Rare** – May occur, only in exceptional circumstances	< once in 15 years
2	**Unlikely** – Could occur at some time	At least once in 10 years
3	**Possible** – Should occur at some time	At least once in 3 years
4	**Likely** – Will probably occur in most circumstances	At least once per year
5	**Almost Certain** – Expected to occur in most circumstances	> once per year

Consequence of Risk:

Description	Health	Financial Loss	Operation	Compliance	Reputation	Project
1.Insignificant	No injuries or illness	<$50,000	Little Impact	Minor breach of policy, or process requiring approval or variance	Unsubstantiated, low impact, low profile or no news item.	Small variation to cost, timeliness, scope or quality of objectives and required outcomes.
2. Minor	First Aid treatment	$50,000 to $250,000	Inconvenient Delays	Breach of policy, process or legislation requiring attention of minimal damage control	Substantiated, low impact, low news profile.	5-10% increase in time or cost or variation to scope objective requiring approval
3. Moderate	Medical treatment required	$250,000 to $1 million	Significant delays to major deliverables	Breach requiring internal investigation, treatment or moderate damage control	Substantiated, public embarrassment, moderate impact, moderate news profile.	10-20% increase in time or cost or variation to scope objective requiring Senior Management approval
4. Significant	Death or extensive injuries	$1 million to $3 million	Non achievement of major deliverables	Breach resulting in external investigation or third party actions resulting in tangible loss and damage to reputation	Substantiated, public embarrassment, moderate impact, high news profile and 3rd party actions.	20-50% increase in time or cost or significant variation to scope objective requiring restructure of project and Senior Management or Council approval
5. Severe	Multiple deaths or sever permanent disabilities	>$3 million	Non achievement of major deliverables	Breach resulting in external investigation or third party actions resulting in significant tangible loss and damage to reputation	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, 3rd party actions.	>50% increase in time or cost or inability to meet project objectives requiring the project to be abandoned or redeveloped

Risk Exposure:

Risk = Likelihood x Consequence

Score	Level of Risk	Score	Level of Risk	Score	Level of Risk
1 - 8	**Low**	9 - 19	**Medium**	20 - 25	**High**

Local Government Inspector

GOVERNMENT OF WESTERN AUSTRALIA

2025 Compliance Audit Return

Local Government Authority: The Shire of Narrogin

Local Government Act 1995

s. 2.29

Has every person elected or appointed to a mayor, president, deputy, or councillor role made the required declaration in the prescribed form before a prescribed person, prior to acting in the office?

Response: Yes

Comments: s.2.29 declarations verified for all relevant elected/appointed members following the October 2025 election. Evidence retained in Council First – Election Management.

s. 3.16

Has the local government reviewed local laws, which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?

Response: Yes

Comments: A statutory review of the Shire's local laws was completed in 2021, with Council noting completion of the review at the 25 August 2021 Ordinary Council Meeting. The review satisfies the transitional requirements of Schedule 9.3, clause 65. Evidence: 25 August 2021 OCM Minutes

s.3.57

Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?

Response: Yes

Comments: Tender Register and supporting procurement records reviewed for the period - RFT 2024/25-02 – Supply and Installation of Accommodation Units at Narrogin Caravan Park was publicly advertised and awarded in accordance with the tender requirements. Supporting records are retained in the Tender Register. Council Resolution 280525.06.

s. 3.58(3)

Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?

Response: Yes

Comments: Review of property disposals during the reporting period identified that relevant disposals were undertaken in accordance with section 3.58 requirements or an applicable exemption under section 3.58(5). OCM Minutes – 18 June 2025, Narrogin Race & Pace licence.

s. 3.58(4)

Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?

Response: Yes

Comments: The Shire issued a local public notice on 23 December 2025 for the proposed lease of 41–43 Federal Street to CSBP Ltd. The notice included the other party, proposed consideration of $18,180 + GST per annum and the market value of $18,180 + GST, supported by an independent market appraisal received on 13 November 2025, consistent with section 3.58(4)

s. 3.59(2)(a)

Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2025?

Response: N/A

s. 3.59(2)(b)

Has the local government prepared a business plan for each major land transaction that was not exempt in 2025?

Response: N/A

s. 3.59(2)(c)

Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2025?

Response: N/A

s. 3.59(4)

Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?

Response: N/A

s. 3.59(5)

During 2025, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?

Response: N/A

s. 5.16 (1)

Were all delegations to committees resolved by absolute majority?

Response: N/A

Comments: No delegations to Council committees during the reporting period.

s. 5.16 (2)

Were all delegations to committees in writing?

Response: N/A

Comments: No delegations to Committee's

s. 5.17

Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?

Response: N/A

s. 5.18

Were all delegations to committees recorded in a register of delegations?

Response: N/A

s. 5.36(4) and s. 5.37(3)

Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?

Response: Yes

Comments: All CEO and senior employee vacancies during the review period were advertised in accordance with regulation 18A of the Local Government (Administration) Regulations 1996. For example, the Executive Manager Planning & Sustainability position was advertised using the Shire's standard recruitment process and included the prescribed vacancy and application information.

s. 5.37(2)

Did the CEO inform council of each proposal to employ or dismiss senior employee?

Response: Yes

Comments: Proposals to employ designated senior employees were presented to Council for the Executive Manager Planning & Sustainability and Executive Manager Infrastructure Services appointments. Refer Council Minutes 23 July 2025 and 22 October 2025.

Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?

Response: N/A

s. 5.39B

Has the local government adopted and maintained model standards that incorporate the prescribed model standards within required timeframes (including amendments), ensured adoption by absolute majority, published an up-to-date version on its official website, and avoided including any inconsistent additional provisions?

Response: Yes

Comments: Yes – Council adopted the Shire of Narrogin Standards for CEO Recruitment, Performance and Termination on 24 February 2021 by absolute majority. The Standards incorporate the prescribed model standards and are published on the Shire's official website. Policy 1.18 records subsequent reviews on 26 April 2023 and 28 May 2025.

s. 5.42

Were all delegations to the CEO resolved by an absolute majority?

Response: Yes

Comments: Council’s Delegations Register was reviewed and adopted at the Ordinary Council Meeting held 28 May 2025, under Council Resolution 280525.12.

Were all delegations to the CEO in writing?

Response: Yes

Comments: All delegations to the CEO were in writing and are documented in the Shire of Narrogin Delegations Register.

s. 5.43

Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?

Response: Yes

Comments: The Shire's Delegations Register excludes powers and duties that cannot be delegated to the CEO

s. 5.44(2)

Were all employees delegated authority by the CEO under Section 5.44(1), issued with a written instrument of delegation?

Response: Yes

Comments: Following Council's annual review of the Delegations Register, employees delegated authority by the CEO under s.5.44(1) are issued with written instruments of delegation. An annual action is included in the Shire's Compliance Calendar to prompt this process following Council's review and ensure the written instruments are current.

s. 5.45(1)(b)

Were all decisions by the Council to amend or revoke a delegation made by absolute majority?

Response: Yes

Comments: Amendments arising from the annual review of the Delegations Register were adopted by absolute majority under Council Resolution 280525.12. Examples of amendments included changes to Delegation 3.11 – Financial Donations/Sponsorship and Delegation 3.4 – Disposing of Land.

s. 5.46

Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?

Response: Yes

Comments: The Shire's Delegations Register Smartsheet

Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2024/2025 financial year?

Response: Yes

Comments: Yes. Delegations were reviewed as part of the annual review of the Delegations Register, which was presented to Council at the 28 May 2025 Ordinary Council Meeting and adopted under Resolution 280525.12.

Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?

Response: Yes

Comments: Delegated decisions are recorded through the relevant operational or administrative records, with applicable uses also captured in the Shire's Delegations Used Smartsheet.

s. 5.50

If the local government paid a finishing employee an amount in addition to their entitlement, did the local government follow a policy it had adopted and published on its website outlining the circumstances in relation to payments made to terminated employees?

Response: N/A

If the local government made a payment to a finishing employee that is more than the amount set out in the policy, was local public notice given?

Response: N/A

s. 5.51A

Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government?

Response: Yes

Comments: The Code is also published on the Shire's official website

Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?

Response: Yes

Comments: https://www.narrogin.wa.gov.au/your-shire/your-council/adopted-codes-of-conduct.aspx

s. 5.67

Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?

Response: Yes

Comments: Council minutes record members leaving the meeting where required following disclosure of an interest. For example, at the 28 May 2025 Ordinary Council Meeting, Cr McNab declared a financial interest and left the Council Chambers at 7:47pm

s. 5.68(2)

Were all decisions regarding participation approval in relation to Section 5.68(2), including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?

Response: N/A

Comments: No Council-granted participation approval identified in 2025.

s. 5.69(5)

Were all decisions regarding participation approval in relation to Section 5.69(5), including the extent of participation allowed recorded in the minutes of the relevant council or committee meeting?

Response: N/A

Comments: No Ministerial participation approval identified in 2025.

s. 5.70

Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?

Response: Yes

Comments: See agenda item headings under disclosure

s. 5.71B(5) and (7)

Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?

Response: N/A

Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?

Response: N/A

s. 5.73

Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?

Response: Yes

Comments: For example, at the 28 May 2025 Ordinary Council Meeting, Cr McNab's declaration of financial interest was recorded in the minutes, together with her departure from the Council Chambers at 7:47pm.

s. 5.75

Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?

Response: Yes

s. 5.76

Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?

Response: Yes

s. 5.77

On receipt of a primary or annual return, did the CEO, or the Mayor/President, as the case may be, give written acknowledgment of having received the return?

Response: Yes

s. 5.88

Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?

Response: Yes

Comments: https://www.narrogin.wa.gov.au/your-shire/your-council/register-of-financial-interests.aspx

Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?

Response: Yes

Comments: https://www.narrogin.wa.gov.au/your-shire/your-council/register-of-financial-interests.aspx

After a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?

Response: Yes

Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?

Response: Yes

s. 5.89A

Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?

Response: Yes

Comments: https://www.narrogin.wa.gov.au/your-shire/your-council/registers/registers.aspx

Did the CEO publish an up-to-date version of the gift register on the local government's website?

Response: Yes

s. 5.90A

Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?

Response: Yes

Comments: Council Policy 1.15 – Elected Member and Chief Executive Officer Attendance at Events Policy, Council Policy Manual; reviewed 28 May 2025 and published on the Shire website.

s. 5.94

Does the local government have information available for members of the public to inspect, free of charge as prescribed under section 5.94 and Admin Reg 29, except where restricted under this section?

Response: Yes

Comments: Prescribed information available for public inspection free of charge at the Shire Administration Office and Narrogin Regional Library as well as on the website.

s. 5.96

Where a person is entitled to inspect information under this Division, can the local government confirm that copies are available and that the price at which it sells copies does not exceed the cost of providing them, (unless prescribed otherwise)?

Response: Yes

Comments: the Shire's adopted Schedule of Fees and Charges and do not exceed the cost of providing the copies.

s. 5.96A

Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?

Response: Yes

Comments: Required information is published on the Shire of Narrogin website in accordance with s.5.96A, including statutory registers, Council agendas and confirmed minutes, local laws, budget, fees and charges and strategic documents, with restricted information excluded as required.

s. 5.104

Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?

Response: Yes

Comments: Policy 1.1 Code of Conduct; adopted under Resolution 0221.016 and remained in force as part of the Council Policy Manual during 2025. The whole Policy Manual was subsequently reviewed and endorsed under Resolution 280525.13 on 28 May 2025.

Did the local government adopt additional requirements in addition to the model code of conduct?

Response: No

Comments: No additional requirements were adopted. The Shire applied the Model Code of Conduct as prescribed under the Local Government (Model Code of Conduct) Regulations 2021.

Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government’s website?

Response: Yes

Comments: https://www.narrogin.wa.gov.au/your-shire/your-council/adopted-codes-of-conduct.aspx

s. 5.128

Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?

Response: Yes

Comments: Council Policy 1.17 Continuing Professional Development was reviewed following the 2025 ordinary election and retained by Absolute Majority under Resolution 221025.10 on 22 October 2025.

s. 7.12A(3), (4) and (5)

Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?

Response: Yes

Comments: Matters raised by the auditor requiring action are being addressed through management actions. Outstanding audit findings are monitored with responsible officers and target completion dates.

Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?

Response: N/A

Comments: No significant matters were identified in the auditor's report for the year ended 30 June 2025

Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?

Response: N/A

Comments: No report was required under s.7.12A(4) as no significant matters were identified.

r. 18F

Were the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?

Response: N/A

Comments: No CEO was appointed during the review period.

r. 19AB

Does the code of conduct contain the requirement that a local government employee (not including the CEO) must not accept a prohibited gift from an associated person?

Response: Yes

Comments: https://www.narrogin.wa.gov.au/your-shire/your-council/adopted-codes-of-conduct.aspx

r. 19AC

Does the local government's code of conduct include requirements for the recording, storing, disclosure, and use of information relating to gifts accepted by local government employees (excluding the CEO) from associated persons, in accordance with regulatory requirements?

Response: No

Comments: The Employee & Volunteer Code of Conduct includes requirements relating to the recording and disclosure of employee gift information; however, requirements relating to the storage and use of this information are not expressly addressed. The Code has been identified for amendment to ensure all requirements of regulation 19AC are clearly incorporated.

r. 19AE

Does the local government's code of conduct include requirements addressing employee behaviour in the performance of duties, interactions with others, use and disclosure of information, use of local government resources and finances, the keeping of records, and the reporting and management of suspected breaches and misconduct, in accordance with regulatory requirements?

Response: Yes

Comments: https://www.narrogin.wa.gov.au/your-shire/your-council/adopted-codes-of-conduct.aspx

r. 19B

Did the local government include in its annual report all information required under section 5.53(2)(g) and (i) and regulation 3A(2), including number of employee's in salary bands over $130,000, remuneration and allowances paid, ordered payments, CEO remuneration, council member meeting attendance,

available demographic information about council members, and details of any modifications to the strategic community plan or significant modifications to the corporate business plan?

Response: Yes

Comments: https://www.narrogin.wa.gov.au/documents/1956/shire-of-narrogin-annual-report-2024-25

r. 19C

Has the local government adopted by absolute majority a strategic community plan?

Response: No

Comments: The Strategic Community Plan 2017–2027 was adopted by absolute majority on 24 May 2017 and the most recent documented review was adopted on 24 July 2019. No evidence of a subsequent review between 1 January 2021 and 31 December 2025 has been identified.

r. 19DA

Has the local government reviewed its corporate business plan in accordance with Admin Regulation 19DA(4)?

Response: Yes

Date of review: 18/06/2025

Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?

Response: Yes

Comments: covering a four-year period and setting out the Shire's priorities consistently with the Strategic Community Plan and internal business planning requirements.

r. 22

No response required. This is covered by s5.75.

r. 23

No response required. This is covered by s5.76.

r. 28

No response required. This is covered by s5.88(1).

r. 28A

No response required. This is covered by s5.89A(1).

r. 29

No response required. This is covered by s5.94.

r. 29C

Does the local government publish all prescribed information on its official website— including up-to-date policies, required details of council member and employee returns, council member fees and allowances, and relevant public notices—within the specified timeframes and in accordance with legislative requirements?

Response: Yes

Comments: https://www.narrogin.wa.gov.au/your-shire/your-council/registers/registers.aspx

r. 35

Has every local government council member completed and passed the Council Member Essentials course, consisting of the five required modules and delivered by an approved provider, within 12 months of being elected?

Response: Yes

Comments: https://www.narrogin.wa.gov.au/your-shire/your-council/registers/registers.aspx

r. 36

Does the local government appropriately identify and document council members who are exempt from the training requirements under section 5.126(1), including verifying that the member:

- has completed an approved course within the specified 5-year period prior to election, or
- completed the LGASS00002 Elected Member Skill Set before 1 July 2019 within the relevant timeframe, or
- qualifies for the transitional exemption applicable to council members in office at the commencement of the 2019 regulatory amendments?

Response: N/A

Local Government (Audit) Regulations 1996

r. 10

Was the auditor's report for the financial year ending 30 June 2025 received by the local government within 30 days of completion of the audit?

Response: Yes

r. 17

Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2025?

Response: N/A

Comments: Last Regulation 17 Review completed September 2022 and received by Council 22 February 2023 (Resolution 230222.012). However, the 2025 CAR date field only permits a 2025 Council resolution date, and no Regulation 17 review was received by Council during 2025.

Local Government (Constitution) Regulations 1998

r. 11FA

Did the CEO provide the Minister a report as to the result of the election within 14 days of the declaration and in the form of Form 20 of the Local Government (Elections) Regulations 1997, modified as necessary?

Response: Yes

Comments: Form sent 29/10/2025

r. 13

Were all required oaths, affirmations and declarations under section 2.42 (in relation to Commissioners) made in the correct form (Form 8), before the appropriate authorised person?

Response: N/A

Local Government (Elections) Regulations 1997

r. 30G

Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?

Response: Yes

Comments: https://www.narrogin.wa.gov.au/documents/1716/register-of-electoral-gifts

Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?

Response: Yes

Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?

Response: Yes

Local Government (Financial Management) Regulations 1996

r. 5

Has the CEO ensured efficient systems and procedures are established under provisions set out in Financial Management Regulations 5(1)(a) to (g)?

Response: Yes

Comments: Reviewed relevant financial management policies, procedures and internal controls supporting the requirements of r.5(1)(a)–(g). Systems and procedures are established and operating.

r. 6

Has the local government ensured that any employee delegated responsibility for day-to-day accounting or financial management operations is not also delegated the responsibility for conducting internal audits, reviewing their own duties, or for managing, directing or supervising someone who carries out these functions?

Response: Yes

Comments: Financial management duties are appropriately segregated and no employees responsible for day-to-day accounting or financial management operations are delegated incompatible internal audit functions

r. 7

Did the local government ensure it has regard to the needs of the inhabitants of the district as a whole and not keep separate ward accounts or determine expenditure on the basis of revenue from a ward?

Response: N/A

Comments: The Shire is not separated into Wards

r. 8

Does the local government maintain separate accounts with a bank or other financial institution for money to be held in the municipal fund, trust fund and for reserve account purposes?

Response: Yes

Comments: Separate accounts are maintained for municipal, trust and reserve purposes in accordance with the Financial Management Regulations.

r. 9

Did the local government keep separate financial records for each trading undertaking and each major land transaction?

Response: N/A

Comments: The Shire did not undertake any trading undertakings or major land transactions during the reporting period.

r. 11

Has the local government developed procedures for the authorisation of, and the payment of, accounts in accordance with Local Government (Financial Management) Regulations 11(1), (2) and (3)?

Response: Yes

Comments: Procedures are established for the authorisation and payment of accounts in accordance with Financial Management Regulation 11.

r. 12

Were payments made from the municipal fund or trust fund made by the CEO under a delegated authority or authorised, in accordance with regulation 13(2), in advance by a council resolution?

Response: Yes

Comments: Payments from the Municipal and Trust Funds were made under delegated authority pursuant to Delegation 3.9 – Municipal Fund and Trust Fund: Payments from Bank Accounts, with accounts paid reported to Council.

r. 13

Can the local government confirm that, where the CEO has been delegated authority to make payments from the municipal or trust fund, the CEO prepared accurate monthly lists that are presented at the next ordinary council meeting and recorded in the minutes?

- includes the payee's name, payment amount, payment date, and sufficient information to identify each transaction where payments have already been made; or
- includes the payee's name, payment amount, sufficient information to identify each transaction, and the date of the council meeting (to which the list will be presented) for accounts requiring council approval.

Response: Yes

Comments: Monthly Schedules of Accounts Paid are prepared detailing the payee, payment date, amount and transaction information and are presented to the next Ordinary Council Meeting and recorded in the minutes.

r. 13A

Did the local government prepare a list each month of all payments made using employee-authorised credit, debit or other purchasing cards, and include the payee’s name, the amount of the payment, the date of the payment, sufficient information to identify the payment, and present the list at the next ordinary council meeting (and record in the minutes)?

Response: Yes

Comments: Monthly Schedules of Accounts Paid include payments made using employee-authorised credit, fuel and purchasing cards and are presented to the next Ordinary Council Meeting and recorded in the minutes.

r. 19

Has the local government established and documented internal control procedures to enable identification of the nature and location of all investments and any related transactions?

Response: Yes

Comments: Finance Procedure Manual – KCA 7 Investments.

r. 19C

Has the local government ensured that all investments made under section 6.14(1) comply with statutory restrictions set out in Financial Management Reg. 19C?

Response: Yes

Comments: Investment Register reviewed for the 2025 period against the requirements of Financial Management Regulation 19C.

r. 7

No response required. This is covered by s3.59(2).

r. 9

No response required. This is covered by s3.59(2).

r. 10

No response required. This is covered by s3.59(2).

r. 11A

Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, $250,000 or less or worth $250,000 or less?

Response: Yes

Comments: Compliance with the Shire's Purchasing Policy for purchases of $250,000 or less confirmed by the Executive Manager Corporate & Community Services.

r. 11

No response required. This is covered by s3.57.

r. 12

Did the local government consider the implications of Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?

Response: N/A

r. 14(1), (3) and (5)

If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?

Response: N/A

Comments: No variations to information supplied to tenderers during the review period.

r. 15

Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?

Response: Yes

Comments: Tender procedures for the receipt and opening of tenders are documented in the Shire's procurement procedures.

r. 16

No response required. This is covered by r. 15.

r. 17

Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?

Response: Yes

Comments: https://www.narrogin.wa.gov.au/your-shire/your-council/registers/tender-register.aspx

r. 18(1) and (4)

Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?

Response: N/A

Comments: No tenders were received outside the place or time specified during the review period.

Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?

Response: N/A

r. 19

Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?

Response: Yes

r. 21

Does the local government's advertising and expression of interest processes for limiting who can tender comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?

Response: N/A

r. 22

No response required. This is covered by r. 21.

r. 23

Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?

Response: N/A

Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?

Response: N/A

r. 24

Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?

Response: N/A

r. 24AD(2), (4) and (6)

Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?

Response: N/A

If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?

Response: N/A

r. 24AE

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AF

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AG

Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?

Response: N/A

r. 24AH(1) and (3)

Did the local government reject any applications to join a panel of prequalified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?

Response: N/A

Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?

Response: N/A

r. 24AI

Did the CEO send each applicant written notice advising them of the outcome of their application?

Response: N/A

r. 24E

Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?

Response: N/A

r. 24F

No response required. This is covered by r. 24E.

I certify this is a true and accurate copy of the 2025 Compliance Audit Return, as adopted by Council at the meeting of _____ 2026.

CEO	Date
Mayor or President	Date

Prior to discussing Item 10.4.2, Cr McNab declared a financial interest due to an employee's property being situated next door to 20 Havelock Street and left the room at 7.39pm.

10.4.2 OUTCOME OF PUBLIC CONSULTATION SHIRE OF NARROGIN HOUSING PROJECT MAJOR LAND TRANSACTION AND MAJOR TRADING UNDERTAKING – BUSINESS PLAN

File Reference	4.2.2
Disclosure of Interest	Nil.
Applicant	Shire of Narrogin
Previous Item Numbers	10.4.2 from the Council meeting held 22 July 2026
Date	14 September 2026
Author	Andrew Campbell – Chief Executive Officer
Authorising Officer	Andrew Campbell – Chief Executive Officer
Attachments	1. Shire of Narrogin Housing Project Business Case – Major Land Transaction and Trading Undertaking 2. Public Submissions

Summary
The purpose of this agenda item is for Council to consider whether to adopt the Shire of Narrogin Housing Project Business Case – Major Land Transaction and Trading Undertaking following the statutory public consultation with or without modification.

Background
On the 22 July 2026, Council resolved the following:

COUNCIL RESOLUTION 220726.08

Moved: Cr Pomykala Seconded: Cr Wiese

That Council adopt the Shire of Narrogin Housing Project Business Case – Major Land Transaction and Trading Undertaking as per the Tabled Document in accordance with the provisions of the Local Government Act 1995.

Carried by Simple Majority 6/0
For: President Ballard, Cr Bartron, Cr Pomykala, Cr Fisher, Cr McNab, Cr Wiese
Against: Nil

For additional reference the Shire of Narrogin Housing Project Major Land Transaction and Major Trading Undertaking - Business Plan is provided again in the attachment.

ATTACHMENT 1

Consultation
The statutory public consultation period was held for a six week period closing on 11 September 2026. At the time of close six submissions were received and details of those submissions are contained within the comment section of this report. An additional submission was received after the close and has also been included in the report.

Statutory Environment
Under s3.59 Commercial Enterprises by Local Government contained within the *Local Government Act 1995*, the Shire of Narrogin Housing Project is considered both a Major Land Transaction and a Major Trading Undertaken based on the value of the consideration. As a result, a Business Plan has been produced for the purposes of a six week public consultation period and now it is being brought back to Council for final determination as to whether to proceed with the project.

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

Sustainability Implications
- Environmental - There are no significant identifiable environmental impacts arising from adoption of the officer's recommendation.
- Economic – The Shire of Narrogin Housing Project could bring sustained growth to the district by providing a significant number of permanent houses for key workers.
- Social – Supporting the community with additional housing will lead to greater social outcomes through housing availability as increased demand arises from economic development in the region.

Financial Implications
Financial implications are detailed in the Shire of Narrogin Housing Project Business Case – Major Land Transaction and Trading Undertaking.

Strategic Implications

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

Shire of Narrogin Housing Action Plan 2026-2030

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
	Possible (3)	Moderate (3)	Medium (5-9)	Asset Sustainability	Accept Risk

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)

The risk associated with this project can be mitigated with appropriate compliance, procurement and management controls including significant oversight of these matters. The Chief Executive Officer in conjunction with Council will provide the necessary oversight to ensure the project is delivered appropriately.

Comment/Conclusion
The public response to the Shire of Narrogin Housing Project Business Case – Major Land Transaction and Trading Undertaking Business Plan was small with the seven submissions received expressing concern only about the intent to develop 20 Havelock Street, Narrogin. A summary of the main concerns raised in submissions is as follows, noting Councillors should read the submissions in their entirety as per Attachment 2:

ATTACHMENT 2

Submission	Officer Comment
Submission 1 (J&R Archer) • Objects to the removal of trees on the basis of native wildlife impacts. • Zoning is Public Open Space. • Supports the Shire of Narrogin's housing project but in other locations. • Approval required from Minister for Lands.	• Noted however the town site of Narrogin and the immediate surrounds is not devoid of significant mature trees suitable for native wildlife. • This is correct but the land already forms part of a Local Planning Scheme amendment process being undertaken by the Shire of Narrogin within the Narrogin town site. • Noted. • Incorrect as the land is already freehold title under the ownership of the Shire of Narrogin.
Submission 2 (E&H Staphorst) • Concern expressed on the basis that purchasers of adjacent land were told the trees would never be removed. • Concern expressed that they are not aware of any other bush blocks in town where children can play naturally in a safe environment. • Objects to the removal of trees on the basis of native wildlife impacts • Other areas are suitable for land development including the old golf course. • General comment that "We should not and often legally cannot remove trees that White Tailed Cockatoos visit".	• There is no land title evidence or other written evidence provided to support this claim. It is understood that adjacent freehold properties created at around the same time were also subjected to substantive vegetation clearing including the removal of significant mature trees. • There are multiple natural bush recreation areas spread throughout the town site where children have a safe natural environment to play in. • Noted however the town site of Narrogin and the immediate surrounds is far from devoid of significant mature trees suitable for native wildlife. • The Shire of Narrogin is undertaking an ambitious housing project and has future intent for other land development sites potentially including the old golf course. • The Havelock Street property is owned by the Shire of Narrogin in freehold title and can be developed for residential purposes (subject to final rezoning) without restriction like all other similar properties in the area have been.

Submission 3 (N Day) • Objects to the destruction of parkland because of wildlife impacts.	• Noted however the town site of Narrogin and the immediate surrounds is far from devoid of significant mature trees suitable for native wildlife. In addition to this, the Havelock Street property is owned by the Shire of Narrogin in freehold title and can be developed for residential purposes (subject to final rezoning) without restriction like all other similar properties in the area have been.
• Objects to the proposal on the basis of the age of the trees.	• Noted however the town site of Narrogin and the immediate surrounds is far from devoid of significant mature trees suitable for native wildlife. Properties in the immediate vicinity were also likely to have had similar mature trees located on them prior to their development and the same principle should be also applied to this freehold property irrespective of who owns it.
• Objects on the basis of the return on investment is not sufficient.	• The objective of the Shire of Narrogin's Housing Project is to be a market disruptor by bringing land and housing development to a high demand residential market in Narrogin. It is agreed that the return on investment for this project is not really profitable, however the Shire of Narrogin does not have a focus on making a profit and instead has the objective to address a residential market failure. As the Business Plan demonstrates, without the support of the Federal Government through a significant grant funding contribution, the cost of land development in Narrogin produces a negative return on investment. Therefore, if the Shire of Narrogin does not willingly step into this space utilising external grant funding, it would be expected that land development in Narrogin continues in a market failure position until such a time somewhere in the future it becomes profitable and private development then occurs. Given the current demand for residential properties in Narrogin, as regularly seen in other areas, it is likely that the current residential market failure will significantly drive existing housing, rental and land prices resulting in an unaffordable situation for many residents.

Submission 4 (A Gaunt) • Objects to the removal of trees due to cockatoo habitat. • Raises other issues not relevant to this public consultation process.	• Noted however the town site of Narrogin and the immediate surrounds is far from devoid of significant mature trees suitable for native wildlife. In addition to this, the Havelock Street property is owned by the Shire of Narrogin in freehold title and can be developed for residential purposes (subject to final rezoning) without restriction like all other similar properties in the area have been. • Not applicable to this public consultation process.
Submission 5 (D&J Baker) • Objects to the removal of trees due to cockatoo habitat and aesthetic appeal. • Objects on the basis of the cost of removing the trees with those funds being used for other development. • Concern about time needed to sell the land. • Concern that modern day houses / units may detract and devalue existing houses. • Other sites not listed in the Business Plan are more suitable for development than 20 Havelock St.	• Noted however the town site of Narrogin and the immediate surrounds is far from devoid of significant mature trees suitable for native wildlife. In addition to this, the Havelock Street property is owned by the Shire of Narrogin in freehold title and can be developed for residential purposes (subject to final rezoning) without restriction like all other similar properties in the area have been. • All land development costs are factored into the proposal and would be funded by the Housing Support Program. • Noted as market forces are beyond the control of the Shire of Narrogin who also may consider the development of housing on the land if the proposal goes ahead. • Noted however this land is freehold title and the Shire of Narrogin reserves all rights to develop the property in accordance with statutory requirements. • The Shire of Narrogin is undertaking an ambitious housing project and has future intent for other land development sites potentially including the old golf course.
Submission 6 (S Clifford) • Objects to the removal of trees due to cockatoo habitat.	• Noted however the town site of Narrogin and the immediate surrounds is far from devoid of significant mature trees suitable for native wildlife.
Submission 7 (S&J Squire) • Objects on the basis that the trees provide a wind break, shade and aesthetic for their house and their neighbours. • Objects on the basis that the trees are mature, safe and healthy.	• The Havelock Street property is owned by the Shire of Narrogin in freehold title and can be developed for residential purposes (subject to final rezoning) without restriction like all other similar properties in the area have been. The land has not been set aside in perpetuity for the benefit of neighbours. • Noted.

• Objects on the grounds that wildlife uses the trees. • The costs and financial returns should be viewed as unattractive by the Shire of Narrogin as it would be for a private developer. Commonwealth funding would be best utilised elsewhere. • Concern about time needed to sell the land.	• Noted however the town site of Narrogin and the immediate surrounds is far from devoid of significant mature trees suitable for native wildlife. • The objective of the Shire of Narrogin's Housing Project is to be a market disruptor by bringing land and housing development to a high demand residential market in Narrogin. It is agreed that the return on investment for this project is not really profitable, however the Shire of Narrogin does not have a focus on making a profit and instead has the objective to address a residential market failure. As the Business Plan demonstrates, without the support of the Federal Government through a significant grant funding contribution, the cost of land development in Narrogin produces a negative return on investment. Therefore, if the Shire of Narrogin does not willingly step into this space utilising external grant funding, it would be expected that land development in Narrogin continues in a market failure position until such a time somewhere in the future it becomes profitable and private development then occurs. Given the current demand for residential properties in Narrogin, as regularly seen in other areas, it is likely that the current residential market failure will significantly drive existing housing, rental and land prices resulting in an unaffordable situation for many residents. • Noted as market forces are beyond the control of the Shire of Narrogin who also may consider the development of housing on the land if the proposal goes ahead.

It is recommended that Council give due consideration to the objections received and the Officer response in making a final determination as to whether or not to proceed with the Shire of Narrogin Housing Project Business Case – Major Land Transaction and Trading Undertaking for all, some or none of the proposal.

Voting Requirements
Absolute Majority

OFFICER'S RECOMMENDATION

That Council proceeds with the Shire of Narrogin Housing Project Major Land Transaction and Major Trading Undertaking in accordance with ATTACHMENT 1.

ALTERNATIVE MOTION
Moved: Cr Bartron Seconded: Cr Fisher

That Council proceeds with the Shire of Narrogin Housing Project Major Land Transaction and Major Trading Undertaking in accordance with ATTACHMENT 1 with the removal of 20 Havelock Street.

Motion lost 3/2

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

Cr Wiese asked that it be recorded that the State Government could resume this land for social housing or other purposes.

ALTERNATIVE MOTION

Moved: Cr Wiese Seconded: Cr Broad

That Council proceeds with the Shire of Narrogin Housing Project Major Land Transaction and Major Trading Undertaking in accordance with ATTACHMENT 1.

Motion lost 3/2

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

Cr McNab re-entered the room at 8.04pm.



MAJOR LAND TRANSACTION AND TRADING UNDERTAKING BUSINESS PLAN

SHIRE OF NARROGIN HOUSING PROJECT

JULY 2026

1. EXECUTIVE SUMMARY

The Shire of Narrogin is proposing to potentially develop 36 serviced lots and 24 houses either for sale or housing rental purposes. The identified land under the current freehold ownership of the Shire of Narrogin in the Narrogin town site includes:

Address	Proposed Serviced Lots	Number of Houses
49 Clayton Road	4	4
95 Lock Street	2	2
31 Ensign Street	2	2
38 & 38A Furnival Street	4	0
20 Havelock Street	6	0
73 & 73A Northwood Street	2	0
29-31 Felspar Street	16	16
Total	**36**	**24**

The proposed project is considered a Major Land Transaction and Trading Undertaking in accordance with s.3.59 of the *Local Government Act 1995* and is subject to statutory processes including public consultation of this Business Plan.

2. BACKGROUND

The Wheatbelt region of Western Australia is on the cusp of significant economic growth, with major proposals being developed in agribusiness and renewable energy. However, a serious impediment to realising these opportunities is a significant housing shortage, which is constraining economic growth and negatively impacting local communities. Despite underlying demand, the rental and property markets within Wheatbelt townsites provide limited opportunities for accommodation, largely due to market failure leading to a history of underinvestment in new housing.

To address this critical issue, ten collaborating Local Governments in the Wheatbelt region – Dandaragan, Dumbleyung, Goomalling, Lake Grace, Moora, Narrogin, Toodyay, Victoria Plains, West Arthur and Williams – are proposing a project to undertake the development and servicing works required to unlock land for future housing construction. This project is a regional response to the market failure in housing. It aims to develop well located residential housing lots in each of the ten Local Governments, enabling them to fund the construction of much-needed affordable housing for essential workers, key workers, incentivising private investment and supporting local community needs.

A total of $32,758,522 in Commonwealth Government funding was awarded to the collaborating Local Governments including $5,165,000 to the Shire of Narrogin for headworks subject to delivering 25 houses over 31 lots within the grant timeframe. As part of the grant agreement, land must be available for an additional 15 houses in the future taken from the 31 serviced lot generation. The Shire of Narrogin commenced the housing project on Reserve land at 80 Williams Road, Narrogin at the Narrogin Caravan Park delivering 18 housing units on the 1 existing serviced lot in 2024/25 and 2025/26. Due to a combination of Reserve land tenure and project value the Narrogin Caravan Park project was delivered in isolation and was previously not considered to form part of a Major Land Transaction and/or Major Trading Undertaking.

Of the $5,165,000 in Commonwealth funding allocated to the Shire of Narrogin, $4,549,304 remains for use for headworks costs in land development for the Narrogin Housing Project. In addition to this the Shire of Narrogin has supported a loan facility of up to $7,500,000 to fund both the grant agreement requirements plus other housing opportunities for the Narrogin Housing Project. The remaining commitment to the delivery of 8 houses and completion of 30 serviced lots to meet the grant agreement requirements form part of this Major Land Transaction and Trading Undertaking Business Case in addition to an additional minimum of 16 opportunistic houses proposed by the Shire of Narrogin.

As part of this Major Land Transaction and Trading Undertaking, the Shire of Narrogin intends to:

- Create at least 24 new houses on freehold land in the Narrogin town site;
- Create 36 fully serviced freehold lots in the Narrogin town site;
- Consider the sale of either new housing and/or serviced lots to open market;
- Consider renting out new housing to essential workers, key workers and community; and
- Potentially retaining some housing for workforce requirements.

3. STATUTORY FRAMEWORK

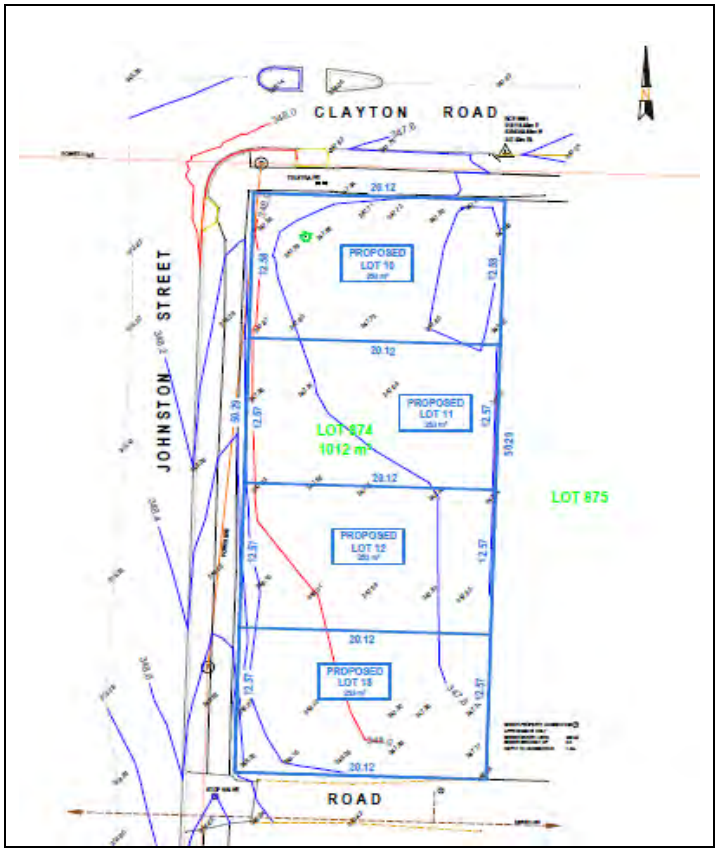
This plan is prepared in accordance with the:

- *Local Government Act 1995 – s.3.59; and*
- *Local Government (Functions and General) Regulations 1996 – r.8A.*

4. PROPOSAL DETAILS

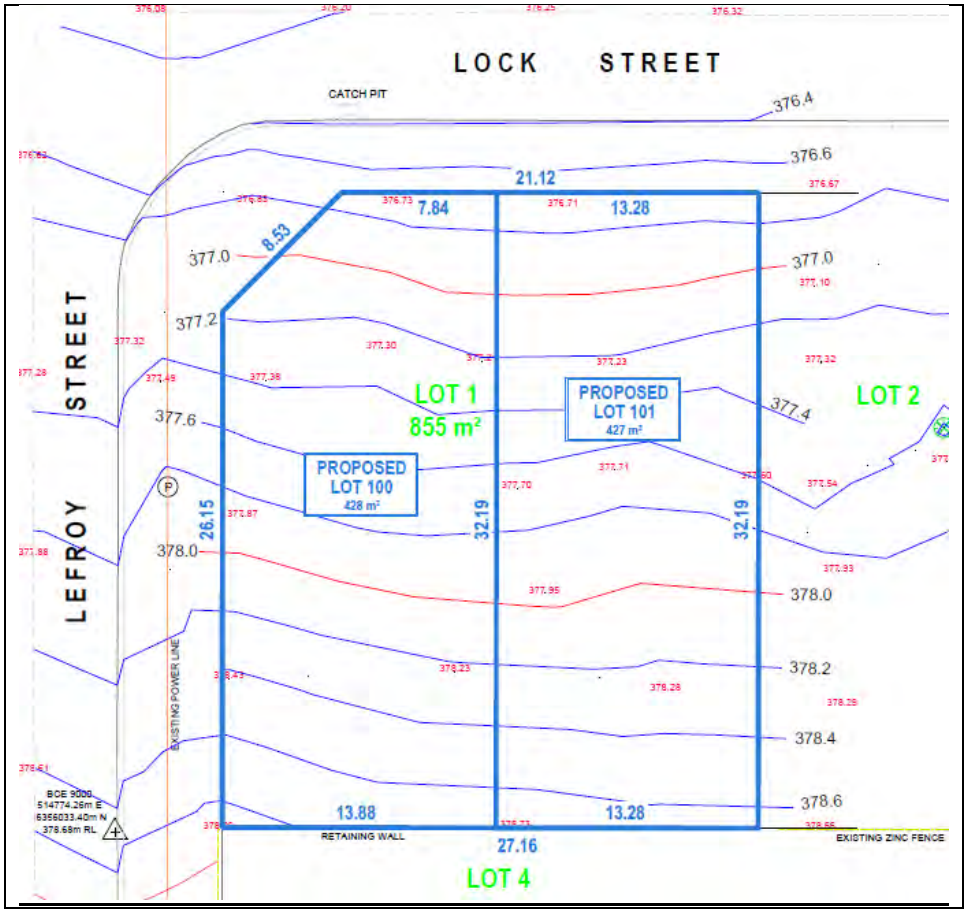
49 Clayton Road, Narrogin

Land tenure	Freehold
Current land size	1,012m²
Current land value at cost	$120,000
Current land density (proposed)	R40 (R40)
Number of serviced lots proposed	4
Average lot size (estimated)	253m²
Number of houses proposed	4
House construction type	Modular
House configuration	2Br / 2Bth
Estimated total lot development cost	$500,000
Estimated total housing construction cost	$1,000,000
Estimated total cost	$1,500,000
Estimated weekly rental amount (per house)	$500 per week
Estimated house sale amount (per house)	$400,000 - $450,000



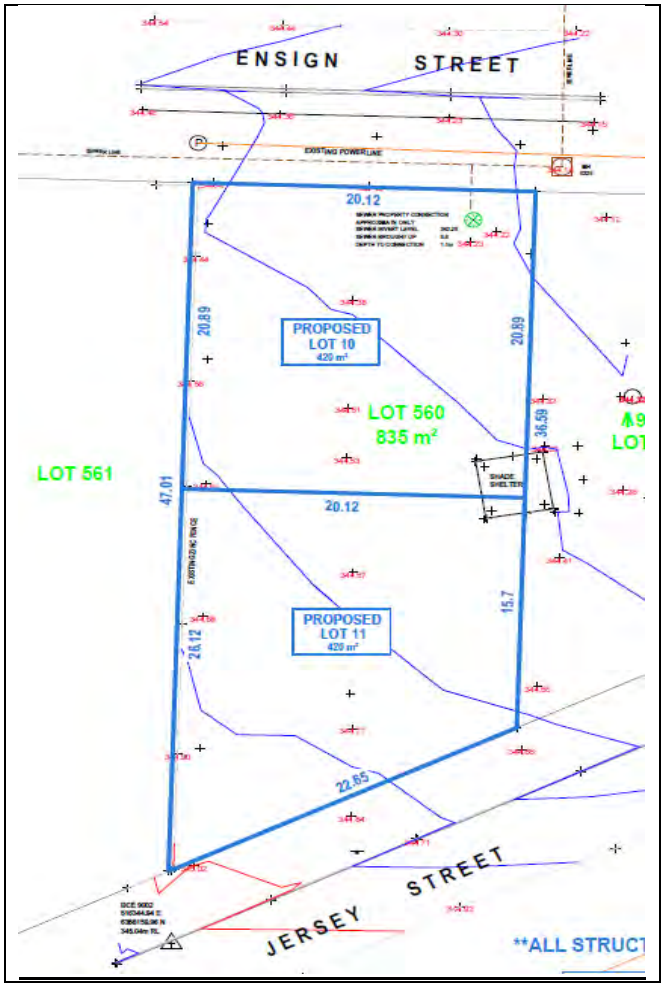
95 Lock Street, Narrogin

Land tenure	Freehold
Current land size	855m²
Current land value at cost	$29,500
Current land density (proposed)	R12.5 (R25)
Number of serviced lots proposed	2
Average lot size (estimated)	427.5 m²
Number of houses proposed	2
House construction type	Modular
House configuration	3Br / 2Bth
Estimated total lot development cost	$250,000
Estimated total housing construction cost	$710,000
Estimated total cost	$960,000
Estimated weekly rental amount (per house)	$600 per week
Estimated house sale amount (per house)	$500,000 to $550,000



31 Ensign Street, Narrogin

Land tenure	Freehold
Current land size	835m²
Current land value at cost	$16,500
Current land density (proposed)	R12.5 (R30)
Number of serviced lots proposed	2
Average lot size (estimated)	417.5m²
Number of houses proposed	2
House construction type	Modular
House configuration	3Br / 2Bth
Estimated total lot development cost	$250,000
Estimated total housing construction cost	$666,000
Estimated total cost	$916,000
Estimated weekly rental amount (per house)	$600 per week
Estimated house sale amount (per house)	$500,000 to $550,000



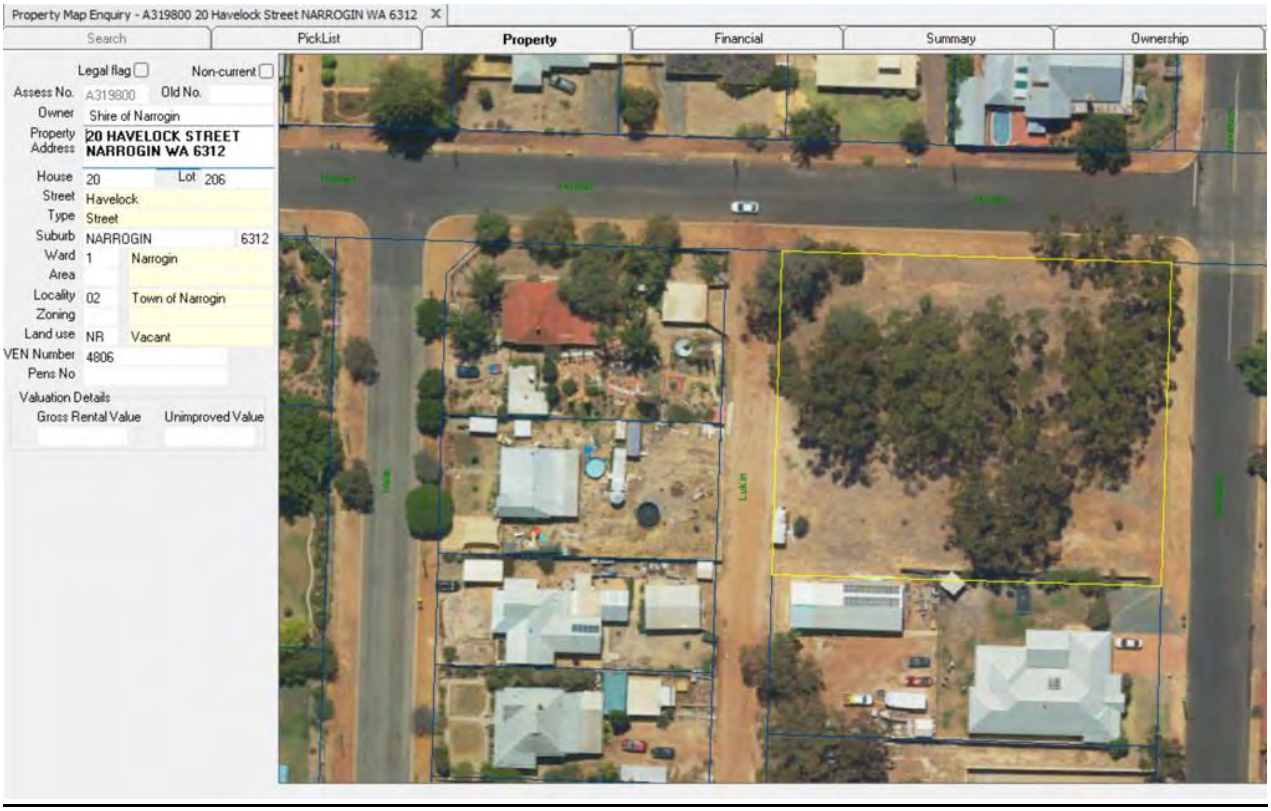
38 & 38A Furnival St, Narrogin

Land tenure	Freehold
Current land size	2,478m²
Current land value at cost	$185,000
Current land density (proposed)	R12.5 (R20)
Number of serviced lots proposed	4
Average lot size (estimated)	619.5m²
Number of houses proposed	0
House construction type	N/A
House configuration	N/A
Estimated total lot development cost	$500,000
Estimated total housing construction cost	N/A
Estimated total cost	$500,000
Estimated weekly rental amount (per house)	N/A
Estimated lot sale amount (per lot)	$130,000



20 Havelock St, Narrogin

Land tenure	Freehold
Current land size	4,108m²
Current land value at cost	$12,000
Current land density (proposed)	N/A (R25)
Number of serviced lots proposed	6
Average lot size (estimated)	684.7m²
Number of houses proposed	0
House construction type	N/A
House configuration	N/A
Estimated total lot development cost	$750,000
Estimated total housing construction cost	N/A
Estimated total cost	$750,000
Estimated weekly rental amount (per house)	N/A
Estimated lot sale amount (per lot)	$130,000



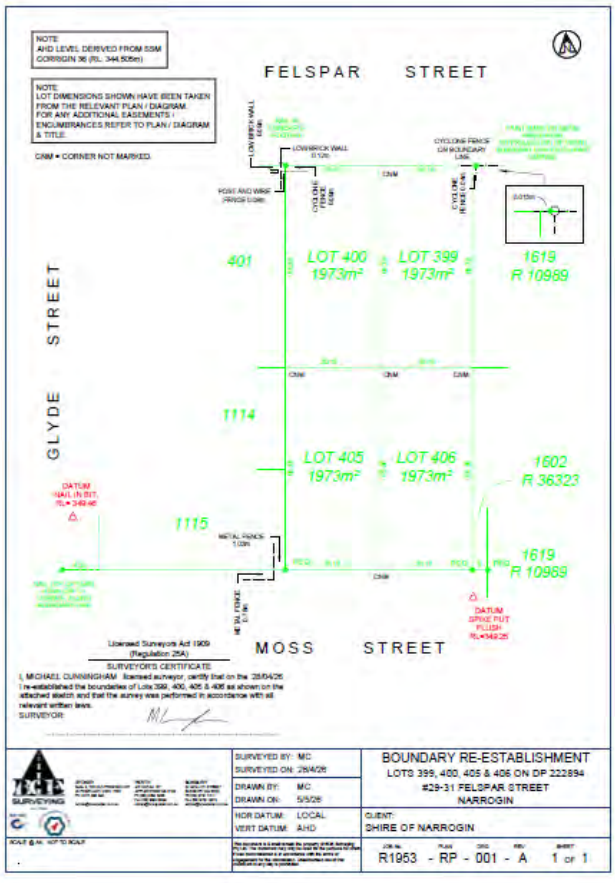
73 & 73A Northwood Street, Narrogin

Land tenure	Freehold
Current land size	1,780m²
Current land value at cost	$25,046
Current land density (proposed)	R12.5 (R25)
Number of serviced lots proposed	2
Average lot size (estimated)	890m²
Number of houses proposed	0
House construction type	Modular
House configuration	3Br / 2Bth
Estimated total lot development cost	$250,000
Estimated total housing construction cost	N/A
Estimated total cost	$250,000
Estimated weekly rental amount (per house)	N/A
Estimated lot sale amount (per lot)	$130,000



29-31 Felspar Street, Narrogin

Land tenure	Freehold
Current land size	7,888m²
Current land value at cost	$90,000
Current land density (proposed)	R12.5 (R30)
Number of serviced lots proposed	16
Average lot size (estimated)	493m²
Number of houses proposed	16
House construction type	Modular
House configuration	3Br / 2Bth
Estimated total lot development cost	$2,000,000
Estimated total housing construction cost	$4,880,000
Estimated total cost	$6,880,000
Estimated weekly rental amount (per house)	$600 per week
Estimated house sale amount (per house)	$450,000 to $550,000



5. FINANCIAL CONSIDERATIONS

Projected Capital Expenditure

Address	Land Development Cost $	Housing Cost $	Total Cost $
49 Clayton Road	500,000	1,000,000	1,500,000
95 Lock Street	250,000	710,000	960,000
31 Ensign Street	250,000	666,000	916,000
38 & 38A Furnival Street	500,000	0	500,000
20 Havelock Street	750,000	0	750,000
73 & 73A Northwood Street	250,000	0	250,000
29-31 Felspar Street	2,000,000	4,880,000	6,880,000
Contingency	49,304	244,000	293,304
TOTAL	**$4,549,304**	**$7,500,000**	**$12,049,304**

Projected Capital Income

Address	Grant Funded Land Development $	Shire Loan Funded Housing Cost $	Total Cost $
49 Clayton Road	(500,000)	(1,000,000)	(1,500,000)
95 Lock Street	(250,000)	(710,000)	(960,000)
31 Ensign Street	(250,000)	(666,000)	(916,000)
38 & 38A Furnival Street	(500,000)	0	(500,000)
20 Havelock Street	(750,000)	0	(750,000)
73 & 73A Northwood Street	(250,000)	0	(250,000)
29-31 Felspar Street	(2,000,000)	(4,880,000)	(6,880,000)
Contingency	(49,304)	(244,000)	(293,304)
TOTAL	**($4,549,304)**	**($7,500,000)**	**($12,049,304)**

Projected Rental Income vs Capital Expenditure Holding Costs / Other Costs

Address	Number of rental houses	Loan costs per annum*	Services fees / Insurance costs / Management Fees	Maintenance @ 1% p.a. **	Rental Income per annum***	Total Cost / (Profit)
49 Clayton Road	4	$53,425	$12,000	$10,000	($93,600)	($18,175)
95 Lock Street	2	$37,931	$6,000	$7,100	($56,160)	($5,129)
31 Ensign Street	2	$35,580	$6,000	$6,660	($56,160)	($7,920)
38 & 38A Furnival Street	0	0	0	0	0	0
20 Havelock Street	0	0	0	0	0	0
73 & 73A Northwood Street	0	0	0	0	0	0
29-31 Felspar Street	16	$260,706	$48,000	$48,800	($449,280)	($91,774)
Contingency	N/A	$13,034	N/A	N/A	N/A	$13,034
TOTAL		**$400,676**	**$72,000**	**$72,560**	**($655,200)**	**($109,964)**

* Loan interest only (year 1 then reducing as Principal reduces).

** 1% maintenance figure based on first 5 years of rental of new build.

***Rental income is conservatively valued at $500pw for 2br/2bth, and $600pw for 3br/2bth. This is subject to market conditions. Assumes 90% occupancy.

Conclusion on Rental Housing

Allowing for a 90% rental occupancy at conservative rental amounts, and the assumption that the loan Principal is offset by an increase in ownership value, the Shire of Narrogin could construct houses and rent them to open market without materially impacting on the operation of the organisation. It should be noted that the Principal repayments on the asset capital will incur a direct cost to the organisation of $216,175 in year one, rising to $592,822 in year 20 as part of the 20 year fixed term loan taken at a 5.38% interest rate.

Projected Sales vs Capital Expenditure / Holding Costs / Other Costs

Address	Number of houses / lots created	Loan costs for one year holding*	Services fees / Insurance costs – one year	Sales Costs @ 4% per sale	Projected sale price per development**	Preliminary Cost / (Profit) less loan Principal and vacant land asset value
49 Clayton Road	4	$53,425	$8,000	$64,000	($1,600,000)	($1,474,575)
95 Lock Street	2	$37,931	$4,000	$40,000	($1,000,000)	($918,069)
31 Ensign Street	2	$35,580	$4,000	$40,000	($1,000,000)	($920,420)
38 & 38A Furnival Street	4	0	0	$20,800	($520,000)	($499,200)
20 Havelock Street	6	0	0	$31,200	($780,000)	($748,800)
73 & 73A Northwood Street	2	0	0	$10,400	($260,000)	($249,600)
29-31 Felspar Street	16	$260,706	$32,000	$288,000	($7,200,000)	($6,619,294)
Contingency	N/A	$13,034	N/A	N/A	N/A	$13,034
TOTAL		**$400,676**	**$48,000**	**$494,400**	**($12,360,000)**	**($11,416,924)**

* Loan costs are interest only for one year

**Projected sale price is at the lower end of the range indicated.

Comment

Projected sale prices of houses are forecast at the lower end of the estimated range to be conservative, however every sale would be subject to market conditions. The vacant lot sales contained within the table are indicative only and are designed to show the potential value if just the lots were sold. It should be noted that the Shire of Narrogin may elect to build housing on the remaining vacant land as part of the objective to create more housing in the Narrogin town site.

Address	Number of houses / lots created	Preliminary Cost / (Profit) less loan Principal and vacant land asset value	Current Land Asset Value *	Assigned Loan Principal Value	Net total projected Loss / (Profit) from project
49 Clayton Road	4	($1,474,575)	$120,000	$1,000,000	($354,575)
95 Lock Street	2	($918,069)	$29,500	$710,000	($178,569)
31 Ensign Street	2	($920,420)	$16,500	$666,000	($237,920)
38 & 38A Furnival Street	4	($499,200)	$185,000	0	($314,200)
20 Havelock Street	6	($748,800)	$12,000	0	($736,800)
73 & 73A Northwood Street	2	($249,600)	$25,046	0	($224,554)
29-31 Felspar Street	16	($6,619,294)	$90,000	$4,880,000	($1,649,294)
Contingency	N/A	$13,034	0	$244,000	$257,034
TOTAL		**($11,416,924)**	**$478,046**	**$7,500,000**	**($3,438,878)**

*Shire of Narrogin book valuation at cost

Conclusion on Selling Housing and/or Lots

Based on the financial assumptions above, the sale of either vacant lots or created housing is highly likely to be profitable under the Shire of Narrogin Housing Project. The profitability of this project is underpinned by the available grant funding contribution of $4,549,304 from the Commonwealth Government.

6. RISK ASSESSMENT

Shire of Narrogin 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)

Risk	Likelihood	Consequence	Risk Rating	Mitigation
Land density amendments	Possible	Minor	Medium	Working with DPLH to ensure timely response to requests.
Public utility lot servicing delays	Possible	Moderate	Medium	Early advocacy with utility providers. Escalation where required.
Construction delays	Unlikely	Moderate	Medium	Contractual arrangements for modular housing.
Escalation in construction costs	Possible	Major	High	Contracts in place. Contingency available to cover contractual price rise and fall obligations.
Project delays	Possible	Moderate	Medium	Strong project management focus by the Shire required.

The main risks associated with this project can be mitigated with appropriate compliance, procurement and management controls including significant oversight of these matters. The Chief Executive Officer and Executive Leadership Team, in conjunction with Council, will provide the necessary oversight to ensure the project is delivered appropriately.

7. EXPECTED EFFECT ON THE PROVISION OF FACILITIES AND SERVICES OF THE SHIRE

The Shire of Narrogin Housing Project will be project managed “in house” by the Executive Leadership Team to create the serviced lots through statutory land zoning amendment and subdivision processes. Once the lots are created, housing will be sourced and delivered through statutory procurement processes. Disposal of property through sale or lease will also be conducted in accordance with statutory processes.

The Shire of Narrogin Housing Project forms part of the Shire of Narrogin Corporate Business Plan 2025-2029 with impacts on Shire resources, facilities and services having already been accounted for in preparation for this project. It is anticipated there will be no material effect on any Shire facilities or services.

8. EXPECTED EFFECT ON OTHER PERSONS PROVIDING FACILITIES AND SERVICES

The additional housing will assist with unmet housing needs in the Narrogin town site including demand from essential workers, key workers and the general community, particularly in the short term.

The Shire of Narrogin Housing Project is anticipated to deliver an additional 36 serviced lots on which 24 or more new houses will be built. With anticipated regional population growth in the region expected from economic drivers such as renewable energy and agribusiness initiatives, it is highly likely that demand for housing will increase significantly. The Shire of Narrogin proposes to take decisive short term steps to produce more housing in the Narrogin town site that will be complimentary to established builders and developers.

It is anticipated that local business will benefit economically from both the construction of new housing and the increased population derived from the Shire of Narrogin Housing Project.

9. EXPECTED FINANCIAL EFFECT ON THE SHIRE

As projected in the Financial Considerations detailed from page 10 of this Business Case, either options of renting houses, selling houses or selling serviced lots are prospectively viable and have a cash positive impact for the Shire of Narrogin. It is probable that the Shire of Narrogin will pursue a combination of disposal options available to it to meet likely variation in demand. The main reason for the cash positive impact on all options is the substantive Commonwealth Government grant provided for the Shire of Narrogin Housing Project.

Council will give future consideration to any realised profit arising from the project however this may be used to develop further houses on the vacant serviced lots forming part of the Shire of Narrogin Housing Project.

10. EFFECT ON MATTERS REFERRED TO IN THE SHIRE STRATEGIC COMMUNITY PLAN AND CORPRATE BUSINESS PLAN

The Shire of Narrogin Strategic Community Plan 2017-2027 establishes a key pillar for the Shire of Narrogin foray into housing development to address short term unmet demand.

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

The Shire of Narrogin Corporate Business Plan 2025-2029 identifies this project and funding sources as part of the four year capital works program.

The Shire of Narrogin Housing Action Plan 2026-2030 has been endorsed as an informing strategy for the Shire of Narrogin's strategic planning purposes, and this strategy supports the Shire of Narrogin Housing Project.

11. PUBLIC CONSULTATION PROCESS

Section 3.59 of the *Local Government Act 1995* requires the Shire of Narrogin to give state-wide and local public notice of the Major Land Transaction and Trading Undertaking Business Plan inviting public submissions for a minimum period of six weeks.

A notice advertising this Business Plan and seeking public submissions will be placed in the West Australian newspaper, Narrogin Observer, on the Shire website and Shire public notice board.

The Business Plan will be available to view at www.narrogin.wa.gov.au or in hard copy at the Shire Administration Office, 89 Earl Street, Narrogin WA 6312.

Submissions must be received before 4pm Friday 11 September 2026.

Submissions are to be addressed in writing to:

Chief Executive Officer
Shire of Narrogin Housing Project

By post:
PO Box 1145
Narrogin WA 6312

By email:
enquiries@narrogin.wa.gov.au

In person:
Shire Administration Office
89 Earl Street
Narrogin WA 6312

SUBMISSION 1

From: John Archer · _____
Sent: Tuesday, 4 August 2026 6:43 PM
To: Enquiries <enquiries@narrogin.wa.gov.au>
Subject: Shire of Narrogin Housing Project 2026

To whom it may concern,

We wish to object to the Shires proposal to allow the development of 20 Havelock Street Narrogin as part of the above project.
We have resided for 9 years diagonally opposite 20 Havelock Street and would consider the removal of the magnificent mature Salmon Gums on the site as Environmental vandalism.
These trees support a wide range of native birds as a roosting site and are used throughout the seasons with varieties such as Red Tailed Cockatoos along with many other breeds such as Parrots ,Magpies , Kookaburras and other species of Cockatoos.
We a certain a detailed study of wildlife visiting and indeed living and breeding on this site will bring to light the large numbers of animals and birds calling this block home.
The other blocks earmarked in this proposal are largely clear of trees and certainly do not contain the numbers of mature trees which in our opinion are in good condition and could be more than 60 years old.
We are not against the Housing project and commend the Shire for finding solutions to the lack of suitable housing considering the expected growth in the shire with the Renewable projects under construction or planned into the near future.
We urge the council to reconsider this proposal and leave these magnificent Trees for generations to come to enjoy as well as supporting the wildlife which may be impacted with their removal.
Other sites to consider for the project which would not require the removal of native timber are the Old Clayton Road Drive In site. Large track of land bounded by Quigley and Narrakine Roads or sections of the Old Golf Course .
We believe 20 Havelock Street is currently zoned Public Open Space and will require a Scheme Amendment along with Public consultation process and final agreement from the Minister of Lands to allow this block to be part of the Housing Project.

Thank you for allowing us to voice our concerns and we hope the Shire listen to all concerned local owners and residents and leave these Beautifull trees for all to enjoy and admire for generations to come.

John and Rosemary Archer
17 Havelock Street



9 August 2026

Andrew Campbell
Chief Executive Officer
Shire of Narrogin

Submission below re:

20 HAVELOCK STREET PROPOSED DEVLOPMENT

Re the Shire of Narrogin Housing Project: Major Land Transaction and Major Trading Undertaking – Business Plan which includes plans to subdivide 20 Havelock Street corner of Homer into 6 residential lots and sell them to private buyers.

For myself and my family, it will be a very sad day, if the trees adjacent to our house are removed to put housing. I believe these trees are 100 years old, and we enjoy seeing the White Tailed Black Cockatoos visit them every year. They pick these trees as they are probably some of the highest in town. These trees provide a wind break, shade and attract many other species of Black Cockatoos and other birds, plus reptiles being a bush block.

I am not aware of any other bush blocks in town where children can play naturally, and in a safe environment.

I am aware that some purchasers of houses in the area were told the trees would never be removed which is why most of us chose this area to live.

I believe it is the only site with established trees that attract the White Tailed Black Cockatoos, plus is probably the most expensive to develop, so we are truly hoping we can keep this natural treasure which we, and all the neighbours enjoy everyday. I do have proof of the White Tailed Black Cockatoos here this Feb 2026 and have photos on my phone that I could forward to a mobile if needed. There were x4 on this particular day, and I have a photo of x3 from our driveway of the White Tailed Black Cockatoos sitting in

the trees straight across the road from our house. Normally there would be way more White Tailed Black Cockatoos, which is another reason to save our trees to protect this special species.

When the golf course got re located out of town, I thought this was suppose to be developed for housing, which has lots of cleared land already. There is also land across from the golf course that I think was cleared for housing and never built on.

The old drive in is also another large area which I thought was going to be developed for aged care a long time ago, but nothing has happened.

When researching on White Tailed Black Cockatoos I found the below:

"White Tailed Black Cockatoos face challenges as we continue to clear their breeding and foraging habitat. White Tailed Black Cockatoos pollinate and disperse seeds of native plants and help to create a more connected ecosystem throughout the landscape.

We should not and often legally cannot remove trees that White Tailed Black Cockatoos visit, as these mature trees provide critical feeding, roosting, and nesting hollows for endangered native wildlife. Clearing them can harm protected species, and local laws usually strictly regulate or prohibit removing significant native trees, or trees that White Tailed Black Cockatoos visit".

Myself & my husband have lived at 9 Homer Street, Narrogin since the mid 1980's and would love to see Narrogin stay as a country town with lots of trees, wildlife and birds of all varieties, not like urban and coastal towns who are cramming houses in on small blocks which is definitely adding to the mental health of not only children, but all ages as we don't have that natural space anymore to enjoy.

Thankyou for your consideration to save our trees

Eddie & Heather Staphorst
9 Homer Street
Narrogin

enquiries@narrogin.wa.gov.au

20 HAVELOCK STREET

To Narrogin Shire and Chief Executive Officer.

I am writing in objection to one property proposed for development in the Shire of Narrogin Housing Project, 20 Havelock Street (corner of Homer). Me and my family have been living in 24 Havelock st, adjoining this park, for the last 20 years and it is a privilege to enjoy the wildlife thrive and locals utilise the park. The proposal to destroy this parkland for 6 residential lots and sell them to private buyers in my opinion is not only destructive, but also unnecessary and unviable. Let me emphasise that I am not against development, but against the destruction of what is irreplaceable.

Trees

The average size of the Gum tree on 20 Havelock Street is **1500-1700 mm circumference** and could be estimated to be between **100 and 270 years** old, with at least one of them with a chest height **circumference of 3400** mm (3.4 m) circumference being roughly **300 to 450 years old**. We are keen to spend millions to restore and protect the town hall that is only 120 years old, the town it's self is only 137 yrs old, but you are willing to destroy these trees that are witnesses to all of this. Should these trees not demand the same respect?

Wildlife

There is an abundance of wildlife that depend on these trees, be it for seasonal shelter, a resting place in their travels or permanent residency. We have seen bats, kookaburras, pink and Greys, white cockatoos, Twenty-eight Parrot, and magpies utilising the trees. Most days, I enjoy watching the likes of honey eaters, willy wagtails and the western silvereye, bounce from my garden back to the security of the trees. I recently heard an owl resting overnight. And that's just what I have noticed.
Me and my children would use the park to explore for bugs, reptiles and even just a good stick. Neighbours used the park for BMX riding and dog walking. To think my grandchildren could miss out on these adventures is guttering.

If this isn't enough to convince you, please refer to the photos attached for proof of the resting, if not breading, of the **endangered Carnaby's Black Cockatoo (*Zanda latirostris*).**



Photo 1: taken 2013 2 Carnaby



Photo 2: taken 2017 4 Carnaby

Although I didn't get a photo this year, one of my neighbours got one in February showing they are still utilising these trees. Carnaby's are **strongly attached to specific mature** eucalypt trees for breeding and cannot easily relocate when their nesting sites are destroyed. Because old-growth trees take a century or more to develop natural hollows, available nesting spaces are critically low. According to

BirdLife Australia, losing these trees will force pairs to compete for remaining hollows or fail to breed, which drives down total population numbers.

If conservation does not interest you, maybe money does?

Your own proposal states development cost at $748,800 to develop to then receive a net profit of $736,800. For what, more blocks to sit for sale for years? The town needs housing yes, but there is plenty of existing state housing boarded up, and old buildings that hold less importance than these trees that can be repurposed for housing land.

Return on investment

The Forrest/Felspar development took place in 2009 offering large country blocks, and the sales were staggered. There is currently a home being built 17 years later. Doney street subdivision from around 2016 has only just had its latest home built, with a vacant block still in the subdivision. You plan to clear the land for what? The possibility of this land remaining vacant and desolate for up to a decade!
The destruction and disruption caused by this proposal will be unbeneficial for all involved. The nearest sewer connection capable of handling 6 homes is either all the way down to Hale Street or all the way to the end of the Lukin on Horace. The connection in Lukin Street is privately funded and unable to handle 6 extra homes.
In case you think I am an unreasonable landowner, there is speculation of a subdivision of 28 Havelock that also joins my property. The difference is there are no trees, and the owner removed an eyesore of a derelict building full of asbestos, he did not desecrate public open space. Should we not be approaching and encouraging private owners to develop their vacant residential land?

Surely there is other properties that can be placed in the project to replace 20 Havelock. Just behind us on Argus there is park with pine trees that are dying naturally. You could use just half of this land to develop, with cheaper road, sewer and power access while sustaining a good park size for the local residents. Several sections of the lions reserve, close to the main roads, with few trees, would be more practical properties that could be considered? How many other derelict homes does the shire own that could be considered for replacement?

20 Havelock is the only property that is not already zoned residential within the plan.
20 Havelock is home to irreplaceable flora and fauna
20 Havelock is enjoyed by the local community.
20 Havelock should be protected



They cost nothing to maintain, they are not crumbling, falling or impacting any lives in a negative way. Your predecessors spent millions to build and now maintain a crumbling indoor pool, that never should have been built, they sold the "old golf course" for promised development that was never fulfilled. From all I have seen of the current council, you have been reasonable and listened to your members, Please listen now

Nola Day
24 Havelock Street
Narrogin 6312

SUBMISSION 4

From: Anne Christie
Sent: Thursday, 10 September 2026 4:52 PM
To: Enquiries <enquiries@narrogin.wa.gov.au>
Subject: 20 Havelock St/Endangered black cockatoos

Dear Councillors,
I wish to protest the sale of 20 Havelock St, along with the ancient trees which would be removed should the sale go ahead.
Local residents participate in the Great Cocky Count each year and data collected shows that South West black cockatoo numbers are critically declining.
They require old growth, 100 year old trees to roost in hollows and produce young, and nuts in large numbers from old growth, mature trees such as Marri and Banksia to survive. They also need water sources. Locals sight Carnabys and Red tails around Narrogin and they are using town trees as a corridor during the different seasons.
These cockatoos also eat tree- destroying grubs, so help to maintain old growth trees.
Rather than destroy the trees, the shire could positively impact existing numbers by creating parks and CockiTroughs, as many other councils are doing.
I'd also like to see protection for the indigenous scar trees, 'canoe trees' which are very old growth trees in the shire. You could easily find out about them from local elders or your RAP Committee. They provide living education for those who pass them, about the use of the creeks and rivers prior to colonial and agricultural times. Reconciliation only comes through respect of treasured heritage.

Thank you for your consideration. I'm sure your decisions about these issues will be closely followed by the South West Black Cockatoo protection groups and I hope we hear positive news about saving these important trees.
Many thanks, Kind regards,
Anne Gaunt

Chief Executive Officer
Shire of Narrogin
Earl St
NARROGIN WA 6312



Major Land Transaction – Business Plan 2026 – July 2026
Objection to the Proposed Development of 20 Havelock Street

Dear Sir,

This letter is written to express our objections to the proposed development of 20 Havelock Street. We strongly believe the negatives of developing 20 Havelock St greatly outweigh any positives for the town and its residents for the following reasons:

This site is covered with mature trees that are up to 100 years old and we believe that mature trees should be preserved as there are a only a few pockets of mature trees remaining in our town. None of the other proposed sites have established older trees.

The trees may or may not be native to this area, but they have definitely naturalized and are a minimal hazard to residents and the general public.

These trees are habitat for numerous birds and wildlife. While we haven't seen evidence of birds nesting in the trees, the trees are used by various birds to roost, rest, feed and congregate for protection from predatory birds like hawks and eagles. The trees are frequented by the endangered Red Tailed Black Cockatoos.

The trees have aesthetic appeal giving a wonderful view and peaceful aspect to the local residents, they also provide shade, and a windbreak.

The number of mature trees that would have to be cleared at 20 Havelock St, would result in expensive tree removal and earth works resulting in this being the most expensive of the sites to develop. The funds could be better utilised developing sites with fewer trees, not to mention disruption to the neighbourhood and school pedestrian traffic.

We are concerned that if this site is cleared it will it sit vacant for a long time until the 6 subdivided blocks are sold and eventually built on considering the short numbers of builders that are available.

These modern-day houses / units may look out of place and may detract and devalue the heritage homes in the area. We are also concerned that double storey homes may be allowed resulting in a loss of our privacy.

Other sites to consider that are not on the development plan.
The old drive in.
The old golf course.
Land in May St near Nicholls Coachlines.
Local landholders with large vacant blocks.
A large portion of the park bound by Harper, Hive, Halo and Argus Streets that is underutilised and has dying pine trees.
State housing on large blocks that could be subdivided.

We understand that there is a need for development for the town of Narrogin however careful thought and consideration should be given to preserving the trees and aesthetics of our town.

Regards
David and Joanne Baker

From: Stuart Clifford
Sent: Thursday, 10 September 2026 12:12 AM
To: Enquiries <enquiries@narrogin.wa.gov.au>
Subject: stop cutting down the trees

I am printing this email in concern with the destruction of the carnaby's black cockatoo habitat at 20 havelock street due to the shire of narrogin housing project. When these trees get cut down these beautiful native birds will have nowhere to go and not only that it will have a devastating effect on the ecosystem.

your sincerely
stuart clifford

Shire of Narrogin Housing Project July 2026

Objection to the Proposed Development of 20 Havelock Street



To the Shire of Narrogin,

We are fully supportive of increasing housing availability and affordability in Narrogin. This town with its location and distance from our capital city, has the potential to become the most preferred regional place to live in Western Australia.

We are the envy of friends and family to live in this wonderful undulating, leafy, spacious, well serviced and facilitated town full of friendly people.

This letter is written to express our objections to the proposed development of 20 Havelock Street. We strongly believe the negatives of developing 20 Havelock St greatly outweigh any positives for the town and its residents for the following reasons:

- **The trees provide shade and a windbreak for both our home and our close neighbours.**
- **The trees are majestic and very healthy and are home to multiple reptiles, insects and other organisms.**
- **The trees may or may not be native to this area, but they have definitely naturalized and are a minimal hazard to residents and the general public. We have lived here for 5 years and only one limb has fallen, and that was during a freak storm.**
- **Although we haven't seen evidence of birds nesting, the trees are used by various birds to roost, rest, feed and congregate for protection from predatory birds like hawks and eagles.**
- **The trees provide a wonderful view and peaceful aspects for the residents in the area.**
- **The estimated cost and expected financial returns to develop the block would be unattractive to a private developer and therefore should be viewed the same by the Shire of Narrogin.**
- **The use of the Commonwealth funding and Taxpayers money would be best utilized elsewhere in or around town.**
- **If cleared, the blocks could be left unsold and undeveloped for a long time, leaving a desolate, unattractive waste of space.**

We hope this letter will be shared and considered by all those responsible for the prosed housing development in Narrogin. The future of this town is important to all that live here and we trust that any developments considered by the Shire will prioritize and maintain the quality of life we all deserve.

Kind regards

Steve and Jacqui Squire
19 Havelock St
Narrogin
sjjasquire@gmail.com
Mobile 0466 195 472

10.4.3 PROPOSED 2026/27 BUDGET AMENDMENT TO RECOGNISE ADDITIONAL FINANCIAL ASSISTANCE GRANT REVENUE

File Reference	12.4.1
Disclosure of Interest	The Chief Executive Officer resides in a Shire of Narrogin dwelling at 48a Grant Street, Narrogin.
Applicant	Chief Executive Officer
Previous Item Numbers	10.5.1 Adoption of 2026/27 Annual Budget
Date	10 September 2026
Author	Andrew Campbell – Chief Executive Officer
Authorising Officer	Andrew Campbell – Chief Executive Officer
Attachments	Nil

Summary
The purpose of this item is for Council to recognise additional Financial Assistance Grant revenue beyond what is contained in the 2026/27 Annual Budget and consider the allocation of funds to various priority items.

Background
Every financial year Local Government in Western Australia receives a Financial Assistance Grant payment from the Federal Government that is distributed through the Western Australian State Government (through the WA Local Grants Commission) via a complex methodology. Two primary components of the grant distribution occur through an untied “General” category and an untied “Road” category of funding.

The finalisation of the Financial Assistance Grants usually occurs after Local Governments set their annual budgets which creates a need to estimate final outcomes for budgeting purposes. To assist in this process of estimating by Local Government, the WA Local Grants Commission issues a “notional” grant allocation estimation to every Local Government in Western Australia late in every financial year.

Experience suggests that this “notional” grant allocation often misses the mark and can leave Local Government organisations in difficulty if they budget for more Financial Assistance Grant than they receive and, on this basis, conservative approaches to Financial Assistance Grant figures in annual budgets are warranted. Often, the safest way to address the unknown is to budget based on the previous years actual grant and this is the apparent approach of the Shire of Narrogin, treating any extra funds received as a windfall.

To complicate matters further, the Federal Government will often make a pre-payment of Financial Assistance Grants to Local Government in the financial year prior to the actual year. Often this is quite significant and for the Shire of Narrogin 82.3% of the total 2026/27 Financial Assistance Grant was received in 2025/26. Whilst this assists Local Government with cash flow, it creates a pre-payment scenario where the Shire of Narrogin must carry through those funds from 2025/26 to 2026/27and the fiscal awareness around this matter is paramount.

The Financial Assistance Grant outcome for the Shire of Narrogin in 2026/27 is best described by the following tables:

2026/27 Annual Budget Estimation

2025/26 Payment (received)	
General	$1,494,803
Roads	$822,801
2026/27 Remaining Payment (estimation)	
General	$264,410
Roads	$86,406
Total	**$2,668,420**

2026/27 Annual Budget Actual

2025/26 Payment (received)	
General	$1,494,803
Roads	$822,801
2026/27 Remaining Payment (received)	
General	$357,582
Roads	$140,931
Total	**$2,816,117**

The result of the actual 2026/27 Financial Assistance Grant compared to the 2026/27 Annual Budget is:

Financial Assistance Grant Additional Revenue 2026/27	
General	$93,172
Roads	$54,525
Total	**$147,697**

The additional $147,697 in Financial Assistance Grant is 5.25% more than the Shire of Narrogin budgeted in 2026/27. The additional funds are untied, meaning expenditure is unrestricted, however best practice would ensure the majority of Roads grant is spent on the Shire of Narrogin's hard infrastructure.

Consultation
Nil.

Statutory Environment
The *Local Government Act 1995* requires the formal recognition and acceptance of amendment to the annual budget from both an expenditure and revenue perspective. All decisions of Council must be by Absolute Majority decision.

Policy Implications
Nil.

Sustainability Implications
- Environmental: Addressing a contaminated site is part of the proposal.
- Economic: The land development component is likely to have significant economic impacts.
- Social: Additional funds are being proposed for community activities.

Financial Implications
It is proposed that the additional Financial Assistance Grant revenue is allocated to priority expenditure matters. The proposed financial implications are included in the comment section below. Note: all figures contained within this report are (ex.GST).

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Outcome:	1.3	An effective well maintained transport network
Outcome:	2.2	Build a healthier and safer community
Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Outcome:	3.3	Efficient use of resources
Outcome:	3.4	A well maintained built environment
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)
	Rare (1)	Insignificant (1)	Low (1-4)	Purchasing and Supply	Accept Risk

Risk Matrix

Consequence / Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 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)

Comment/Conclusion

The Chief Executive Officer has identified a number of priority areas currently impacting the business of the Shire of Narrogin as outlined in the table below, followed by an explanation:

Item	Proposed Expenditure
Consultant – Asbestos Contamination Review – 88 Doney Street, Narrogin	$20,000
John Higgins Centre – Audio Visual Upgrade	$10,000
Agenda and Minute Production System	$16,000
Air Conditioner Replacement – 48A Grant Street, Narrogin	$18,000
Consultant – Lot 123 Earl Street, Narrogin – Opinion of Probable Cost for Future Land Development / Grant Application Development	$20,000
Australia Day	$5,000
Narrogin Show	$3,000
Central Bush Fire Brigade – Licensing and Insurance – Truck and Water Tanker	$2,000
Footpath Replacement Program	$53,697
Total	**$147,697**

Consultant – Asbestos Contamination Review – 88 Doney Street, Narrogin

88 Doney Street, Narrogin (also known as the “Lions Lookout” area) is the subject of a contamination site resulting from illegal dumping of asbestos. The site was recorded as a contaminated site in the Department of Water and Environmental Regulation’s (DWER) Contaminated Sites Register years ago. Approximately 10 years ago, the Shire of Narrogin engaged a consultant to assess the site upon which a licensed asbestos removal contractor was brought in to clean up the site. It appears from available history, the entire site may not have been remediated entirely, and the site has not been fully decontaminated for it to be removed from the Contaminated Sites Register.

During a recent audit, DWER has made enquiries with the Shire of Narrogin as to the status of the site and has followed up with advice as to action now required. The proposed funding will be sufficient for a consultant to review the site's history and assess whether any further remedial action is required.

John Higgins Centre – Audio Visual Upgrade
In 2026/27 the Shire of Narrogin included funds to provide a new audio visual system for the John Higgins Centre to assist in promoting more usage of the facility. Following a request for quotation, two quotes were received with one being on budget and one being $10,000 above budget. After technical review by the Shire of Narrogin's IT Contractor, it is considered that the more expensive proposal is far superior to the on-budget proposal and will more so assist the promotion of the facility.

Agenda and Minute Production System
Currently the Shire of Narrogin utilises ad hoc Microsoft Word documents to produce Council Agenda and Minutes. It is recommended that an automated system will reduce administration workload, increase accountability of staff producing reports, provide additional control and oversight, and provide a robust system to search decision-based history. It should be noted that this cost represents the implementation of a system and there will be ongoing future licensing and operational costs of approximately $10,000 per annum once the system is in place.

Air Conditioner Replacement – 48A Grant Street, Narrogin
This is a Shire of Narrogin dwelling assigned to the Chief Executive Officer. The current air conditioning system has been creating issues. A HVAC Technician has advised that the existing ducted system is well undersized and is reaching end of life at approximately nine years old which is causing the external unit to be in a constant freeze / defrost cycle when ambient temperatures are 6ºC or less, and this is not allowing the inside of the premises to heat as it should and is consuming excessive energy.

Consultant – Lot 123 Earl Street, Narrogin – Opinion of Probable Cost for Future Land Development / Grant Application Development
Lot 123 is freehold land owned by the Shire of Narrogin set aside for future residential property expansion. With the indication of further Federal Housing Support Fund rounds now flagged toward the end of 2026, if Council wishes to be competitive for grant funding opportunities, it must submit a robust grant application. Significant conceptual design work for Lot 123 was undertaken around 2010, and it is recommended that a consultant be engaged to produce an Opinion of Probable Cost based on that concept to be used for the purposes of a Housing Support Fund grant application.

Australia Day
In 2025/26 Council allocated $20,000 for the Australia Day event. For unknown reason, only $15,000 was allocated in 2026/27 and this proposal will return that amount of funding back to 2025/26 levels.

Narrogin Show
As per the above item, in 2025/26 Council allocated $10,360 for the Narrogin Show made up of $5,000 cash and $5,000 in kind funding. This proposal seeks to restore the cash component from $2,000 to $5,000.

Central Bush Fire Brigade – Licensing and Insurance – Truck and Water Tanker
The Chief Executive Officer has been approached by the Narrogin Central Bush Fire Brigade (Brigade) requesting assistance to licence and insure a Brigade owned truck and water tanker trailer to be utilised for fire-fighting purposes. On the proviso that the ownership and maintenance obligations remain with the Brigade, it is a reasonable ongoing request recommended to Council for support.

Footpath Replacement Program
The Executive Manager Infrastructure Services has recently completed a draft Footpath Asset Management Plan. Concerningly, the projection is that there is several asphalt footpaths that will require immediate, short and medium term replacement which is well beyond the current Shire of Narrogin financial commitment. It is proposed to assign $53,697 of Financial Assistance Grant funding to a Footpath Replacement Program in 2026/27 and beyond to seek to assist in the renewal of existing asphalt footpaths by replacing them with concrete footpaths.

Voting Requirements
Absolute Majority

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION 230926.12
Moved: Cr Broad Seconded: Cr Bartron

That Council amend the 2026/27 Annual Budget in accordance with the following table:

Item	2026/27 Annual Budget	Amended 2026/27 Annual Budget
Consultant – Asbestos Contamination Review – 88 Doney Street, Narrogin	$0	$20,000
John Higgins Centre – Audio Visual Upgrade	$46,000	$56,000
Agenda and Minute Production System	$0	$16,000
Air Conditioner Replacement – 48A Grant Street, Narrogin	$0	$18,000
Consultant – Lot 123 Earl Street, Narrogin – Opinion of Probable Cost for Future Land Development / Grant Application Development	$0	$20,000
Australia Day Event	$15,000	$20,000
Narrogin Show	$2,000	$5,000
Central Bush Fire Brigade – Licensing and Insurance – Truck and Water Tanker	$0	$2,000
Townsite Footpath Replacement Program	$0	$53,697
Financial Assistance Grant Unbudgeted Revenue 2026/27	($0)	($147,697)
		Net $0

Carried by Absolute Majority 6/0

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

10.4.4 PROPOSED AMENDMENT TO PURCHASING THRESHOLDS COUNCIL POLICY 3.1 PURCHASING

File Reference	12.4.1
Disclosure of Interest	The Chief Executive Officer is provided with financial delegations relating to discretionary purchasing.
Applicant	Chief Executive Officer
Previous Item Numbers	Nil.
Date	14 September 2026
Author	Andrew Campbell – Chief Executive Officer
Authorising Officer	Andrew Campbell – Chief Executive Officer
Attachments	Attachment 1: Current Council Policy 3.1 Purchasing Attachment 2: Proposed Council Policy 3.1 Purchasing.

Summary
At the Monthly Briefing Session (MBS) meeting held 9 September 2026, the Chief Executive Officer (CEO) initiated a discussion regarding purchasing thresholds contained within the Council Policy 3.1 Purchasing and how this was leading to decreased efficiency and effectiveness across several key areas of business.

The purpose of this report is for Council to consider an amendment to purchasing thresholds contained within Council Policy 3.1 Purchasing.

Background
Upon review of several Local Government organisations across Western Australia, the Shire of Narrogin's purchasing thresholds are considered to be on the restrictive end of what is happening in the Local Government sector. Minimum direct purchasing thresholds across Local Government appear to range from $2,000 to $20,000 with the Shire of Narrogin's direct purchasing threshold being $2,000 which is proposed to be retained but changes above this amount be introduced. The issue more so arises about the procurement quotation requirements beyond this value point which the proposed Council Policy 3.1 sets out to create additional flexibility by reducing the number of written quotes required to be sought.

In addition to this Council Policy 3.1 Purchasing also applied the same purchasing matrix to goods and services sought through the WALGA Preferred Supplier Program. Providing additional flexibility in procurement is recommended for this program given it is already tested by WALGA and would provide additional flexibility for employees subject to necessary controls in place.

Council Policy 3.2 Regional Price Preference continues to apply across all proposed purchasing thresholds to ensure local business is supported.

The existing Council Policy 3.1 Purchasing is attached.

ATTACHMENT 1

The proposed Council Policy 3.1 Purchasing is attached.

ATTACHMENT 2

Consultation
Nil.

Statutory Environment
The *Local Government Act 1995* specifies requirements relating to Local Government purchasing. Council then sets policy to guide the purchasing process.

Policy Implications
This proposal seeks to amend Council Policy 3.1 Purchasing.

Sustainability Implications
- Environmental: Nil.
- Economic: Nil.
- Social: Nil.

Financial Implications
The proposed purchasing thresholds will provide increased flexibility for employees to undertake purchasing in line with contemporary practise.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Outcome:	3.3	Efficient use of resources
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)
	Unlikely (2)	Minor (2)	Low (1-4)	Purchasing and Supply	Accept Risk

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)

Comment/Conclusion
It is considered that amending the purchasing thresholds of Council Policy 3.1 Purchasing will enable greater flexibility for employees conducting ordinary business at the Shire of Narrogin. Providing this flexibility will also come with additional financial controls as follows:

<u>Chief Executive Officer Authorisation</u>
Under the proposed policy the CEO will have direct procurement control for purchasing between $10,000 and $20,000 where an employee request to utilise one quote instead of two is made. There are numerous situations where this could occur and as an example this could be one local supplier, specific machinery breakdown, a specialist contractor/consultant required, or there is significant procurement pressure to act.

The other CEO procurement control relates to the utilisation of the WALGA Preferred Supplier Program where the CEO would be able to authorise direct procurement under the tender threshold of $250,000 where sufficient reason existed. Whilst it is expected this would be used sparingly and fully documented, the WALGA Preferred Supplier Program is a tested procurement system that is already identified as a tender exempt function under the *Local Government (Financial Management) Regulations 1996.*

Financial Delegations

The other significant financial control that will provide significant oversight to the proposed amendment of Council Policy 3.1 Procurement is financial delegations to employees. Under the current financial delegations only Executive Managers (up to $75,000) and the Chief Executive Officer (unlimited) have procurement authorisation above $10,000. Below that, Managers have authorisation up to $10,000 and other employees only have purchasing delegations up to $1,500. It is considered that the levels of financial delegation would provide sufficient financial control over the proposed amendment to Council Policy 3.1 Purchasing.

On the basis of increasing procurement efficiency and effectiveness whilst maintaining adequate financial control, that Council support the proposed amendment to Council Policy 3.1 Purchasing.

Voting Requirements
Simple Majority

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION 230926.13
Moved: Cr Broad Seconded: Cr McNab

That Council endorse the proposed Council Policy 3.1 Purchasing seeking to amend the "Purchasing Threshold and Requirements" table on page 4 of Attachment 2.

Carried by Simple Majority 6/0

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

ATTACHMENT 1

Section 3 - FINANCIAL MANAGEMENT

3.1 Purchasing

Responsible Executive	Executive Manager Corporate & Community Services
Statutory context	Local Government (Functions and General) Regulations 1996 r.11A – purchasing policy required, and matters to be addressed
Corporate context	Delegation 3.1 – Tenders – power to set specifications, criteria, call, accept, vary Policy 3.2 – Regional Price Preference Policy 3.8 – Transaction Cards Code of Conduct – Employees Instruction 3.1 – Purchasing – Documentation Instruction 3.3 – Credit (Transaction) cards
History	Adopted 26 April 2017 Amended 24 July 2019 Amended 26 May 2020 Amended 23 June 2021 Reviewed 26 April 2023 Reviewed 28 May 2025

Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –
   - 3.1(a) – Purchasing Principles
   - 3.1(b) – Purchasing Thresholds
   - 3.1(c) – Regulatory Compliance

2. Where the goods or services are to be accessed from the WA Local Government Association Preferred Supplier Panel or State Government Common Use Agreement, compliance with Policy Schedule 3.1(b) Purchasing Thresholds, clause 1 is required.

3. Proposals for consultancies, works and services etc, to be provided on Shire managed sites are also to be assessed in accordance with –
   - Policy 9.1 WHS – Employees, Volunteers, Contractor and Visitors.
   - Executive Instructions issued by the CEO
   - WHS Contractor Handbook or associated documents.

4. A quotation is to be obtained and a purchase order is required to be issued, except for –
   - reimbursement of expenses incurred by a councillor or employee on approved Shire business, where receipts are provided, or a statutory declaration is made
     - e.g.: parking fees, taxi fares etc
   - non-contracted or non-contestable utilities (e.g., electricity, water, telephone),
   - regular or statutory expenses of a periodic nature (e.g., rates & taxes, insurance, licenses, superannuation, etc),
   - employee/elected member allowances.
   - other payments as determined by the CEO in Executive Instruction.

Examples include –

- YMCA WA for payments for employee memberships per Council Policy
- Credit Card purchases below $1,500
- All freight companies for delivery fees

- Petty cash purchases
- Store card purchases
- Fuel card purchases
- Regional Risk Coordinator Scheme by Local Government Insurance Services
- Security and on-going alarm monitoring services.

5. A procurement is exempt from the need to obtain quotations and issue of a purchase order where a standing account has been established, as determined by the CEO in Executive Instruction.

6. Insufficient quotations received
   Where the required number of quotations have been sought from suppliers capable of meeting the requirements, but an insufficient number of quotations have been received, a quote may nevertheless be accepted if satisfied with all other aspects of the proposed purchase –
   a) where the purchase is $15,000 or more – by the CEO.
   b) where the purchase is less than $15,000 ex GST – by the CEO or relevant Executive Manager.

7. Exceptional Circumstances
   a) Under exceptional circumstances, where goods or services need to be purchased urgently and there is insufficient time to obtain quotations, the CEO may permit the required purchase, notwithstanding the thresholds and requirements of Schedule 3.1(b), subject to the purchase being less than $250,000 ex GST. Unique value for money circumstances that preclude obtaining quotes must exist, such as –
      - it is opportunistic such as eliminating otherwise applicable costs, in the opinion of the CEO,
      - it enhances operational efficiency,
      - mitigates against risk etc. or
      - it is appropriate in the opinion of the CEO for continuity of previous works, services, or design.
   b) Procurement under exceptional circumstances must be approved in advance by the CEO.
   c) Schedule 3.1(b) Purchasing Thresholds and Requirements is suspended during a state of emergency declared in accordance with Emergency Management Act 2005, subject to –
      (i) purchases are to be for goods or services required for the purposes of addressing a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency relates,
      (ii) purchases of $50,000 or over are to be approved by the CEO,
      (iii) purchases of $7,500 to less than $50,000 are to be approved by the CEO or relevant Executive Manager.

8. Purchase of road making materials (fill, rock, gravel, water etc) from a landowner is exempt from the requirement to obtain quotes.

9. Any variations or extensions of contracts awarded are to be dealt with in accordance with Delegation 3.2 Contracts – Variations.

10. This Policy applies to all purchasing and procurement activity, and is not limited to tendering.

– End of Policy

Notes

Approved purchasing limits assigned to employees are determined by the CEO.

Clause 7(c) is consistent with the Local Government (Functions and General) Regulations 1996 r.11(1A) and (3)(b)

Policy Schedule 3.1(a) **–** Purchasing Principles

The object of the Purchasing Framework is to –

- obtain quality goods and services that are judged to deliver the best value-for-money or be the most advantageous,
- provide compliance with the Local Government Act, 1995 and the Functions and General Regulations,
- deliver a best practice approach and procedures to internal purchasing for the Shire,
- ensure consistency for all purchasing activities that integrates within all the Shire operational areas.

1. Ethics & Integrity

All officers and employees of the Shire shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure fair and equitable treatment of all parties –

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money,
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire policies and Code of Conduct for Employees,
- purchasing is to be on a competitive basis in which all suppliers are treated impartially, honestly and consistently,
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements,
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed,
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence until such time as the purchase decision is made, and is not be released unless authorised by the supplier or relevant legislation, and
- consideration must be given to any Local Price Preference Policy adopted by Council.

2. Value for Money

Value for money is an overarching principle recognise by the Regulations, that allows the best possible outcome to be achieved for the Shire. Compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

What constitutes "value for money" or "most advantageous" considerations are to be itemised and detailed as part of evaluation.

An evaluation of the best value for money outcome for any purchasing should consider –

- all relevant whole-of-life costs and benefits (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal,
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality,
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history),
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable,
- continuity of supply or service, and particularly timeliness of any warranty service, emergency or maintenance/repair response, familiarity with works/conditions etc
- where a new or start up business makes a submission, the anticipated longevity of the business, its relevance to the region and if goods or service previously not available in the region.

Where a higher priced conforming offer is recommended, there should be clear benefits over lower priced conforming offers.

3. Sustainable Procurement

Sustainable procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services, and considerations must be balanced against value for money outcomes.

– End of Schedule

Policy Schedule 3.1(b) **–** Purchasing Thresholds and Requirements

1. Purchasing Thresholds

The value of a purchase is not limited to the financial year when the purchase was initiated, but may be over several financial years depending on the procurement or type of contract.

Records **–** where required or obtained, the following are to be attached to the purchase order –

a) Note of verbal specification and submission
b) Specification required, assessment criteria set, summary of submissions, evaluation made

General purchasing thresholds **–**

Exemption from requirement to obtain quotations and issue a purchase order is contained in clause 4 and 5 of the Policy Statement.

Anticipated Value of Purchase Excl. GST	Requirement	Documentation
Less than $2,000	Quotations not required for items of minor recurrent nature, such as groceries, stationery, hardware, mechanical, reticulation consumables etc Employee must be satisfied that the price is competitive	Nil
$2,000 to less than $7,500	Seek at least two verbal quotations Written quotations recommended but not required	Required – - Note of quotations sought - Note of verbal quotations received Recommended – - Written quotations received
$7,500 to less than $15,000	Seek at least two written quotations	Required – - Notes of quotations sought - Written quotations
$15,000 to less than $50,000	Seek at least three written quotations	Required – - Notes of quotations sought - Written quotations received Recommended – - Written specifications - Assessment criteria - Evaluation panel
$50,000 to less than $250,000	Seek at least three written quotations containing price and specification of goods and services	Required – - Notes of quotations sought - Written specification - Written assessment criteria - Written quotations received - Evaluation panel
$250,000 and above	Conduct a public tender process or WALGA Preferred Supplier / State Government Common Use Agreement Refer to Council for decision unless prior delegation to CEO	Required – - Written specification - Written assessment criteria - Written quotations received - Evaluation panel

WALGA Preferred Supplier or State Government Common Use Agreement thresholds –

Less than $250,000	As per General threshold	As per General Thresholds
$250,000 and above	Seek at least three written quotations containing price and specification of goods and services. Refer to Council for decision unless prior delegation to CEO	Required – - Notes of quotations sought - Written specification - Written assessment criteria - Written quotations received - Evaluation panel

Notes –

1. Any work done under warranty / guarantee is not considered to be a purchasing activity, but is a part of the original contract / agreement to purchase. Any purchase order issued for warranty / guarantee work is to note this on the purchase order.
2. Any work done outside of warranty / guarantee, even if it may affect warrant / guarantee, is a purchasing activity. Management of that risk is an administrative task, and may be a factor in a "value for money" consideration.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the $250,000 threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than $250,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

WALGA Preferred Supplier or State Government Common Use Agreement

Policy 3.1 Purchasing Framework adopted by Council stipulates –

Where the goods or services are to be accessed from the WA Local Government Association Preferred Supplier Panel or State Government Common Use Agreement, compliance with Policy Schedule 3.1(b) Purchasing Thresholds, clause 1 is required.

2. Quotations / Submissions

The general principles relating to written quotations / submission are –

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
  - written specification
  - assessment criteria to be applied
  - price schedule
  - conditions of responding
  - validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

If it is not possible to get written quotations, a supplier's verbal "decline to quote" will be sufficient, and is required to be noted with details of date, and name of person who declined.

3. Specifications, Assessment Criteria and Evaluation

Applies to all procurements as determined by the thresholds in clause 1 –

a) Where a specification is provided or required by clause 1 – What is required to be in the specification may include –
   - Details, format and request to be appropriate to the procurement
   - How many / how much,

- what size / power etc,
- how fitted out,
- standard / quality required,
- type of construction,
- where the work / product is to be delivered etc

b) If a written specification has been issued the assessment criteria is to be included in the written specification.

c) In any event, assessment criteria are to be determined prior to evaluation – How the submission is to be assessed and scored, and may include –
   - Details and record to be appropriate to the procurement
   - Local provider or external
   - Standard of work, quality of item
   - Reliability, service, warranty
   - References
   - Price etc

d) After close of submission period, evaluation is to be made based on the following– How the submission was actually assessed and scored –
   - To what extent was each specification met,
   - How does submission measure against each criteria
   - Which score provides best value for money

Where required and prior to submissions being requested, the specifications for the procurement and the assessment criteria for determining the procurement are to be determined in writing –

- for quotations – by the purchasing employee, and approved by the relevant Executive Manager within their approved purchasing limits, otherwise by the CEO
- for tenders – by the purchasing employee, approved by the relevant Executive Manager, and authorised by the CEO under delegated power.

If required or appropriate, any Evaluation Panel is to be established prior to the request for submissions being with a mix of skills and experience relevant to the nature of the purchase. The Panel is to assess the submissions against the specifications set, the assessment criteria, value for money, local price preference and any other relevant matter.

– End of Schedule

Policy Schedule 3.1(c) – Regulatory Compliance

1. Tender Exemption

   In some instances public tenders or quotation procedures are not required, regardless of the value of expenditure. The permitted exemptions are stipulated in the Local Government (Functions and General) Regulations 1996 r.11.

2. Sole Source of Supply (Monopoly Suppliers)

   a) Procurement from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that –
      - there must genuinely be only one source of supply
      - every endeavour to find alternative sources has been made,
      - written confirmation of this must be kept on file for later audit.
   b) The application of provision "sole source of supply" should only occur in very few cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.
   c) Purchase orders issued to a sole supplier are to be signed –
      - where the purchase is $10,000 or more – by the CEO.
      - where the purchase is less than $10,000 ex GST – by the CEO or relevant Executive Manager.

3. Anti-Avoidance

   The Shire shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of $250,000, thereby avoiding the need to publicly tender.

4. Tender Criteria

   a) The CEO under delegated power shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

5. Receiving and Opening Tenders

   a) All tenders must be clearly marked, sealed and placed in the locked tender box until the official opening.
   b) When lodgement of tenders by email is permitted, the email is to be sent to a separate email inbox that remains unused until the close of the tender period.
   c) When tenders are opened there must be at least two employees present, or one local government employee and at least one person authorised by the CEO.

6. Tender Evaluation

   a) Evaluation is to be recorded against the specifications set and assessment criteria established. Reasons for the decision are to be recorded.
   b) Where required by Schedule 3.1(b) an evaluation panel will be established and include a mix of skills and experience relevant to the nature of the purchase.

7. Tender Acceptance

   Unless authorised by Council, and delegation of acceptance has been made to a specific Committee or the CEO, all tenders and procurement over $250,000 are to be presented to Council for decision.

8. Records Management

   a) All records associated with the procurement process must be recorded and retained. For a tender process this includes –
      - Tender documentation, including specifications and assessment criteria,
      - Internal documentation,
      - Evaluation documentation,
      - Enquiry and response documentation,
      - Notification and award documentation.
   b) For a direct purchasing process this includes –
      - Quotation documentation, including any specification and assessment criteria
      - Internal documentation, such as evaluation etc

- Purchase orders issued and requisitions.

c) Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire's internal records management policy.

– End of Schedule

ATTACHMENT 2

Section 3 - FINANCIAL MANAGEMENT

3.1 Purchasing

Responsible Executive	Executive Manager Corporate & Community Services
Statutory context	Local Government (Functions and General) Regulations 1996 r.11A – purchasing policy required, and matters to be addressed
Corporate context	Delegation 3.1 – Tenders – power to set specifications, criteria, call, accept, vary Policy 3.2 – Regional Price Preference Policy 3.8 – Transaction Cards Code of Conduct – Employees Instruction 3.1 – Purchasing – Documentation Instruction 3.3 – Credit (Transaction) cards
History	Adopted 26 April 2017 Amended 24 July 2019 Amended 26 May 2020 Amended 23 June 2021 Reviewed 26 April 2023 Reviewed 28 May 2025

Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –
   - 3.1(a) – Purchasing Principles
   - 3.1(b) – Purchasing Thresholds
   - 3.1(c) – Regulatory Compliance

2. Where the goods or services are to be accessed from the WA Local Government Association Preferred Supplier Panel or State Government Common Use Agreement, compliance with Policy Schedule 3.1(b) Purchasing Thresholds, clause 1 is required.

3. Proposals for consultancies, works and services etc, to be provided on Shire managed sites are also to be assessed in accordance with –
   - Policy 9.1 WHS – Employees, Volunteers, Contractor and Visitors.
   - Executive Instructions issued by the CEO
   - WHS Contractor Handbook or associated documents.

4. A quotation is to be obtained and a purchase order is required to be issued, except for –
   - reimbursement of expenses incurred by a councillor or employee on approved Shire business, where receipts are provided, or a statutory declaration is made
     - e.g.: parking fees, taxi fares etc
   - non-contracted or non-contestable utilities (e.g., electricity, water, telephone),
   - regular or statutory expenses of a periodic nature (e.g., rates & taxes, insurance, licenses, superannuation, etc),
   - employee/elected member allowances.
   - other payments as determined by the CEO in Executive Instruction.

Examples include –

- YMCA WA for payments for employee memberships per Council Policy
- Credit Card purchases below $1,500
- All freight companies for delivery fees

- Petty cash purchases
- Store card purchases
- Fuel card purchases
- Regional Risk Coordinator Scheme by Local Government Insurance Services
- Security and on-going alarm monitoring services.

5. A procurement is exempt from the need to obtain quotations and issue of a purchase order where a standing account has been established, as determined by the CEO in Executive Instruction.

6. Insufficient quotations received
   Where the required number of quotations have been sought from suppliers capable of meeting the requirements, but an insufficient number of quotations have been received, a quote may nevertheless be accepted if satisfied with all other aspects of the proposed purchase –
   a) where the purchase is $15,000 or more – by the CEO.
   b) where the purchase is less than $15,000 ex GST – by the CEO or relevant Executive Manager.

7. Exceptional Circumstances
   a) Under exceptional circumstances, where goods or services need to be purchased urgently and there is insufficient time to obtain quotations, the CEO may permit the required purchase, notwithstanding the thresholds and requirements of Schedule 3.1(b), subject to the purchase being less than $250,000 ex GST. Unique value for money circumstances that preclude obtaining quotes must exist, such as –
      - it is opportunistic such as eliminating otherwise applicable costs, in the opinion of the CEO,
      - it enhances operational efficiency,
      - mitigates against risk etc. or
      - it is appropriate in the opinion of the CEO for continuity of previous works, services, or design.
   b) Procurement under exceptional circumstances must be approved in advance by the CEO.
   c) Schedule 3.1(b) Purchasing Thresholds and Requirements is suspended during a state of emergency declared in accordance with Emergency Management Act 2005, subject to –
      (i) purchases are to be for goods or services required for the purposes of addressing a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency relates,
      (ii) purchases of $50,000 or over are to be approved by the CEO,
      (iii) purchases of $7,500 to less than $50,000 are to be approved by the CEO or relevant Executive Manager.

8. Purchase of road making materials (fill, rock, gravel, water etc) from a landowner is exempt from the requirement to obtain quotes.

9. Any variations or extensions of contracts awarded are to be dealt with in accordance with Delegation 3.2 Contracts – Variations.

10. This Policy applies to all purchasing and procurement activity, and is not limited to tendering.

– End of Policy

Notes

Approved purchasing limits assigned to employees are determined by the CEO.

Clause 7(c) is consistent with the Local Government (Functions and General) Regulations 1996 r.11(1A) and (3)(b)

Policy Schedule 3.1(a) **–** Purchasing Principles

The object of the Purchasing Framework is to –

- obtain quality goods and services that are judged to deliver the best value-for-money or be the most advantageous,
- provide compliance with the Local Government Act, 1995 and the Functions and General Regulations,
- deliver a best practice approach and procedures to internal purchasing for the Shire,
- ensure consistency for all purchasing activities that integrates within all the Shire operational areas.

1. Ethics & Integrity

All officers and employees of the Shire shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure fair and equitable treatment of all parties –

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money,
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire policies and Code of Conduct for Employees,
- purchasing is to be on a competitive basis in which all suppliers are treated impartially, honestly and consistently,
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements,
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed,
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence until such time as the purchase decision is made, and is not be released unless authorised by the supplier or relevant legislation, and
- consideration must be given to any Local Price Preference Policy adopted by Council.

2. Value for Money

Value for money is an overarching principle recognise by the Regulations, that allows the best possible outcome to be achieved for the Shire. Compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

What constitutes "value for money" or "most advantageous" considerations are to be itemised and detailed as part of evaluation.

An evaluation of the best value for money outcome for any purchasing should consider –

- all relevant whole-of-life costs and benefits (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal,
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality,
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history),
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable,
- continuity of supply or service, and particularly timeliness of any warranty service, emergency or maintenance/repair response, familiarity with works/conditions etc
- where a new or start up business makes a submission, the anticipated longevity of the business, its relevance to the region and if goods or service previously not available in the region.

Where a higher priced conforming offer is recommended, there should be clear benefits over lower priced conforming offers.

3. Sustainable Procurement

Sustainable procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services, and considerations must be balanced against value for money outcomes.

– End of Schedule

Policy Schedule 3.1(b) – Purchasing Thresholds and Requirements

1. Purchasing Thresholds

The value of a purchase is not limited to the financial year when the purchase was initiated, but may be over several financial years depending on the procurement or type of contract.

Records – where required or obtained, relevant evidence is to be attached to the purchase order –

General purchasing thresholds –

Exemption from requirement to obtain quotations and issue a purchase order is contained in clause 4 and 5 of the Policy Statement.

Anticipated Value of Purchase Excl. GST	Requirement	Pre- Purchasing Documentation
Less than $2,000	Direct to supplier	- Nil but employee must be satisfied that the price is competitive.
$2,000 to less than $10,000	One written quotation	- Written quotation received and employee must be satisfied that the price is competitive.
$10,000 to less than $20,000	Seek at least two written quotations unless the Chief Executive Officer authorises one written quotation in advance based on the purchasing circumstances and the best interests of the Shire of Narrogin.	- Written quotations received or evidence demonstrating quotations sought but not received. - Evidence of Chief Executive Officer authorisation if one quote is sought.
$20,000 to less than $50,000	Seek at least three written quotations basic price and specification of goods and services.	- Written quotations received or evidence demonstrating quotations sought but not received. - Evidence of a basic price and specification.
$50,000 to less than $250,000	Seek at least three written quotations containing detailed price and specification of goods and services.	- Written quotations received or evidence demonstrating quotations sought but not received. - Evidence of detailed price and specification.
$250,000 and above	Conduct a public tender process.	- Tender documentation in accordance with the *Local Government Act 1995.*

WALGA Preferred Supplier or State Government Common Use Agreement thresholds –

Less than $250,000	As per General threshold unless the Chief Executive Officer authorises one written quotation in advance based on the purchasing circumstances and the best interests of the Shire of Narrogin.	As per General Thresholds
$250,000 and above	Seek at least three written quotations containing price and specification of goods and services.	- Three written quotations containing detailed price and specification of goods and services.

Notes –

1. Any work done under warranty / guarantee is not considered to be a purchasing activity, but is a part of the original contract / agreement to purchase. Any purchase order issued for warranty / guarantee work is to note this on the purchase order.
2. Any work done outside of warranty / guarantee, even if it may affect warrant / guarantee, is a purchasing activity. Management of that risk is an administrative task, and may be a factor in a "value for money" consideration.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the $250,000 threshold (excluding GST). If a decision is made to seek public tenders for contracts of less than $250,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

WALGA Preferred Supplier or State Government Common Use Agreement

Policy 3.1 Purchasing Framework adopted by Council stipulates –

Where the goods or services are to be accessed from the WA Local Government Association Preferred Supplier Panel or State Government Common Use Agreement, compliance with Policy Schedule 3.1(b) Purchasing Thresholds, clause 1 is required.

2. Quotations / Submissions

The general principles relating to written quotations / submission are –

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
  - written specification
  - assessment criteria to be applied
  - price schedule
  - conditions of responding
  - validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

If it is not possible to get written quotations, a supplier's verbal "decline to quote" will be sufficient, and is required to be noted with details of date, and name of person who declined.

3. Specifications, Assessment Criteria and Evaluation

Applies to all procurements as determined by the thresholds in clause 1 –

a) Where a specification is provided or required by clause 1 – What is required to be in the specification may include –
   - Details, format and request to be appropriate to the procurement
   - How many / how much,
   - what size / power etc,
   - how fitted out,
   - standard / quality required,
   - type of construction,
   - where the work / product is to be delivered etc
b) If a written specification has been issued the assessment criteria is to be included in the written specification.
c) In any event, assessment criteria are to be determined prior to evaluation – How the submission is to be assessed and scored, and may include –
   - Details and record to be appropriate to the procurement
   - Local provider or external
   - Standard of work, quality of item

- Reliability, service, warranty
- References
- Price etc

d) After close of submission period, evaluation is to be made based on the following– How the submission was actually assessed and scored –
   - To what extent was each specification met,
   - How does submission measure against each criteria
   - Which score provides best value for money

Where required and prior to submissions being requested, the specifications for the procurement and the assessment criteria for determining the procurement are to be determined in writing –

- for quotations – by the purchasing employee, and approved by the relevant Executive Manager within their approved purchasing limits, otherwise by the CEO
- for tenders – by the purchasing employee, approved by the relevant Executive Manager, and authorised by the CEO under delegated power.

If required or appropriate, any Evaluation Panel is to be established prior to the request for submissions being with a mix of skills and experience relevant to the nature of the purchase. The Panel is to assess the submissions against the specifications set, the assessment criteria, value for money, local price preference and any other relevant matter.

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      - there must genuinely be only one source of supply
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   b) The application of provision "sole source of supply" should only occur in very few cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.
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   a) All tenders must be clearly marked, sealed and placed in the locked tender box until the official opening.
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   c) When tenders are opened there must be at least two employees present, or one local government employee and at least one person authorised by the CEO.

6. Tender Evaluation

   a) Evaluation is to be recorded against the specifications set and assessment criteria established. Reasons for the decision are to be recorded.
   b) Where required by Schedule 3.1(b) an evaluation panel will be established and include a mix of skills and experience relevant to the nature of the purchase.

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   Unless authorised by Council, and delegation of acceptance has been made to a specific Committee or the CEO, all tenders and procurement over $250,000 are to be presented to Council for decision.

8. Records Management

   a) All records associated with the procurement process must be recorded and retained. For a tender process this includes –
      - Tender documentation, including specifications and assessment criteria,
      - Internal documentation,
      - Evaluation documentation,
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   b) For a direct purchasing process this includes –
      - Quotation documentation, including any specification and assessment criteria
      - Internal documentation, such as evaluation etc

- Purchase orders issued and requisitions.

c) Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Shire's internal records management policy.

– End of Schedule

PROCEDURAL MOTION - COUNCIL RESOLUTION 230926.14
Moved: Cr Fisher Seconded: Cr Wiese

That Council, pursuant to s5.23(2)(a) of the *Local Government Act 1995*, close the meeting to members of the public to discuss the item behind closed doors as the matter is related to a matter affecting an employee or employees.

Carried by Simple Majority 6/0

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

10.4.5 CONSIDERATION OF CHIEF EXECUTIVE OFFICER KEY PERFORMANCE INDICATORS

File Reference	Employee Number 000630
Disclosure of Interest	The Chief Executive Officer is the subject of this report.
Applicant	Shire of Narrogin
Previous Item Numbers	N/A
Date	14 September
Author	Andrew Campbell – Chief Executive Officer
Authorising Officer	Andrew Campbell – Chief Executive Officer
Attachments	**Confidential** Attachment 1: Proposed 2026/27 Chief Executive Officer Key Performance Indicators (under separate cover)

Summary
In accordance with the Employment Contract between the Shire of Narrogin and Mr Andrew Campbell (Chief Executive Officer) it is a requirement to establish a set of Key Performance Indicators (KPI's) within a three month period as agreed between Council and the Chief Executive Officer (CEO).

Background
KPI's were discussed between the Shire President and the CEO before being circulated to Councillors for input. It is understood that the proposed KPI's are considered to be acceptable and are provided in the attachment.

ATTACHMENT 1

Consultation
Public consultation is not applicable.

Statutory Environment
The Local Government Act 1995 provides the statutory power requiring a Local Government to employ a CEO. Local Government reform will eventually require Local Government to publish CEO KPI's however this is not yet part of legislation.

Policy Implications
Nil.

Sustainability Implications
- Environmental: Nil.
- Economic: Nil.
- Social: Nil.

Financial Implications
There are no financial implications arising from this report.

Strategic Implications

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

Outcome:	4.1	An efficient and effective organisation
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2	Continue to enhance communication and transparency

Outcome:	4.2	An employer of choice
Strategy:	4.2.1	Provide a positive, desirable workplace

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
	Unlikely (2)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Risk

Risk Matrix

Consequence / Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 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)

Comment/Conclusion
The proposed KPI's are agreed by the CEO and are presented to Council for final consideration.

Voting Requirements
Simple Majority

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION 230926.15
Moved: Cr Bartron Seconded: Cr Broad

That Council adopt the 2026/27 Key Performance Indicators in accordance with Attachment 1.

Carried by Simple Majority 6/0

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

PROCEDURAL MOTION - COUNCIL RESOLUTION 230926.16
Moved: Cr Bartron Seconded: Cr Fisher

That Council, pursuant to s5.23(2)(a) of the *Local Government Act 1995,* reopen the meeting to members of the public and the Shire President read the resolution of Council aloud.

Carried by Simple Majority 6/0

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

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

Nil

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

The following Councillors indicated that they wished to revisit the decisions made in relation to Item 10.4.2:

Shire President Ballard
Cr Broad
Cr Fisher
Cr Bartron
Cr Wiese

COUNCIL RESOLUTION 230926.17
Moved: President Ballard Seconded: Cr Fisher

That Council revisit Item 10.4.2 to reconsider the decisions.

Carried by Simple Majority 6/0

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

Prior to discussing Item 12, Cr McNab declared a financial interest due to an employee's property being situated next door to 20 Havelock Street and left the room at 8.27pm.

COUNCIL RESOLUTION 230926.18
Moved: President Ballard Seconded: Cr Broad

That Council rescind the two decisions from Item 10.4.2.

Carried by Absolute Majority 5/0

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

COUNCIL RESOLUTION 230926.19
Moved: Cr Bartron Seconded: Cr Fisher

That Council proceed with the Housing Project Major Land Transaction and Major Trading Undertaking in accordance with ATTACHMENT 1 with the removal of Havelock Street.

Carried by Absolute Majority 4/1

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

Cr McNab returned to the room at 8.33pm.

13. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 8.33pm.

Shire of
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