



AGENDA

ORDINARY COUNCIL MEETING

24 March 2020

NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Member & Community Members

Pursuant to resolution 1219.010 of the meeting held 18 December 2019, an Ordinary Meeting of the Shire of Narrogin will be held on Tuesday, 24 March 2020, in the Shire of Narrogin Council Chambers, 89 Earl Street, Narrogin, commencing at 7:00 pm.

A handwritten signature in black ink, appearing to read "Dale Stewart".

Dale Stewart
Chief Executive Officer

Acknowledgement of Noongar People

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

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



Shire of
Narrogin

Love the life

STRATEGIC COMMUNITY PLAN

SNAPSHOT

2017-27

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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DISCLAIMER

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

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

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

CONTENTS

Agenda Item	Page
1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS	8
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	8
3. DECLARATION OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA	8
4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	9
5. PUBLIC QUESTION TIME	9
6. APPLICATIONS FOR LEAVE OF ABSENCE	9
7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	9
8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION	9
9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS	9
10. MATTERS WHICH REQUIRE DECISIONS	10
10.1 DEVELOPMENT AND REGULATORY SERVICES	10
10.1.1 PROPOSED SHOP (CAFÉ WITH ANCILLARY PLAY AREA) – LOT 7 (NO 7/31) FORTUNE STREET, NARROGIN	10
10.1.2 NARROGIN WASTE MANAGEMENT FACILITY – FACILITY MANAGEMENT PLAN	21
10.2 TECHNICAL AND RURAL SERVICES	95
10.2.1 NARROGIN REGIONAL RECREATION CENTRE CARPARK TREE PLANTING	95
10.2.2 SMITH STREET ABLUTION FACILITY OPTIONS	99
10.2.3 TOWNSCAPE ADVISORY COMMITTEE TERMS OF REFERENCE	103
10.3 CORPORATE AND COMMUNITY SERVICES	108
10.3.1 SCHEDULE OF ACCOUNTS PAID – FEBRUARY 2020	108
10.3.2 MONTHLY FINANCIAL REPORT – FEBRUARY 2020	110
10.3.3 FRAUD AND CORRUPTION PREVENTION POLICY	130
10.3.4 UPGRADE TO JESSIE HOUSE TO PROVIDE RESPITE CARE	157
10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER	161
10.4.1 COMMUNITY CHEST APPLICATIONS 2019/20 ROUND 2	161
10.4.2 ELECTED MEMBER TRAINING AND CONTINUING PROFESSIONAL DEVELOPMENT	267
10.4.3 LOCAL GOVERNMENT HOUSE TRUST – DEED OF VARIATION	273
10.4.4 PARTICIPATION BY INSTANTANEOUS COMMUNICATION	291
11. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	295

12.	NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING	295
13.	CLOSURE OF MEETING	295

ORDINARY COUNCIL MEETING 24 MARCH 2020

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

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

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

Elected Members (Voting)

Mr L Ballard – Shire President (Presiding Member)

Cr T Wiese – Deputy Shire President

Cr S Lushey

Cr C Bartron

Cr J Early

Cr B Seale

Cr G Ballard

Staff

Mr D Stewart – Chief Executive Officer

Mr A Awang – Executive Manager Development & Regulatory Services

Mr T Evans – Executive Manager Technical & Rural Services

Mr F Ludovico – Executive Manager Corporate & Community Services

Ms C Thompson – Executive Assistant

Leave of Absence

Cr M Fisher

Cr G Broad

Apologies

Absent

Visitors

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

Name	Item No	Interest	Nature

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

The next meeting is scheduled for 28 April 2020.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 Ordinary Council Meeting

OFFICER'S RECOMMENDATION

That the minutes of the Ordinary Council Meeting held 25 February 2020 be confirmed as an accurate record of the proceedings.

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

9. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Ms Cait Stewart, Manager ARtS Narrogin will make a short presentation to Council with a view to updating Elected Members on what ARts Narrogin has achieved last year and plans for the year ahead.

10. MATTERS WHICH REQUIRE DECISIONS

10.1 DEVELOPMENT AND REGULATORY SERVICES

10.1.1 PROPOSED SHOP (CAFÉ WITH ANCILLARY PLAY AREA) – LOT 7 (NO 7/31) FORTUNE STREET, NARROGIN

File Reference	A165718, IPA2019536
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Maria Knott
Previous Item Numbers	Nil
Date	11 March 2020
Author	David Johnston – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development & Regulatory Services
Attachments 1. Application for Planning Consent 2. Locality Plan 3. Concept Floor Plan	

Summary

Council's consideration is requested in regards to an Application for Planning Consent for a proposed Shop (Café with Ancillary Play Area) at Lot 7 (No. 7/31) Fortune Street, Narrogin.

Background

On 13 February 2020, the Shire received an Application for Planning Consent from Maria Knott for a Café and ancillary play area at Lot 7 (No 7/31) Fortune Street, Narrogin.

The proposal is to convert the former church building into a café with an indoor play area.

The purpose of the business is to provide a Café for young parents to visit with their children. The café will contain indoor play areas to keep children entertained. The age range for play areas is 2-12. The Café will have a maximum client capacity of 24 adults and 15 children.

The business will be open Monday to Saturday 6:00 am to 2:00 pm. Special sessions may occur on Sundays such as art sessions and birthday party events.

The total area of the Shop is 98m².

Comment

Zoning

Lot 7 (No. 7/31) Fortune Street, Narrogin is zoned 'Central Business' under the Former Town of Narrogin's Town Planning Scheme (FT-TPS) No 2. The policy statement for this zoning states:

“To provide for the function and development of the town centre primarily for retail shops and offices, Council will control the development of other uses and co-ordinate such uses to ensure that compatible development occurs in like areas.”

The proposed Shop (Café with Ancillary Play Area) falls under the definition of ‘Shop’, which:

“means a building wherein goods are kept, exposed or offered for sale by retail, but does not include a bank, fuel depot, market, service station, milk depot, marine collector's yard, timber yard or land and buildings used for sale of vehicles or for any purpose falling within the definition of industry or any restricted premises.”

Such use is listed as a PS use under the ‘Central Business’ zone, which means:

“Use not permitted unless special approval given by Council and conditions complied with.”

The subject lot has a total area of 1380m². The proposed café is one of nine tenancies in the Church Square Shopping Centre. The proposed Shop has a total area of 98m².

Clause 6.3 - Application for Special Approval of the former Town Planning Scheme No. 2 states as follows:

“6.3.1 The Council shall in the case of an application for permission to carry on a use marked AP in the Development Table and may in the case of an application for permission to carry on a use marked PS in the Development Table or in any other case in which application is made for its approval give notice of the application in accordance with the provisions of this Clause.

6.3.2 Where the Council is required or decides to give notice of an application the Council shall cause:

a) notice of the proposed use and development to be sent by post or delivered to the owners and occupiers of land within an area determined by the Council as likely to be affected by the granting of the application;

b) notice of the proposed use and development to be published in a newspaper circulating in the Scheme Area and in the State of Western Australia stating that submissions may be made to the Council within 21 days from the publication thereof; and

c) a sign displaying notice of the proposed use and development to be erected in a conspicuous position on the land for a period of 21 days from the date of publication of the notice referred to in paragraph (b) hereof.”

Given that there have been a number of shops and cafés already established in the ‘Central Business’ zone with no negative submissions received during those previous public advertising periods, it is recommended that Council waive the requirement for public advertising as the proposal will be unlikely to attract negative feedback, based on planning grounds, based on previous applications. However, given the proposal is incorporating a children’s indoor play area, it is recommended that written notification be provided to adjoining businesses for comment.

Clause 6.3.5 further states:

“6.3.5 A resolution to grant special approval must be passed by an absolute majority of the Council.”

Heritage

Under the Shire of Narrogin Local Heritage Survey 2019, Lot 7 (No 7/31) Fortune Street, Narrogin is heritage listed as Place No. 83. It is also listed in the FTPS No. 2 as Code No. 1 and on the inHerit database as No. 1821.

The building which is the former Baptist Church is listed as Category B in the Local Heritage Survey. This means:

“A place of considerable cultural heritage significance to Town of Narrogin that is worthy of recognition and protection through provisions of the Town of Narrogin Town Planning Scheme. Planning Application needs to be submitted to Town of Narrogin for any proposed development and referred to Regional Wheatbelt Heritage Adviser for comment. Recommend: Retain and conserve the place. Document the place per HCWA Archive recommendations if retention is not possible.”

The Department of Planning Lands and Heritage (on behalf of the Heritage Council) stated that given the property is not in the State Register of Heritage Places, it is not subject to a heritage agreement and is not identified as a place warranting assessment by the Heritage Council.

Clause 2.6.1 ‘Development Standards’ states:

1. *No person shall without the special approval of the Council at or on a Significant and Historic Place:*
 - a. *carry out any development;*
 - b. *demolish a building or structure or damage the significant and historic place;*
2. *Without affecting the generality of any other provision of the Scheme specifying the manner in which the Council is obliged or permitted to deal with an application for development approval, the Council in dealing with any application for development approval may for reasons related to the conservation of a place of cultural heritage significance:*
 - a. *refuse approval;*
 - b. *grant approval without conditions; or*
 - c. *grant approval with conditions including conditions aimed at the conservation of the place.*
3. *The provisions of Clause 6.3.2 of the Scheme shall with the necessary modifications having been made, apply to applications under paragraph 1 a) and 1 b) for the special approval of the Council in respect to Significant and Historic Places.*
4. *The Council may give its special approval to the restoration of a Significant and Historic Place notwithstanding that the work involved does not comply with the Building Code of Australia 1990 (as amended), or with the provisions of the Development Table for the Zone or Area in which the Place is situated.*
5. *Any person whose land or property is injuriously affected by a decision of the Council refusing an application for its consent to do any of the things mentioned in paragraph 1 above or granting its consent subject to conditions not acceptable to the applicant may if such refusal or conditions*

relate to the preservation of the place and if the claim is made within six months of the decision of the Council claim compensation from the Council.

- 6. The purpose and intent of this area is to ensure that any places of value are conserved and that all new development or redevelopment respects in its design and finishes (but not necessarily reproduces) the prevailing character and style of construction, especially those existing elements that best demonstrate historical and architectural integrity and history of the Town.*
- 7. In considering any application to commence development the Council shall have due regard for any policy statement of the Council and to the published views of the Heritage Council of Western Australia, the Australian Heritage Commission, the National Trust of Australia (WA) and to the views of those or any other relevant bodies, which views the Council may solicit.*

Car parking

The minimum permitted parking within the 'Central Business' zoning for a Shop is one (1) bay per 15m² of gross floor area. As the proposed Shop is 98m², seven (7) bays will be required.

The proposed Shop does not have private car parking bays. Given the close proximity of the Church Square carpark, on street parking on Fortune Street, on-street parking on William Kennedy Way and the carpark at the Old Courthouse Museum, it is recommended that Council dispense of the usual car parking requirements.

Clause 6.2.1 of FT-TPS No. 2 allows Council to dispense car parking requirements where it would be consistent with the orderly and proper planning of the locality.

"6.2.1 If a development is the subject of an application for planning consent and does not comply with a standard or requirement prescribed by the Scheme, the Council may approve the application unconditionally or subject to such conditions as the Council thinks fit, always provided that the Council is satisfied that:

- a) Approval of the proposed development would be consistent with the orderly and proper planning of the locality, the preservation of the amenity of the area and be consistent with the objectives of the Scheme;*
- b) The non-compliance will not have any adverse effect upon the occupiers or users of the development or inhabitants of the locality or upon the likely future development of the locality; and*
- c) The spirit and purpose of the requirements or standards will not be unreasonably departed from thereby."*

Given the nature of the business incorporating an indoor children's play area, it is recommended that written notification be sent to the adjoining businesses.

In the event that no negative submissions are received in the 14 day advertising period, it is recommended that Council approves the development subject to conditions.

Consultation

A site visit was undertaken on 10 March 2020 by the Executive Manager of Development & Regulatory Services.

The Department of Planning Lands and Heritage was consulted on behalf of the Heritage Council. The Department declined to comment on the basis that the building:

“is not in the State Register of Heritage Places, is not subject to a heritage agreement, and is not identified as a place warranting assessment by the Heritage Council.”

Statutory Environment

- Former Town of Narrogin Town Planning Scheme No. 2
 - Clause 2.6.1 – Significant and Historic Places Development Standards
 - Clause 6.2 – Relaxation of Standards
 - Clause 6.3 – Special Approval
- Local Heritage Survey 2019

Policy Implications

Nil

Financial Implications

An Application for Planning Consent fee of \$147 has been paid to the Shire of Narrogin.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.1	Growth in revenue opportunities
Strategy:	1.1.1	Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
Outcome:	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
Outcome:	2.4	Cultural and heritage diversity is recognised
Strategy:	2.4.1	Maintain and enhance heritage assets

Voting Requirements

Part 1 of 3 Simple Majority

Part 2 of 3 Simple Majority

Part 3 of 3 Absolute Majority

OFFICERS' RECOMMENDATION 1 OF 3

That, with respect to Shop (Café with Ancillary Play Area) – Lot 7 (No. 7/31) Fortune Street, Narrogin, Council waive the minimum car parking requirements in accordance with Clause 6.2.1 of the Former Town of Narrogin Town Planning Scheme No 2.

OFFICERS' RECOMMENDATION 2 OF 3

That, with respect to Shop (Café with Ancillary Play Area) – Lot 7 (No. 7/31) Fortune Street, Narrogin, Council notify the adjoining businesses regarding the proposal and invite comments within 14 days, with any negative comments received be referred to Council for its further consideration.

OFFICERS' RECOMMENDATION 3 OF 3

In the event that no negative comment is received, with respect to Shop (Café with Ancillary Play Area) – Lot 7 (No. 7/31) Fortune Street, Narrogin, Council approve the proposal subject to the following conditions:

1. The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
2. The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.
3. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
4. The use permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason or appearance or the emission of noise, vibration, odour, vapour, dust, waste water, waste products or otherwise.
5. The premises is to be inspected and approved by the Shire of Narrogin's Environmental Health Officer.

6. Finishes to the external building shall be sympathetic to existing buildings on site and the surrounding area to the satisfaction of the Chief Executive Officer.
7. Bins and storage areas shall be screened from public view to the satisfaction of the Chief Executive Officer.
8. A signage application is required to be submitted to the Shire of Narrogin should the applicant seek to erect signage on the above mentioned property.
9. Landscaping areas are to be maintained at all times to the satisfaction of the Chief Executive Officer.
10. Any outside lighting to comply with Australian Standard AS4282-1997 for the control of obstructive effects of outdoor lighting and not spill into any adjacent residential premises.
11. The applicant is to retain and conserve the external features of the existing building.

APPLICATION FOR PLANNING CONSENT



Shire of
Narrogin
Love the life

(FDRS005)

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

Shire of Narrogin
RECEIVED

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

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

TOWN PLANNING SCHEME NO.2
DISTRICT SCHEME

13 FEB 2020

A165718/1PA2019536

Name of Applicant	MARIA KNOTT
Correspondence Address	[REDACTED]
Applicant Phone Number	[REDACTED]
Applicant email	[REDACTED]

I hereby apply for planning consent to:

- Use the land described hereunder for the purpose of an indoor play centre & small cafe ✓
And/or
- Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached)

Existing use of land	
Approximate cost of proposed development	\$
Estimated time of completion	
No of persons to be housed / employed after completion	

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

Lot No		House No		Street Name	Shop 7/31 Fortune St Narrogin			
Location No		Plan or Diag		Certificate of Title	Volume;		Folio:	

LOT DIMENSIONS

Site area		Square metres
Frontage		Metres
Depth		metres

AUTHORITY

Applicant's Signature		Date	13/2/20
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NOTE: WHERE THE APPLICANT IS NOT THE OWNER, THE OWNER'S SIGNATURE IS REQUIRED.

NOTE: ALL OWNERS OF THE PROPERTY MUST SIGN THIS APPLICATION FORM. WHERE PROPERTY IS OWNED BY A COMPANY, AT LEAST TWO DIRECTORS OF THE COMPANY MUST SIGN THE APPLICATION.

Owner's Signature		Date	13/2/20
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NOTE: THIS FORM IS TO BE SUBMITTED IN DUPLICATE, TOGETHER WITH THREE COPIES OF PLANS, COMPRISING THE INFORMATION SPECIFIED IN THE PARTICULARS REQUIRED WITH THE APPLICATION OUTLINED OVER.

w:\9 shared\9 all shared\forms and templates\3 drs\fcdrs005 appn for planning consent.docx

THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE

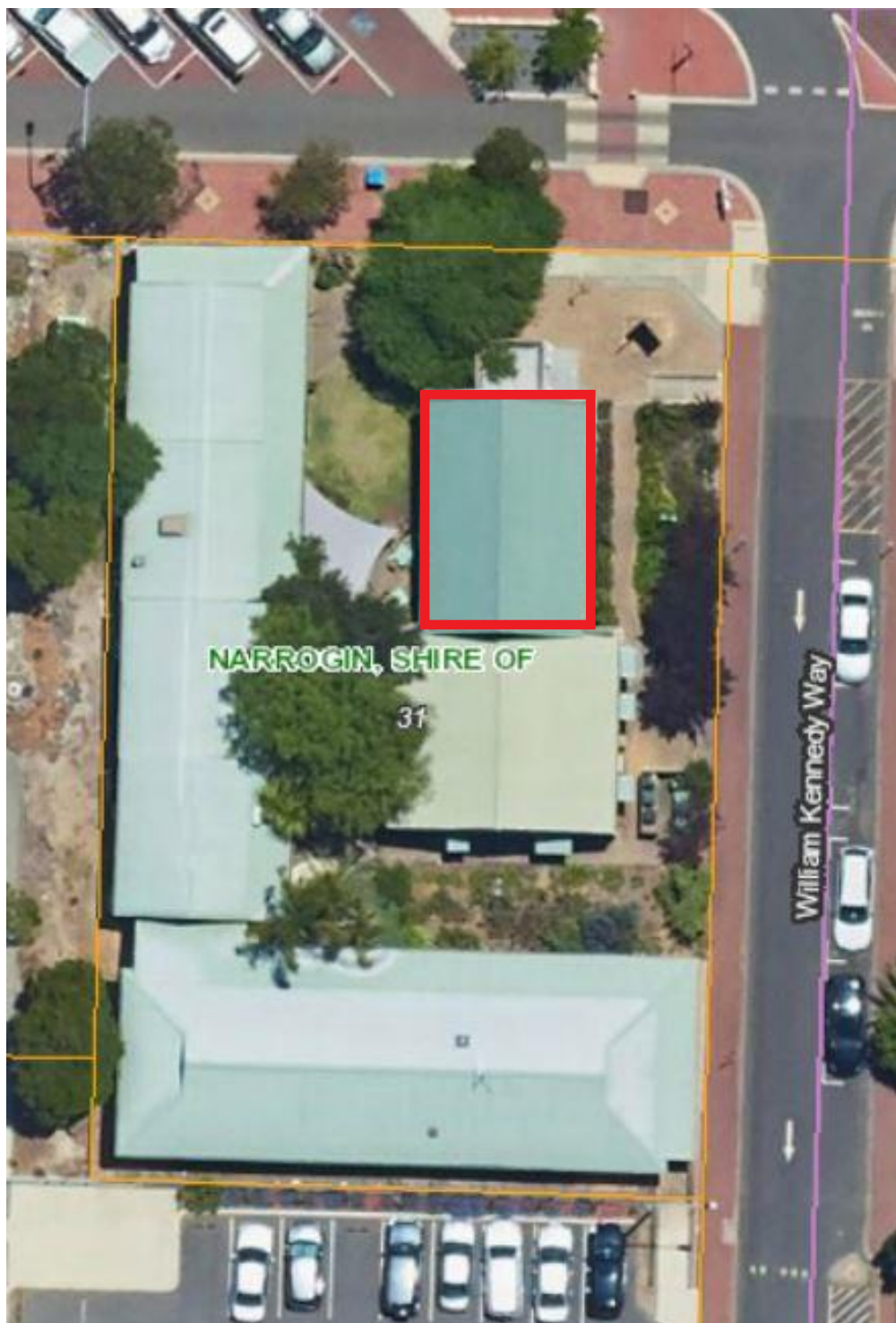
PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT

Where an application involves the erection or alteration of a building or a change in levels of a site, the plans accompanying an application for planning consent shall, unless especially exempt by the Shire:

- a. Indicate the position and describe the existing buildings and improvements on the site and indicate those which are to be removed;
- b. Indicate the position and describe the buildings and improvements proposed to be constructed, their appearance, height and proposed uses in relation to existing and proposed contours;
- c. Indicate the position, type and height of all the existing trees on the site and indicate those to be retained and those to be removed;
- d. Indicate the areas to be landscaped and the location and type of shrubs, trees and other treatment proposed;
- e. Indicate site contours and details of any proposed alteration to the natural contour of the area;
- f. Indicate car parking areas, their layout and dimensions and accessways and the position of existing and/or proposed crossovers; and
- g. Indicate site dimensions and be to metric scale.

OFFICE USE ONLY

File Reference		Application No	
Date Received		Date of Approval / Refusal	
Date of Notice of Decision		Officer's Signature	



Locality Plan – 7/31 Fortune Street

Door

Play Area 1

Play Area 2

Table &
4 chairs

Table &
4 chairs

Table &
4 chairs

Tree with
metal frame
around it. See
picture
attached

Table &
4 chairs

Play Area 3

Table &
4 chairs

Table &
4 chairs

Coffee station/kitchen
Depending on where
plumbing is

Play Area 4

10.1.2 NARROGIN WASTE MANAGEMENT FACILITY - FACILITY MANAGEMENT PLAN

File Reference	File No 31.3.5 and A325100
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	13 March 2020
Author	Robert Powell – Senior Environmental Health Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments 1. Shire of Narrogin White Road Waste Management Facility – Facility Management Plan	

Summary

The Narrogin Waste Management Facility – Facility Management Plan replaces the existing Town of Narrogin Landfill Environmental Management Plan. The Environmental Management Plan was developed in 2010 to guide the then current and future operations at the Waste Management Facility. The Environmental Management Plan has been updated by consultants IW Projects, as the Facility Management Plan which will continue to provide guidance, reflect best practice, with an emphasis on sustainable landfill management and to improve recycling activities.

Background

In 2010, the Town of Narrogin developed the Environmental Management Plan for the Narrogin Waste Management Facility (NWMF). Management plans primarily assist the Shire to meet its licence conditions, issued by Department of Water and Environmental Regulation (DWER). The licence set out how the NWMF is to be operated to meet legislative requirements. The proposed Facility Management Plan (FMP) provides guidance on how to operate the NWMF to achieve compliance.

Comment

The FMP, incorporates best practice with continuous improvement together with environmental management practices for the operation of the NWMF which assists the Shire in achieving statutory and regulatory compliance as well as providing guidance on how best to manage waste being landfilled. Topics covered in the FMP include:

- Introduction;
- Facility Location and Operating Licence;
- Current Situation (current management of landfill activities);
- Recycling;
- Liquid Waste Management;
- Site Future Development and Management;
- Landfill Available Air Space;
- Landfill Capping and Closure;

- Financial Implications;
- Data Collection;
- Financial Planning;
- Review; and
- Stakeholder Responsibility.

Management of Landfill Activities

This plan covers this area in depth as it is crucial to operate the facility to the highest standard possible, bearing in mind the small size of the landfill and budgeting constraints.

Material Sources and Quantities

The NWMF currently accepts waste from residents of the Shire through the gate (drop off) as well as kerbside and transfer station waste from within the Shire as well as from one (1) surrounding Shire. The report estimates the anticipated landfill tonnages for a ten year average will be 5,781 (from 2015/16). Total tonnages for the 2017/18 financial year were 5,383 tonnes with 1,507 tonnes recovered (28%) with a nett to landfill of 3,876 tonnes to landfill. These figures indicate that the Shire's recovery rate (recycling) is better than expected. Waste types currently recycled include tyres, metal (both ferrous and non-ferrous), used motor oil, car batteries, cardboard, paper, glass and certain plastics including drumMUSTER containers (mainly 20 litre plastic and a minor amount of 20 litre metal containers).

Future Development and Management

Managing for the future development ensures maximisation of the landfill to make the most of its capacity while retaining sufficient suitable areas on site to be able to undertake a range of post landfill activities, including transfer station, recycling, green waste disposal and burning.

The current landfill footprint covers an area of 11.4 ha with a site area of 40 ha. The report estimates a current life of 68 years with below ground excavation. The management plan envisages a number of lifts over the years across the active landfill site. Each 'lift' will raise the level of the landfill. Ideally each lift will be approximately 1.8 to 2.0 metres in height.

Hazardous and Problematic Wastes

These waste types include household, industrial and agricultural chemicals, asbestos and Asbestos Containing Material (ACM), used oil, paints, medicines, fluorescent light globes and tubes, electrical equipment, dry cell batteries, gas bottles fire extinguishers, Perfluoroalkyl Sulfonate (PFAS including PFOA and PFOS), smoke detectors and flares.

At present, drumMUSTER receives used agricultural chemical containers, provided they are triple rinsed. White goods (including most electrical equipment) together with gas bottles and fire extinguishers are collected by the contractor for recycling. Asbestos waste is buried, waste oil is stored in a waste oil tank with a contractor collecting the waste oil. Chemicals, both household and industrial are not accepted however the containers are accepted where they meet the drumMUSTER criteria.

Other hazardous waste types are constantly reviewed to determine economical/environmental disposal versus being disposed to landfill. Items such as dry cell batteries, mobile phones and used/unwanted paint are currently being investigated for off-site disposal. Other wastes such as smoke detectors (radiation), PFAS (including PFOA and PFOS) (possible ground water contamination) and flares (fire hazard) are currently not accepted due to licence requirements or for other operational reasons.

Landfill Available Airspace

At the present rate of airspace usage the anticipated life of the landfill is estimated at 68 years. The FMP envisages a number of lifts over time. However once the lifts reach a pre-determined height the airspace available will decrease with each lift due to constraints on capping and slope to manage erosion. Some areas of the site are currently at stage 2 lift while other areas are at stage 1 or have yet to have landfilling commence in those sections, mainly on the northern side.

Landfill Capping and Closure

Landfill capping and closure is still well into the future, however it does need careful consideration. Some sections of the landfill, particularly parts of the southern and western sides are nearing the stage where planning for the initial capping can commence.

Even though closure is well into the future, at this stage, thought needs to be given to the possible future use. The future use may also impact on the capping plan as a future passive recreational use, such as open space/walking tracks, will require less erosion control methods than an active recreation use, such as mountain bike/motor bike track activities.

Currently the dog pound and abandoned vehicle storage are located towards the south boundary of the site. The intention is that these facilities will remain at this site well into the future. As the landfill is developed these facilities may require an entrance separate to the entrance to the landfill/Transfer Station.

Septage Ponds

Currently the septage ponds are located towards the northern and western sides of the landfill. In the future the Septage ponds will require to be relocated, however a final decision has not been made at this time.

The report proposes to relocate the septage ponds towards the southern boundary of the landfill, in the vicinity of the animal (dog) shelter/pound and leaving a buffer of native vegetation between the proposed ponds and the site boundary. This will allow the current pond area to be landfilled in the future. Further, the current ponds do not allow for the proper oxygenation of the septage waste (mainly waste water) as the ponds are too deep resulting in anaerobic (bacteria that survive in a low or no oxygen environment) not aerobic bacterial action resulting in odour complaints. Corrective action is being taken to manage the odours however this is viewed as a short-medium term fix. The Shire will liaise with Water Corp (for design) and DWER (licence update and approval) prior to work commencing. Properly constructed ponds should reduce odour issues and complaints.

Cover Material

There is sufficient cover material on site for the immediate future needs of the landfill. Into the future the Shire will need to provide funds to purchase cover material.

Consultation

The Narrogin Waste Management contractor and relevant Shire Staff have been consulted.

Statutory Environment

- Environmental Protection Act 1986
- Waste Avoidance and Resource Recovery Act 2007
- Narrogin Waste Management Facility Licence L7085/1997/13.

Policy Implications

There are no known policy implications.

Financial Implications

The financial costs to manage and operate the WMF are included in the annual budget. These include operational, maintenance and statutory/compliance costs.

To meet the requirements and guidelines as set out in the new FMP, there may be a requirement in forthcoming budgets to meet additional costs associated with importing cover material, given access to adequate cover on site is becoming scarce. This will be considered in the forthcoming Draft Budget deliberations, and it may well be that the Shire's Works Crew will be able to backload spoil, suitable as cover material, from other jobs, to minimise this cost.

Strategic Implications

The Narrogin Waste Management Facility – Waste Management Plan will assist the Shire to meet its licence obligations for the site. The Narrogin WMF licence L7085/1997/13 conditions place responsibilities on the licence holder (the Shire) to ensure that the Waste Facility complies with the provisions of the Environmental Protection Act 1986 and regulations, the Waste Avoidance and Resource Recovery Act 2007 and the State Waste Strategy 2030

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.2	Effective waste services
Strategy:	3.2.1	Support the provision of waste services

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That, with respect to the Narrogin Waste Management Facility Plan – at Lot 1633 (Reserve 8410) White Road, Narrogin, Council adopt the Shire of Narrogin, White Road Waste Management Facility – Facility Management Plan as a guideline and planning tool for the management and future direction of the Narrogin Waste Management Facility.

SHIRE OF NARROGIN

WHITE ROAD WASTE MANAGEMENT FACILITY

FACILITY MANAGEMENT PLAN



White Road Site Entrances

Prepared for

SHIRE OF NARROGIN

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Revision:

Date of Issue:

Final Rev 1

16 Dec 2019

Table of Contents

1. Introduction	1
1.1. Purpose of this Management Plan.....	1
1.2. Background	1
2. Facility Location and Operating Licence.....	2
2.1. Facility Location.....	2
2.2. Facility Operating Licence.....	2
3. Current Situation.....	4
3.1. Operations	4
3.2. Material Sources and Quantities	5
3.2.1. Waste Sources	5
3.2.2. Material Quantities	6
3.3. Recycling.....	7
3.3.1. General.....	7
3.3.2. Greenwaste	7
3.3.3. Scrap Metal	7
3.3.4. Minor Recycling	7
3.4. Liquid Waste Management.....	8
4. Site Future Development and Management.....	9
4.1. Site Future Development Overview.....	9
4.2. Property Boundary and Buffer Zones	9
4.3. Site Operational Constraints	10
4.4. Future Landfill Areas.....	12
4.5. Landfill Filling Plan	13
4.6. Landfill Progression and Forward Planning	13
4.7. Waste Profile Setout.....	14
4.8. Seasonal Considerations.....	15
4.9. Waste Inspection	16
4.10. Access Roads	16
4.11. Traffic Management.....	17
4.12. Blending	17
4.13. Problematic Waste.....	18
4.14. Tipping Areas and Waste Placement	18
4.15. Waste Compaction	20
4.16. Waste Cover.....	21
4.17. Leachate Management	22
4.18. Stormwater Management	23
4.19. Groundwater and Surface Water Monitoring.....	24
4.20. Site Fencing	25
4.21. Dust Control.....	25
4.22. Litter Control.....	25
4.23. Weed Management	26
4.24. Vermin Control.....	26
4.25. Fire Control	27
4.26. Final Landfill Profile	27
4.27. Landfill Gas Management	28
4.28. Second-Hand Goods.....	29
4.29. Hazardous and Problematic Waste.....	30
5. Landfill Available Airspace.....	32
5.1. Airspace Consumption.....	32

5.2.	Available Airspace	32
6.	Landfill Capping and Closure.....	33
6.1.	Environmental and Social Impact.....	33
6.2.	Options for Site After-Use	33
6.3.	Infrastructure Requirements	35
6.4.	Site Preparation.....	35
6.5.	Final Contours	36
6.6.	Closure Capping	36
6.7.	Continuous Capping	37
6.8.	Landfill Gas.....	37
6.9.	Surface Preparation.....	37
6.10.	Capping Layer Profile.....	38
6.11.	Capping Material	38
6.11.1.	Purpose	38
6.11.2.	Natural Soil.....	39
6.11.3.	Imported Capping Material	41
6.12.	Landfill Cap Thickness.....	41
6.13.	Vegetation.....	43
6.14.	Construction	44
6.15.	Surface Water Management	44
6.16.	Groundwater Management	45
6.17.	Environmental Protection	45
6.18.	Site Monitoring and Maintenance.....	46
6.19.	Post-closure Period.....	46
7.	Financial Implications	47
8.	Data Collection	49
9.	Financial Planning	50
10.	Review	51
11.	Stakeholder Responsibility	52
	Appendices.....	52
	Appendix No. 1 – Site Layout Plan.....	53
	Appendix No. 2 – Landfill Final Landform & Perimeter Drain Layout.....	54
	Appendix No. 3 – Progressive Landfill Development – Lift No. 1.....	55
	Appendix No. 4 – Progressive Landfill Development – Lift No. 2.....	56
	Appendix No. 5 – Progressive Landfill Development – Lift No. 3.....	57
	Appendix No. 6 – Progressive Landfill Development – Lift No. 4.....	58
	Appendix No. 7 – Progressive Landfill Development – Lift No. 5.....	59

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1. Introduction

1.1. Purpose of this Management Plan

In March 2010, the Shire of Narrogin (the Shire) developed a Facility Management Plan for the White Road Waste Management (*Bowman & Associates March 2010*). As part of its program of continuous improvement and increased environmental awareness, the Shire has developed an updated Facility Management Plan to provide guidance on the future development of a waste management facility.

The progressive development of the facility includes the future development of the landfill tipping areas, including annual landfill filling plans, finishing off existing waste disposal areas, continuous capping of completed landfill areas and consideration of a second-hand goods shop. The emphasis is on sustainable landfill management and improved recycling activities.

This Facility Management Plan provides details on how the White Road Waste Management Facility is to continue to be developed and operated.

1.2. Background

The Shire of Narrogin White Road Waste Management Facility has been used as a putrescible landfill since the 1970s. The facility has been used for the disposal of mainly residential waste and minor quantities of commercial and industrial waste.

The site is a licensed facility under the *Environmental Protection Act 1986* and as such the facility is to be managed in accordance with the conditions set out in the facility operating licence.

There are limited long-term historical records available of what type and quantity of waste has been disposed at the White Road landfill site; however, due to the relatively small residential population of Narrogin and minimal industrial and commercial development in the surrounding areas, it can be considered that the landfill has historically only accepted small quantities of domestic, agricultural and industrial waste.

In more recent times, there have been records kept on the type and estimated quantity of waste materials being delivered to the facility. This provides a more accurate estimation of the type and quantity of waste and recyclable materials being received on site.

The facility is managed by a contractor and is permanently staffed during operating hours. Waste is initially received at the new waste transfer station located at the entrance to the site, where recyclable materials are separated and from there the residual waste is disposed of in dedicated tipping areas depending on the type (general waste, asbestos, animal carcasses, liquid waste).

Greenwaste is separated and is burnt in accordance with licence conditions and liquid waste is deposited into the liquid pond system. There are currently limited recycling activities on site, mainly concentrating on metals, tyres, comingled packaging, car batteries, gas bottles and used motor oils.

2. Facility Location and Operating Licence

2.1. Facility Location

The White Road Waste Management Facility is located approximately 2 km north-west of the town of Narrogin.

The facility is located within Crown Reserve 8410, Lot 1633, White Road, Narrogin. The majority of the site is occupied by past and present landfill activities with the entrance and limited recycling occurring in the south-west portion of the site. There is a portion of natural bush in the north-western corner of the site.

2.2. Facility Operating Licence

The White Road Waste Management Facilities is a licensed site (Licence No. L7085/1997/13) and hence the site is governed by site-specific licence conditions.

The operating licence governs waste management activities on site and includes the following aspects:

- Classification of Premises:
 - Category 61 – Liquid Waste Facility;
 - Category 62 – Solid Waste Depot; and,
 - Category 64 – Class II Putrescible Landfill Site;
- Commencement date (of current licence) - 30 June 2011;
- Expiry date (of current licence) – 29 June 2031;
- Waste acceptance in accordance with “*Landfill Waste Classification and Waste Definitions (1996 as amended)*”;
- Allowable activities:
 - Disposal of waste to landfill, including asbestos and biomedical waste;
 - Recyclables storage;
 - Storage and burning of greenwaste; and,
 - Liquid waste treatment;
- Nominal Rated Throughput:
 - 8,000 tonnes of material through the transfer station (which includes landfilled waste quantity);
 - 7,500 tonnes of waste landfilled per year; and,
 - 1,000 tonnes of liquid waste per year;

- Management of landfill activities;
- Greenwaste management;
- Fencing;
- Windblown waste;
- Signage;
- Hydrocarbon and chemical storage;
- Storage and disposal of used tyres;
- Dust management;
- Burning of waste (not permitted);
- Stormwater management; and,
- Monitoring and reporting.

For additional details, refer to the facility operating licence.

3. Current Situation

3.1. Operations

The site is operated under contract to Great Southern Waste Disposal (contractor); however, some activities are undertaken by the Shire.

The contractor has been operating the site since 2005 and its activities include:

- OH&S responsibilities;
- Managing and maintaining the landfill operations;
- Compliance with relevant requirements of the facility operating licence and Facility Management Plan;
- Provisional and maintenance of landfill signage;
- Management of traffic;
- Excavation of future landfill areas;
- Asbestos and biomedical waste handling, burial and recording;
- Stockpiling and use of suitable cover material;
- Placement, spreading, compacting and covering of all waste;
- Management of surface water and dust on site;
- Ensuring effective litter (including internal fencing on the landfill), odour and vermin control on site;
- Ensuring effective site fire prevention, security, access, communications and facilities management;
- Recyclable material management, including retaining sales revenue); and,
- Reporting.

The Shire undertakes the following activities:

- Development and implementation of a Fire Management Plan;
- Provision of services to the site (power, water);
- Provide and maintain gatehouse;
- Provide and maintain sanitary facilities;
- Open and close the site during operating hours;
- Operation and management of the gatehouse including waste receivable, financial and tip pass transactions and record keeping;
- Waste acceptance compliance and record keeping;
- Construction and maintenance of internal roads, including dust management, but excluding landfill roads;
- Construct and maintain fire breaks;
- Weed and pest control;
- Greenwaste management including burning; and,
- Licensing and reporting.

The facility is permanently manned (jointly by the Shire and the contractor) with all waste being inspected on entry to the facility.

The facility operating hours are:

- Monday, Wednesday, Thursday and Friday 9.00 – 17.00.
- Tuesday closed, except after a Monday Public Holiday.
- Saturday and Sunday 10.00 – 16.00.
- Public Holidays closed, but open the following day.

On-site waste management mobile equipment includes:

- Front end loader;
- 6-wheeler, tip truck;
- Backhoe;
- Waste compactor; and,
- Ute.

Residential and commercial customers delivering material to the facility have the loads inspected on arrival and thereafter are directed to the waste transfer station where recyclable materials and residual waste can be dropped off. Larger customers are sent directly to the active landfill tipping area where they unload the waste directly onto the landfill. On an as needs basis, the contractor moves the transfer station waste to the landfill where it is pushed up and compacted. Reasonable compaction is achieved by the use of the on-site dedicated waste compaction machine.

Asbestos and animal carcasses waste are not landfilled with the general waste but are disposed of in separate, dedicated landfill areas.

3.2. Material Sources and Quantities

3.2.1. Waste Sources

The Waste Management Facility services approximately 4,300 people from the Narrogin townsite and 900 people from the rest of the shire; hence a total population of approximately 5,200 people.

Additional waste is received from the following:

- Local industry;
- Construction waste (from local industry and public works projects); and,
- Since 2017, small quantities of residential and commercial waste from the neighbouring Shire of Cuballing kerbside collection and transfer station (nearest shire to the WMF).

The Shire is anticipated to have a long-term population growth of 1.1% (*Band C – WA Tomorrow, Population Report No. 7, 2006 to 2026 – WAPC*); hence, there is likely to be a gradual increase in the quantity of waste generation, typically in accordance with population growth.

3.2.2. Material Quantities

From the material quantity data collected by the Shire and reported to the Department of Water and Environmental Regulation (DWER) in its annual waste census (2018), there are an estimated 3,847 tonnes of material handled by the Shire of which approximately 950 tonnes are recycled. Consequently, there are an estimated 2,897 tonnes of waste landfilled on site. This data includes a component of commercial and industrial waste (307 premises in 2018), which is collected as part of the Shire's kerbside waste collection. In addition to this, there is an estimated 4,000 m³ of greenwaste received on site. This material is burnt in accordance with the facility operating licence and hence, is neither recycled nor landfilled.

Included in the above quantities of commercial and industrial waste is that waste collected as part of the kerbside collection service and commercial and industrial waste and construction and demolition waste that is received on site.

Based on the above, including a component of commercial and industrial waste and construction and demolition waste, it is likely that there are approximately 3,300 tonnes of waste landfilled on site in 2017/2018 financial year. This represents approximately 0.767 tonnes of waste per capita within the Narrogin townsite or 0.635 tonnes per capita for the whole Shire. The Waste Authority Local Government Census 2016-2017 indicates an average of 0.506 tonnes of non-metropolitan waste to landfill per capita. The Shire's waste generation values include commercial and industrial waste, which the Waste Census data does not include; hence, the difference. Typically, the Shire's waste generation is in line with other non-metropolitan shires.

Since the development of the front-end recycling and transfer station, there has been a marked increase in the quantity of materials diverted from landfill.

Table 3.1 – Anticipated Landfill Waste Tonnage Increases provides the anticipated annual waste tonnage based on a nominal 1.1% per annum increase. The assumption is that the growth in waste generation will be proportional to the growth in population.

Table 3.1 – Anticipated Landfill Waste Tonnage Increases

No.	Year	Annual Landfill Waste Tonnage (t) 1.1% Annual Increase
0	2017/18	3,300
1	2020/21	3,410
2	2025/26	3,602
3	2030/31	3,804
4	2035/36	4,018
5	2040/41	4,244
20 Year Average (from 2017/2018)		3,690
40 Year Average (from 2017/2018)		4,140

For future planning, it can be anticipated that the average annual tonnage for the 20-year period will be approximately 3,690 tonnes. This is the average over the period based on a 1.1% annual growth rate.

At a compacted waste density of 0.65 t/m³ (typical for a lightly compacted landfill), this equates to an average annual landfill airspace consumption of approximately 5,700 m³.

It is presumed that the current quantities of materials being recycled through existing recycling activities will also increase in proportion to population growth. Should there be any new or significantly improved recycling activities within the Shire, then any increase in the per capita quantity of recycling will reflect in an equivalent decrease in the quantity of material being landfilled or vice versa.

3.3. Recycling

3.3.1. General

Currently, there is some limited recycling occurring on site. The contractor retains the rights to the recycling revenue received from the sale of all material.

3.3.2. Greenwaste

Greenwaste is stockpiled separately until sufficient quantity has been collected and then it is burnt on site. A limited quantity of greenwaste that is received in mixed loads is disposed of at the active general waste tipping face.

3.3.3. Scrap Metal

Scrap metal is collected in a dedicated area on the landfill. Once sufficient quantities of metal have been stockpiled a metal recycler is brought in to collect scrap metal.

3.3.4. Minor Recycling

A range of other recycled products is collected and separately stored on-site until sufficient quantity has been accumulated and then the material is removed from the site.

Minor recycled products include:

- Used tyres;
- Used motor oil;
- Car batteries;
- Gas bottles, fire extinguishers;
- E-waste;
- DrumMuster (agricultural chemical containers);
- Glass; and,
- Comingled Recyclables including aluminium and steel cans, paper and cardboard and a variety of plastic.

3.4. Liquid Waste Management

Currently, there is a system of liquid waste stabilisation ponds in the northern portion of the site. These ponds have been excavated into the natural clay soil and receive septage and grease trap waste as well as contaminated stormwater, all of which are allowable under the conditions of the facility operating licence.

The Shire is considering a review of the efficiency and suitability of these ponds, which may result in future modifications to this facility.

The proposed landfill footprint encroaches over the existing ponds; hence, ultimately these ponds will need to be relocated. The site layout plan indicates possible locations for new liquid waste ponds, there being an initial location in close proximity to the current ponds and a final location being outside of the landfill footprint.

Due to the long lifespan of the landfill facility, there is the opportunity to develop new liquid waste ponds in the north of the site, within the landfill footprint. These could be used for many years and ultimately, once the landfill encroached over this area, the ponds would be relocated to the final position. The preference is to keep the ponds as far away from the nearest neighbouring properties for as long as possible, and only when necessary, would the ponds be relocated to the southern portion of the site.

It is anticipated that while the ponds are being operated in the northern portion of the site, the pond management will be such that odour emissions are able to be managed within acceptable levels, such that when they are relocated to the south of the site, there should be no negative impact on the neighbouring community. Should odour emissions be a concern, then the Shire could consider keeping the ponds in the northern portion of the site but relocating them into the north-eastern corner, outside of the landfill footprint. In this location, the access to the ponds is more complicated and a reasonable, all-weather road will be necessary to ensure that there is adequate access to the ponds for the liquid waste tankers.

Appendix No. 1 – Site Layout Plan provides detail of the proposed locations of the liquid waste ponds.

4. Site Future Development and Management

4.1. Site Future Development Overview

The overall concept for the future development of the site is to optimise the available landfill capacity while retaining sufficient space on site to enable the Shire to undertake a range of recycling and other waste management activities beyond the active life of the landfill.

The intention is to continue landfilling over the vast majority of the area of the existing landfill, while maintaining the required 35 m buffer zone around the property boundary, having minimal impact on the native vegetation to the north of the site and maintaining sufficient space at the site entrance for ongoing waste management activities.

Based on the proposed landfilling footprint and design waste profile, the site has ample available future landfill airspace and due to the relatively small quantity of waste being disposed of, the landfill is anticipated to have an operating life of at least of 68 years.

Appendix No. 1 – Site Layout Plan provides detail of the proposed future site development.

4.2. Property Boundary and Buffer Zones

The overall size of the property is appropriate to accommodate the landfill in the central portion of the site and the gatehouse and recycling area in the south-west corner.

The facility operating licence requires a minimum 35 m buffer zone around the site boundary within which no waste is to be landfilled. Historically (many years ago) waste has been placed within this buffer zone; however, since the issue of the facility operating licence, this practice has ceased. All future landfilling will take into consideration this 35 m exclusion zone; however, there is no plan to remove any historical waste that is currently within this buffer zone.

The site is adequately fenced to demarcate the site boundary and to prevent unauthorised access.

There is an Environmental Protection Authority (EPA) requirement for a 500 m buffer zone to any residential sub-division or sensitive building development and a minimum of 150 m to the nearest residential zoning or dwelling (*EPA Guidance for the Assessment of Environmental Factors – Separation Distances between Industrial and Sensitive Land Uses No. 3 June 2005*). In August 2015, the DWER released a draft *Guidance Statement on Separation Distances*, which has a 1,000 m separation distance to sensitive receptors. In addition, in September 2015, the EPA also released a draft *Environmental Assessment Guideline for Separation Distances Between Industrial and Sensitive Land Uses*, which has a 1,000 m separation distance. Neither of these two draft documents has been finalised; however, the regulatory authorities are using these revised separation distances when assessing new applications.

Based on the recent direction being promoted by both the EPA and the DWER, it is likely that a 1,000 m buffer zone (separation distance) will become the norm when assessing future landfill developments, be they new or existing facilities.

Currently, the nearest farmhouse is approximately 200 m to the south-west of the landfill area and another farmhouse a similar distance to the south-east. The nearest residential subdivision is approximately 400 m to the south, south-east to the landfill. Although these separation distances are well within the EPA and DWER guidelines, this is a function of the existing site landfill layout. The proposed landfill footprint maintains these separations distances.

4.3. Site Operational Constraints

In accordance with sound environmental protection and licence requirements the site operation is to be managed in accordance with the following site operational constraints:

- General:
 - 1.2 m high fence to be maintained around the premises with premises to be securely locked while the site is unattended;
 - Stormwater directed away from areas of waste storage and landfilling and if contaminated, then must be retained on site;
 - No burning of waste other than greenwaste;
 - Weekly collection of windblown waste;
 - No clearing of native vegetation;
 - 30 km/hr speed restriction;
- Transfer Station:
 - 8,000 tonnes annually (including the recycling and landfill quantity)
 - Restricted tyre storage as per licence requirements;
 - Asphalt or bitumen surface area;
 - 1.7 m high concrete retaining wall for waste drop-off into bins;
 - Stormwater to be retained on the premises;
 - Storage bins to have lids and be watertight;
 - Weatherproof hazardous goods storage container;
 - No more than 100 tyres stored on site and be a minimum of 5 m from combustible materials;
 - Putrescible material removed from the transfer station within 48 hours of being received;
- Greenwaste:
 - Designated burning area;
 - 50 m from site boundary;
 - No flammable material within 50 m (other than greenwaste or live trees);
 - Minimum 1 m cover over old waste placement areas;
 - 2 months dry and seasoned before burning;
 - Only greenwaste burnt;
 - Only burnt in designated area;
 - Burnt in trenches or windrows;
 - Only burning between 8.00 and 12.00 and under the control of the Fire Control Officer;

- Stored in windrows maximum 50 m long, 10 m wide and 5 m high;
- Stored separately from other combustible materials by a minimum distance of 5 m;
- Landfill:
 - 7,500 tonnes annually, excluding hazardous waste, greenwaste and tyres. Smoke detectors are landfilled;
 - No PFAS material allowable;
 - Asbestos:
 - Dedicated disposal area;
 - Fenced and restricted access;
 - To be double wrapped in plastic;
 - Option to store before burial;
 - Supervised burial, 1 m cover, daily;
 - Maintain a register of disposal;
 - Not re-excavate area;
 - Biomedical waste:
 - Dedicated disposal area;
 - Fenced and restricted access;
 - Sealed and labelled in plastic bags;
 - Immediate burial;
 - Supervised burial, 1 m cover, daily;
 - Maintain a register of disposal;
 - Not re-excavate area;

Biomedical waste is allowed to be landfilled, but is not currently received on site. In the event that it is received, it is to be managed according to the above operational process.
 - Insitu clay-lined;
 - Waste tipping area to be a maximum of 30 m in length;
 - The exposed tipping face is not to be greater than 2 m high;
 - No waste is to be placed in the 35 m buffer zone around the property boundary;
 - 1.8 m high security fence to be maintained around the active landfill area;
 - No crushing or screening of inert material;
 - Tyres not landfilled;
 - Minimum 100 mm of cover material applied daily;
 - Spread and compact waste in maximum 500 mm layers;
 - 300 mm intermediate cover applied at a slope of 2% away from the active landfill area;
 - Final waste cover of minimum 1 m;
- Liquid Ponds:
 - Maximum 1,000 tonnes per year;
 - Septage waste, grease trap waste and contaminated stormwater only;
 - Insitu clay-lined;
 - Minimum 300 mm freeboard;
 - No vegetation growth in ponds;
 - Prevent stormwater ingress; and,

- Discharge into the ponds without disturbing anaerobic crust.

For more detailed site operational constraints refer to the site operating licence.

4.4. Future Landfill Areas

There are large areas within the site that have previously been used for landfilling, this is a combination of general waste disposal as well as dedicated areas for the disposal of asbestos and animal carcasses. As mentioned previously, some waste has been landfilled within the 35 m perimeter buffer zone.

The proposed future landfill perimeter is the area on site within which waste disposal is to be restricted. Typically, this landfill perimeter has been designed to enable the shedding of surface water around the landfill footprint, without there being upstream low-points within which stormwater will collect. To achieve this desired surface water flow, there is a need to extend the landfill marginally into the native vegetation towards the north-western corner of the site. Consequently, there will be a requirement to obtain a clearing permit to remove the native vegetation in this area. There is also a small area of native vegetation to the south of the liquid waste ponds that will also need to be cleared.

To the west, the landfill footprint will encompass the majority of the historic asbestos waste trenches. To the south and south-west, the landfill shape is determined by the need to adequately shed surface water around the perimeter of the landfill while optimising the footprint area, but not encroaching nearer to the neighbouring properties in this area.

This proposed landfill footprint covers an area of approximately 11.4 ha.

Should there be problems obtaining a clearing permit to remove the small area of native vegetation in the north-west corner, the landfill footprint can be reduced to be within the area of existing cleared vegetation; however, there will need to be a surface water diversion drain installed in the typical position indicated in the site layout plan to ensure that the majority of the surface water is diverted around the landfill. However, there will be a small low point up against the north-western edge of the landfill where some surface water will collect. This needs to be managed to prevent it from collecting against the waste mass.

Appendix No. 1 – Site Layout Plan provides detail of the areas of past waste placement and also the proposed landfill footprint.

Appendix No. 2 – Landfill Final Landform & Perimeter Drain Layout provides detail of the proposed final waste profile.

4.5. Landfill Filling Plan

With effective landfill planning, the filling plan should strive to fill portions of the landfill to final design profile before moving on to other areas of the landfill site. The ideal is that the landfill fills up from the back of the site and progresses towards the site entrance where ultimately the last load of waste is placed before the landfill is finally closed.

During the filling process, as areas of the site achieve the final design profile, these areas are to be capped and rehabilitated as soon as reasonably possible. This progressively capping reduces the Shire's landfill closure liabilities, but also reduces leachate generation and improves landfill visual impact (along with other operational benefits). Should there be visual impact concerns with the proposed height of the finished landfill, the landfilling program can be adapted to reduced visual impact, including constructing bunds, capping and rehabilitating completed portions of the landfill, planting trees on the landfill perimeter, on bunds or even on areas of localised thickening of the landfill cap, which encourages the survival of taller plant species.

4.6. Landfill Progression and Forward Planning

The precept around which the future waste placement planning has been developed is that the landfill should be filled from the north-eastern corner, generally progressing in a south-westerly direction and ending nearest the site entrance. Based on the available landfill airspace on site and the anticipated annual landfill tonnage, this landfilling program will take at least 68 years to complete (aboveground available airspace) or potentially up to 75 years (including some belowground excavation).

Progressive landfill development drawings have been prepared showing the landfilling plan based on progressive lifts of waste placement. The drawings indicate the layout for the first five years of landfill in the north-eastern corner.

Appendix No. 3 – Progressive Landfill Development – Lift No. 1, Appendix No. 4 – Progressive Landfill Development – Lift No. 2, Appendix No. 5 – Progressive Landfill Development – Lift No. 3, Appendix No. 6 – Progressive Landfill Development – Lift No. 4 and Appendix No. 7 – Progressive Landfill Development – Lift No. 5 provide details on the design and location of the proposed landfill lifts in the north-eastern corner of the site.

Throughout landfilling in the north-east corner, the Shire is to set out portions of the landfill lift footprint and target lift heights to provide the landfill operator with clear direction as to where waste placement will occur for the next few months.

4.7. Waste Profile Setout

The electronic drawing files for the five landfill lifts have been provided as part of this Facility Management Plan. These drawings are to be used by a surveyor to progressively set out the future areas to be landfilled. Ideally, at least six months of landfill airspace should be set out in advance of landfilling and, depending on the rate of airspace consumption, towards the end of when the set-out portion is due to be completed, the subsequent approximately six months of airspace should be set out. This rolling set out and subsequent landfill program is to continue throughout the life of the landfill.

The set out of the landfill areas is to be achieved via a survey. The landfill perimeter footprint can easily be set out and clearly marked on the ground. The set out of the top surface of the landfill lift is somewhat more complicated. For the edge of the landfill and the lower portions, batter boards, set up external to the landfill (on natural ground) can be used. The waste surface is then sighted off these static batter boards to establish the design height of the landfill lift. The use of a hand-held laser is a simple and effective tool to sight off the batter boards.

An alternative solution for setting out the waste lift heights is to set up height markers evenly spread out within the landfill footprint at which the landfill operator can aim in order to achieve the desired design waste profile. This is a simpler methodology in comparison to the batter board and laser methodology; however, is marginally less accurate. As the height of the landfill progresses and the previous waste lifts settle, the surface of the landfill is continually lowering, hence, the set-out levels are also continuously lowering. This is not overly significant as subsequent lifts can easily correct the settlement in the previous lift. However, this lift will also be continuously settling.

The set out of the internal surfaces of the landfill is not critical to get correct, as these will ultimately be covered over by subsequent waste lifts. However, the important factor is to ensure that the top surface of each waste lift slopes into the landfill (as indicated in the design drawings) and not towards the landfill perimeter. This is to control any surface water that collects on top of the waste lift. It will flow back into the landfill and be retained on the waste mass as required by the facility operating licence.

The set out of the perimeter of each lift is critical, as this is the “pivot point” around which each lift is established. With continuous waste settlement, it is likely that, as the height of the landfill increase, the perimeter level of the current waste lift will gradually settle over the time it takes to fill the lift airspace. When the subsequent lift above is being set out, the surveyor is to set out the design position (horizontal and vertical) of the waste perimeter of the next lift and not simply use the position of the top of the previous lift as the start of this next lift, as this point will no longer be in its original position.

If the surveyor simply uses the position of the perimeter of the existing lift (which will be lower than the design position due to settlement), then all subsequent lift set-out positions will carry forward this error. And with each subsequent lift, this error is compounded. Ultimately, the final external waste profile that is achieved will be significantly lower than the design profile resulting in a substantial waste of available landfill airspace. Landfilling back over the final waste profile to fill in a thin layer of waste to achieve the required design waste profile is extremely inefficient and likely to consume a disproportionately large quantity of cover material. In addition, surface water management is also a challenge in this circumstance.

As a check of the correctness of the final waste profile being achieved by the landfill operator, occasionally, when subsequent lifts are being set out, the slope and position of the completed landfill profile should be checked against the design. For the first few lifts, this is not overly critical as the waste depth and hence degree of settlement will be minimal and the consequence thereof minimal. However, in time as the landfill height develops these occasional checks become more important.

Once portions of the final waste surface have been capped, it is not feasible to go back and landfill over this surface, as the benefit of the additional thin layer of waste will likely be less than the cost of removing and replacing the landfill cap. Hence, prior to progressively constructing the landfill cap, the profile of the pre-capped final surface should be checked to confirm that it is typically close to the original design surface profile. Minor inaccuracies are irrelevant. If the final surface is substantially lower than the design profile, the final surface can be reworked to fill in lower areas before the cap is constructed. If the surface is marginally lower than the design level, it is easier to simply increase the slope of the next landfill lift above to get the final surface back to the approximate position of the original design profile.

4.8. Seasonal Considerations

When programming future landfill areas consideration should be given to the possible impact of seasonal variations in weather patterns on landfill operations.

Landfilling during the rainy season requires additional attention to surface water control and landfill tipping area activities such as vehicle access and waste placement in areas of localised flooding/ponding. The preference is that the landfill access roads are well established before the onset of winter and are not moved around unnecessarily until the rainy season has passed. In addition, where possible, the landfilling area over winter should be on the higher portions of the landfill so that any surface water can easily be directed away from the active tipping area. Fortunately, the Narrogin area experience a relatively low average annual rainfall; hence, this wet weather consideration is not overly significant. Occasionally there will be one-off rainfall events that will cause some inconvenience to landfill operations and these need to be managed accordingly, which will depend on the location of landfilling and the time of the year that the rainfall event occurs.

During the drier summer months, wind resulting in dust and litter generation needs to be considered. Wind direction and speed may impact where landfilling occurs in an attempt to reduce the generation of dust and/or litter. Typically locating the tipping area nearer the up-wind direction of the portion of the site being landfilled will allow the greater portion of the site down-wind to enable the dust to settle and the litter to be collected before it reaches the site boundary.

With the relatively small quantity of waste being received on site, the landfill tipping area will progress slowly; hence, there is limited flexibility in making seasonal adjustments to a single tipping area; consequently, consideration should be given to having a second tipping area that can be used when the site is flooded or during periods of strong winds. Having a second tipping area is a standby position and not an opportunity to continuously operate with two active tipping areas. At all times, there should only be one active tipping area in operation, with all waste being landfilled in this one tipping area. The exception being asbestos and animal carcasses.

4.9. Waste Inspection

On entering the landfill site, all incoming waste should be inspected to identify the waste type and hence the appropriate handling thereof. Typically, this will include:

- Recycling – maximising waste diversion from landfill to reduce the quantity of waste going to landfill;
- Greenwaste – diverted to the greenwaste area for subsequent burning;
- Special disposal – asbestos waste and biomedical waste (if disposed of) directed to a separate disposal location;
- Special handling – particular waste streams, although being disposed of in the general waste tipping area, need special handling to simplify the landfilling operations and achieve the most beneficial environmental outcome;
- Non-conforming waste – quality control to ensure that only conforming waste is received on site and/or landfilled:
 - Liquid waste not allowed to be landfilled; and,
 - Only Class II waste to be received on site.

4.10. Access Roads

The most fundamental aspect for internal access roads is to ensure that waste delivery vehicles have a reliable, safe and easily trafficable road surface on which to travel to and from the active tipping area. Typically bricks and building rubble can be used for the base course of the road, with this being track rolled by the waste placement machine. Depending on the material type used and the surface finished that is achieved, there may be a need to sheet the surface of the road with a selected wearing course of less coarse inert material. Ideally, these road construction materials are received as a waste stream if not, they need to be specifically sourced.

During the operation of the landfill, the landfill operator is to be aware that there will be an ongoing need for suitable road building material and hence when suitable material is delivered to site as a waste stream, it should be stockpiled separately for future use as a road construction material. This will reduce the need to source road material next time there is a need to work on the internal site roads.

The Shire should also be aware of the need for this type of material and hence, when undertaking roadworks within the shire if suitable waste product is available, it should be directed to the landfill site.

Due to the effort and potential expense of establishing and maintaining the internal site roads, it is essential that the layout of the road system be developed to absolutely minimise the need to keep moving the roads around the site. In particular, the main access road to the active tipping area. This will consequently reduce the need for road construction material.

The ideal is that the tipping area access road is formed on top of and in the middle of the width of current waste lift and the road slowly extended as the tipping face progresses horizontally.

In the wet season, there may be a need to more intensely maintain the road surface to ensure continuous vehicle access. This is highly dependent on the elevation of the road; hence, its ability to shed surface water and the road surface material, where clayey material will be difficult to traverse if saturated; however, coarse or more free draining material will perform better.

4.11. Traffic Management

Traffic management on and around the active landfill area is an important aspect of the overall management of the facility. Adequate signage and physical control are required to ensure that the customers only drive in allocated areas and only unload waste at the nominated tipping area. Without adequate signage and uncontrolled access around the site, it is more likely that some customers will unload waste in the incorrect location(s) and hence require the landfill operator to continually clean up the landfill site. A minor effort in appropriate traffic management can have a major reduction in landfill operator effort and at no increased effort on behalf of the customer.

The Shire has recently constructed a waste transfer station at the entrance to the site. Consequently, there is no longer a need for the general public to gain access to the backend of the site. It is only the liquid waste delivery vehicles, kerbside waste collection vehicles and the occasional large commercial load that require access beyond the transfer station. Consequently, the need for on-site traffic management has reduced.

4.12. Blending

Within the landfilled waste mass, ideally, there should be a general blend of waste and not separate concentrations of different waste types in different portions of the landfill. This will ensure a more stable landfill, more uniform settlement of the waste mass as well as minimise the concentration of possible leachate generation. An additional advantage is blending problematic waste with general waste to reduce the difficulty in handling the problematic waste stream.

The inspection of the incoming waste material will highlight particular problematic waste streams and the customer can be directed to the most appropriate location to unload the material such that there is minimal handling of the material required by the landfill operator.

If there is a large quantity of a particular waste stream, such as contaminated soil or construction and demolition waste, this material should be spread out over the active landfill area to blend in with the rest of the landfilled waste material as opposed to simply landfilling the bulk material in a single area. This will assist in reducing litter generation and potentially reducing the need for daily cover material (depending on the type of material being handled).

4.13. Problematic Waste

Fencing wire and other large waste items such as Western Power poles and mattresses are considered as problematic waste and need to be managed slightly differently to the general waste being landfilled.

Problematic wastes should be separated from the general waste and placed in a single layer on the floor of the landfill in close proximity to the active tipping area and then progressively spread waste over the top and hence limit contact with the waste placement equipment and holding down the mattresses.

In the case of Western Power poles, these should be unloaded directly at the base of the active landfill tipping areas (by the customer). The poles should be evenly spread out in a single layer so as not to form a random stockpile. The landfill operator should work through the poles to remove metal components from the poles and thereafter, the waste mass simply progresses over the single layer of poles. This method of operation results in the least double handling of the poles and consumes the least landfill airspace while optimising waste density.

The preference is that some of these problematic wastes are recycled as opposed to landfilled:

- Power poles – metal components removed, treated end cut off (and landfilled), the remainder of the pole shredded and used for landscaping;
- Wire placed on scrap metal pile (if recycling metal merchant takes this material type).

4.14. Tipping Areas and Waste Placement

The objective is to have the waste unloaded as close to the final waste placement destination as possible. This reduces the amount of landfill operator effort in pushing the waste into its final location. In addition, the shorter pushing distance reduces litter generation and the amount of cover material required at the end of each day.

The landfill is to be operated with a single tipping face for all waste streams (with the exception of asbestos and animal carcasses). This has the following advantages over multiple tipping faces:

- Reduced operator effort;
- Reduced consumption of cover material;
- Reduced surface area of exposed waste; hence, less litter, vermin activity, leachate generation; and,
- Neater looking landfill site.

Ideally, the active tipping face should be established such that waste delivery vehicles access is achieved from the top level of the 2 m waste lift. The benefits of this being:

- Easier waste handling option for the landfill operator. Pushing waste downhill is more efficient than pushing uphill, and can be achieved with a smaller machine;
- Incoming waste delivery vehicles and the waste handling machine progressively increase the compaction and stability of the waste lift as they continuously drive/track over the waste mass;
- Generally, easier road access to the top of the new waste lift than gaining access to the base of the waste lift. This is however a function of how the tipping area is set up and the direction in which it expands. Ideally, the tipping face is to progress away from the direction that the vehicles gain access to the landfilling area. That is, the access road is simply extended as the waste tipping area progresses horizontally; and,
- Tipping area is on higher ground to prevent the area from getting flooded in the event of a heavy rain event.

One disadvantage of tipping on the higher ground is that the tipping area is more exposed to the impact of wind and hence, potentially more windblown litter may be generated. However, with only a 2 m high waste lift, the extra elevation is not overly significant. Appropriate litter control techniques can assist to reduce the litter generation impact.

The dimensions of the tipping areas are constrained by licence conditions, these being a maximum height of 2 m and a maximum length of 30 m. The preference is to operate as small a tipping area as is possible, so long as there is sufficient space available for waste delivery vehicles to unload waste safely and without undue delay.

If there a need to unload semi-trailers, then there needs to be sufficient space between the semi-trailer and all other vehicles such that if the semi-trailer falls over (due to uneven surface and instability on the landfill surface) when the trailer is at its maximum height extension, it does not land on any other vehicle on the tipping area. Another option is that the tipping area is smaller, but when a semi-trailer is tipping, no other vehicle is allowed near the tipping area until the semi-trailer bin has been lowered.

The leading edge of the waste lift should be battered down from the top to the base of the lift being at least 1 vertical in 3 horizontal (2 m high and 6 m long). This provides a reasonable slope for the waste placement vehicle to move up and down to place and compact waste material as well as providing a stable surface for the application of cover material at the end of each day.

The actual width of the active tipping area and the direction in which it will progress will be a function of a number of site shape, space and operational factors. The landfill operator is to determine the most efficient active tipping area dimensions and direction of progression to best suit site and operational requirements.

The only materials that are not placed directly within the landfill should be materials that are deemed as being recyclable, greenwaste that is to be burnt and some inert materials that can be used as future cover material. All other waste material should be placed directly into the landfill and incorporated into the waste mass.

If bulk inert material is to be landfilled (not being stockpiled separately for use as cover material), the preference is for this more dense material to be placed and spread out

on top of lighter waste. This acts as cover material, but also increases the compaction of the lighter waste below and hence, the overall waste density of the landfill.

A similar waste placement methodology would apply to asbestos and biomedical waste (if disposed of), except the waste would be placed in its final destination and not pushed and compacted, and the cover material layer would be substantially thicker and be placed immediately following the disposal of the materials.

All waste handling activities are to be carried out in accordance with the facility operating licence requirements.

4.15. Waste Compaction

Compaction of waste is carried out for the following reasons:

- Increasing the density of the waste and hence increasing the quantity of waste that can be disposed of within a fixed volume (optimising landfill airspace consumption);
- Providing a relatively smooth surface for the cover material to be placed on; hence, reducing the quantity of cover material required;
- Reduce waste settlement;
- Reducing the opportunity for vermin to scavenge in the waste;
- Reduce windblown litter;
- Reduce odour generation;
- Reduce water ingress into the waste; and,
- Reduce the potential for fires within the waste.

Waste density is impacted by the following:

- Compactive effort applied by the waste compactor (dedicated waste compactor);
- Waste type (smaller waste size compacts easier);
- Landfilling methodology (placing inert material on top of light/fluffy waste applies natural compaction of the waste mass);
- Depth of uncompacted waste (thin layers compact more efficiently); and,
- Amount of cover material utilised (less cover material results in greater waste density).

Due to the relatively low annual waste tonnage (estimated 5,300 t/yr - 2018), it is not economically viable to have an expensive (relatively new), dedicated waste compaction machine permanently on site; however, the landfill contractor does operate an old CAT 816 waste compactor. Although an old machine, this is an effective means of optimising waste compaction without substantially increasing the cost of landfill operations. Other alternatives for waste compaction are traxcavators or loaders.

Typically, it would be anticipated that a waste density of 0.65 kg/m³ to 0.7 kg/m³ could be achieved provided the waste was adequately pushed up and compacted in thin layers (maximum 500 mm uncompacted) and also allowing for some waste settlement over time.

Utilising a 2 m high waste lift and having the waste delivery vehicles accessing the tipping area from on top of the waste mass; hence, having vehicles driving over the previously placed waste will over time, increase the waste compaction being achieved on site.

4.16. Waste Cover

Waste cover is a critical activity on site. In accordance with the facility operating licence, there is a requirement to apply cover material over the waste on a daily basis so that no waste is left exposed. 100 mm of inert cover or 300 mm of sand is to be applied to the landfill active area at the end of each day. 300 mm of intermediate cover is to be applied to all areas of the landfill that will not be landfilled within 90 days and a minimum of 1 m of final cover is to be applied to the finished waste surface. There is also a requirement to cover asbestos waste and biomedical waste with 1 m of cover at the end of each day.

The use of cover material is to be optimised so that excessive cover material is not used unnecessarily. The amount of cover material used is highly dependent on the condition of the waste surface onto which it is being applied. The landfill operator is to ensure that the compacted waste surface is relatively smooth and firm before applying cover material. An irregular waste surface with excessive voids will result in significant quantities of cover material being consumed in order to achieve adequate coverage of the waste surface.

The use of excessive cover material results in the following:

- Wasted effort in sourcing, covering and removing cover material; and,
- Waste of cover material.

For areas that have reached the final design levels, the final cover of a minimum of 1 m (ideally 1.5 m) is to be applied over all waste surfaces. This final cover layer should be placed as soon as possible after the final waste profile has been reached. Should there be a delay of more than three months between the end of landfilling and the installation of the final cap, an intermediate cover layer consisting of 300 mm of cover material should be placed over the completed waste surface. This will temporarily close off that portion of the landfill in preparation for future capping installation.

The benefits of immediately covering the final waste profile include:

- Earlier completion of portions of the landfill;
- Improved visual amenity;
- Reduced litter generation;
- Improved odour control;
- Improved vermin control;
- Improved surface water management;
- Reduced leachate generation; and,
- Oxidation of small quantities of methane in the cover material (should it be present).

An adequate supply of cover material is essential for the continuous operation of the landfill. The landfill operator should always maintain adequate stockpiles of available cover material on site, which is received through the gate or from future landfill area excavation. The preference is to utilise material that has been received through the gate for daily cover material and to retain the on-site excavated material for use as capping material.

Landfill capping will consume significant quantities of cover material and should be accounted for when assessing the available sources of cover material on site. Based on the design landfill profile, the final waste surface has an area of approximately 125,000 m². Applying a 1 m capping layer will require 125,000 m³ of suitable capping material.

Based on there being very few areas within the proposed landfill footprint that have not yet been excavated, there is very little on-site available cover material; hence, there will be a heavy reliance on sourcing off-site cover material for ongoing operational requirements. By adequate planning of future landfill development and ensuring a minimum of 2 m high tipping face, the availability and consumption of cover material can be optimised. Operating the landfill with the smallest tipping face surface area possible significantly decreases the quantity of cover material required.

When placing waste over previously covered areas, the operator is to ensure that most cover material is removed prior to fresh waste being deposited. The recovered cover material can be reused as future cover material.

4.17. Leachate Management

Leachate management revolves primarily around minimising the amount of leachate being generated. This is achieved by ensuring that the appropriate final waste profile is attained and the waste is suitably capped in order to absorb and retain the majority of the seasonal rainfall and potentially shed excess surface water flow away from the waste mass.

In time, as the vegetation develops on the capped areas this will consume the majority of the water absorbed into the cap and further reduce the generation of leachate.

Due to the landfill being unlined, there is no leachate collected below the landfill. As a result of the previous trench-fill style of landfilling on site, the base of the landfill consists of numerous excavated trenches and not a continuous excavation across the whole base of the landfill. Consequently, leachate would tend to collect, and be retained, in the base of each trench.

The naturally occurring soils on site consist predominantly of light coloured clays overlaying by a relatively thin laterite gravel layer (1 m to 2 m). The majority of the previous waste trenches have been excavated well into the clay layer; hence, collected leachate would tend to be retained in the excavation. Any leachate that does disperse into the clay layer would move extremely slowly as a result of the low permeability of the naturally occurring clays.

There is no requirement for a certain minimum separation distance between the base of the landfill and the highest groundwater table within the facility operating licence. Anecdotal evidence on site indicates that previous excavations to 6 m below natural ground level have not intercepted any groundwater or any soft, saturated soil. Due to the saline nature of the local groundwater, there are no groundwater extraction bores in the area immediately surrounding the landfill; hence, no evidence of the depth to groundwater. There is some evidence of groundwater at 3.6 m, 500 m to the south-east (*DoAgriculture – Crossley 2004*) and at 9.1 m, 1.5 km to the east (*DoWater 1946*); however, this is not seen as overly relevant as an indicator of the depth of the local groundwater table.

Due to the relatively low annual waste tonnage landfilled, the naturally occurring clayey soils on site and its ability to restrict leachate movement, it is not anticipated that there will be any negative environmental impact on the groundwater. This is further substantiated by there being no beneficial use for the saline groundwater and that it does not feed into any sensitive ecosystems.

The leachate management revolves primarily around minimising the amount of leachate being generated. This is achieved by ensuring that the appropriate final waste profile is attained and the waste is suitably capped in order to shed surface water flow away from the waste mass.

In time, as the vegetation develops on the capped areas this will consume the majority of water absorbed into the cap and further reduce the generation of leachate.

4.18. Stormwater Management

It is a requirement of the facility operating licence, that adequate stormwater management is put in place to ensure that stormwater is diverted away from areas of waste placement and that all contaminated water is retained and managed on site.

The general topography of the original site is a gentle valley line flowing in a south-easterly direction diagonally across the site. The majority of this valley line has been filled in with waste and the original surface water flow line substantially altered. There is minimal catchment area upstream from the site and due to the vegetative nature of the upstream areas, there is minimal stormwater runoff flowing onto the site. In addition, White Road, which runs along the upstream boundary of the site, acts as a partial cut-off drain, further reducing the upstream catchment and any potential stormwater flow. There is no perennial stream flowing down the valley, but during periods of heavy rain, stormwater flows down parts of the valley line accumulating within depressions on and around the site. The flow is not long-lasting and stops flowing soon after the rain has passed. On the downstream site boundary (east) there is a road reserve into which some stormwater flows. There is no evidence of stormwater flow passing beyond the road reserve and into the adjacent farm paddock.

With the proposal to further develop the landfill in the western portion of the site, there will be an improvement in the stormwater management around the landfill perimeter and consequently less ponding and accumulation of surface water on site. As a result, there is the potential for increased surface water flow in the south-east corner of the site and subsequently more flow into the road reserve. As an option, the Shire can excavate a surface water retention pond within the perimeter stormwater diversion drain to the south of the landfill in an area of natural ground (not in an area of previous waste placement). This will reduce the volume of water flowing towards the south-eastern corner of the site.

Based on an average annual rainfall of 485 mm, the highly modified nature of the watercourse across the site and the extent of vegetation on site, it is not anticipated that there would be substantial stormwater flow around the site. The proposed perimeter drains around the landfill should be a minimum of 1 m wide and 0.5 m deep. This will control the surface water flow and keep it away from the landfill perimeter. There will be a need to direct the surface water flow across areas of previous waste placement. This may entail some earthworks over the old landfill areas and potentially the removal of some waste material to ensure that the surface water flow direction is achieved.

The concept for stormwater management in the area of the landfill is to shed all uncontaminated surface water off the capped areas down into the stormwater collection system. The exposed areas (uncapped areas) of the landfill are to be shaped so that any contaminated surface water is contained within the landfill area. Landfill tipping areas should be planned in accordance with the rainy season to ensure adequate stormwater control, while always having easily accessible tipping areas.

Appendix No. 1 – Site Layout Plan provides detail of the proposed perimeter stormwater diversion drains and the optional stormwater retention pond.

4.19. Groundwater and Surface Water Monitoring

Groundwater Monitoring

There is no requirement within the facility operating licence for the Shire to monitor groundwater.

The site currently has no groundwater monitoring bores; hence, there is no ability to monitor the groundwater.

Due to the relatively small annual waste tonnage received on site and the fact that the naturally occurring soils have high clay content, it is not anticipated that there would be any negative environmental impact on the surrounding groundwater as a result of waste management activities on site. Consequently, there is no need to monitor the groundwater on site, unless otherwise directed by the DWER.

Surface Water Monitoring

There is again no requirement within the facility operating licence for the Shire to monitor surface water.

There is only occasional surface water flowing through the site, which only occurs during the rainy season. Should the optional stormwater retention pond be constructed, this would provide an opportunity to sample and analyse the surface water.

4.20. Site Fencing

It is a requirement of the facility operating licence, that the site is adequately fenced to prevent unauthorised access to the site. The site has an existing perimeter fence and lockable gates to ensure adequate site security.

4.21. Dust Control

It is no specific dust control requirement within the facility operating licence; however, this is implied by limiting the speed to 30 km/hr and requiring some areas of the transfer station to be sealed.

Dust is currently not a problem at the site. This is based on the following:

- Relatively small site;
- Small number of traffic movements on site (even less now that the transfer station has been constructed);
- Adequate traffic control;
- Slow-moving traffic; and,
- Earthworks only carried out on an occasional basis.

During times of occasional earthworks, there is the potential for excess dust to be generated. These activities shall be conducted with due consideration for appropriate dust suppression as and when required.

There are no planned activities, which would increase dust generation on site; hence, it is not anticipated that dust management will be a problem in the future.

4.22. Litter Control

The facility operating licence covers the requirements for the adequate containment of windblown waste on site. There is a requirement to collect any litter that has blown beyond the tipping area on a weekly basis.

Litter collection fencing is only one means for the control of litter on site. Litter control on site is achieved via the following mechanisms:

- Regular pushing up and compaction of the waste;
- Regular collection of uncontrolled tipping and placing the material into the active tipping face;
- Application of adequate cover material;
- Site fencing acting as a litter collection device;
- Regular clearing of litter from fences and other areas of the site;
- Progressive closure of completed landfill areas; and,
- Planting vegetation around the landfill to catch litter.

The higher the landfill, the greater the potential to generate litter and hence the greater the effort required managing litter on site. In these circumstances, it is more important to correctly position fences to optimise litter collection. In addition to this, landfilling should be planned around seasonal wind variations and direction.

As part of the ongoing management of the landfill the landfill operator is to conduct, as a minimum, weekly litter collection operations around the site and beyond the site boundary. In extreme cases (summer willy willy season), more regular litter collection may be required.

4.23. Weed Management

Active weed management on site is essential to ensure the control of invasive and noxious weed species.

With greenwaste being delivered to the site, there is always the presence of noxious weeds. It is the Shire's responsibility to ensure that noxious weed species are not allowed to infest the site and the adjacent properties.

Control of invasive weeds is currently undertaken by the Shire on an as-needed basis.

The management of greenwaste on site will also influence the propagation of invasive weed species. The current practice is to burn stockpiled greenwaste. The greenwaste is stockpiled for a few months before being burnt. During this period before being burnt, weed seeds can blow around the site, further adding to the potential for invasive weed infestation.

4.24. Vermin Control

Vermin are attracted to landfill sites by the presence of an abundant food source within the waste. Vermin have the potential to spread disease within the local area and also negatively impact the local ecology around the facility. For example, if cats are allowed to propagate on and around the landfill site they will have a significant negative impact on the local fauna in the area.

Vermin control on site is achieved via the following mechanisms:

- Regular pushing up and compaction of the waste;
- Regular collection of uncontrolled tipping and placing the material into the active tipping face;
- Application of adequate cover material;
- Progressive closure of completed landfill areas;
- Adequate perimeter fencing and gates; and,
- Vermin control such as baiting and trapping.

The Shire is to be mindful of the presence of vermin on site and should evidence of vermin activity be noticed, appropriate action should be taken to control the particular vermin type.

Mechanisms for the control of specific types of vermin include:

- Cats - baiting and trapping;
- Rats and Mice - baiting and trapping;
- Dogs - adequate fencing; and,
- Birds - covering of waste and removal of surface water.

4.25. Fire Control

The facility operating licence allows burning of greenwaste. This is to be the only material that is burnt on site. This activity is to only occur during approved burning periods.

The burning of greenwaste is to be carried out in accordance with licence requirements.

The Shire has developed a Fire Management Plan to manage fires in and around the facility and has in place the appropriate management systems so that an unauthorised fire can be extinguished as soon as possible.

4.26. Final Landfill Profile

The proposed final profile for the landfill is to form a single gradual domed shape over the majority of the available landfill area on site, taking into consideration the necessary buffer zone requirements. The top of the landfill will be domed so that surface water runs off the waste mass towards perimeter stormwater diversion drains around the edge of the landfill, ending up in the original valley line at the lower portion of the site.

Stormwater control will be achieved by having slopes on the majority of the final landfill cap of approximately 1 (vertical) in 10 (horizontal) towards the perimeter drains. This slope optimises available landfill airspace without the waste mass being too high and hence overly visible from the surrounding areas while providing a final profile that has an ability to shed excess surface water off the capped surface and into the perimeter stormwater diversion drains.

The proposed landfill profile has been designed to optimise available airspace on site while providing a post-closure profile that is environmentally sustainable and simple to manage throughout the post-closure period.

The profile has been based around a maximum waste elevation of RL 398 m AHD, which is 3 m above the highest natural ground level on site (RL 395 m AHD, north-east corner of the site).

At the highest point of the waste mass (RL 398 m AHD), which is approximately 250 m downslope from the north-eastern corner of the site (highest natural ground level), there will be approximately 13 m of new waste to be placed above existing site levels.

Appendix No. 2 – Landfill Final Landform & Perimeter Drain Layout provides detail of the proposed final waste profile.

4.27. Landfill Gas Management

Landfill gas is generated within large landfills as part of the process of decomposition of organic waste. Typically landfill gas consists of approximately 50% methane and approximately 50% carbon dioxide. There are minor percentages of other gases present in landfill gas.

The environmental concerns with regards to landfill gas relate predominantly to methane being a significant greenhouse gas contributor. Other environmental concerns include the potential odour associated with landfill gas and to a lesser degree the fire and explosion hazard associated with the presence of significant quantities of methane.

Landfill gas is only generated in moist, anaerobic conditions within the waste mass. These conditions only occur in larger landfills where the waste depth is in excess of approximately 5 m. Currently, there is no evidence that the landfill is generating noticeable quantities of landfill gas. The lack of gas production is a combination of the relatively small quantity of waste landfilled annually, the thickness of the waste mass and the fact that the waste is relatively dry.

As part of the regular site inspections, the landfill operator should be aware of the potential for landfill gas generation and look for the tell-tale signs of landfill gas. The presence of significant quantities of landfill gas is relatively easy identified. The gas can be seen emerging from the waste mass (or surrounding areas) during cold winter mornings in what looks like steam coming out of the ground. Landfill gas can also be easily detected by odour. Simply walking over the waste in the downstream wind direction would be sufficient to detect the presence of the gas.

Should landfill gas be detected, the Shire should seek professional advice with regards to the most appropriate method for managing the gas.

Over time, as the waste depth increases in accordance with the proposed final waste profile, this increased depth of waste is likely to result in increased landfill gas generation; however, it is not anticipated that there will be significant quantities of landfill gas such that it will warrant the development of a formal gas extraction and management system. Simply allowing the gas to dissipate into the atmosphere is seen as the most likely solution.

Where there are structures close to the landfill, the Shire is to be aware of the possibility of gas migration and accumulation within belowground service trenches and structures. This is seen as a minor risk element as there is not anticipated to be a significant quantity of landfill gas being generated, there are only minimal structures on site and the natural soil is of low permeability; hence, resistant to gas migration. Although the low permeability soil is an advantage with regards to reducing the general migration of gas, should there be a preferential flow path (through a sand layer or quartz vein) that leads to a service trench or structure, this could result in the significant localised gas build-up.

4.28. Second-Hand Goods

An option for increased waste diversion from landfill is to develop a second-hand goods shop on site to provide an opportunity to remove reusable items from the incoming waste stream and offering them for sale or giveaway to the local community. The scale of operations is dependent on the enthusiasm of the operators and the size of the local community generating and subsequently purchasing reusable items. The success of the operation is typically a function of the quantity of material diverted from landfill and the cost of operating the facility. There is also the social benefit of providing a popular service to the community.

The ideal scenario is for the Shire to provide and maintain the basic infrastructure (possibly through Waste Authority funding) and then to hand over the operation of the facility to a local community group, where the community provide personnel to operate the facility and any revenue from the operation is spent on community activities and facilities within the townsite. The benefit to the Shire is a reduction in the quantity of waste going to landfill and an extension of the lifespan of the landfill. It is unlikely that the revenue from the sale of reusable items would cover the operating costs for the Shire to operate the facility with Shire employees. Also, there is less community involvement in the Shire operated facility. This concept is however reliant on an active, long-term community involvement in the operation of the facility. It is important that the facility is operated and maintained in a neat, tidy and well-presented manner. This encourages community participation and subsequent success of the facility.

Typically, the second-hand goods shop would consist of a spacious shed with a front awning for the storage and display of reusable items as well as an unloading and loading area for the receipt and removal of material. Some of the items which are unaffected by weather could be displayed externally to the shed; however, after-hours security needs to be considered.

The range of items available for reuse will be dependent on the involvement of the local community in providing and purchasing items. Typically, these would range from large furniture and house construction items down to small collectable items and trinkets. The selection of items would fluctuate depending on the demand. Ideally, a wide range of items would initially be displayed and then as community utilisation develops, the operators will identify what items are more popular and thus become the point of focus.

Ideally, the second-hand goods shop would be located at the entrance to the site, in the vicinity of the gatehouse. This provides an opportunity for the community to drop off reusable items as opposed to disposing of them via the general waste bins at the transfer station. In addition, a shopper can access the facility without interacting with the waste management active area; hence, separating the two operations, which is highly beneficial if the community is operating the facility.

The business case for the development of the second-hand goods shop is a combination of a financial assessment of the benefit or cost to the Shire and the social benefit to the community. The benefit to the Shire would primarily be the potential saving in landfill disposal costs and the environmental benefit of reduced waste to landfill, while the community benefit will be around participation in a community activity, reasonably prices shopping opportunity, environmental and recycling awareness and the opportunity to raise money for other community projects.

Previously there was a small scale second-hand goods shop on site selling recyclable and reusable materials. This facility was operated by the landfill contractor (presumably at a small profit) and it reduced the quantity of waste going to landfill. With the development of the front-end transfer station, the general public no longer has access to the back end of the site and hence, the second-hand shop is no longer utilised.

Initially, the same dome shelter (which is still on site) could be relocated to the site entrance, cleaned up and used as the shop infrastructure. In time, if the activity proves to be successful, a more permanent and efficient shed can be developed. Ideally, any development starts out small and has the ability to be expanded in modules to accommodate the increased space requirements for the recycling activity.

The collected material would be on display to the general public and sold at a nominal cost or at worst, given away for free.

Typically, anything that has resale value would be on display. All revenue collected from the second-hand goods area could be used to offset the costs of running the facility. If there were a net profit from the second-hand goods shop, this could be used to offset the costs of recycling other materials or donated to other community activities around town. Generally, there will only be a profit if the facility is operated by the community providing free labour; consequently, the benefit in returning the profit to encourage other community activities.

Appendix No. 1 – Site Layout Plan indicates the possible location for the second-hand goods shop.

4.29. Hazardous and Problematic Waste

Hazardous and problematic waste, even in small quantities, has the potential to cause environmental harm or safety concerns. Consequently, an effort should be put in to reduce the amount of hazardous and problematic waste that is disposed of via landfill.

In a broad context, typically hazardous and problematic waste includes:

- Household chemicals;
- Industrial chemicals;
- Asbestos products (dedicated burial in the landfill is the preferred solution);
- Used oil (limited quantities currently collected);
- Paints;
- Medicines;
- Biomedical waste;
- Fluorescent light globes and tubes;
- Electronic and electrical equipment;

- Dry cell batteries including mobile phone and other electronic devices;
- Gas bottles and fire extinguishers;
- Fire detectors; and,
- Flares.

The methodology for the handling of hazardous and problematic waste types is primarily a function of the specific hazard or problem that the individual waste type presents to humans or the environment. As these waste types are diverted from landfill and collected at a recycling facility, specific handling methodologies need to be developed to ensure the appropriate handling and storage of the material. Typically, the different waste sources are stored separately depending on the waste type and downstream handling methodology. Secure weatherproof cabinets are the most common method of storing hazardous waste, while asbestos products are buried in the landfill. The Shire is to be aware that the disposal of hazardous waste can be an expensive activity.

Significant information is available from the DWER with regards to the appropriate handling methodologies for most hazardous and problematic wastes.

Once collected, the material needs to be securely stored either on site or in a Shire works depot. to prevent inappropriate access to the material by members of the general public.

The Waste Authority, through the DWER currently has a household hazardous waste disposal program running where the Shire can deliver the hazardous waste to a number of Perth Metropolitan or regional drop-off facilities at no charge. The surrounding facilities being:

- Toodyay;
- Albany;
- Bunbury; and,
- Mandurah.

The Shire is to be aware that should this program cease, the disposal of hazardous waste can be an expensive activity.

It is noted that, in order to transport any accumulated Controlled Waste, which includes some hazardous and problematic wastes, the Shire needs to register as a Licensed Controlled Waste Carrier, which entails the vehicle (trailers or truck) and driver to be registered with the DWER. The alternative is to contract out the transport of any Controlled Waste to a Licensed Controlled Waste Carrier.

5. Landfill Available Airspace

5.1. Airspace Consumption

Based on the Shire's 2017/2018 waste census landfilled waste tonnages has been estimated to be in the order of 3,300 tonnes per year (2018). For future planning, it can be anticipated that the average annual tonnage for the 20-year period will be approximately 3,690 tonnes. This is the average over the period based on a 1.1% annual population growth rate. At a compacted waste density of 0.65 t/m³ (typical for a lightly compacted landfill), this equates to an average annual landfill airspace consumption of approximately 5,700 m³.

5.2. Available Airspace

The landfill available airspace is based on a combination of filling over existing landfilled areas to achieve the desired final waste profile and some excavating then filling of new, undisturbed areas of the site.

Based on the proposed final landform as a single domed shape over the full extent of the available site, it is calculated that there is approximately 514,000 m³ of available airspace remaining on site above ground level and landfill surface (as at June 2017). In addition, there are some areas where no historical waste placement has occurred, including the area of the existing liquid waste ponds and those areas requiring native vegetation clearing. In these areas, there is the opportunity to excavate some additional landfill airspace, while also generating some on-site cover material. Due to the limited areas available for excavation, uncertainty about what is below ground and whether a clearing permit will be granted, this additional volume has simply been ignored in the future landfill airspace calculations. However, conceptually, there could be as much as 80,000 m³ of excavation (15% more airspace).

Based on the available aboveground airspace as at June 2017 of 514,000 m³ and a 2018 annual quantity of 3,300 tonnes (2017/2018 waste census), increasing at 1.1% annually and a waste density of 0.65 t/m³, the landfill will reach maximum capacity in approximately 2086, or 68 year's time (from 2018). If there were an additional 80,000 m³ of landfill airspace generated through excavation, there the landfill life expectancy will stretch out to 2093, which is an additional seven years, providing a total of 75 years more landfilling on site.

Monitoring of airspace consumption by occasional topographic surveys will provide detail on exactly how much airspace is being consumed. This will then provide ongoing updates as to the life expectancy of the landfill facility.

At current waste quantities, it is advisable to undertake topographic surveys of the areas of waste placement typically every five years. This will enable the Shire to assess more accurately the rate of filling and hence confirm the remaining life of the landfill.

6. Landfill Capping and Closure

6.1. Environmental and Social Impact

The environmental and social impact of the closed landfill is a function of the type and quantity of waste contained within the landfill, the quality of landfill closure and the distance from the facility to the nearest receptor(s).

Currently, the nearest farmhouse is approximately 200 m to the south-west of the landfill area and another farmhouse a similar distance to the south-east. The nearest residential subdivision is approximately 400 m to the south, south-east to the landfill. Although these distances are relatively close, a closed landfill has significantly less impact on neighbouring properties in comparison to an active landfill, with these potential impacts including groundwater and odour from fugitive landfill gas emissions. As discussed above, there is unlikely to be any groundwater impact as the site has natural clays, minimal leachate generation and no beneficial use of groundwater in the local area and only minor quantities of landfill gas is anticipated to be generated.

Surface water from the site would not be contaminated, as it would not come into contact with any waste, as the completed landfill would be capped.

Due to the relatively small size of the landfill, the environmental management activities undertaken on site and the distance to the nearest receptor(s), it is not anticipated that there would be any noticeable environmental or social impact as a result of the closed landfill.

In order to ensure the minimal potential environmental impact on the adjoining properties, the site operator is to concentrate on the following operational activities during the active life of the landfill:

- Stormwater control, diversion and retention;
- Contaminated surface water containment;
- Waste compaction;
- Adequate cover material placement; and,
- Progressive closure of completed portions of the landfill.

6.2. Options for Site After-Use

Due to the past historical use of the site, the semi-rural location and hence relatively low land value of the site, there is no incentive to spend excessive capital on developing the site for specific high-value end-use.

Potential options for after-use include:

- Public open space or nature strip;
- Walking/riding trails;
- Community facility; and,
- Future waste management facility (excluding landfill).

With the site being in an area of natural bushland there is the potential that the closed landfill area could be rehabilitated to blend back into the natural bushland background and become a community recreational area for walking and horse riding. However, there is a significantly larger natural bushland area immediately to the south of the townsite that would be far more suitable for this type of recreational application; hence, this is an unlikely end-use for the site.

Due to the historical land use being waste management, its close proximity to the Narrogin townsite and the fact that should this facility be closed down, there would be a need for the Shire to develop an alternative waste management facility (recycling and transfer station, not necessarily a landfill) elsewhere in the area, there is significant benefit in continuing to use this “brownfield” site for waste management activities. The future as a waste management facility is to be determined by the future waste management needs of the community.

Depending on the extent of future waste management activities and space availability, the preference is not to use the areas of previous waste placement for future activities, the exception being the possible future storage of scrap metal and greenwaste on the edge of the completed landfill in the vicinity of the transfer station and recycling area. The landfilled areas should be capped off and revegetated. Should these areas be required for future waste recycling operations, the potential waste settlement and cap thickness should be taken into consideration in planning these activities.

The most appropriate after-use for the closed landfill site is to be used as a waste management facility for the local community. This could potentially include:

- Waste transfer station;
- Second-hand goods shop;
- DrumMuster collection point;
- Materials recycling (plastic, metal, glass, paper, cardboard etc);
- Household hazardous goods collection;
- Greenwaste processing; and,
- Liquid waste facility.

As part of the proposed future development of the White Road Waste Management Facility, all of the above uses have been included in the planning. These activities only require a relatively small portion of the overall site. It is likely that the post landfill closure activities on site will continue to concentrate around waste transfer and recycling. The previously landfilled areas will simply be rehabilitated and left to blend back into the natural surrounds.

6.3. Infrastructure Requirements

The vast majority of the infrastructure requirements for turning the site into a comprehensive waste management facility will progressively be developed over time while the landfill is still in operation.

It is anticipated that as recycling and waste minimization takes precedents over traditional landfill, that the majority of the necessary infrastructure will be developed based on recycling and waste minimization needs and not necessarily because the landfill is being closed.

Depending on the future waste residue disposal options available to the Shire (alternative landfill), if the residual waste is required to be transported a significant distance (greater than 40 km), it is likely that a modified transfer station layout will be required in order to facilitate the loading of large volume transfer trailers, as opposed to the front-lift type of solution that is currently being used. This may need to be developed once the landfill reaches maximum capacity. This is seen as the only specific infrastructure that will be required to be installed as a result of the landfill being closed.

6.4. Site Preparation

During normal landfill operations, areas of previous waste disposal would have been progressively closed off and the landfilled waste covered over. This would have adequately prepared and covered most, if not all exposed waste. To achieve this, once waste placement has ceased in an area and the final profile obtained, the waste surface then needs to be compacted and flattened by the waste compactor. This will ideally fill in as many voids as possible in the waste mass. Providing a relatively smooth, rolled surface will reduce the quantity of cover material needed to develop a suitable capping layer. If the waste mass is left with large voids, the cover material will simply infiltrate into the waste and require additional cover material to be applied. Any weeds in the area to be capped need to be sprayed 14 days before the application of any cover or capping material.

Prior to the final capping and closure of the last portion of the landfill site, it is necessary that a general clean-up be undertaken. This should typically have occurred as part of normal landfill operations; however, a final clean-up and inspection should be undertaken. Any collected waste material can be disposed of into the landfill prior to it being closed.

Weed control in the vicinity of the landfill is to occur prior to the final closure of the facility and for an extended period thereafter. The length of the weed control period will be a function of weed infestation and the success of the weed control program.

On completion of all post-closure construction activities, all redundant access roads should be removed to restrict access to the rehabilitated areas.

6.5. Final Contours

The intended use of the site once the landfill has reached maximum capacity is to continue as a waste management facility; however, it is not proposed that any development occur directly on the capped landfill area, other than potentially some storage of recyclable materials. Therefore, there are no specific after-use related requirements for the final capped profile. The ultimate final contours are a function of optimising available landfill airspace, ensuring a long-term sustainable capped profile over the waste and adequate control of surface water run-off.

The cap profile is to be constructed to have a maximum slope of approximately 1 (vertical) to 10 (horizontal) and typically a cap of minimum of 1 m (ideally 1.5 m) thick over the waste. This is seen as an acceptable slope to achieve sufficient stormwater runoff without generating excessive leachate.

During settlement, portions of the cap slope will gradually reduce in height, however, due to the low annual waste quantity and hence the slow progression of the landfill, the vast majority of the waste settlement will occur while the landfill is still in operation and hence, post-closure of the landfill there is not anticipate to be much settlement, such that the impact of any settlement can be ignored.

Care has been taken to minimise the flat areas on top of the cap profile, as these areas generally occur at the point of the deepest waste mass and hence are prone to the most settlement resulting in depressions forming in the cap profile which will collect stormwater and result in excessive leachate generation.

Appendix No. 2 – Landfill Final Landform & Perimeter Drain Layout provides details of the proposed capping layer section and contours of the final waste profile prior to the cap being constructed. The final waste profile contours are to be progressively developed as part of the landfilling activity and then the capping layer constructed as part of the continuous closure program. It is proposed that the waste mass be formed to the design contour levels, with the cap being placed on top, adding an additional minimum 1 m to the landform height.

6.6. Closure Capping

The final result of the closure capping is to provide an environment that is long-term sustainable and that will not need resurfacing in the future. Any maintenance and resurfacing work carried out on the cap will result in machines having to drive over the vegetated surface, thus usually resulting in the significant damage to the surface and hence a long time for the vegetation to recover. If this work is done during the wet season and the cap surface is soft, the vehicle damage is usually greater than if the work was carried out in summer.

6.7. Continuous Capping

It is essential that the landfills be progressively capped as the waste reaches the final waste profile and the capping not be left to the end of the landfill life. The benefit of continuous capping includes:

- Progressively closing off portions of the site;
- Increased ability to shed surface water off the landfill and hence reducing the quantity of leachate being generated;
- Reducing the ongoing closure liability costs for the landfill as these costs are incurred progressively through the life of the landfill;
- Using the capping costs as a guide to assist the Shire in determining what closure reserves will be required towards the end of the life of the landfill and during the post-closure period;
- Reduced litter generation; and,
- Improved aesthetics.

6.8. Landfill Gas

There is no evidence of any discernible volume of landfill gas being generated within the landfill waste mass. The landfill capping system does not need to be specifically designed to accommodate landfill gas capture.

The landfill capping soil layer has an ability to oxidise some methane as the landfill gas passes through the cap and hence reduce the emissions from the landfill. The degree of emissions will depend on the quantity of landfill gas being emitted and the soil type and thickness of the landfill cap.

6.9. Surface Preparation

Once waste placement has ceased in an area and the final profile obtained, any weeds need to be sprayed 14 days before the application of any capping material. The waste surface then needs to be compacted and flattened by the waste compactor. This will ideally fill in as many voids as possible in the waste mass. Providing a relatively smooth, rolled surface will reduce the quantity of cover material needed to develop a suitable capping layer. If the waste mass is left with large voids, the cover material will simply infiltrate into the waste and require additional cover material to be applied.

6.10. Capping Layer Profile

The proposed capping layer profile consists of a single soil layer placed on top of the finished waste profile.

It is not proposed that a layer of topsoil be utilised as this is not the naturally occurring situation in the local environment and will primarily promote weed growth. Native vegetation is adequately surviving in the surrounding environment and hence replicating these environmental conditions should be sufficient to sustain native vegetation on the landfill capped areas. By the addition of a topsoil layer, weed species will thrive to the detriment of the native vegetation.

The exception being, if there is a seed bank of cleared material from the undisturbed portions of the site or other sites in the region, this should be spread on the cap surface. However, weed infestation is still a major concern and should be closely monitored.

6.11. Capping Material

6.11.1. Purpose

The intention of the waste cap is to provide a long-term sustainable barrier between the waste and the environment. The capping material is not necessarily required to “entomb” the waste as moisture assists in the waste decomposition process and hence allowing controlled amounts of water through the cap is beneficial to the long-term overall stability of the closed landfill.

The intended purpose of the landfill cap includes:

- Provision of a barrier between the waste and the environment;
- Control of moisture ingress;
- Provides habitat for the establishment of native vegetation;
- Control of erosion of the cap material;
- Prevent vermin access to the decomposing waste;
- Control odour emissions;
- Encourage excess stormwater runoff;
- Divert water from the area of waste placement;
- Ability to accommodate waste settlement;
- Oxidise limited amounts of landfill gas (if present); and,
- Improved aesthetic appeal of the site.

6.11.2. Natural Soil

From on-site observations, the natural soil in the immediate area of the site (and the majority of the region) is fine-grained clayey soil and hence has a relatively low permeability. This soil is well suited as landfill capping material. This is based on the following:

- The natural soil allows surface water to slowly permeate into the cap and be absorbed and retained in the cap (to sustain the vegetation cover). Excess moisture will either pass through the capping layer into the waste mass or be shed off the surface of the landfill;
- Is suitable for vegetation to establish on the surface (moisture retention); and,
- Wind and water erosion can be managed.

Over time, there will be large surface areas of landfill to cover and an extremely limited amount of on-site soil available. This soil supply needs to be carefully managed during landfill operations to ensure that the what material is available is maximised and ideally only used for the capping layer (not daily or intermediate cover). Continuously capping the completed areas of the landfill will ensure that the natural soil is apportioned appropriately and not simply wasted.

It is preferable that the on-site soil be utilised as landfill capping material in preference to regular waste cover material. The native vegetation is thriving in this soil; hence, it is better to use this material in the final cap and imported material as regular cover material (which may be less suitable for sustaining the native vegetation).

The natural soil in the immediate area is light coloured, silty clay overlaid with laterite gravel and a thin layer of caprock. This natural material has a low permeability, as observed by surface water remaining in low points and depressions for extended periods after rainfall events (no soils analysis has been undertaken). Due to the low permeability of the naturally occurring soil, it is well suited as landfill capping material. A landfill cap of 1 m thick, as required by the facility operating licence, is deemed the absolute minimum thickness, ideally, a 1.5 m cap should be installed. This will allow the cap to absorb and retain a portion of the rainfall while the majority of the surface water is shed off the landfill into the perimeter stormwater diversion drains; hence, reducing the volume of stormwater entering the waste mass.

Due to the fact that a substantial portion of the available landfill area has previously been used for landfill activities, there is only limited excavation of on-site material that will occur during the development of future landfill airspace. Consequently, there will be insufficient on-site clayey soil material to complete all capping requirements.

During the operation of the landfill, the Shire is to actively source waste cover material and suitable capping material from off-site locations. The selection of the capping material should be based on the soil compatibility with the naturally occurring soils on site, low permeability, non-contaminated and not containing significant weeds or foreign vegetation. Depending on the quality of off-site capping material, the cap thickness may need to be adjusted to accommodate a higher permeability soil. Typically, the cap will be a minimum of 1 m thick for clayey material and increasing to a minimum of 1.5 m thick if higher permeability soil is used. In general, the naturally occurring soils in the area are similar to the on-site soil; hence, in most cases, the off-site material should be suitable for capping material in the order of 1 m thick. If there are different types of soil used in the cap, where possible, the soils should be blended to achieve a uniform soil type to prevent there being cap areas with distinctly different soil characteristics as this will affect the water balance and vegetation growth.

Where possible, it is important to use naturally occurring, on-site soils in the cap as these are the soils that the surrounding native vegetation is thriving in and hence the cap rehabilitation using native vegetation will be far more successful than using imported soils.

When progressively constructing the final cap, there is no need to attempt to compact the cap material other than what is achieved via the placement machinery tracking over the surface during the material placement and spreading operation. From a rehabilitation point of view, greater vegetation survival and growth will be achieved if the soil is only lightly compacted.

The overall domed shape of the cap will shed some of the stormwater off the cap and away from the landfilled waste areas. The cap material, being of low permeability and uncompacted, will absorb an amount of stormwater, some of which will pass through the cap and into the waste mass and the remainder will be utilised by the vegetation on the cap. Over time, as the vegetation growth increases the amount of water being utilised by the vegetation will increase and hence the amount of water passing through to the waste mass will decrease.

A shortfall with the on-site capping material is that it contains very little organic matter and hence will not necessarily actively support the rapid development of a vegetated cap. However, any topsoil application will actively promote weeds, which will out-perform the native species; consequently, it is better to not have any topsoil and rely on the slower growth of native species without the impact of excessive weed growth.

There should be no use of composted mulch in the cap as this will again simply promote weed infestation and potentially provide too many nutrients in the soil and negatively impact on the survival and growth rate of native plant species. A limited amount of woody mulched vegetation (non-composted) can be used in the cap to improve stability, reduce surface erosion and increase methane oxidation (if present). Ideally, this mulched vegetation is from on-site clearing activities (additional seed bank) and not from off-site sources, which are likely to contain excessive weeds.

With the landfill being located within an area of natural bushland and not having a wide buffer zone between the waste and the surrounding native vegetation, there is an ample supply of native species that will slowly encroach over the capped surface. Providing a stable cap, initial planting and seeding of shallow-rooted native plant species and weed control will be all that is necessary to promote the long-term vegetation growth over the capped landfill. Over time, the capped landfill area should return back to its natural condition prior to landfill development; however, with the exclusion of larger tree species, which are unlikely to survive in the relatively thin capping layer.

During the clearing of areas for future waste disposal (if a clearing permit is granted), the topsoil from the cleared areas should be used on the capped areas as it is the natural soil in which the surrounding plants are growing and will also contain a significant seed bank to promote initial vegetation growth. There is only minor clearing associated with future waste disposal areas; hence, this is not a significant closure consideration.

Appendix No. 2 – Landfill Final Landform & Perimeter Drain Layout provides detail of the typical cap layer works design.

6.11.3. Imported Capping Material

Due to the limited quantity of available on-site excavated material, there will be insufficient cover and capping material; hence, there will be a need to import additional material. It is preferable to use the imported material for regular waste cover material and the naturally occurring material for final capping material.

When imported capping material is required, ideally, this material should be sourced from the local environment, as this is the soil that the native vegetation is growing in. If soil is imported from afar, it may be that the native vegetation will not survive in that soil type or struggle to survive and hence leave a cap that will always look like a “capped landfill” and not blend into the natural surrounds.

If the imported soil is sourced from different locations, where possible it should be mixed to achieve a homogeneous blend. This will provide a more consistent soil type across the landfill and hence there is more likely to be uniform vegetation growth on the capped surface and hence a more natural appearance.

6.12. Landfill Cap Thickness

Based on the intended purpose of the landfill cap, there are various minimum thicknesses of cap that would be required to achieve the various outcomes.

- Licence condition – the facility operating licence requires a minimum cap thickness of 1 m.
- Provision of a barrier between the waste and the environment – a cap thickness of approximately 1 m would be sufficient to prevent any waste from being exposed to the surface environment. An important aspect is to prevent wind and surface water erosion from gradually reducing the depth of the cap and ultimately exposing the waste. Establishing a comprehensive vegetation cover is the best way to control wind and surface water erosion.

- Control of moisture ingress – the degree of moisture passing through the capping layer into the waste is a function of the rainfall intensity, landfill slope, cap thickness, the capping material type and the degree of vegetated cover. The rainfall intensity and the landfill profile are a given, there is flexibility to control the moisture ingress by designing the appropriate capping material, cap thickness and achieving a suitable cover of vegetation. The material type will influence the moisture retention within the cap and hence the cap thickness. If fine cohesionless sand is used for the cap, the cap would be highly permeable and a significant quantity of moisture would pass through the cap; however, if clayey capping material was used the permeability of the soil would be reduced and hence, the water retention in the cap would be increased. With the retention of moisture in the cap, the vegetation would have a far better chance of survival. The thriving vegetation cover would consume the moisture and further prevent it from entering the waste mass. To accurately determine the moisture retention capacity of the soil, laboratory analysis would need to be undertaken.
- Provides habitat for the establishment of native vegetation – the ability of the vegetation to survive on the cap will be a function of the water retention capacity of the cap. With more water retention, there would be a greater range of plant species that would survive on the landfill cap. Typically, the landfill cap would ideally need to be approximately 2 m thick to sustain a broad range of plant species.
- Control of erosion of the cap material – this is a matter of retaining the cap thickness. Ultimately the soil cap needs to be marginally thicker than the minimum requirements to allow for some erosion to occur until the cap stabilises and the vegetation cover is established.
- Prevent vermin access to the decomposing waste – Typically a cap of 1 m would be sufficient to act as a barrier to prevent vermin from scavenging into the waste.
- Control odour emissions – odour in a closed landfill is primarily function of fugitive landfill gas emissions. The landfill does not contain significant quantities of landfill gas and hence is most unlikely to have an odour problem. Consequently, a 1 m cap would be sufficient to provide a reasonable oxidation zone through which to oxidise the majority of the fugitive gas emissions.
- Encourage stormwater runoff – the closed landfill profile is a given (relatively flat grades). The landfill cap thickness will have no impact on the stormwater runoff capacity; it will simply follow the shape of the waste profile below.
- Divert water from the area of waste placement – again, the closed landfill shape is a given, with the surface water flowing in a particular direction. The landfill cap shape (thickness) could be used to slightly influence where the surface water flows.

- Ability to accommodate waste settlement – it is likely that over time (10 to 15 years), there will be areas of landfill that will subside/settle as the waste breaks down, this settlement could be in the order of 15% to 20% of the waste depth; however, due to the relatively low annual waste tonnage landfilled and the consequential slow progression of the landfill, the vast majority of the waste settlement will occur prior to the final waste profile being achieved; hence, the landfill cap will only need to accommodate minor waste settlement. A landfill cap of approximately 1 m thick would be easily able to accommodate the minor amount of differential settlement that is anticipated to occur. The repair of the cap is relatively easy, as the settlement void would simply be filled with additional clayey soil.

The licence sets the minimum cap thickness of 1 m, which is sufficient to cover over the waste and prevent negative environmental impact; however, vegetation survival is an important aspect of the functionality and sustainability of the capping system; consequently, the cap should ideally be approximately 1.5 m to 2 m thick; however, this is not always achievable due to a shortage of capping material and the cost of installation.

If a thinner cap (<1.5 m) is utilised it will suffice but is likely that this depth of cap will be less sustainable. A broad range of vegetation will not adequately survive and hence, in time the cap vegetation is likely to only consist of a few shallow-rooted species and grasses. The capping material may be subjected to excessive erosion (wind and water) and ultimately the landfill cap may need to be reinstated at some time in the future (at significant additional cost).

6.13. Vegetation

Native vegetation should be used on the landfill cap. The primary reason is that the native vegetation is currently thriving around the site, once established; the capped landfill surface would blend into the natural environment, with the exclusion of taller tree species.

When selecting plant species, it is preferable to select a range of shallow-rooted plants and shrubs, ideally similar to the surrounding vegetation on site.

Ultimately it is a matter of trial and error as to see which plant species survive on the landfill capping surface. Initially, it is advisable to try a wide range of species and then over time (a number of years) the stronger species will outperform those that are not suited to the landfill capping environment.

If deeper-rooted species are tried on the cap or are seeded naturally, it is likely that they will survive adequately for a few years until their demand for moisture is greater than the moisture retention capacity of the capping layer and then the plants will start showing signs of stress and ultimately die off. It may be that if sufficient moisture is retained within the stabilised waste mass that a few of the deeper-rooted species may survive. There could be some areas of the cap where localised thickening of the capping layer (by a few metres) will facilitate the planting of some deeper-rooted plant species.

It is preferable to broadcast seeds across the landfill cap as opposed to planting tube stock. The primary advantage is that a significantly larger number of seeds can be applied to the landfill cap for the same cost as would be applicable to a far smaller number of tube stock. Experience on other landfill caps has indicated that within two years it is difficult to identify which plants originated as tube stock or seeds. Ideally, the seeds utilised will be collected from the local environment, either from the site or local native bushlands.

Once the landfill capping works and rehabilitation have been completed, the area is to be barricaded off to prevent vehicle access and disturbance by human activity.

During the early stages of the rehabilitation phase, it is preferable that a perimeter fence surrounding the capped landfill area be installed to prevent/reduce fauna from entering the area and feeding on the young seedlings.

6.14. Construction

Site preparation prior to capping material placement should include:

- Spraying of weed 14 days before the works commence; and,
- Compacting/flattening exposed waste.

When constructing the cap, there is no need to attempt to compact the cap material other than what is achieved via the placement machinery tracking over the surface during the material placement and spreading operation. From a rehabilitation point of view, greater vegetation survival and growth will be achieved if the soil is only lightly compacted.

The capping material is simply to be spread out over the landfill surface, to the required thickness. The cap has been designed as a single layer and hence there is no need for placing the material in a number of layers. It is more efficient to place the full cap thickness in a single operation. This also limits the amount of compaction applied to the soil by the construction equipment and hence provides a better growing environment for the cap vegetation.

If a seed bank of scrapings is available from adjacent landfill expansion, it should be spread out on top of the cap.

6.15. Surface Water Management

The landfill is located within a small, shallow valley, which generates surface water flow during periods of heavy rainfall. There is no defined stream flowing down the valley as the catchment area is small, the flow is extremely intermittent and the area has previously been disturbed for landfill purposes. Adequate stormwater management on site is important in ensuring that stormwater is diverted away from the areas of previous waste placement.

The cap profile and thickness has been designed to allow surface water infiltration into the capping layer. This is a desirable situation as there is a need for moisture to be retained within the capping material in order to sustain the vegetation planted on top of the landfill cap. In periods of heavy rainfall, it is likely that there will be some runoff from the capped areas and also a limited amount of moisture seeping through into the waste mass. Initially, when the plants are relatively small and only require a small amount of moisture some excess moisture will percolate through the landfill cap and enter the waste mass. However, in time as the plants grow and they consume more and more moisture, less water will end up in the waste. The ideal situation is that the vegetation consumes all moisture within the landfill cap and no water ends up going into the waste.

Due to the relatively gentle slopes on the landfill cap, it is unlikely that there would be any significant surface water run-off from the capped landfill surface except in heavy rainfall events. In this circumstance, the runoff is to be directed away from the capped surface and into the perimeter stormwater diversion drain surrounding the landfill, which has been designed to collect all surface water runoff from the previously landfilled area as well as collecting any surface water flow originating from areas above the landfill.

Appendix No. 2 – Landfill Final Landform & Perimeter Drain Layout provides details of the surface water drainage system.

Provided that the post-closure works are constructed in accordance with post-closure design there should be no contaminated surface water leaving the closed landfill site and negatively impacts on downstream receptors.

6.16. Groundwater Management

Capping and revegetating the landfill surface will decrease the quantity of rainfall percolating through the waste mass and hence decrease the quantity of leachate generation. This will ultimately have less impact on the groundwater than is currently occurring.

6.17. Environmental Protection

The potential environmental impacts associated with the closed landfill are anticipated to be extremely minimal if any. This is due to:

- The relatively small quantity of waste disposed of at the facility;
- The type of waste disposed of at the facility;
- The distance from the nearest receptors;
- The capping material depth;
- Natural clay soils;
- The distance from the nearest perennial watercourses; and,
- The diversion of stormwater from the previously landfilled areas.

With the landfill areas being closed in accordance with the design and intention of this post-closure management plan, it is not anticipated that there will be any adverse environmental impacts emanating from the closed landfill.

6.18. Site Monitoring and Maintenance

Site monitoring is to be undertaken beyond the closure of the landfill to ensure that the closure measures adopted as part of the post-closure management plan are providing an ongoing, sustainable environmental solution.

Site monitoring is to include:

- Monitoring of erosion and settlement of the cap;
- Monitoring the performance of the stormwater management system;
- Monitoring of surface water contamination;
- Monitoring of vegetation rehabilitation success; and,
- Monitoring of weed infestation.

Initially, site monitoring should occur as a minimum bi-monthly for the first year after closure. During the first wet season and particularly after heavy downpours the site should be monitored fortnightly or more regularly if needed. Beyond the first year, the monitoring frequency can be reduced. Typically, Year 2, quarterly monitoring and beyond that six-monthly monitoring should be adequate.

With progressive closure of portions of the landfill during the active landfill period and the site after-use proposed as an ongoing waste management facility, there will be permanent attendance on site by contractors or Shire employees; hence, site monitoring can easily be carried out on a more regular or as required basis.

Should the monitoring identify a deficiency in the proposed closure methodology, then the methodology needs to be modified to suit the on-site conditions and implemented in the next tranche of closure works. With many years of closure work still to occur on the site, the landfill closure techniques can be perfected so that the resultant capping is long-term sustainable.

6.19. Post-closure Period

The closed landfill is not anticipated to have any adverse environmental or social impacts. For this reason, the ongoing site monitoring is simply to determine the sustainability of the measures proposed in the post-closure management plan.

It is anticipated that an active post-closure period of approximately five years will be sufficient to determine the effectiveness of the post-closure measures implemented. This will provide sufficient time for the landfill cap and stormwater system to stabilise, vegetation to establish on the cap surface and the landfill area to gradually be returned back to natural bush.

With the landfill site being progressively closed the vast majority of closure monitoring will occur while other portions of the site are still being used for landfill activities. It will only be the last landfill portion that will be closed and capped post landfill operations; hence, only a relatively small area of the site would need monitoring beyond closure; however, with the site being used as an ongoing waste management facility, this post-closure monitoring is easily achieved.

7. Financial Implications

There will be financial implications with regards to the closure and ongoing management of the closed landfill areas. With progressive closure, these costs are incurred over many years and it is difficult to distinguish between facility operating costs and landfill closure costs.

Initial closure costs relate to cleaning up the site or portion of the site being closed, establishing the final capping layer, the permanent removal of access roads and any other infrastructure that is not required post the closure of the landfill. The main cost associated with the closure activity is the supply of capping material, which is primarily a function of the availability of suitable material. During the initial stages of progressive closure, on-site generated cover material will be available; however, for the vast majority of the capping requirements, there will be a need to import suitable material, potentially at a substantial cost, depending on the transport distance. The other closure activities are relatively minor in comparison.

Once the landfill (or a portion of the landfill) has been closed, there will be a requirement to fund the ongoing monitoring and maintenance of the capped area. The repair of eroded areas will incur the most cost due to the need for soil fill and earthmoving equipment (hence the importance of constructing the cap properly the first time). In comparison, the remaining site monitoring activities are not anticipated to be a major financial burden to the Shire.

Due to the landfill having many years of future lifespan, there is ample opportunity for the Shire to assess the actual progressive closure and post-closure monitoring costs during the active period of the landfill and hence be in a position to allocate adequate funds to cover the final closure and post-closure costs once the landfill ceases operating.

At the current stage of landfill development, with many years of future landfill airspace available on site, there is no need to start accruing reserves for the final closure and post-closure costs, this can be established in the last five to ten years of the landfill life, depending on the amount of the reserves that are required, as determined by gaining an understanding of the actual progressive closure and post-closure costs. However, it is absolutely critical that the landfill is progressively closed as it attains its final waste profile and that there is no future closure and post-closure liability built-up due to not progressively closing completed portions of the landfill.

The Shire is to be aware that closure costs are not evenly distributed across future years; however, will be incurred in spikes of expenditure in a particular year, with minimal to no expenditure in other years. Depending on where waste is being placed within the landfill, there may be many years where there will be no expenditure incurred.

When there is sufficient on-site cover material available for use as landfill capping material (provided the available on-site material is not all used for daily cover material), the closure costs will be relatively low. However, when suitable capping material will be required to be imported from off-site sources, this is when the closure costs will increase dramatically. When utilising on-site excavated material, the preference is that the capping activity is undertaken at the same time as landfill area excavation, so that the material is not double-handled and is simply excavated, loaded into a vehicle, tipped on the final waste profile and spread in a single layer. This is the most cost-effective means of progressive landfill closure.

8. Data Collection

Data collection is an essential activity for the improved future management of the waste management facility. The primary focus should be on identifying the type and quantity of waste material that is being landfilled. This is the portion of the waste stream that needs to be concentrated on to provide the Shire with the tools to make future decisions on waste recycling and minimisation.

There is some data collected on the type and quantity of material received at the site.

Data is currently collected from vehicles entering the site and includes estimates of the following:

- General Waste – Residential and commercial (m³);
- Greenwaste (m³);
- Asbestos (m³);
- Biomedical (m³);
- Tyres (No.);
- Used Motor Oil (L).

There is also data available on the quantities of material being recycled via the Shire accounting system, which includes:

- Paper and Cardboard;
- Glass;
- Plastic;
- Aluminium packaging;
- Metals;
- Wood;
- Mattresses;
- Tyres;
- Waste oils; and,
- Batteries.

As the Shire progresses towards increased recycling and reducing waste to landfill there will be a need to better understand the breakdown of material being received. The collection of data should be focused in a direction to provide valuable information on particular materials that have the potential to be recycled. For example, the quantity of cardboard, paper, mixed or specific plastic types or timber being received on site, which is not being segregated and being received as part of the general waste.

In addition, volumetric surveys should be carried out to assess the rate of consumption of landfill airspace (typically every five years). This can then be compared against the theoretical airspace consumption to assess the actual lifespan of the landfill.

The Shire is to endeavour to collect as much waste and recyclable material data as is reasonably practicable within the limitations presented by the current method of operating the facility.

9. Financial Planning

As can be seen from the above, the closure of a landfill or portion thereof (progressive closure) is an essential activity and to do it properly is an expensive operation. The cost is significantly more if there is a need to import landfill capping material (hence the conservation of existing resources is essential). Financial planning for closure and post-closure landfill expenses is an important aspect of landfill management.

The Shire is to ensure that in future, there are sufficient funds allocated during the active life of the landfill to cover the progressive closure and post-closure liabilities that are being accumulated. As environmental awareness increases, closure and post-closure requirements are only going to increase with time and hence the associated costs. With progressive closure, these costs are incurred over many years and it is difficult to distinguish between facility operating costs and landfill closure costs.

An assessment of the financial implications of the closure, monitoring and maintenance requirements will be necessary in order to ensure that sufficient funds are budgeted to adequately finance the necessary activities.

Typical costs incurred during post-closure activities include:

- Labour costs for undertaking regular site inspections;
- Landfill cap repair and vegetation infill planting (usually in the first two to three years of the cap construction); and,
- Weed control.

With the Shire's landfill anticipated to last for at least 68 years, the Shire has sufficient time to ensure that the appropriate reserves are in place to adequately cover the anticipated final landfill post-closure expenses. However, if the Shire does not regularly reassess its future liabilities and adjust its reserves accordingly, there is a risk that future generations will have to source significant additional funds to cover the past shortfalls in reserves to cover future liabilities.

The typical post-closure monitoring costs will continue for a minimum of five years beyond the closure of a portion of the landfill.

It is important to note that there has been no consideration of the costs associated with the management of landfill gas, as at present, there is no noticeable landfill gas being generated. In time, this situation may change, which would result in some costs being incurred in the appropriate management of the landfill gas. The extent of the costs being dependent on the landfill gas management solution adopted. It is not anticipated that the landfill will ever generate sufficient gas to enable the generation of green energy and hence receive income.

10. Review

In order for this Facility Management Plan to remain up-to-date with regards to current waste management initiatives and direction, it is necessary that this plan be reviewed and updated on a regular basis.

This plan covers the way forward for the future development of the White Road Waste Management Facility and is based on current waste management direction, practices and the waste streams that are being generated within the Shire. It is envisaged that over time, as the waste management industry and the Shire's waste management practices evolve, that this plan will need to be reviewed and updated.

This Facility Management Plan should be reviewed and updated in accordance with the schedule set out in **Table 10.1 – Facility Management Plan Review Schedule**.

Table 10.1 – Facility Management Plan Review Schedule

Timeline	Action
Year 1 - 4 (2019/2020 - 2022/2023)	Nil
Year 5 - (2023/2024)	Review/confirm relevance and update as appropriate, including developing the next five years of filling plans.
Year 6 to 9 - (2043/2025 – 2027/2028)	Nil
Year 10 - (2028/2029)	Use as a basis for a complete review and rewrite for the next ten-year period.

11. Stakeholder Responsibility

There are various stakeholders involved in the ongoing activities on site. Each stakeholder has different levels of responsibility, which need to be considered, these include:

- Shire:
 - Overall control of the site;
 - Operation of the recycling and transfer station;
 - Greenwaste management;
 - Planning for future landfill disposal areas and other site development;
 - Management of the landfill contractor;
 - Site inspections to confirm operational and environmental compliance;
 - Ensure compliance with facility operating licence;
 - Financial management;
 - Reviewing and updating this Facility Management Plan;
- Contractor:
 - Compliance with contractual requirements;
 - Compliance with relevant conditions of the facility operating licence;
 - Developing the landfill in accordance with the Shire's Landfill Management Plan;
 - Inform the Shire of any non-compliances with contractual or licence conditions;
- Customers:
 - Comply with site instructions;
 - Not deliver non-compliant waste materials;
 - Maximise recycling initiatives;
- DWER:
 - Overall environmental regulation of the site activities; and,
 - Occasional site inspections to confirm environmental compliance.

Appendices

Appendix No. 1 – Site Layout Plan

Appendix No. 2 – Landfill Final Landform & Perimeter Drain Layout

Appendix No. 3 – Progressive Landfill Development – Lift No. 1

Appendix No. 4 – Progressive Landfill Development – Lift No. 2

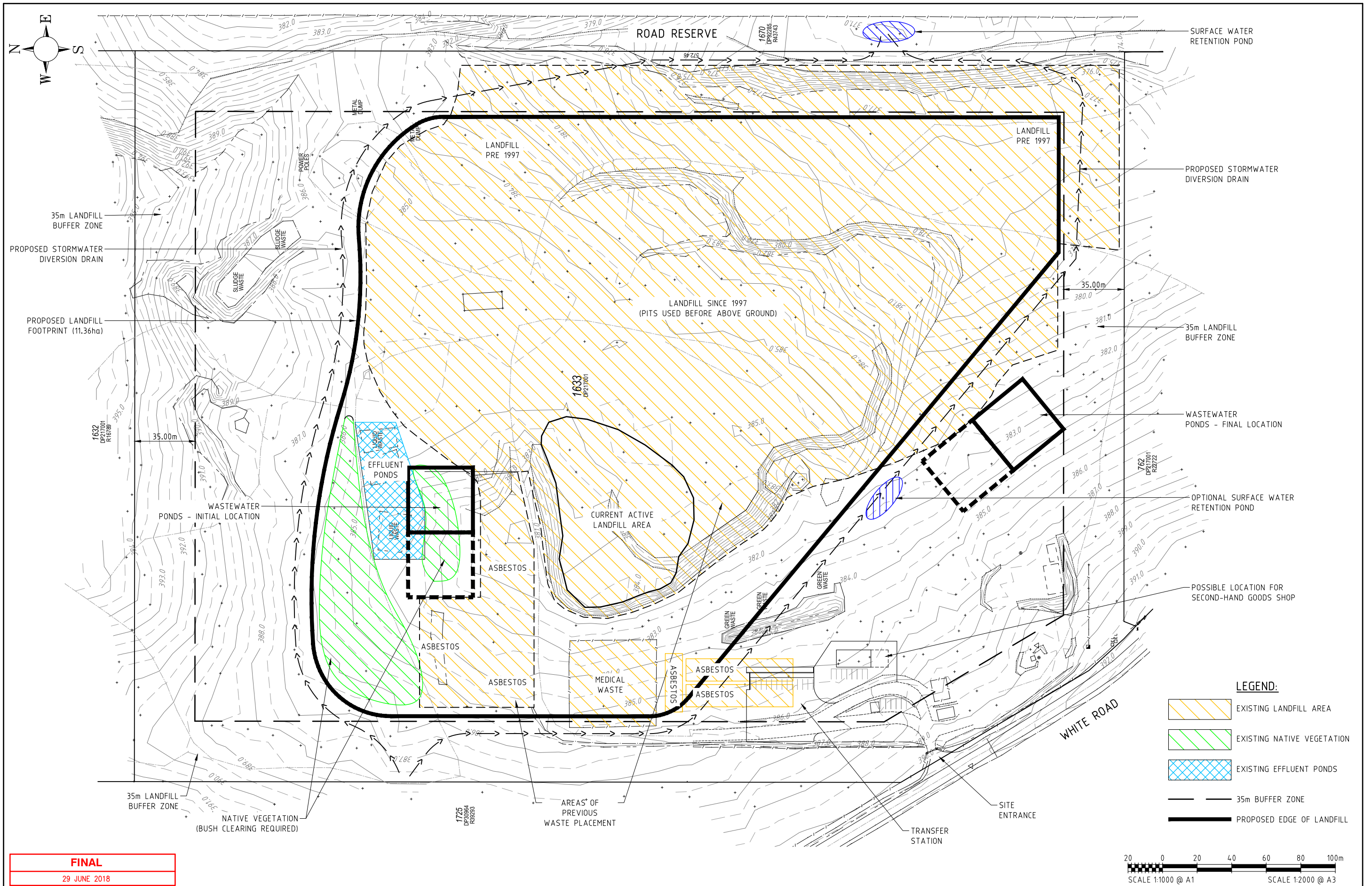
Appendix No. 5 – Progressive Landfill Development – Lift No. 3

Appendix No. 6 – Progressive Landfill Development – Lift No. 4

Appendix No. 7 – Progressive Landfill Development – Lift No. 5

Appendix No. 1 – Site Layout Plan

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29 JUNE 2018

REVISIONS	No.	BY	DATE	DESCRIPTION
	B	S.B.Y.	29/06/18	FINAL ISSUE
	A	S.B.Y.	20/06/18	PRELIMINARY ISSUE FOR REVIEW
	No.	BY	DATE	DESCRIPTION

DRG. FILE	DATE
DESIGN	I.W. 06/18
DRAWN	S.B.Y. 06/18
DES. CHK.	I.W.
DWG. CHK.	I.W.

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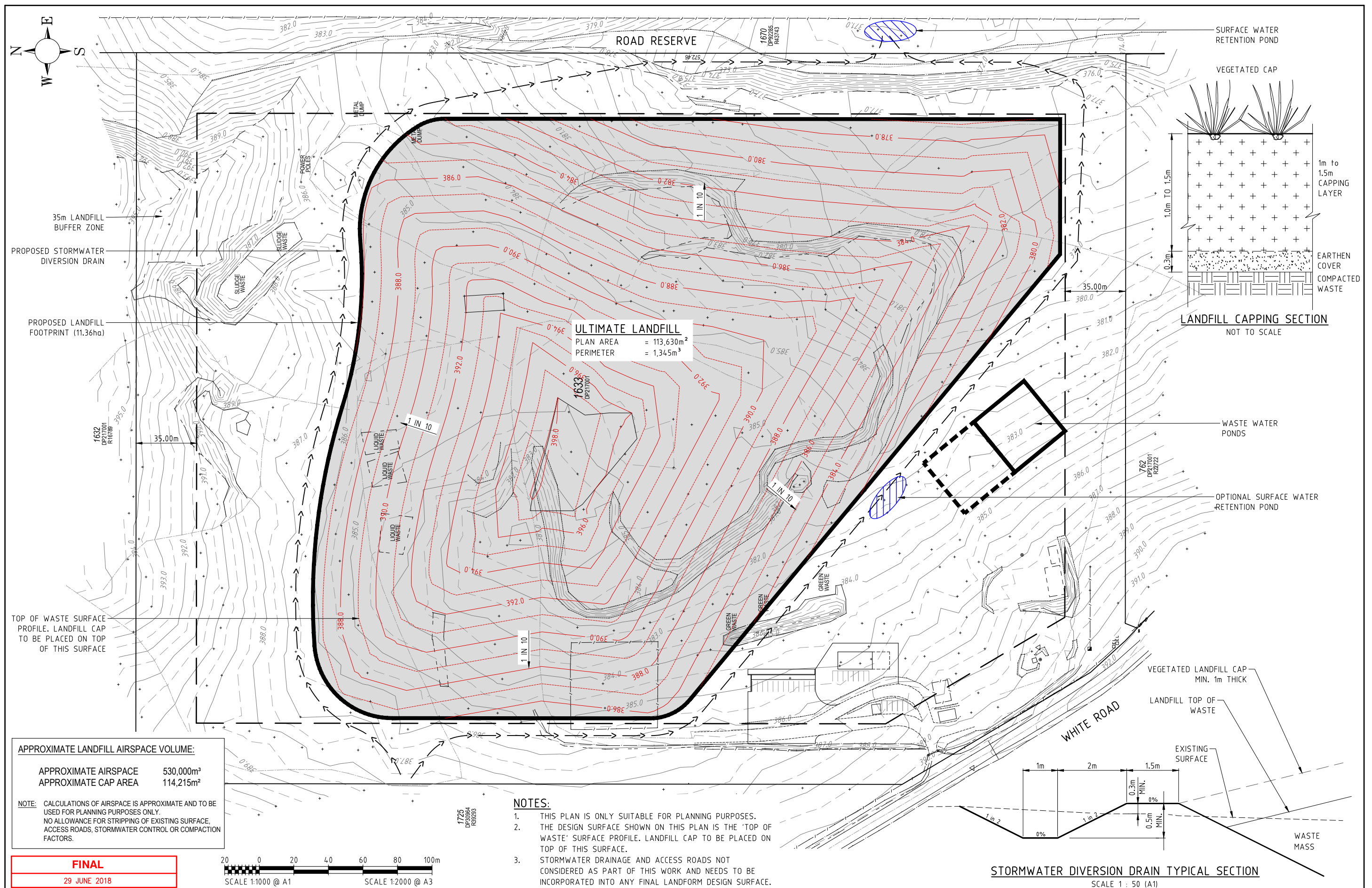
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TOWN OF NARROGIN	
LOT 1633 DP 217001, WHITE ROAD, NARROGIN	
WASTE MANAGEMENT FACILITY – LANDFILL FINAL LANDFORM	
SITE LAYOUT PLAN	

SCALE	AS SHOWN
SHEET	
DRG No.	REVISION B NAR-SK1

Appendix No. 2 – Landfill Final Landform & Perimeter Drain Layout

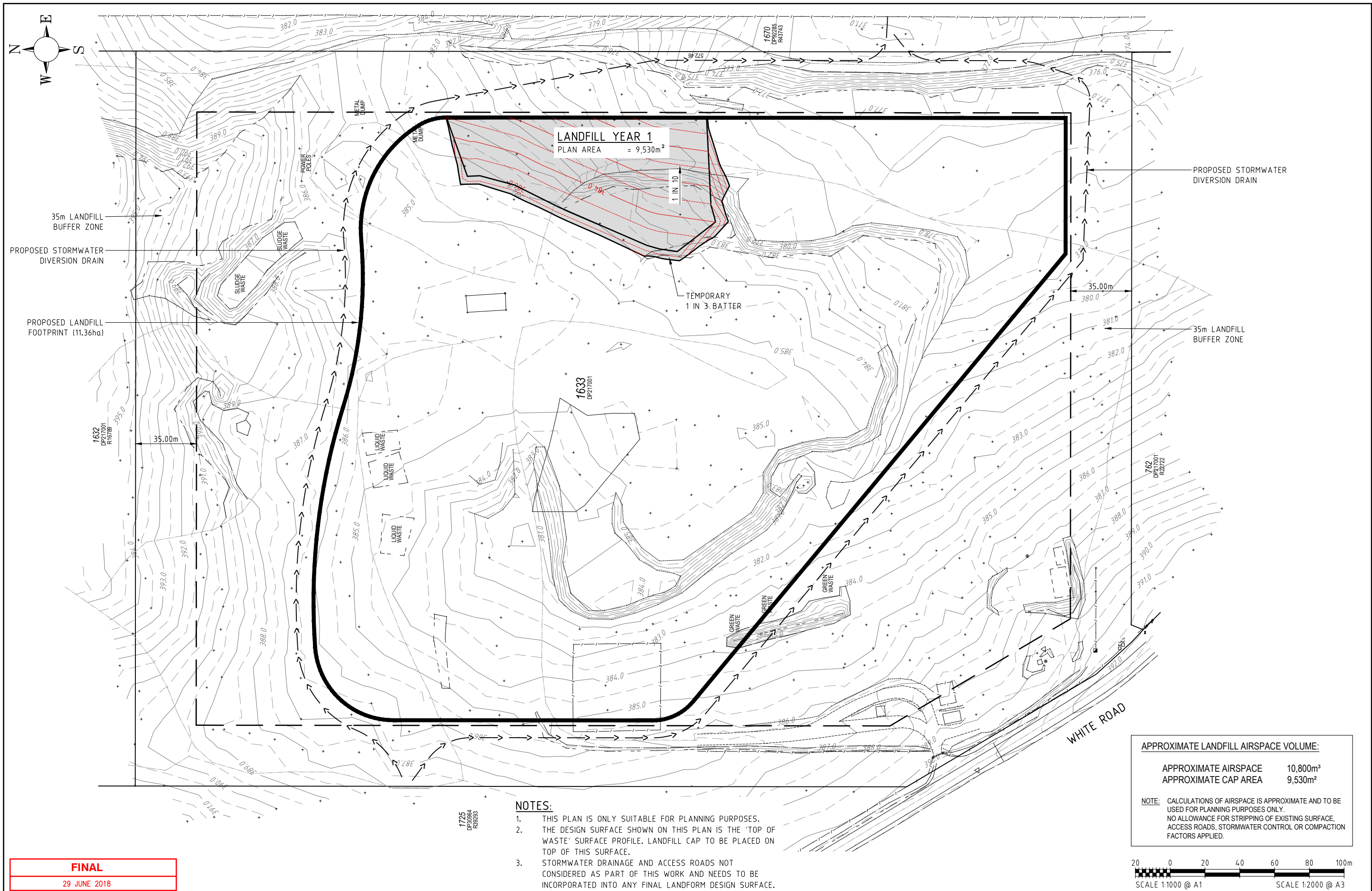
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	B	S.B.Y.	29/06/18	FINAL ISSUE	DRAWN	S.B.Y.			06/18	LOT 1633 DP 217001, WHITE ROAD, NARROGIN WASTE MANAGEMENT FACILITY – LANDFILL FINAL LANDFORM TOP OF WASTE SURFACE & PERIMETER DRAIN	SHEET	
	A	S.B.Y.	20/06/18	PRELIMINARY ISSUE FOR REVIEW	DES. CHK.	I.W.						
	No.	BY	DATE	DESCRIPTION	DWG. CHK.	I.W.					DRG No.	REVISION B NAR-SK2

Appendix No. 3 – Progressive Landfill Development – Lift No. 1

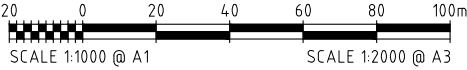
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- NOTES:**
1. THIS PLAN IS ONLY SUITABLE FOR PLANNING PURPOSES.
 2. THE DESIGN SURFACE SHOWN ON THIS PLAN IS THE 'TOP OF WASTE' SURFACE PROFILE. LANDFILL CAP TO BE PLACED ON TOP OF THIS SURFACE.
 3. STORMWATER DRAINAGE AND ACCESS ROADS NOT CONSIDERED AS PART OF THIS WORK AND NEEDS TO BE INCORPORATED INTO ANY FINAL LANDFORM DESIGN SURFACE.

APPROXIMATE LANDFILL AIRSPACE VOLUME:	
APPROXIMATE AIRSPACE	10,800m³
APPROXIMATE CAP AREA	9,530m²
NOTE: CALCULATIONS OF AIRSPACE IS APPROXIMATE AND TO BE USED FOR PLANNING PURPOSES ONLY. NO ALLOWANCE FOR STRIPPING OF EXISTING SURFACE, ACCESS ROADS, STORMWATER CONTROL OR COMPACTION FACTORS APPLIED.	



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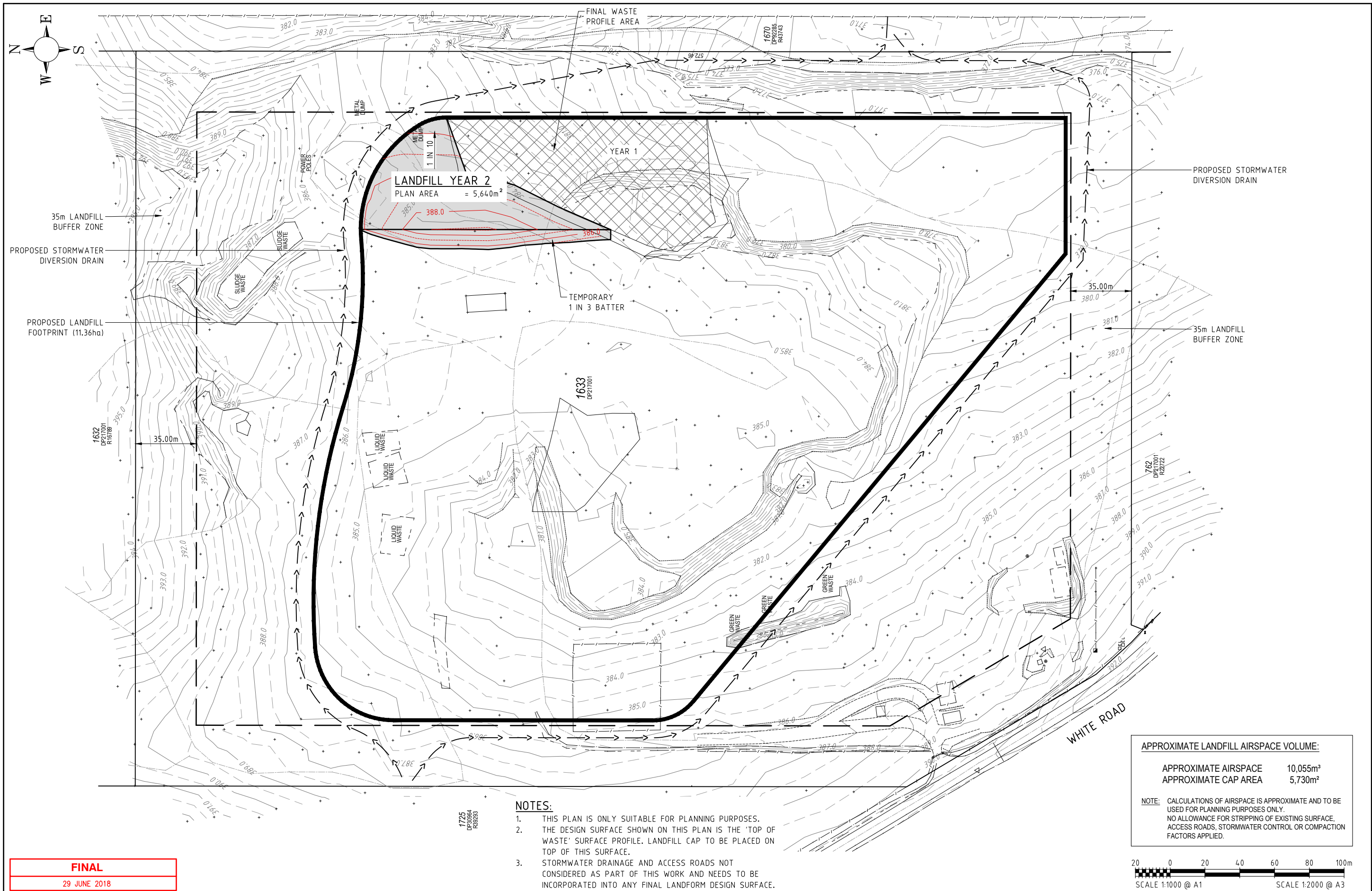
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TOWN OF NARROGIN	
LOT 1633 DP 217001, WHITE ROAD, NARROGIN	
MANAGEMENT FACILITY – PROGRESSIVE LANDFILL DEVELOPMENT LIFT No. 1	
CONCEPT TOP OF WASTE SURFACE – YEAR 1	

SCALE	AS SHOWN
SHEET	
DRG No.	REVISION B NAR-SK3

Appendix No. 4 – Progressive Landfill Development – Lift No. 2

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APPROXIMATE LANDFILL AIRSPACE VOLUME:	
APPROXIMATE AIRSPACE	10,055m³
APPROXIMATE CAP AREA	5,730m²
NOTE: CALCULATIONS OF AIRSPACE IS APPROXIMATE AND TO BE USED FOR PLANNING PURPOSES ONLY. NO ALLOWANCE FOR STRIPPING OF EXISTING SURFACE, ACCESS ROADS, STORMWATER CONTROL OR COMPACTION FACTORS APPLIED.	

- NOTES:**
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29 JUNE 2018

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	No.	BY	DATE	DESCRIPTION	DWG. CHK.	I.W.

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DESIGN	I.W.	06/18
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DWG. CHK.	I.W.	



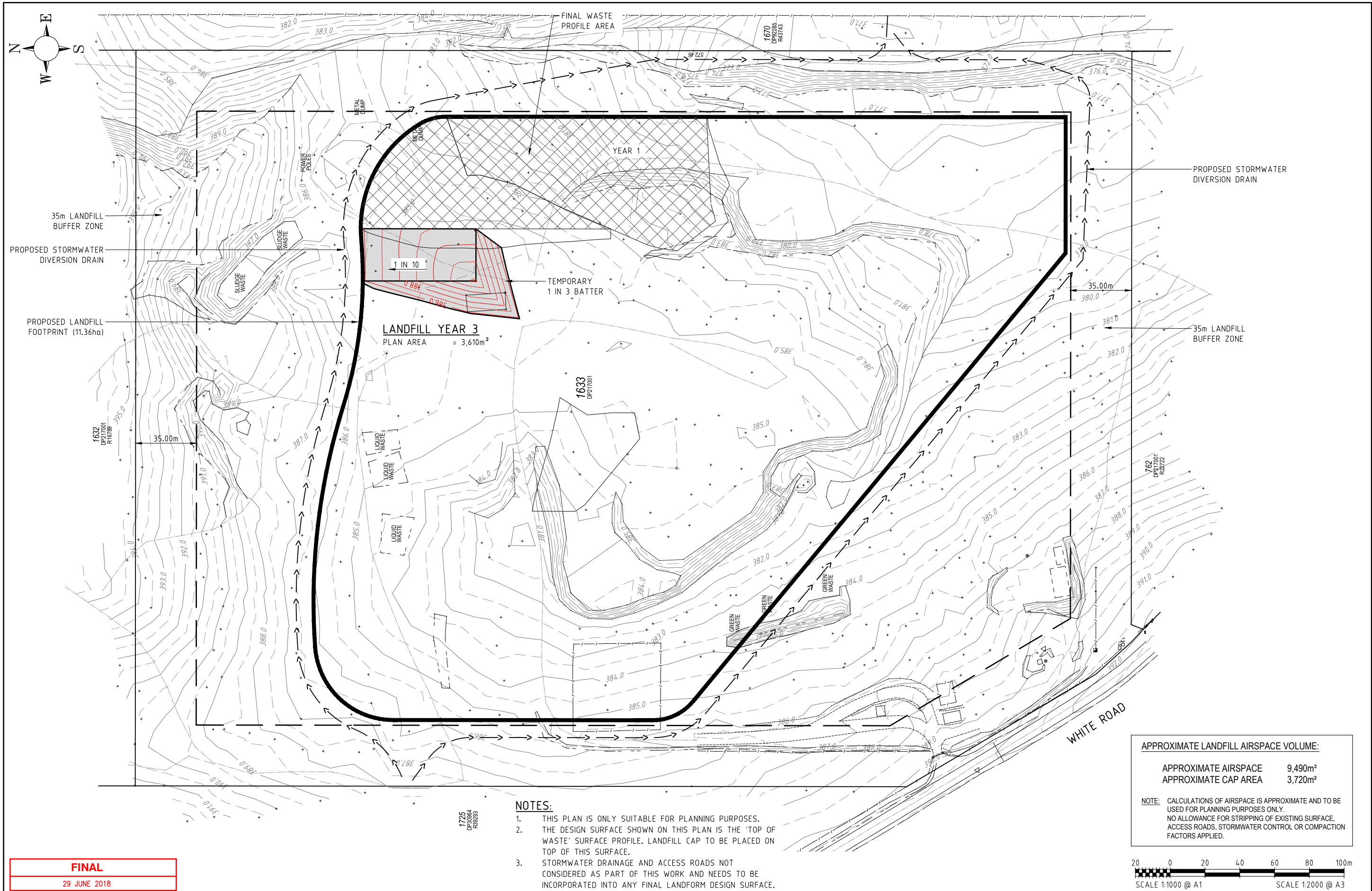
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TOWN OF NARROGIN		SCALE	AS SHOWN
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MANAGEMENT FACILITY – PROGRESSIVE LANDFILL DEVELOPMENT LIFT No. 2			REVISION B
CONCEPT TOP OF WASTE SURFACE – YEAR 2		DRG No.	NAR-SK4

Appendix No. 5 – Progressive Landfill Development – Lift No. 3

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- NOTES:**
- THIS PLAN IS ONLY SUITABLE FOR PLANNING PURPOSES.
 - THE DESIGN SURFACE SHOWN ON THIS PLAN IS THE 'TOP OF WASTE' SURFACE PROFILE. LANDFILL CAP TO BE PLACED ON TOP OF THIS SURFACE.
 - STORMWATER DRAINAGE AND ACCESS ROADS NOT CONSIDERED AS PART OF THIS WORK AND NEEDS TO BE INCORPORATED INTO ANY FINAL LANDFORM DESIGN SURFACE.

REVISED	No.	BY	DATE	DESCRIPTION	DWG. CHK.	I.W.
	B	S.B.Y.	29/06/18	FINAL ISSUE	DRAWN	S.B.Y.
	A	S.B.Y.	20/06/18	PRELIMINARY ISSUE FOR REVIEW	DES. CHK.	I.W.

TECHNICALLY APPROVED:			DRG. FILE	DATE
			DESIGN	I.W.
			DRAWN	S.B.Y.
			DES. CHK.	I.W.
			DWG. CHK.	I.W.

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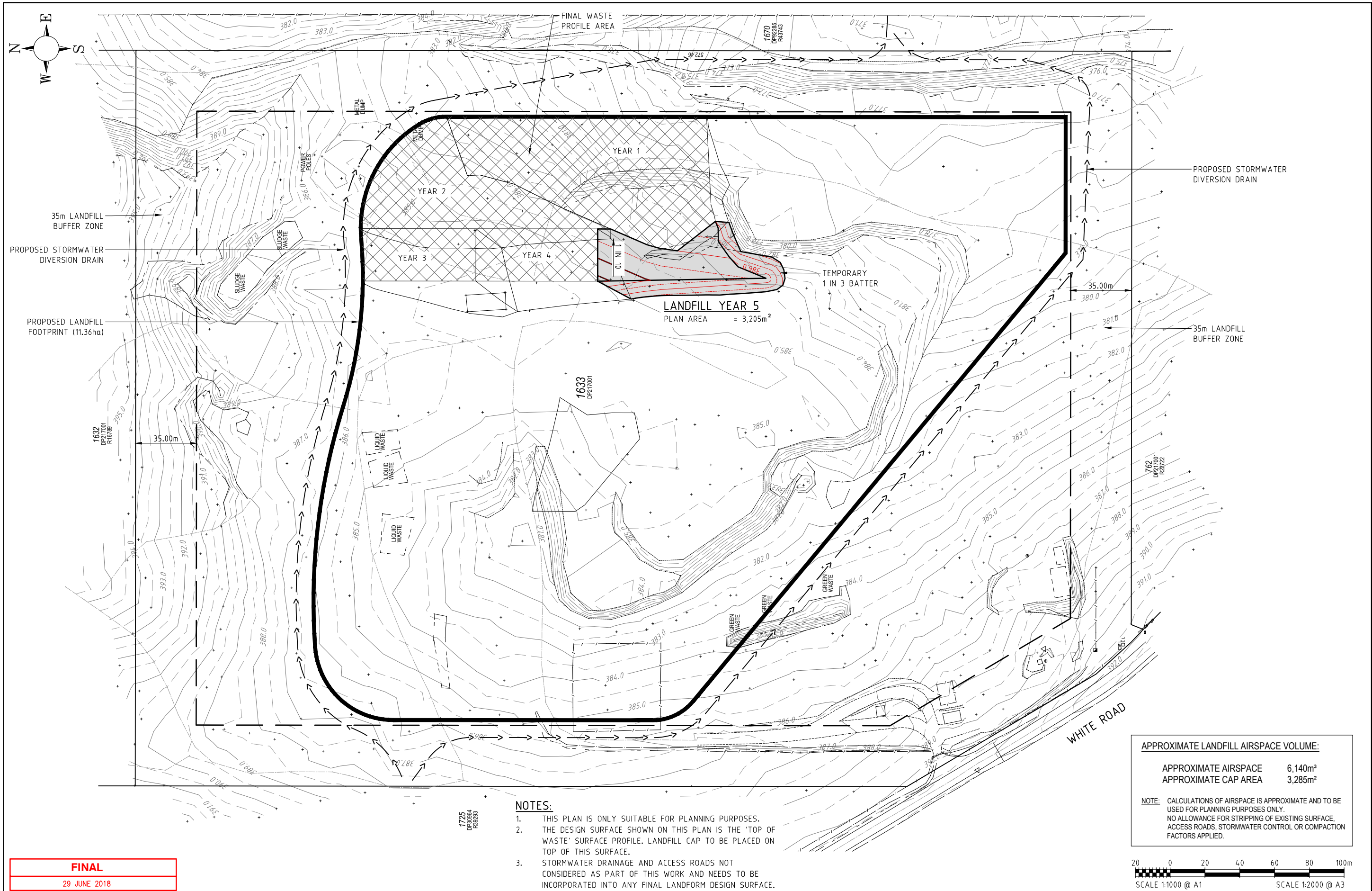
TOWN OF NARROGIN		SCALE	AS SHOWN
LOT 1633 DP 217001, WHITE ROAD, NARROGIN		SHEET	
MANAGEMENT FACILITY – PROGRESSIVE LANDFILL DEVELOPMENT LIFT No. 3			REVISION B
CONCEPT TOP OF WASTE SURFACE – YEAR 3		DRG No.	NAR-SK5

Appendix No. 6 – Progressive Landfill Development – Lift No. 4

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Appendix No. 7 – Progressive Landfill Development – Lift No. 5

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FINAL
29 JUNE 2018

- NOTES:**
1. THIS PLAN IS ONLY SUITABLE FOR PLANNING PURPOSES.
 2. THE DESIGN SURFACE SHOWN ON THIS PLAN IS THE 'TOP OF WASTE' SURFACE PROFILE. LANDFILL CAP TO BE PLACED ON TOP OF THIS SURFACE.
 3. STORMWATER DRAINAGE AND ACCESS ROADS NOT CONSIDERED AS PART OF THIS WORK AND NEEDS TO BE INCORPORATED INTO ANY FINAL LANDFORM DESIGN SURFACE.

REVISIONS	No.	BY	DATE	DESCRIPTION	DWG. CHK.	I.W.
	B	S.B.Y.	29/06/18	FINAL ISSUE	DRAWN	S.B.Y.
	A	S.B.Y.	20/06/18	PRELIMINARY ISSUE FOR REVIEW	DES. CHK.	I.W.

TECHNICALLY APPROVED:		
DRG. FILE	DATE	
DESIGN	I.W.	06/18
DRAWN	S.B.Y.	06/18
DES. CHK.	I.W.	
DWG. CHK.	I.W.	



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TOWN OF NARROGIN		SCALE	AS SHOWN
LOT 1633 DP 217001, WHITE ROAD, NARROGIN		SHEET	
MANAGEMENT FACILITY – PROGRESSIVE LANDFILL DEVELOPMENT LIFT No. 5		DRG No.	REVISION B
CONCEPT TOP OF WASTE SURFACE – YEAR 5			NAR-SK7

10.2 TECHNICAL AND RURAL SERVICES

10.2.1 NARROGIN REGIONAL RECREATION CENTRE CARPARK TREE PLANTING

File Reference	5.4.5
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	10 March 2020
Author	Loriann Bell – Administration Support Office
Authorising Officer	Torre Evans – Executive Manager Technical and Rural Services
Attachments	Nil

Summary

Council is requested to consider the amount of \$20,000 in a review of the 2019/2020 Budget to purchase trees, materials and labour costs to plant a selection of deciduous trees, in the 2019/2020 financial year for the Narrogin Regional Recreation Centre (NRRC) carpark located at 50 Clayton Road.

Background

The Administration is proposing to recommend to Council upgrade of the NRRC carpark in the 2020/2021 Financial Year. The estimated cost of \$117,454 to upgrade the carpark will be presented to Council for consideration in the 2020/2021 Draft Budget. The proposed upgrade incorporates a plan to plant deciduous street trees in accordance with some of the recommendations contained in the *Shire of Narrogin Street Tree Planning: Selections and Recommendations Guide 2018* (the Guide), and resurface two thirds of the carpark with asphalt.

At the Townscape Advisory Committee (Committee) meeting held on 18 February 2020, the Committee was requested to consider a proposal to plant shade trees in the carpark of the NRRC as part of the carpark upgrade proposed for 2020/2021 and to nominate the preferred tree species for planting. The Committee resolved as follows:

- “1. That, with respect to the proposed tree species to be planted at the Narrogin Regional Recreation Centre carpark, the Committee supports the choice of the following three species to be planted alternately;*
 - a. Gleditsia sunburst;*
 - b. Gleditsia shademaster;*
 - c. Ulmus parvifolia;*
- 2. The Committee recommends that Council consider the amount of \$20,000 in the 19/20 Budget Review to purchase trees and materials, including planting of the trees in the 19/20 financial year, to be planted in the Narrogin Regional Recreation Centre carpark; and*

3. *That with respect to the proposed resurfacing of the Narrogin Regional Recreation Centre carpark, the Committee recommend the estimated cost of \$97,454 be considered by Council in the 2020/2021 Draft Budget."*

Comment

There was some discussion between the Committee and the Executive Manager Technical and Rural Services (EMTRS) regarding the financial logistics of the upgrade, with some Committee members expressing concern that if the full amount requested to upgrade the carpark and plant the selected tree species was not supported in the 2020/2021 Draft Budget, the proposal including the tree planting element may not proceed.

The Committee further sought the advice of the EMTRS with regards to excavating holes in the existing carpark surface to plant advanced trees and maintain these until they are established and if it was achievable, or whether this was only possible when the existing asphalt is removed and the new surface laid. The EMTRS reported that the holes could be excavated in the existing carpark surface and the trees could be planted prior to the proposed upgrade. However, it was not the preference of the EMTRS to split the project into components .i.e. tree planting first, followed by laying the asphalt. The logistics of laying the asphalt and kerbing around trees was prohibitive as the asphalt machinery is large and difficult to manoeuvre around obstacles such as trees, therefore it is considered that planting the trees is the last step in the carpark upgrade project.

The Committee resolved to separate the costs to upgrade the carpark and plant the trees into two separate budget items, thereby seeking Council's support to make \$20,000 available in the 2019/2020 financial year to purchase and plant approximately 30 of the Committee recommended tree species.



Currently 127 parking bays and 2 disabled parking bays. 34 trees proposed.

Consultation

- Chief Executive Officer
- Executive Manager Technical and Rural Services
- Townscape Advisory Committee

Statutory Environment

Nil

Policy Implications

The proposal aligns with recommendations in the 2016 Townscape Study Review – Greening the CBD; reduce the heat island effect in summer; and improve amenities for motorists including parking under shade.

Financial Implications

The Committee is recommending to Council to include \$20,000 in the current 2019/20 Budget as part of a Budget review, for the purchase and planting of 30 deciduous trees at the NRRC carpark.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.1	A preserved natural environment
Strategy:	3.1.1	Conserve, enhance, promote and rehabilitate the natural environment
Outcome:	3.4	A well maintained built environment
Strategy:	3.4.1	Improve and maintain built environment

Voting Requirements

Simple Majority, however if the Council wishes to amend the Budget then an Absolute Majority decision will be required.

The Administration has submitted an Officer's recommendation contrary to the Committee's recommendation due to it being the Administration's preference that the project should be undertaken as one project. The impact of doing the project on a piece-meal basis would affect mobilisation and other logistics including drainage, asphaltting, operating large machinery in confined spaces and potentially being seen by the public as being done in an ad-hoc manner.

COMMITTEE RECOMMENDATION

1. That, with respect to the proposed tree species to be planted at the Narrogin Regional Recreation Centre carpark, the Committee supports the choice of the following three species to be planted alternately;
 - a. Gleditsia sunburst;
 - b. Gleditsia shademaster;
 - c. Ulmus parvifolia;
2. The Committee recommends that Council consider the amount of \$20,000 in the 19/20 Budget Review to purchase trees and materials, including planting of the trees in the 19/20 financial year, to be planted in the Narrogin Regional Recreation Centre carpark; and
3. That with respect to the proposed resurfacing of the Narrogin Regional Recreation Centre carpark, the Committee recommend the estimated cost of \$97,454 be considered by Council in the 2020/2021 Draft Budget.

OR

OFFICERS' RECOMMENDATION

That, with respect to the proposal for the carpark upgrade project at the Narrogin Regional Recreation Centre carpark, it be considered in the 2020/2021 Draft Budget and that the preferred tree species be planted alternately, where practical, subject to availability, as follows:

- Gleditsia sunburst;
- Gleditsia shademaster;
- Ulmus parvifolia.

10.2.2 SMITH STREET ABLUTION FACILITY OPTIONS

File Reference	File No: 5.4.5, A105165
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	Item No.10.1.6, 27 November 2019 Res. 1119.010
Date	10 March 2020
Author	Loriann Bell – Administrative Support Officer
Authorising Officer	Torre Evans – Executive Manager Technical and Rural Services
Attachments	Nil

Summary

Council is requested to consider a recommendation by the Townscape Advisory Committee (Committee) in which the Committee recommend the Administration seek formal comment from Coles Pty Ltd in relation to development options for the ablution building at Lot 103 Smith Street, Narrogin.

Background

At the Ordinary Council meeting held on 27 November 2019, Council was requested to support the Administration's recommendation to proceed with demolishing the existing public toilets and purchase and install the prefabricated option recommended at the indicative cost of \$34,000.

Council resolved as follows:

"That with respect to the redevelopment of the Smith Street Ablution building at Lot 103 Smith Street, Narrogin, Council defer the project from the current financial year and request the Narrogin Townscape Advisory Committee to report back on the various matters listed under the strategic implications before 30 April 2020 and the budget for the project be reviewed at that time."

Comment

The Smith Street ablutions asset is owned by the Shire and one could consider that its main patronage is Coles customers not just from this town, but regionally as well. An option well worth considering would be to engage with Coles administration and establish if they are interested in the purchase of the freehold land and ablution block; or to purchase just the land for additional parking bays. Upon receipt of a response from Coles, the Administration could further advise the Committee.

At the Committee meeting held on 18 February 2020 the Committee were invited to consider the following matters regarding the redevelopment of the site before making a decision regarding the eventual outcome.

1. Council has had commercial in confidence advice that a commercial retailer seeks to consolidate an existing CBD ablution facility to maximise patronage within a proposed establishment.

2. The Shire is awaiting advice from a retailer regarding opportunities to partner with the maintenance of or need for the ablutions as a local government asset.
3. The Shire maintains ablution's in the CBD at Mackie Park, the Museum and Smith Street and is currently building new ablution in Memorial Park and the question could be asked whether there is an opportunity to consolidate ablution facilities within the CBD including demolition of the existing Smith Street facility, in exchange for improving or developing another facility.
4. The Smith Street ablutions have always appeared an anomaly and whilst well utilised are in a problematic location.
5. It could be argued that the existing ablution at the Museum are underperforming and could be expanded in a sympathetic heritage manner while still in reasonably close proximity to the Smith Street retail district.
6. Is the Smith Street facility required, given the close proximity of Shire and private (business) owned facilities?
7. That the Smith Street facility remains operational and functional and could easily survive another 12 months without major repairs or refurbishment.
8. Could the \$50,000 be better utilised, in part, to provide for a concept design of a new facility abutting the existing ablution at the Museum? A design which clearly demonstrates community engagement and acceptance of the proposal.

To date, the Administration has had no formal application for the consolidation of an existing ablution asset by a potential commercial retailer. Based on this, no further consideration has been given to this point.

The Committee resolved as follows:

"That, with respect to the proposed redevelopment of 103 Smith Street as a Shire owned and maintained public ablution facility, the Committee recommend to Council that:

1. *The Administration formally contact Coles Pty Ltd and enquire if they are interested in the purchase of the freehold title from the Shire for the purpose of:*
 - I. maintaining the existing ablution facility; or*
 - II. additional parking bays; and*
 - III. the Administration report back to the Townscape Committee with the outcome."*

Consultation

- Chief Executive Officer
- Shire President
- Deputy Shire President
- Executive Manager, Development and Regulatory Services
- Executive Manager, Technical and Rural Services
- Technical Officer, Development and Regulatory Services
- Narrogin District Townscape Committee
- Shire of Narrogin Elected Members

Statutory Environment

Former Town of Narrogin Town Planning Scheme No.2.

Policy Implications

The procurement of a prefabricated ablution facility would need to be compliant with the Shire's Purchasing Policy 3.1(b).

Financial Implications

An amount of \$50,000 has been allocated for this project to be completed in the 2019/2020 financial year.

Should this project not proceed in this financial year, then these funds could be transferred to the Building Reserve as a potential contributory source for funding a project in the 2020/21 or future financial year. This matter is dealt with as part of the Monthly Financial Report at item 10.3.2.

Disposal of property will be in accordance with provisions in the Local Government Act 1995 s3.58.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
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

Voting Requirements

Simple Majority

COMMITTEE RECOMMENDATION

That, with respect to the proposed redevelopment of 103 Smith Street as a Shire owned and maintained public ablution facility, the Committee recommend to Council that:

1. The Administration formally contact Coles Pty Ltd and enquire if they are interested in the purchase of the freehold title from the Shire for the purpose of:
 - (a) maintaining the existing ablution facility; or
 - (b) additional parking bays; and
2. The Administration report back to the Townscape Committee with the outcome.

OR

OFFICERS' RECOMMENDATION

That, with respect to the options for the Smith Street ablution facility, the Council:

1. Request that the Administration formally contact Coles Pty Ltd and enquire if they are interested in the purchase of the freehold title from the Shire for the purpose of:
 - (a) maintaining the existing ablution facility; or
 - (b) additional parking bays; and
2. Request that the Administration report back to the Townscape Committee with the outcome.

10.2.3 TOWNSCAPE ADVISORY COMMITTEE TERMS OF REFERENCE

File Reference	File No 26.4.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Item 11.4.1, 23 October 2019 Res. 1019.012
Date	26 February 2020
Author	Loriann Bell – Administrative Support Officer
Authorising Officer	Torre Evans – Executive Manager Technical and Rural Services
Attachments 1.Extract – Townscape Advisory Committee Terms of Reference	

Summary

Council is requested to consider a request by the Townscape Advisory Committee (the Committee) which seeks to amend the Terms of Reference relating to meeting frequency, to enable meetings to be held each six weeks instead of quarterly as stated in the adopted Terms of Reference.

Background

At the Ordinary Council Meeting held on 23 October 2019, following the Biennial Local Government Elections, Council endorsed the Terms of Reference (ToR) for all of its Committees and Reference Groups. Within the Townscape Committee ToR, Role and Scope of the Committee it states:

“4. To meet quarterly or more if required to deal with matters referred to it by the Administration.”

At the Committee meeting held on 18 February 2020, the Administration sought the approval of the Committee to schedule future meeting dates (below) for the remainder of 2020, these being quarterly in accordance with the ToR.

1. Tuesday 5 May 2020;
2. Tuesday 4 August 2020; and
3. Tuesday 3 November 2020.

Comment

The Committee did not support the Officers' Recommendation with Committee members expressing concern that quarterly meetings were too far apart and may not allow the full range of townscape matters to be presented to them for consideration, comment and where required, recommendation to Council. It was the view of some of the members that the setting of meeting dates should not be up to the Administration but rather the Committee. The Committee endorsed the following dates and recommended that Council consider amending the Terms of Reference for meetings to occur every six weeks as follows:

1. Tuesday 31 March 2020;
2. Tuesday 5 May 2020 ;
3. Tuesday 15 June 2020;
4. Tuesday 4 August 2020;
5. Tuesday 15 September 2020; and
6. Tuesday 17 November 2020.

It could be argued that increased meeting frequency may result in a shorter meeting duration, but it is worth noting from the recent history of the Committee, the average meeting duration is consistently around 2 hours:

- In 2015 the Committee met nine times with the average meeting duration 1.8 hours;
- In 2016 the Committee met six times with the average meeting duration 1.5 hours;
- In 2017 the Committee met seven times with the average meeting duration 1.9 hours;
- In 2018 the Committee met six times with the average meeting duration 2.16 hours; and
- In 2019 the Committee met six times with the average meeting duration 2.25 hours.

The Administration is committed to the work required to develop proposals which are presented to the Committee, and feel that increased frequency of meetings will negatively impact the time required for this, therefore respectfully request that Council consider not amending the Terms of Reference and leave the meeting frequency as they are currently stated in the Terms of Reference.

Consultation

- Chief Executive Officer
- Executive Manager Technical and Rural Service
- Townscape Advisory Committee

Statutory Environment

Nil

Policy Implications

The existing Terms of Reference states:

“4. To meet quarterly or more if required to deal with matters referred to it by the Administration.”

Financial Implications

There are no financial implications other than the Officers' time. The Administrative Support Officer accrues TOIL for time spent at Committee meetings. This time off in lieu impacts on the Officer's time available for other projects, programs and competing work commitments.

There is also no financial impact for the Executive Manager Technical & Rural Services attending additional meetings, however, there are competing priorities that present frequently.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	2.	Social Objective (To provide community facilities and promote social interaction)

Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.4	Provide improved community facilities (eg library/recreation)
Strategy:	2.3.5	Encourage and support continued development of arts and culture
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
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

Voting Requirements

Simple Majority, however should the Council support a change to the Terms of Reference, the decision will need to be made by an Absolute Majority.

COMMITTEE RECOMMENDATION

1. That in relation to the scheduled meetings of the Townscape Advisory Committee for 2020, the Committee recommends Council amend the Terms of Reference from quarterly meetings to approximately every six weeks; and
2. That in relation to the scheduled meetings of the Townscape Advisory Committee for 2020, the Committee meet on the dates below, commencing at 5.30 pm.
 - Tuesday 31 March 2020
 - Tuesday 5 May 2020
 - Tuesday 15 June 2020
 - Tuesday 4 August 2020
 - Tuesday 15 September 2020
 - Tuesday 17 November 2020

OR

OFFICERS' RECOMMENDATION

That, with respect to the Townscape Advisory Committee Terms of Reference, Council support the meeting frequency to remain as quarterly, and the Administration convene additional meetings if there are matters which need to be referred to the Townscape Committee for consideration.

1.5 Townscape Advisory Committee

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

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

History

Established	25 October 2016
Amended	26 September 2018
Reviewed	23 October 2019

Establishment

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

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

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members, including ex-officio	2	
Employees, including ex-officio	0	
Other persons – Community <ul style="list-style-type: none"> ○ at large 	4	Specific interest to be sought – <ul style="list-style-type: none"> ○ Indigenous representative (1) ○ Expertise in disability or aged sectors (1)
- Highbury District Community Council	1	
- Narrogin Chamber of Commerce	1	
- Arts Narrogin	1	
Total Membership	9	
Quorum	5	Quorum reduced to 4 if one or more vacancies exist in Committee membership, for the period of any vacancy only.

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Technical & Rural Services	

Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

Senior Officer responsible	Executive Manager Technical & Rural Services
Initial contact person	Administration Support Officer, Development & Regulatory Services

Role and Scope of Committee

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

– End of TOR

Notes

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

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

10.3 CORPORATE AND COMMUNITY SERVICES

10.3.1 SCHEDULE OF ACCOUNTS PAID – FEBRUARY 2020

File Reference	12.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	29 February 2020
Author	Agatha Prior – Finance Officer Accounts
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	
1. Schedule of Accounts Paid – February 2020 (separate cover).	

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid – February 2020

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.

Comment

The Schedule of Accounts Paid – February 2020 is presented to Council for notation. Below is a summary of activity.

February 2020 Payments		
Payment Type	\$	%
Cheque	748.70	0.07
EFT (incl Payroll)	955,177.10	92.12
Direct Debit	79,294.60	7.65
Credit Card	1,370.01	0.13
Trust	280.00	0.03
Total Payments	1,036,870.41	100.00

Local Spending	\$	%
Local Suppliers	208,207.92	20.08
Payroll	365,573.82	35.26
Total	573,781.74	55.34

The payment schedule has been provided to Elected Members separately and is not published on the Shire of Narrogin website owing to potential fraudulent activity that can arise from this practice.

Printed copies will be available on request at the Administration building and the Library.

Consultation

Manager Finance

Statutory Environment

Local Government Act 1995, Section 6.8 (2)(b)

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2019/2020 Annual Budget, or resulting from a Council resolution for a budget amendment.

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

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That, with respect to the Schedule of Accounts Paid for February 2020, Council note the Report as presented.

10.3.2 MONTHLY FINANCIAL REPORT – FEBRUARY 2020

File Reference	12.8.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	10 March 2020
Author	Karen Oborn – Manager Finance
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments 1. Financial Report for the period ended 29 February 2020.	

Summary

Council is requested to review the February 2020 Monthly Financial Reports. 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 February 2020 Monthly Financial Reports.

On another matter, when staff were loading the outcome from the 2019/20 Budget Review approved by Council at its 25 February 2020 meeting, a discrepancy associated with the Audited closing balance note for 2018/19 was discovered. This variance amounted to \$177,273.

When this was queried with the Office of Auditor General they commented that there had been an error and this would need to be corrected in the 2019/20 Audit, however they considered it to be immaterial.

The consequence is, that additional adjustments are required to the budget to bring it back to a balanced opening position for 1 July 2019.

Comment

The February 2020 Monthly Financial Reports are presented for review.

It should be noted that the effects of COVID-19 may have considerable impact on the 2019/20 Budget outcome. Additional cleaning expenses and potential loss of income associated with the Narrogin Regional Recreation Centre and other venues are two matters that will be affected. Compliance with directions from health authorities is paramount for community safety purposes.

These contingencies have yet to be quantified.

Consultation

Executive Manager Corporate and Community Services.

Statutory Environment

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

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2019/20 Annual Budget or resulting from a Council Motion for a budget amendment.

The following items have been identified for budget adjustment.

Proposed Budget Amendments				
Account Number	Account Description	Comment	Effect to Account balance	Amount
Annual Audit	Opening Surplus readjusted post audit review	A review of the B/F surplus from 18/19 as Audited revealed the surplus was overstated. As a result, there is a reduction in the opening balance for 2019/20.	Decrease in surplus	(177,273)
190923000	Accrued Expenses	This accrual refers to a prior year (2016/17) accrual and reversal will reduce the expense.	Decrease in expenditure	8,226
190929000	Accrued Interest on Loans	This accrual refers to a prior year (2015/16) accrual and reversal will reduce the expense.	Decrease in expenditure	7,565
121102650	NRRC - Contract Management Expense	Additional budget of \$90,000 was allocated in 2019/20 to meet possible prior year expenses payable under the management agreement with the YMCA. This was not all required. Some funding has been retained for COVID 19 contingencies.	Decrease in expenditure	45,000
121108210	OTHCUL - Event/Festival Matching Funding	Budget of \$40,700 with current expenditure of \$3,386. With the advent of COVID19 events will be curtailed. Some funding remains if required.	Decrease in expenditure	30,000
121402390	PWO -Consultants	Budget of \$12,000 with committed expenditure of \$6,000 (Secondary Freight routes)	Decrease in expenditure	6,000

LB235	Caravan Park Renovations	Budget of \$58,862 with committed expenditure of \$38,000 for accommodations units.	Decrease in expenditure	20,000
130301250	RATES - Penalty Interest Received	Current revenue exceeds budget of \$35,000 additional revenue expected.	Increase in Revenue	9,000
120402210	OTHGOV - Other Consultancy - Strategic	Current Budget \$33,000 activities provided for in the Budget will not be committed to by end of year.	Decrease in expenditure	15,000
131006060	PLAN - Planning Officer Regional Support Income	Current revenue exceeds budget of \$4,000. additional revenue expected from additional services to neighbouring shires.	Increase in Revenue.	10,000
121405090	ADMIN - Other Employee Expenses	Budget of \$19,076 was provided to repay a grant this has been acquitted without a call on all these funds.	Decrease in expenditure	13,000
121108130	OTHCUL - ANZAC Day	Budget of \$7,500 .Approximately 50% retained for contingency. Event cancelled	Decrease in expenditure	3,482
121306050	ECONOM - Travel & Accommodation	Budget of \$10,000 to provide an opportunity to investigate innovative projects but will not be committed this year.	Decrease in expenditure	10,000

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

Voting Requirements

Simple Majority for recommendation 1, Absolute Majority for recommendation 2.

OFFICERS' RECOMMENDATION 1 OF 2

That, with respect to the Monthly Financial Reports for February 2020, Council note the Reports as presented.

OFFICERS' RECOMMENDATION 2 OF 2

That Council approve amendments to the 2019/20 Budget as detailed in the table to the Report, noting that the forecast end of year position remains as a balanced Budget, that is, representing a nil surplus/deficit position.

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 29 FEBRUARY 2020



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

TABLE OF CONTENTS

Monthly Summary Information	2 - 3
Statement of Financial Activity	4
Significant Accounting Policies	5
Adjusted Net Current Assets	6
Material Variances	7
Receivables	8
Capital Acquisitions	9-12
Cash Backed Reserves	13
Budget Amendments	14
Strategic Projects Tracker	15-17

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 29 FEBRUARY 2020

MONTHLY SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 29 February 2020
Prepared by: Manager Finance
Reviewed by: Executive Manager Corporate & Community Services

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not inconsistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. 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 report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are 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.

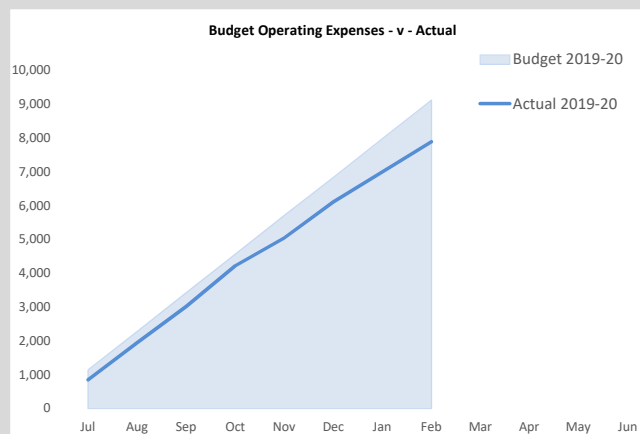
ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

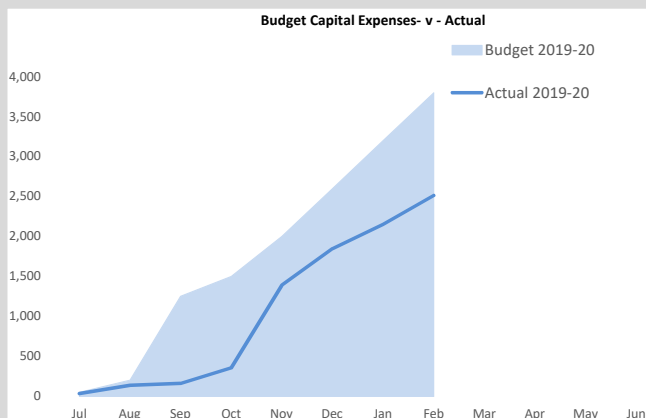
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 29 FEBRUARY 2020**

**MONTHLY SUMMARY INFORMATION
GRAPHS**

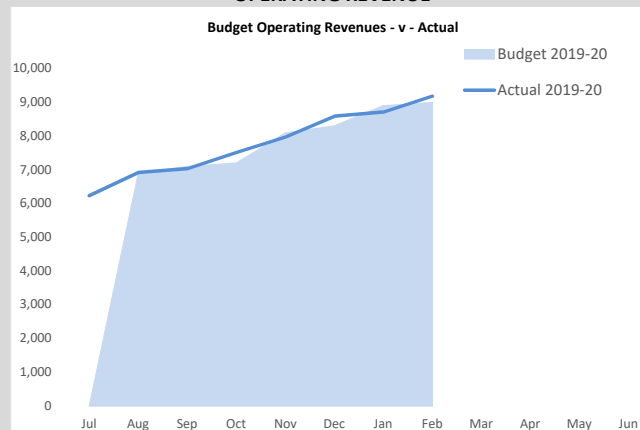
OPERATING EXPENSES



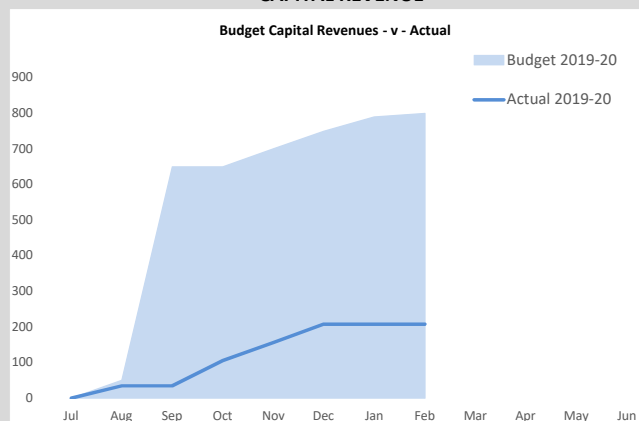
CAPITAL EXPENSES



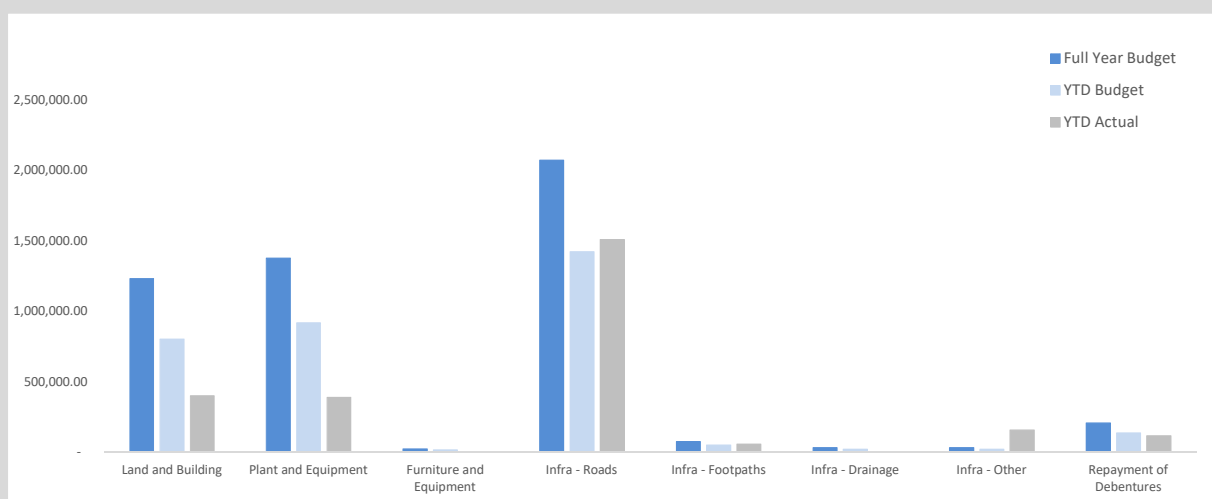
OPERATING REVENUE



CAPITAL REVENUE



CAPITAL EXPENSES BY ACTIVITY



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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)		4,001,532	4,121,181	4,121,181	3,943,908	177,273	(1%)	
Revenue from operating activities								
General Purpose Funding - Rates		4,943,620	4,949,156	3,299,424	4,804,619	1,505,195	31%	▲
General Purpose Funding - Other		1,358,841	1,172,568	899,184	972,854	73,670	8%	
Governance		1,850	350	224	734	510	69%	
Law, Order and Public Safety		75,900	138,110	92,040	61,667	(30,373)	(49%)	▼
Health		23,500	23,500	15,648	11,568	(4,080)	(35%)	
Education and Welfare		1,370,538	1,362,238	908,048	1,173,538	265,490	23%	▲
Housing		8,240	8,240	5,488	5,388	(100)	(2%)	
Community Amenities		1,092,366	1,122,356	748,160	988,493	240,333	24%	▲
Recreation and Culture		75,254	82,754	55,136	31,317	(23,819)	(76%)	▼
Transport		408,913	408,914	272,545	336,740	64,195	19%	▲
Economic Services		283,619	279,419	186,248	176,793	(9,455)	(5%)	
Other Property and Services		110,762	198,282	132,144	210,273	78,129	37%	▲
		9,753,404	9,745,888	6,614,289	8,773,983	2,159,694	25%	
Expenditure from operating activities								
General Purpose Funding		(255,567)	(255,567)	(170,328)	(147,518)	8	(15%)	▲
Governance		(724,720)	(713,220)	(475,376)	(357,219)	118,157	(33%)	▲
Law, Order and Public Safety		(766,873)	(775,773)	(516,952)	(460,610)	56,342	(12%)	▲
Health		(280,251)	(280,251)	(186,800)	(166,295)	20,505	(12%)	▲
Education and Welfare		(1,573,105)	(1,691,514)	(1,127,096)	(1,184,768)	(57,672)	(5%)	▼
Housing		(34,441)	(34,441)	(22,912)	(15,918)	6,994	44%	
Community Amenities		(1,574,917)	(1,592,917)	(1,061,536)	(850,622)	210,914	25%	▲
Recreation and Culture		(3,475,525)	(3,391,501)	(2,260,024)	(1,984,601)	275,423	14%	▲
Transport		(4,086,406)	(4,083,405)	(2,722,024)	(2,358,624)	363,400	15%	▲
Economic Services		(812,368)	(812,368)	(541,296)	(435,423)	105,873	24%	▲
Other Property and Services		(38,082)	(71,082)	(47,088)	61,581	108,669	(176%)	▲
		(13,622,254)	(13,702,039)	(9,131,432)	(7,900,016)	1,231,416		
Operating activities excluded from budget								
Add back Depreciation		3,450,264	3,450,264	2,300,096	1,942,618	(357,478)	(18%)	▼
Adjust (Profit)/Loss on Asset Disposal	12	97,004	97,004	64,672	19,501	(45,171)	(232%)	▼
Adjust Employee Benefits Provision (Non-Current)		0	0	0	(266,395)	(266,395)	100%	
Adjust Deferred Pensioner Rates (Non-Current)		0	0	0	0	0		
Movement in Leave Reserve (Added Back)		0	0	0	529	529	100%	
Adjust Rounding		0	0	0	0	0		
Amount attributable to operating activities		(321,582)	(408,883)	(152,375)	2,570,221	2,722,596		
Investing Activities								
Non-Operating Grants, Subsidies and Contributions		914,743	986,538	657,672	409,125	(248,547)	61%	▼
Purchase of Investments		0	0	0	0	0		
Land Held for Resale	11	0	0	0	0	0		
Land and Buildings	11	(1,230,335)	(1,202,306)	(801,456)	(399,939)	401,517	100%	▲
Plant and Equipment	11	(1,376,633)	(1,376,633)	(917,664)	(388,217)	529,447	136%	▲
Furniture and Equipment	11	(22,500)	(22,500)	(14,992)	(2,314)	12,678	548%	
Infrastructure Assets - Roads	11	(2,072,295)	(2,134,092)	(1,422,528)	(1,508,369)	(85,841)	(6%)	▼
Infrastructure Assets - Footpaths	11	(76,000)	(76,000)	(50,656)	(57,464)	(6,808)	(12%)	
Infrastructure Assets - Road Drainage	11	(32,000)	(32,000)	(21,328)	(1,515)	19,813	1307%	▲
Infrastructure Assets - Other	11	(698,942)	(717,382)	(478,168)	(156,715)	321,453	205%	▲
Infrastructure Assets - Parks and Gardens	11	0	0	0	0	0		
Infrastructure Assets - Bridges	11	(31,040)	(31,040)	(20,680)	0	20,680	100%	▲
Proceeds from Disposal of Assets	12	667,898	667,898	445,160	208,337	(236,823)	(114%)	▼
Proceeds from Sale of Investments		0	0	0	0	0		
Amount attributable to investing activities		(3,957,104)	(3,937,517)	(2,624,640)	(1,897,072)	727,568		
Financing Activities								
Proceeds from New Debentures	13	0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Repayment of Debentures	13	(166,658)	(166,658)	(111,088)	(91,420)	19,669	22%	▲
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	10	1,413,724	1,461,973	974,608	0	(974,608)	(100%)	▼
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(969,913)	(1,070,097)	(687,904)	(6,673)	681,231	10210%	▲
Amount attributable to financing activities		277,153	225,219	175,616	(98,092)	(273,708)		
Net Capital		(3,679,951)	(3,712,298)	(2,449,024)	(1,995,164)	453,860		
Total Net Operating + Capital		(4,001,533)	(4,121,181)	(2,601,399)	575,057	3,176,456		
Closing Funding Surplus(Deficit)	3	(1)	0	1,519,782	4,518,965	3,353,729		

NOTE: The variance between the 'Budgeted Opening Funding Surplus' and the YTD Actual, is due to a change in the provisions and revaluation surplus figures post Budget setting. This will be adjusted by the Budget Review process.

KEY INFORMATION

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

Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the current year is \$15,000 or 10% whichever is the greater.

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 29 FEBRUARY 2020

SIGNIFICANT ACCOUNTING POLICIES

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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

EMPLOYEE BENEFITS

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (*Short-term Benefits*)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

(ii) *Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

PROVISIONS

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

INVENTORIES

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020**

**OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS**

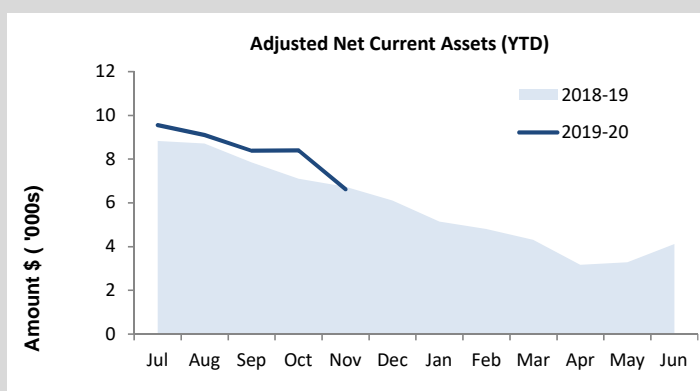
	Previous Month Actual 31 Jan 2020	Year to Date Actual 29 Feb 2020
Adjusted Net Current Assets	\$	\$
Current Assets		
Cash Unrestricted	4,605,354	4,018,266
Cash Restricted - Reserves and Bonds/Deposits	4,261,323	4,261,145
Receivables - Rates and Rubbish, ESL, Excess Rates	975,339	829,823
Receivables - Other	(6,296)	111,693
Inventories	8,995	17,211
	9,844,714	9,238,138
Less: Current Liabilities		
Payables	(249,932)	(224,975)
Loan Liability	(79,558)	(75,238)
Provisions	(596,311)	(587,831)
	(925,801)	(888,045)
Net Current Asset Position	8,918,914	8,350,093
Less: Cash Restricted	(4,226,234)	(4,236,251)
Add Back: Component of Leave Liability not Required to be funded	335,392	335,392
Add Back: Current Loan Liability	79,558	75,238
Adjustment for Trust Transactions Within Muni	(5,449)	(5,506)
Net Current Funding Position	5,102,180	4,518,967

SIGNIFICANT ACCOUNTING POLICIES

Please see page 4 for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



Year YTD Actual
Surplus(Deficit)
\$4.52 M

Last Month Actual
Surplus(Deficit)
\$5.1 M

NOTE: For the Cash Assets above the following investments have been made as at reporting date:

	<u>Investment Value \$</u>	<u>Maturity Date</u>	<u>Rate</u>	<u>Institution</u>	<u>Investment %</u>
Cash Unrestricted					
Municipal Fund	1,000,000	6/04/2020	1.35%	Commonwealth	50%
Municipal Fund	1,000,000	14/04/2020	1.37%	Commonwealth	50%
	<u>2,000,000</u>				<u>100%</u>
Cash Restricted (Reserves)					
Reserve Fund	2,000,000	29/05/2020	1.80%	NAB	50%
Reserve Fund	2,000,000	29/05/2020	2.10%	Westpac	50%
	<u>4,000,000</u>				<u>100%</u>
Total Investment Holdings via Entity					
Commonwealth	2,000,000				33%
NAB	2,000,000				33%
Westpac	2,000,000				33%
	<u>6,000,000</u>				<u>100%</u>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 29 FEBRUARY 2020

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 the material variance adopted by Council for the current year is an Actual Variance exceeding 10% and a value greater than \$15,000.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Opening Funding Surplus	(177,273)	(4%)	▼	Permanent	The variance between the 'Budgeted Opening Funding Surplus' and the YTD Actual, is due to a change in the provisions and revaluation surplus figures post Budget setting.
Revenue from operating activities					
General Purpose Funding - Rates	1,505,195	31%	▲	Timing	Revenue estimated evenly over 12 months
Law, Order and Public Safety	(30,373)	(49%)	▼	Timing	ESL Funding not received when anticipated.
Education and Welfare	265,490	23%	▲	Timing	HCP Recurrent Grant funding & CHSP User charges YTD higher than anticipated.
Community Amenities	240,333	24%	▲	Timing	Revenue estimated evenly over 12 months
Expenditure from operating activities					
Community Amenities	210,914	25%	▼	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case more expenditure than YTD Budget.
Recreation and Culture	275,423	14%	▼	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case more expenditure than YTD Budget.
Transport	363,400	15%	▼	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case more expenditure than YTD Budget.
Economic Services	105,873	24%	▼	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case more expenditure than YTD Budget.
Investing Activities					
Proceeds from Disposal of Assets	(236,823)	(114%)	▼	Timing	Actual asset disposals vary to YTD Budget pattern and creates a timing variance. In this case the assets have not yet been disposed of.
Capital Acquisitions	1,192,258	2280%	▼	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case less expenditure than YTD Budget.
Financing Activities					
Transfer from Reserves	(974,608)	(100%)	▼	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case the transfer are anticipated to occur in June 2020.
Repayment of Debentures	19,669	22%	▼	Timing	Dependant on Timing of Payments to Treasury for Loan Repayments.
Transfer to Reserves	681,231	10210%	▲	Timing	Actual expenditure varies to YTD Budget expenditure pattern and creates a timing variance. In this case the transfer are anticipated to occur in June 2020.

KEY INFORMATION

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

▲ Favourable variance

▼ Unfavourable variance

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

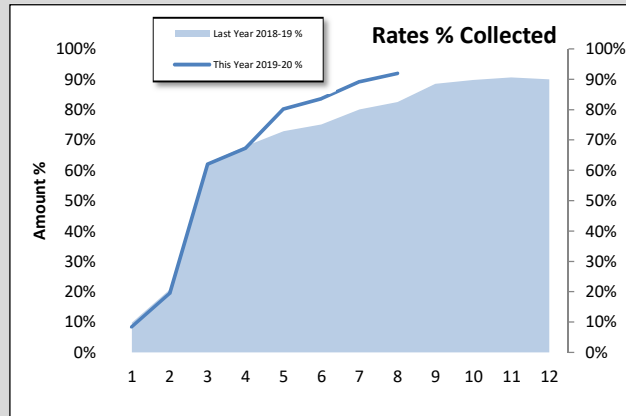
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020**

**OPERATING ACTIVITIES
RECEIVABLES**

Rates Receivable	30 Jun 18	29 Feb 20	28 Feb 19	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	586,296	586,296	492,340	Receivables - General	62,478	1,525	410	9,661	74,075
Levied this year		3,194,497	4,778,570	Percentage	84%	2%	1%	13%	
Movement in Excess Rates		(125,996)	(90,732)						
Domestic Refuse Collection Charges		472,179	471,381						
Domestic Services (Additional)		3,197	3,390						
Commercial Collection Charge		43,689	44,814	Balance per Trial Balance					
Commercial Collection Charge (Additional)		43,793	45,287	Rates Pensioner Rebate Claims					16,571
Total Rates and Rubbish (YTD)	5,359,227	5,367,112	5,262,166	GST Input					60,399
Less Collections to date	(5,359,227)	(4,936,670)	(4,754,645)	Provision For Doubtful Debts					(38,020)
Net Rates Collectable	586,296	1,016,738	999,862	Total Receivables General Outstanding					113,025
% Collected	90.14%	91.98%	82.75%	Amounts shown above include GST (where applicable)					
Pensioner Deferred Rates		(178,661)	(153,532)						
Pensioner Deferred ESL		(8,254)	(6,786)						
Total Rates and Rubbish, ESL, Excess Rates		829,823	839,544						

KEY INFORMATION

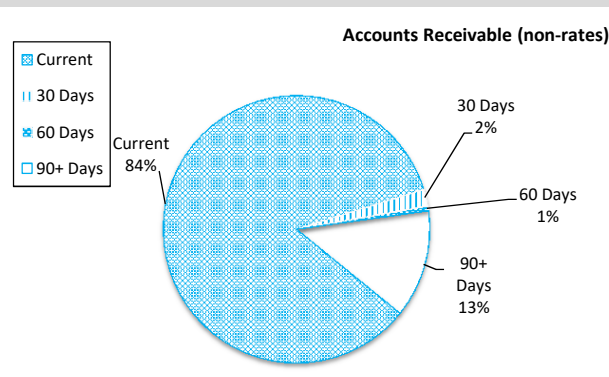
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.



Collected	Rates Due
92%	\$829,823

SIGNIFICANT ACCOUNTING POLICIES

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. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due
\$113,025
Over 30 Days
16%
Over 90 Days
13%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020**

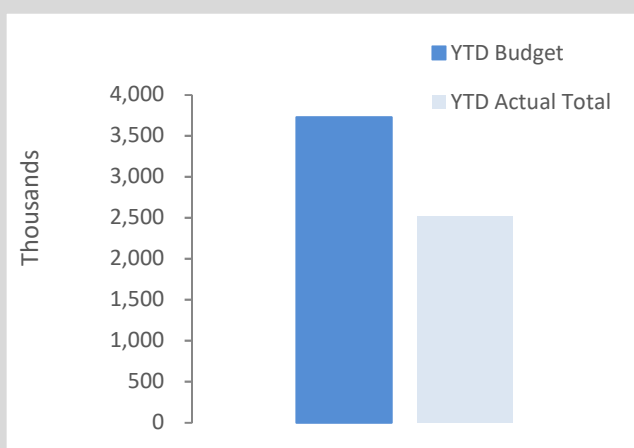
**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS**

Capital Acquisitions	Current Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land and Buildings	1,202,306	801,456	399,939	401,517
Plant & Equipment	1,376,633	917,664	388,217	529,447
Furniture & Equipment	22,500	14,992	2,314	12,678
Roads	2,134,092	1,422,528	1,508,369	(85,841)
Footpaths	76,000	50,656	57,464	(6,808)
Road Drainage	32,000	21,328	1,515	19,813
Other Infrastructure	717,382	478,168	156,715	321,453
Parks and Gardens	0	0	0	0
Bridges	31,040	20,680	0	20,680
Capital Expenditure Totals	5,591,953	3,727,472	2,514,534	1,212,938

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION


















































Acquisitions	Current Budget	YTD Actual	% Spent
	\$5.59 M	\$2.51 M	45%

To be read in conjunction with Strategic Projects Tracker

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**







































% of Completion

	Account Number	Current Budget	YTD Budget	YTD Actual	Variance Under(Over)
		\$	\$	\$	\$
Capital Expenditure					
Land and Buildings					
 Building Renovation Administration	4040260	210,000	140,000	0	140,000
 SES Training / Meeting Room	4050260	62,210	41,472	0	41,472
 Kitchen Upgrade	4080360	5,986	3,984	4,151	(167)
 Accessibility Access Upgrades	4080850	50,000	33,328	0	33,328
 Smith St Public Toilets (Coles Carpark) Capital	4100850	50,000	33,328	0	33,328
 Harris St Public Toilets (Museum) Capital	4100850	10,000	6,664	0	6,664
 May Street Public Toilet Upgrade	4100850	70,000	46,664	582	46,082
 Thomas Hogg Public Toilet Upgrade	4100850	4,761	3,168	0	3,168
 Memorial Park Public Toilets Capital	4100850	119,719	79,808	40,056	39,752
 Town Hall (Federal St) Building Capital	4110160	8,000	5,328	3,874	1,454
 John Higgins Community Complex Building Capital	4110160	22,000	14,664	19,554	(4,890)
 Nomans Lake Hall Building Capital	4110160	6,500	4,328	5,299	(971)
 NRRC Building (Capital)	4110260	15,000	10,000	5,871	4,129
 NRRC Building Capital 2018-19	4110260	20,000	13,328	0	13,328
 Croquet Clubrooms Building Capital	4110355	11,633	7,752	5,088	2,664
 Library Building (Capital)	4110560	7,000	4,664	0	4,664
 Library - Stage 2	4110560	15,000	10,000	471	9,529
 Railway Station Building (Capital)	4110660	57,015	38,000	6,150	31,850
 Caravan Park Campers Kitchen Building Capital	4130260	20,000	13,328	0	13,328
 Caravan Park Renovations	4130260	38,862	25,912	7,304	18,608
 Accommodation Units (NCP)	413260	394,000	262,656	301,540	(38,884)
 Visitor Information Bay Upgrade (Williams Road)	4130260	4,620	3,080	0	3,080
		1,202,306	801,456	399,939	401,517
Plant and Equipment					
 Fire Shed (Highbury)	4050155	30,000	20,000	0	20,000
 Lifting Ramp - NO05	4050355	5,000	3,328	0	3,328
 CCTV Upgrade	4050455	30,000	20,000	0	20,000
 009NGN 2019 Toyota Camry Altise	4080455	28,000	18,664	0	18,664
 NGN219 CATS Vehicle 2020	4080750	27,000	18,000	0	18,000
 NGN00 EMDRS Vehicle 2019(3)	4100655	42,317	28,208	37,239	(9,031)
 NGN00 EMDRS Vehicle 2020(1)	4100655	42,317	28,208	37,184	(8,976)
 NGN00 EMDRS Vehicle 2020(2)	4100655	42,317	28,208	0	28,208
 NRRC Fire Extinguisher Upgrades	4110255	15,248	10,160	0	10,160
 CCTV Installation Old Courthouse Museum	4110655	7,687	5,120	6,988	(1,868)
 Diesel Locomotive (Railway Yard)	4110655	5,000	3,328	0	3,328
 ONO EMTRS Vehicle 2019 (3)	4120350	36,498	24,328	36,498	(12,170)
 ONO EMTRS Vehicle 2019 (4)	4120350	36,498	24,328	0	24,328
 ONO EMTRS Vehicle 2020 (1)	4120350	36,498	24,328	0	24,328
 ONO EMTRS Vehicle 2020 (2)	4120350	36,498	24,328	0	24,328
 N001 MO Vehicle 2019(3)	4120350	36,243	24,160	36,722	(12,562)
 N001 MO Vehicle 2020(1)	4120350	36,243	24,160	0	24,160
 N001 MO Vehicle 2020(2)	4120350	36,243	24,160	0	24,160
 NO3 2019 UD 6 Wheeler Nissan Diesel Tip Truck	4120350	226,000	150,664	0	150,664
 NO237 2019 Caterpillar CW34NN Rubber Tyred Roller	4120350	165,000	110,000	0	110,000
 NO1193 2019 JCB 4CX PC Backhoe Loader	4120350	195,000	130,000	194,400	(64,400)
 NGN93 Mitsubishi Triton Single Cab 2019 (Leading Hand) (PA018B)	4120350	26,000	17,328	0	17,328
 Mobile (trailer Mounted) Visual Display Unit	4120350	25,000	16,664	21,416	(4,752)
 CCTV Installation NCP	4130255	0	0	0	0
 NGN2 2019 Holden Trax (BC) (PA006B)	4130350	25,000	16,664	17,771	(1,107)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

	Account Number	Current Budget	YTD Budget	YTD Actual	Variance Under(Over)
	1NGN CEO Vehicle 2019(4)	4140585	56,000	37,328	0
	ONGN EMCCS Vehicle 2019(2)	4140585	34,676	23,112	0
	ONGN EMCCS Vehicle 2020(1)	4140585	34,676	23,112	0
	ONGN EMCCS Vehicle 2020(2)	4140585	34,676	23,112	0
	002 NGN MF Vehicle 2020	4140585	25,000	16,664	0
		1,376,633	917,664	388,217	529,447
Furniture and Equipment					
	Airconditioner Upgrade - DRS	4040250	20,000	13,328	0
	Town Hall Airconditioner	4110150	2,500	1,664	2,314
		22,500	14,992	2,314	12,678
Infrastructure - Roads					
	Cooramining Road - Renewal (Rural)(Grant Funded)	4120164	144,651	96,416	33,847
	Earl Street - Renewal (Local)	4120165	30,000	20,000	15,796
	Ensign Street - Renewal (Local)	4120165	98,158	65,424	61,512
	Butler Street - Upgrade (Local)	4120165	0	0	0
	Lock Road - Renewal (Rural)	4120165	70,680	47,112	5,514
	Whinbin Rock Road - Renewal (Rural)	4120165	87,406	58,248	41,273
	Dongolocking Road - Upgrade (Rural)	4120165	218,500	145,648	174,434
	Birdwhistle Road - Renewal (Rural)	4120165	108,133	72,064	6,927
	Narrogin Valley Road - Renewal (Rural)	4120165	99,149	66,088	6,156
	Chomley Road - Renewal (Rural)	4120165	100,133	66,728	0
	Lavator Road - Renewal (Rural)	4120165	5,938	3,944	0
	Street Tree Capital	4120165	20,000	13,328	21,840
	Northwood Street - Renewal (Local) (R2R)	4120166	30,000	20,000	29,772
	Havelock Street - Renewal (Local) (R2R)	4120166	24,600	16,400	24,125
	Lock Street - Renewal (Local) (R2R)	4120166	19,000	12,664	18,790
	Congelin - Narrogin Road - Renewal (Local) (R2R)	4120166	28,000	18,664	27,972
	Tarwonga Road - Renewal (Local) (R2R)	4120166	33,021	22,008	32,873
	Highbury West Road - Renewal (Rural) (R2R)	4120166	40,000	26,664	41,174
	Piesseville - Tarwonga Road - Renewal (Local) (R2R)	4120166	146,797	97,864	146,614
	Wilson Street - Renewal (Local) (R2R)	4120166	12,474	8,312	12,288
	Narrogin-Harrismith Road - Renewal (Local) (R2R)	4120166	41,202	27,464	40,777
	Clayton Road - Renewal (Local) (RRG)	4120167	738,027	492,008	731,082
	Tarwonga Road - Renewal (Rural) (RRG)	4120167	38,223	25,480	35,601
		2,134,092	1,422,528	1,508,369	(85,841)
Infrastructure - Footpaths					
	Ensign St Footpath Construction	4120175	22,000	14,664	18,144
	Argus Street Footpath Construction	4120175	35,000	23,328	25,200
	Park Street Footpath Construction	4120175	19,000	12,664	14,120
		76,000	50,656	57,464	(6,808)
Infrastructure - Drainage					
	Drainage - Butler Street	4120180	32,000	21,328	1,515
		32,000	21,328	1,515	19,813
Infrastructure - Other					
	White Road Refuse Site	4110165	6,000	4,000	3,940
	Bin Surrounds	4110165	20,000	13,328	16,434
	Drainage Engineering consultancy - stormwater diversion	4100450	20,000	13,328	0
	Cemetery Upgrade	4100860	47,410	31,584	7,673

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020**








**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

		Account Number	Current Budget	YTD Budget	YTD Actual	Variance Under(Over)
<div><div></div><div></div><div></div></div>	CBD Design - Colour Palette and signage	4100860	1,153	768	0	768
<div><div></div><div></div><div></div></div>	CBD Design - Heritage Walk Signage (Stage 2)	4100860	38,500	25,664	14,843	10,822
<div><div></div><div></div><div></div></div>	Memorial Park Capital	4100860	31,190	20,792	11,020	9,772
<div><div></div><div></div><div></div></div>	Gnarojin Park Cultural Heritage Management Plan	4100860	20,000	13,328	0	13,328
<div><div></div><div></div><div></div></div>	Gnarojin Park Electrical Design Work	4100860	30,000	20,000	0	20,000
<div><div></div><div></div><div></div></div>	Gnarojin Park Landscape Design	4100860	89,720	59,808	0	59,808
<div><div></div><div></div><div></div></div>	Town Hall Furniture	4110165	8,500	5,664	7,712	(2,048)
<div><div></div><div></div><div></div></div>	NRRC Infrastructure Other (Capital)	4110265	70,068	46,704	21,843	24,861
<div><div></div><div></div><div></div></div>	Foxes Lair	4110365	4,592	3,056	0	3,056
<div><div></div><div></div><div></div></div>	McKenzie Park - Playground Equipment	4110365	11,250	7,496	11,231	(3,735)
<div><div></div><div></div><div></div></div>	Highbury Tennis Court	4110365	75,000	50,000	0	50,000
<div><div></div><div></div><div></div></div>	Yilliminning Rock Camping Area	4110365	18,000	12,000	10,975	1,025
<div><div></div><div></div><div></div></div>	Wilbur Park (Highbury) - Gazebo	4110365	16,000	10,664	0	10,664
<div><div></div><div></div><div></div></div>	Park Furniture	4110365	12,000	8,000	1,624	6,376
<div><div></div><div></div><div></div></div>	Clayton Road Storm Water Catchment Dam	4110365	35,000	23,328	0	23,328
<div><div></div><div></div><div></div></div>	Public Art Strategy - Stage 1	4110860	25,000	16,664	0	16,664
<div><div></div><div></div><div></div></div>	Gnarojin Park Hydrology Report	4100860	25,000	16,664	0	16,664
<div><div></div><div></div><div></div></div>	Aerodrome Infrastructure Other (Capital)	4120466	45,000	30,000	25,000	5,000
<div><div></div><div></div><div></div></div>	Banner Poles	4130265	10,000	6,664	0	6,664
<div><div></div><div></div><div></div></div>	Local Tourism Planning Strategy	4130265	28,000	18,664	24,422	(5,758)
<div><div></div><div></div><div></div></div>	Economic Development Strategy	4130660	30,000	20,000	0	20,000
			717,382	478,168	156,715	321,453
Infrastructure - Parks & Gardens						
			0	0	0	0
Infrastructure - Bridges						
<div><div></div><div></div><div></div></div>	Footbridge Refurbishment	4120181	31,040	20,680	0	20,680
			31,040	20,680	0	20,680
Grand Total			5,591,953	3,727,472	2,514,534	1,212,938

Capital Expenditure Total

Level of Completion Indicators

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

Percentage YTD Actual to Revised Budget
Expenditure over budget highlighted in red.

Variance is calculated on:
YTD Budget vs YTD Actual

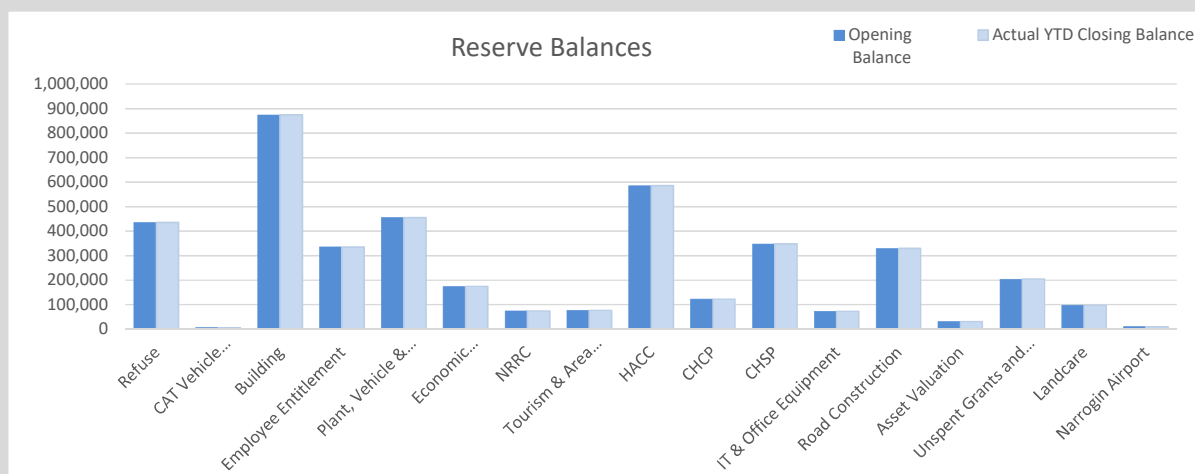
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020**

**OPERATING ACTIVITIES
CASH AND INVESTMENTS**

Cash Backed Reserve

Reserve Name	Opening Balance	Current Budget Interest Earned	Actual Interest Earned	Forecast Interest Earned	Current Budget Transfers In (+)	Actual Transfers In (+)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$		\$	\$	\$	\$	\$	\$
Refuse	435,109	7,385	686	6,330	77,000	0	46,000	0	473,494	435,795
CAT Vehicle Replacement	6,655	116	10	99	6,000	0	12,000	0	771	6,665
Building	873,681	14,828	1,378	12,710	16,685	0	550,000	0	355,194	875,059
Employee Entitlement	334,863	5,683	529	4,871	20,000	0	0	0	360,546	335,392
Plant, Vehicle & Equipment	454,959	7,722	718	6,619	425,000	0	557,300	0	330,381	455,677
Economic Development	174,049	2,954	276	2,532	50,000	0	18,000	0	209,003	174,325
NRRC	73,927	1,255	116	1,076	80,000	0	0	0	155,182	74,044
Tourism & Area Promotion	77,202	1,310	122	1,123	0	0	0	0	78,512	77,324
HACC	584,487	9,463	921	8,111	0	0	98,240	0	495,710	585,408
CHCP	122,909	2,594	194	2,223	0	0	83,117	0	42,386	123,102
CHSP	347,664	7,231	547	6,198	205,228	0	123,249	0	436,873	348,211
IT & Office Equipment	72,563	1,232	115	1,056	5,000	0	0	0	78,795	72,678
Road Construction	329,405	5,591	519	4,792	0	0	0	0	334,996	329,924
Asset Valuation	31,309	0	50	0	0	0	0	0	31,309	31,359
Unspent Grants and Contributions	203,773	819	320	702	0	0	49,067	0	155,525	204,094
Landcare	97,024	1,647	154	1,412	0	0	0	0	98,671	97,177
Narrogin Airport	10,000	170	17	146	15,000	0	0	0	25,170	10,017
	4,229,578	70,000	6,673	60,000	8	0	1,536,973	0	3,662,518	4,236,251

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2020**

BUDGET AMENDMENTS

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

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
Aug-19	BC265	SES Training / Meeting Room	0819.008	Capital Expenses			(62,210)	(62,210)
Aug-19	130502020	ESL - SES Capital Grant GEN	0819.008	Capital Revenue		62,210		0
Aug-19	120805900	CHSP - Refund of Unspent Grant Funding GEN	0819.008	Operating Expenses			(123,249)	(123,249)
Aug-19	150805520	CHSP - Transfers From Reserve GEN	0819.008	Capital Revenue		123,249		0
Aug-19	BC177	Thomas Hogg Public Toilet Upgrade	0819.008	Operating Expenses			(4,761)	(4,761)
Sep-19	131201010	ROADC - Roads to Recovery Grant GEN	0919.009	Capital Revenue		71,797		67,036
Sep-19	R2R324	Piesseville - Tarwonga Road - Renewal (Local) (R2R)	0919.009	Capital Expenses			(71,797)	(4,761)
Feb-20	ANNUAL AUDIT	Opening Surplus readjusted following the audit	Dec 2019	Opening Surplus(Deficit)		119,647		114,886
Feb-20	130301100	RATES - Interim Rates Levied - GRV GEN	0220.015	Operating Revenue		3,500		118,386
Feb-20	130303000	INVEST - Interest Earned - Reserve Funds GEN	0220.015	Capital Revenue			(10,000)	108,386
Feb-20	140303500	INVEST - Transfer Interest To Reserve GEN	0220.015	Capital Expenses		10,000		118,386
Feb-20	120401120	MEMBERS - Election Expenses GEN	0220.015	Operating Expenses		18,300		136,686
Feb-20	120401130	MEMBERS - Subscriptions & Publications GEN	0220.015	Operating Expenses			(6,800)	129,886
Feb-20	140402600	OTHGOV - Capital Administration Building GEN	0220.015	Operating Expenses			(30,000)	99,886
Feb-20	130402060	OTHGOV - Sundry Income - Other Governance GEN	0220.015	Operating Expenses			(1,500)	98,386
Feb-20	150402600	OTHGOV - Transfer From Reserves GEN	0220.015	Operating Expenses		30,000		128,386
Feb-20	120503000	ANIMAL - Salaries & Wages GEN	0220.015	Operating Expenses			(8,900)	119,486
Feb-20	120807150	AGEDOTHER - Veterans Homecare Salaries & Wages GEN	0220.015	Operating Expenses		4,840		124,326
Feb-20	130807030	AGEDOTHER - Veterans Homecare Fees & Charges GEN	0220.015	Capital Revenue			(14,000)	110,326
Feb-20	130807030	AGEDOTHER - Veterans Homecare Fees & Charges GEN	0220.015	Operating Expenses		2,000		112,326
Feb-20	130806000	AGEDSNRS - Fees & Charges GEN	0220.015	Operating Revenue			(3,700)	108,626
Feb-20	121006000	PLAN - Salaries & Wages GEN	0220.015	Operating Expenses			(18,000)	90,626
Feb-20	141103650	REC - Infrastructure Other (Capital) GEN	0220.015	Capital Expenses			(4,250)	86,376
Feb-20	131001000	SAN - Domestic Refuse Collection Charges GEN	0220.015	Operating Revenue		45,990		132,366
Feb-20	141008500	COM AMEN - Building (Capital) - Other Community Amenities G	0220.015	Capital Expenses			(13,190)	119,176
Feb-20	131008000	COM AMEN - Cemetery Fees (Burial) GEN	0220.015	Operating Revenue			(16,000)	103,176
Feb-20	131103050	REC - Reimbursements - Other Recreation GEN	0220.015	Operating Expenses			(10,000)	93,176
Feb-20	IO068	McKenzie Park - Playground Equipment	0220.015	Capital Expenses			(4,250)	88,926
Feb-20	IO161	NRRC Transplanting Palms	0220.015	Operating Expenses			(3,500)	85,426
Feb-20	IO171	Pioneer Drive Fence Plannting	0220.015	Capital Expenses			(8,000)	77,426
Feb-20	131102290	NRRC - Reimbursements GEN	0220.015	Capital Revenue		3,500		80,926
Feb-20	121102430	NRRC - Utility - Water GEN	0220.015	Operating Expenses			(9,000)	71,926
Feb-20	131101020	HALLS - Lease/Rental Income GEN	0220.015	Operating Expenses			(1,000)	70,926
Feb-20	141105600	LIB - Building (Capital) GEN	0220.015	Operating Expenses		105,000		175,926
Feb-20	151105520	LIB - Transfers From Reserve GEN	0220.015	Operating Expenses			(105,000)	70,926
Feb-20	121108170	OTHCUL - Narrogin Show GEN	0220.015	Operating Expenses			(8,900)	62,026
Feb-20	121108150	OTHCUL - Rev Heads GEN	0220.015	Operating Expenses			(1,600)	60,426
Feb-20	121108050	OTHCUL - Festival & Events GEN	0220.015	Operating Expenses			(1,200)	59,226
Feb-20	121108020	OTHCUL - Christmas Lights GEN	0220.015	Operating Expenses		11,700		70,926
Feb-20	121204000	AERO - Airstrip & Grounds Maintenance/Operations GEN	0220.015	Operating Expenses			(12,000)	58,926
Feb-20	141203550	PLANT - Transfers To Reserve GEN	0220.015	Capital Expenses			(10,000)	48,926
Feb-20	121202080	ROADM - Street Lighting Maintenance/Operations GEN	0220.015	Operating Expenses		15,000		63,926
Feb-20	121401000	PRIVATE - Private Works Expenses GEN	0220.015	Operating Expenses			(33,000)	30,926
Feb-20	131401000	PRIVATE - Private Works Income GEN	0220.015	Operating Revenue		41,500		72,426
Feb-20	141201650	ROADC - Roads (Capital) - Council Funded GEN	0220.015	Capital Expenses		10,000		82,426
Feb-20	131302000	TOUR - Caravan Park Fees GEN	0220.015	Operating Revenue			(10,000)	72,426
Feb-20	131302050	TOUR - Reimbursements (Exc GST) GEN	0220.015	Operating Revenue		5,800		78,226
Feb-20	131405020	ADMIN - LGIS Good Claims Rebate GEN	0220.015	Operating Revenue		39,620		117,846
Feb-20	131405050	ADMIN - Reimbursements GEN	0220.015	Operating Revenue		5,400		123,246
Feb-20	131407000	SAL - Reimbursement - Workers Compensation GEN	0220.015	Operating Revenue		1,000		124,246
Feb-20	141102700	NRRC - Transfers to Reserve GEN	0220.015	Capital Expenses			(124,246)	0

KEY INFORMATION

Commencing the budget for 2020/2021, the b/f surplus in the annual financial report for 18/19 was reviewed to ensure a sound calculation of the closing balance for 19/20. As a result of noticing an abnormality the issue was raised with the Auditors at OAG. The Auditors agreed the b/f surplus had been overstated. It was also noted some accrued expenses had been slightly overstated.

For the Period Ended 29 Februray 2020

Value of Original Budget of Completed Projects:	\$2,759,007.55
Value of Actuals of Completed Projects:	\$2,536,101.95
\$ Under / (Over) of Completed Projects:	\$222,905.60
Actual v's Budget of Completed Projects %:	91.92%

Total projects:	114
Total complete:	50
% complete:	43.86%

Page 1 of 3

For the Period Ended 29 Februray 2020

Value of Original Budget of Completed Projects:	\$2,759,007.55
Value of Actuals of Completed Projects:	\$2,536,101.95
\$ Under / (Over) of Completed Projects:	\$222,905.60
Actual v's Budget of Completed Projects %:	91.92%

Total projects:	114
Total complete:	50
% complete:	43.86%

Page 2 of 3

For the Period Ended 29 Februray 2020

Value of Original Budget of Completed Projects:	\$2,759,007.55
Value of Actuals of Completed Projects:	\$2,536,101.95
\$ Under / (Over) of Completed Projects:	\$222,905.60
Actual v's Budget of Completed Projects %:	91.92%

Total projects:	114
Total complete:	50
% complete:	43.86%

Shire of Narrogin Agenda Ordinary Council Meeting 24/03/2020 Page | 129

10.3.3 FRAUD AND CORRUPTION PREVENTION POLICY

File Reference	12.12.1 and 13.5.4
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	29 February 2020
Author	Niel Mitchell – Governance Consultant
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments 1. Draft Fraud and Corruption Prevention Policy 2. Draft Fraud and Corruption Prevention Plan	

Summary

Council are asked to consider the adoption of a Fraud and Corruption Prevention Policy and Plan.

Background

In August 2019, the WA Office of Auditor General (OAG) released Report 5:2019-20 Fraud Prevention in Local Government.

The OAG Report was based on feedback drawn from a questionnaire sent to all local governments and a detailed review of five local governments being the Shire of East Pilbara, Shire of Katanning, City of Nedlands, Shire of Serpentine-Jarrahdale and City of Vincent.

The Report was investigating policies, plans, processes and procedures, and was not investigating specific incidents.

Comment

The Office of Auditor General recommended that a Fraud and Corruption Prevention Control Plan be developed and adopted, and then reviewed at least every two years.

A Fraud and Corruption Prevention Policy and Plan is not specifically required by legislation, however the purpose of both the Policy and Plan closely aligns with the Chief Executive Officer's (CEO) responsibilities in accordance with:

- Local Government (Financial Management) Regulations 1996, Regulation 5 – CEO's duties as to financial management
- Local Government (Audit) Regulations 1996, Regulation 17 – CEO to review certain systems and procedures

The Plan provides a structure for the implementation of activities designed to implement fraud and corruption prevention and control activities, covering the four crucial areas outlined in the OAG Report and Australian Standards.

- Planning
- Prevention
- Detection and
- Response.

The Plan is not intended to limit the extensive range of actions that may be taken. Other actions or initiatives may be identified at times and then implemented as deemed appropriate by Council or CEO. This is in accordance with a wide range of legislation that may have application in specific circumstances that includes, but is not limited to:

- Corruption, Crime and Misconduct Act
- Criminal Code
- Local Government Act and Regulations
- Public Sector Management Act

Consultation

The Policy and Plan has been discussed with the Chief Executive Officer and the Executive Manager Corporate & Community Services.

Statutory Environment

Regulation 5 – CEO's duties as to financial management - Local Government (Financial Management) Regulations 1996,

“(1) Efficient systems and procedures are to be established by the CEO of a local government –

(a) for the proper collection of all money owing to the local government; and

(b) for the safe custody and security of all money collected or held by the local government; and

(c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and

(d) to ensure proper accounting for municipal or trust –

(i) revenue received or receivable; and

(ii) expenses paid or payable; and

(iii) assets and liabilities; and

(e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and

(f) for the maintenance of payroll, stock control and costing records; and

(g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.

(2) The CEO is to –

- (a) ensure that the resources of the local government are effectively and efficiently managed; and*
- (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
- (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.”*

Regulation 17 (1) – CEO to review certain systems and procedures - Local Government (Audit) Regulations 1996

“(1) The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to –

(a) risk management; and

(b) internal control; and

(c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 3 calendar years.

(3) The CEO is to report to the audit committee the results of that review.”

Policy Implications

Policy 1.1 – Code of Conduct

Policy 3.1 – Purchasing

Policy 8.1 – Disciplinary action

Financial Implications

Apart from relatively minor administrative costs, there are no financial implications with respect to Council’s Budget or Long Term Financial Plan.

Strategic Implications

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

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That, with respect to fraud and corruption prevention, the Council adopt the Fraud and Corruption Prevention Policy (Attachment 1) and note the Fraud and Corruption Prevention Plan (Attachment 2).

1.14 Fraud and Corruption Prevention

Statutory context

Local Government (Audit) Regulations 1996 –
- r.17 – CEO to review certain systems and procedures

Local Government (Financial Management) Regulations 1996 –
- r.5 – CEO's duties as to financial management

Corporate context

Council Policy Manual –
- 1.1 – Code of Conduct

Shire of Narrogin Fraud and Corruption Prevention Plan

History

Adopted _____

Policy Statement

1. All Elected Members and employees have a key responsibility to safeguard against damage and loss through fraud, corruption or misconduct and have an obligation to support efforts to reduce associated risk by behaving with integrity and professionalism in undertaking their duties.
2. The Shire expects its elected members and employees to act in compliance with the Codes of Conduct and behave ethically and honestly when performing their functions and during their interactions with each other, the community and all stakeholders of the Shire.
3. All suspected instances of fraudulent or corrupt conduct are to be thoroughly investigated and the appropriate reporting, disciplinary, prosecution and recovery actions initiated.
4. The Chief Executive Officer is to ensure that a Fraud and Corruption Prevention Plan is developed, reviewed by the Audit Committee, and adopted by Council at least once every two years.

Forms and Templates

Nil

– End of Policy

Notes

FRAUD AND CORRUPTION PREVENTION PLAN

March 2020

Document History

Item	Date	Action	Description
1	March 2020	Draft	

CONTENTS

Executive Summary	4
Section 1 - BACKGROUND	5
1.1 Purpose.....	5
1.2 Communication.....	5
1.3 Zero Tolerance to Fraud and Corruption	5
1.4 Definitions	6
1.5 Council Objective.....	7
1.6 Scope.....	7
Section 2 - CONTEXT	8
2.1 Corporate Framework.....	8
2.2 Legislative Framework.....	8
2.3 Australian Standards	9
2.4 Roles and Responsibilities	9
Section 3 - PLANNING AND RESOURCING	11
3.1 Program for fraud and corruption control planning and review	11
3.2 Fraud control responsibility and resources	12
3.3 External assistance.....	12
Section 4 - PREVENTION.....	13
4.1 Implementing and maintaining our integrity framework	13
4.2 Commitment to controlling the risk of fraud and corruption	13
4.3 Maintaining strong internal control systems and internal control culture	13
4.4 Fraud and corruption risk assessment.....	14
4.5 Communication and awareness of fraud and corruption	14
4.6 Employment screening	15
4.7 Dealing with annual leave and job rotation	15
4.8 Supplier vetting	16
Section 5 - DETECTION	17
5.1 Fraud and corruption detection program	17
5.2 External auditor's role in the detection of fraud.....	18
5.3 Mechanisms for reporting suspected fraud and corruption incidents	18
5.4 Whistle blowers.....	18
Section 6 - RESPONSE	19
6.1 Procedures of the investigation of detected or suspected incidents	19
6.2 Internal reporting.....	19
6.3 Disciplinary procedures	19
6.4 External reporting	20
6.5 Civil proceeding to recover the proceeds of fraud and corruption	21
6.6 Internal control review following discovery of fraud	21
6.7 Maintaining and monitoring adequacy of insurance	21
Appendix 1 – Reference documents	22

Executive Summary

The Shire of Narrogin is committed to the prevention, deterrence, monitoring and investigation of all forms of fraud and corruption. Fraud and corruption is damaging to the organisation through financial loss, loss of public confidence (either perceived or real), reputational damage and adverse publicity.

Council is the custodian of significant public funds and assets therefore it is important that the community has assurance that these are adequately protected from fraud and corruption.

Fraud and corruption prevention forms part of the Shire's risk management framework. It is a risk that the Shire actively seeks to identify and limit its exposure to, by reducing the potential opportunity (risk likelihood) for fraud and corruption to occur.

This Plan is to clearly document the organisation's approach to prevention of fraud and corruption at both strategic and operational levels and is to be read in conjunction with the Shire's Risk Management Framework (Strategy) and relevant legislation.



Adapted from Office of Auditor General for Western Australia, Report 5: 2019-20, *Fraud Prevention in Local Government*

Section 1 - BACKGROUND

1.1 Purpose

Elected Members and the Shire administration are committed to policies and practices that prevent, deter and detect fraudulent and corrupt behaviour in the performance of Shire activities.

The Western Australian Auditor-General has recommended all Councils adopt specific fraud control policies that address the risk of fraud and corrupt conduct.

The Executive Management Team monitors, reports and guides the implementation of the policy and this Plan.

The Executive Management Team provides reports on its activity to Council's Audit Advisory Committee.

1.2 Communication

This Plan's contents are communicated across the organisation through articles on the Shire's Intranet site, presentations to Departments and team meetings.

1.3 Zero Tolerance to Fraud and Corruption

The Shire of Narrogin has zero tolerance for corrupt conduct or fraudulent activities. The Shire is committed to preventing, deterring and detecting fraudulent and corrupt behaviour in the performance of Shire activities. Employees must not engage in practices that may constitute fraud or corruption.

The Shire has developed a structured framework and approach to the implementation and review of fraud and corruption prevention, detection, monitoring and reporting.

This Plan is based on the Australian Standards for Fraud and Corruption Control (AS8001-2008) and has been endorsed by the Executive Management Team.

The desired outcome of this commitment is the elimination of fraud and corruption throughout Shire operations both internally and externally. The Shire may prosecute people identified as committing fraud or undertaking corrupt behaviour. Employees may also face disciplinary action under the Council Policy 1.1 Code of Conduct, and restitution of money or property lost through fraudulent activity will be pursued through legislative means.

Fraudulent and corrupt activities may also be required to be referred to external agencies, or may be referred at the discretion of the Council or CEO. These agencies include but are not limited to –

- WA Police
- Crime and Corruption Commission
- Public Sector Commission
- Local Government Standards Panel.

1.4 Definitions

Fraud is defined by Australian Standard AS8001-2008 as –

Dishonest activity causing actual or potential financial loss to any person or entity including theft of monies or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity.

Fraud can take many forms including –

- the misappropriation of assets;
- the manipulation of financial reporting (either internal or external to the organisation);
- corruption involving abuse of position for personal gain.

Corruption is defined by Australian Standard AS8001-2008 as –

Corruption is dishonest activity in which an employee or contractor of the entity acts contrary to the interests of the entity and abuses their position of trust in order to achieve some personal gain or advantage for themselves or for another person or organisation. The concept of 'corruption' can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity.

Corrupt conduct tends to show a deliberate intent for an improper purpose and motivation and may involve misconduct such as: the deliberate failure to perform the functions of office properly; the exercise of a power or duty for an improper purpose; or dishonesty. Some examples of corrupt or criminal conduct which could be serious misconduct include –

- abuse of public office;
- blackmail;
- bribery, including bribery in relation to an election;
- deliberately releasing confidential information;
- extortion;
- obtaining or offering a secret commission;
- fraud or stealing;
- forgery;
- perverting the course of justice;
- an offence relating to an electoral donation;
- falsification of records.

1.5 Council Objective

The objective of this Plan is to outline the Shire's approach to fraud and corruption prevention, deterrence and detection. Council is committed to meeting its legislative obligations under the *Local Government Act 1995* including: ensuring that resources are maintained in a responsible and accountable manner.

Council's commitment to fraud control will be met by ensuring an environment in which fraudulent or corrupt conduct is discouraged, and conflicts of interest are avoided.

Council is committed to the values of –

- Care
- Accountability
- Respect
- Excellence
- Trust
- Teamwork

1.6 Scope

This Plan applies to all elected members, employees, contractors and volunteers.

Elected members are also obliged to maintain standards as mandated by the *Local Government Act 1995*.

Relevant training on legislative obligations is to be provided at elected member and employee induction sessions.

Further guidance on the Shire's responsibilities are detailed at –

- Department of Local Government, Sport and Cultural Industries, *Fraud & Corruption Control Framework*, July 2015
- Office of Auditor General for Western Australia –
 - Report 24: 2018-2019, *Verifying Employee Identity and Credentials*
 - Report 5: 2019-2020, *Fraud Prevention in Local Government*
- Australian Standard AS 8001-2008
- Shire of Narrogin Delegations Register and Policy Manual

Section 2 - CONTEXT

2.1 Corporate Framework

This Plan is informed by the Shire of Narrogin Strategic Community Plan 2017-2027 and Corporate Business Plan, both of which directly inform our budgets, strategies, policies and actions.

2.2 Legislative Framework

The *Local Government Act 1995* (the Act) requires the local government to develop and maintain adequate internal control systems, and to establish codes of conduct and an Audit Advisory Committee. Regulations are also applicable.

The *Public Interest Disclosure Act 2003* (PID Act) requires the local government to establish written procedures for handling of any protected disclosures.

This Fraud and Corruption Prevention Plan operates within an existing legislative and strategic framework. The diagram below shows the interdependency of a good plan with complimentary programs and processes.



Local Government (Financial Management) Regulations 1996, Regulation 5

- (1) *Efficient systems and procedures are to be established by the CEO of a local government –*
- (a) *for the proper collection of all money owing to the local government; and*
 - (b) *for the safe custody and security of all money collected or held by the local government; and*
 - (c) *for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
 - (d) *to ensure proper accounting for municipal or trust –*
 - (i) *revenue received or receivable; and*
 - (ii) *expenses paid or payable; and*
 - (iii) *assets and liabilities; and*

- (e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and
 - (f) for the maintenance of payroll, stock control and costing records; and
 - (g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.
- (2) The CEO is to –
- (a) ensure that the resources of the local government are effectively and efficiently managed; and
 - (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
 - (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

Local Government (Audit) Regulations 1996 Regulation 17 (1):

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 3 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

2.3 Australian Standards

Although not obligatory, Australian Standard for Fraud and Corruption Control (AS8001-2008) provide important and relevant guidance.

2.4 Roles and Responsibilities

Council

Council has the responsibility to adopt the Fraud and Corruption Prevention Policy and Plan.

Audit Advisory Committee

In relation to fraud control, the Audit Advisory Committee's responsibilities include –

- reviewing risk management frameworks and associated procedures for the effective identification and management of fraud risks;
- overseeing development and implementation of the Fraud and Corruption Prevention Plan, and to provide assurance that the Shire has appropriate processes and systems in place to prevent, detect and effectively respond to fraud-related information; and
- providing leadership in preventing fraud and corruption.

Chief Executive Officer (CEO)

The CEO applies the Shire's resources to fraud prevention and ensures the implementation of adequate controls for managing fraud and corruption risks within the Shire.

The CEO, under the *Corruption, Crime and Misconduct Act 2003* must notify the Corruption and Crime Commission or the Public Sector Commission if misconduct is suspected.

Executive Management Team (EMT)

The Executive Management Team is responsible for implementing the Fraud and Corruption Prevention Plan. In particular, the EMT must –

- provide leadership, guidance, training and support to employees in preventing fraud and corruption;
- identify high fraud risk areas;
- participate in fraud and corruption risk assessment reviews;
- monitor the continued operation of controls;
- report suspected fraud and corruption promptly, maintaining confidentiality; and
- ensure the protection of complainants who report fraudulent and corrupt activities.

Executive Manager Corporate and Community Services(EMCCS)

The EMCCS is responsible for –

- coordinating the fraud and corruption risk assessment process;
- developing and maintaining this Fraud and Corruption Prevention Plan, in consultation with key stakeholders;
- communicating the existence and importance of the Fraud and Corruption Prevention Plan; and
- delivering and/or coordinating fraud and corruption training.

Manager Finance

The Manager Finance is responsible for managing the grievance and discipline process.

Public Interest Disclosure (PID) Officer

The PID Officer investigate disclosures, and takes action following the completion of investigations under the *Public Interest Disclosure Act 2003*.

All Employees

All employees have a responsibility to contribute to preventing fraud and corruption by following the Code of Conduct, complying with controls, policies and processes; resisting opportunities to engage in fraudulent or corrupt behaviour; and reporting suspected fraudulent or corrupt incidents or behaviour.

Section 3 - PLANNING AND RESOURCING

Australian Standard 8001/2008 list the following for consideration in planning and resourcing –

- control planning,
- review of control plans,
- control resourcing,
- internal audit activity.

3.1 Program for fraud and corruption control planning and review

The Act requires that all local governments establish an audit committee. An audit committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions.

The Recommendation on p.7 of the WA Office of Auditor General's Report, Fraud Prevention in Local Government notes –

In line with better practice, all entities should ensure they implement a coordinated approach to manage their fraud risks. Entities should –

1. *assess fraud risks across their business*
2. *develop a Fraud and Corruption Control Plan and review it at least once every 2 years*
3. *develop and implement a periodic fraud awareness training program for all staff*
4. *ensure that all conflicts of interest are recorded, assessed and appropriate management plans are in place*
5. *have policies and procedures in place to verify the identity and integrity of employees and suppliers*
6. *document clear internal processes and systems to report any potential fraud, that include anonymous reporting*
7. *collect and analyse information received about potential fraud to identify any trends or emerging issues.*

This Plan is designed to achieve compliance with each of these recommendations.

The Plan operates in association with existing programs and initiatives throughout the Shire and forms an integral part of the overall risk management program and framework.

This Plan will be reviewed biennially by the Chief Executive Officer with oversight from the Executive Management Team. In reviewing the Plan the CEO shall give regard to the following –

- significant changes in business conditions
- strategies arising out of recently detected fraud or corruption control incidents
- results of fraud and corruption risk assessments completed
- changes in fraud and corruption control practices locally and internationally
- resourcing requirements
- any identified changing nature of fraud and corruption within the sector.

3.2 Fraud control responsibility and resources

The responsibility for implementation of this Plan is with the Executive Manager Corporate and Community Services. The EMCCS will report yearly to the Executive Management Team, on the progress of delivery on the outcomes from this Plan.

The Shire of Narrogin is committed to allocating the required resources across the organisation to ensure appropriate controls in regards to fraud and corruption. In particular resources will be made available to –

- implement the Plan
- undertake fraud and corruption risk assessments
- deliver organisational training and awareness
- review incidents reports
- undertake investigations.

3.3 External assistance

Where required, external assistance will be engaged to support the delivery of any aspect of this plan.

Section 4 - PREVENTION

Australian Standard 8001/2008 list the following for consideration in planning and resourcing –

- implementing and maintaining an integrity framework
- senior management commitment
- line management accountability
- internal control
- assessing fraud and corruption risk
- communication and awareness
- employment screening
- supplier and customer vetting
- controlling the risk of corruption.

4.1 Implementing and maintaining our integrity framework

The Codes of Conduct are key enablers in delivering the sound and ethical culture required in the prevention of fraud and corruption throughout the organisation.

Senior staff shall set the example in regards to exercising and demonstrating high levels of integrity in the performance of their roles and functions by regularly reminding employees of the importance of complying with Council's Code of Conduct and the Public Interest Disclosure Information Guidelines.

4.2 Commitment to controlling the risk of fraud and corruption

Senior management will not be complacent and will treat fraud and corruption risks as a serious threat to the organisation.

The Shire of Narrogin Executive Management Team (EMT) will regularly be briefed on the following –

- Council's current fraud and corruption prevention plan and policy
- information on the program and robustness of the internal control environment in regards to preventing and detecting fraud
- the types of fraud and corruption common with the sector
- incidence of fraud and corruption generally in Australia
- information on the types of fraud and corruption that have been detected at the local government over the previous five years
- information of new or emerging trends in this area.

4.3 Maintaining strong internal control systems and internal control culture

The Shire of Narrogin has an existing culture of continuous improvement. The implementation of effective systems of internal control is an integral part of this program, particularly for activities assessed as having a high predisposition to the risk of fraud and corruption.

Well planned and documented internal controls will be a major defence for avoiding fraud and corruption. When undertaking projects or reviewing existing practices into the future consideration will be given to appropriate fraud and corruption controls in the development of outcomes.

Internal controls will be –

- Appropriately documented
- Accessible
- Reviewed and amended regularly
- Communicated effectively to all relevant employees
- Subject to review of adherence.

4.4 Fraud and corruption risk assessment

Risk assessments will be undertaken for all identified fraud and corruption risks in accordance with Council's current Risk & Opportunity Framework's management approach.

As a minimum the following risks will be assessed –

- theft of cash
- theft/misuse of assets
- misuse of confidential corporate information
- conflict of Interest
- accounts payable
- payroll practices
- procurement
- IT and information security
- recruitment
- misuse of credit cards.

Additional risks will be identified through normal business unit operations and through the regular review of the risk register.

4.5 Communication and awareness of fraud and corruption

It is important that fraud and corruption is identified and reported at an early stage and that employees have understanding and confidence in the system.

Employees will be provided with information on the Public Interest Disclosure Information Guidelines so that they have confidence in knowing how to respond if this type of activity is detected or suspected.

The awareness of Council's risk of fraud and corruption controls will be made available to employees through the following –

- copy of the Shire's Code of Conduct and Public Interest Disclosure Information Guidelines will be included in packs for all new employees
- a dedicated page will be maintained on the Shire's intranet in regards to fraud and corruption, this will include links to all relevant documents in particular the process for reporting allegations
- fraud & corruption awareness training will be conducted from time to time (this may include e-learning)
- any substantive changes in the Code or Plan or Policy will be communicated to all employees.

4.6 Employment screening

Prior to appointment the following screening shall be undertaken with the express consent of the individual concerned, irrespective of whether they are internal or external applicants –

- verification of identity requiring at least two forms of identity (passport, birth certificate, drivers licence, rate certificate, at least one must include photo identification)
- Police criminal history check
- Working with Children check – relevant positions
- reference checks with two most recent employers
- consideration of any gaps on employment history and the reasons for the gaps
- verification of formal qualifications claimed – where relevant or required for position
- if necessary, residency or visa status.

The Recommendation on p.10 of the WA Office of Auditor General's Report, *Verifying Employee Identity and Credentials* notes –

Public sector entities should –

1. *have approved policies and procedures for verifying employee identity and credentials which cover –*
 - *using a 100-point identity check*
 - *criminal background checks, based on the risks associated with the position*
 - *periodic monitoring of existing employees*
2. *assess the positions which may require a criminal background or working with children check and ensure that these requirements are clearly documented in position description forms*
3. *for high risk positions, or positions where there is an ongoing requirement to hold a licence or professional qualification, obtain regular declarations from employees that there is no significant change in their circumstances*
4. *ensure that sufficient documentary evidence is obtained prior to appointment which supports an employee's –*
 - *identification and right to work in Australia*
 - *professional qualifications and memberships*
 - *criminal background or capacity to work with children (where necessary)*
5. *perform appropriate referee checks for all potential employees and ensure that all employees' reference checks are retained in their employee or recruitment file*
6. *develop a procedure for monitoring the expiry dates of licences, certificates or working with children checks so that they can be followed up with the employee close to expiry date*
7. *perform periodic criminal background checks for positions which require it.*

4.7 Dealing with annual leave and job rotation

Individual Departments will regularly consider job rotation for positions where there are multiple officers undertaking the same or similar functions and the position is deemed a high risk from a fraud or corruption perspective, local law enforcement, parking enforcement, planning officers, contract management, for example.

Excess annual leave will be monitored on a quarterly basis to ensure excess leave is managed in accordance with Industrial Awards and relevant Policies.

4.8 Supplier vetting

The Shire of Narrogin will continue to undertake supplier vetting for new and ongoing suppliers in accordance with existing practices.

To avoid scams and incorrect payments, all suppliers are to have banking details verified upon initial entry of their details to the IT system and then periodically.

In accordance with the Procurement Policy, new suppliers with prospective business in excess of \$150,000, the minimum checks will include –

- search of Australian Securities & Investment Commission Company Register,
- Australian Business Register ABN verification,
- currency of insurances.

For new contracts exceeding, or potential to exceed \$500,000, the following additional checks should be considered –

- corporate scorecard check which looks at Bankruptcy search,
- assessment of credit rating,
- search of legal proceedings pending or judgements pending.

Section 5 - DETECTION

Australian Standard 8001/2008 list the following for consideration in planning and resourcing –

- implementing a fraud and corruption detection program
- role of external auditor in detection of fraud
- avenues for reporting suspected incidents
- whistle-blower protection program.

5.1 Fraud and corruption detection program

As part of the development of the annual internal audit program the Audit Advisory Committee will consider opportunities to undertake pro-active fraud and corruption detecting activities that might include –

- (a) conducting unscheduled internal reviews and audits
- (b) post-transactional reviews – a review of transactions after they have been processed, with the aim of identifying or uncovering –
 - documentation that may be missing, altered, missing or falsified,
 - authorisations that may have been omitted or altered, or
 - inadequate documentary support.
- (c) Analysis of management accounting reports – using relatively straight forward techniques in analysing management accounting reports, trends can be examined and investigated which may be indicative of fraudulent or corrupt conduct.
- (d) Financial Management and Risk Reviews will include a review of –
 - IT and information security
 - grants and other payments
 - tendering processes, purchasing and contract management
 - services provided to the community
 - revenue collection
 - use of credit cards
 - travel allowance and other allowances
 - salaries
 - money, property and other physical assets.
- (e) internal audits.
- (f) annual reports to management, the Audit Advisory Committee and Council regarding the position of risk management, internal controls and legislative compliance.

As stated in section 2.2 Legislative Framework, the CEO is required to –

- a) in accordance with the Local Government (Financial Management) Regulations 1996 r.5 advise Council in relation to –
 - efficient systems and procedures
 - ensure efficient use of resources
 - undertake reviews of appropriateness and effectiveness of systems at least once every three years
- b) in accordance with the Local Government (Audit) Regulations 1996 r.17, review –
 - risk management
 - internal controls, and
 - legislative compliance.
 - each of these matters are to be reviewed at least once every 3 calendar years.

5.2 External auditor's role in the detection of fraud

Consistent with recent changes to international and Australian auditing standards, the auditor's accountability for the detection of fraud will form part of any audit. These provisions will increase the likelihood of detecting material mis-statements or errors in the Shire's financial statements.

5.3 Mechanisms for reporting suspected fraud and corruption incidents

The Shire's Public Interest Disclosure Procedures (PID) Information Guidelines provide clear direction in regards to employees reporting suspicious or known illegal or unethical conduct. The policy also provides for alternative internal means by which to report matters of concern.

Reports can be made anonymously. Anonymous reports will be examined and investigated on the available evidence.

All employees have the right to make a disclosure in accordance with the *Public Interest Disclosure Act 2003*. This is encouraged where any person wishes to access the protections afforded by the Act.

The Shire's Public Interest Disclosure Information Guidelines are available on the Shire's website at www.narrogin.wa.gov.au.

5.4 Whistle blowers

Whistle-blowers, whether internal or external, may be an important component in the detection and exposure of fraud or corrupt behaviour.

They will be protected to the extent permitted by law. Protection may include but is not limited to –

- ensuring the person's safety
- protecting their confidentiality
- arranging any necessary physical or mental support
- referral to an external agency having greater resources for investigation.

A whistle-blower who has been involved in the reported misconduct may be provided with immunity or due consideration from Shire initiated disciplinary proceedings by agreement, however, the Shire has no power to provide immunity from criminal prosecution.

Where victimisation or reprisals are reported, a record of the report and the action taken must be placed on the file relating to the public interest disclosure. Steps taken to prevent acts of victimisation or reprisal should be recorded in a manner that they will be accessible for reference, should legal action be taken against the Shire.

However, vexatious or malicious complaint will not be tolerated, and an appropriate response may be made against the complainant.

Section 6 - RESPONSE

Australian Standard 8001/2008 list the following for consideration in planning and resourcing –

- policies and procedures
- investigations
- internal reporting and escalation
- disciplinary procedures
- external reporting
- civil action for recovery of loss
- review of internal controls
- insurance.

6.1 Procedures of the investigation of detected or suspected incidents

The Shire's Public Interest Disclosure Information Guidelines available on our website provide for –

- appropriate measures for the comprehensive investigation of such matters based on the principles of independence, objectivity and fair due process (rules of natural justice)
- systems for internal reporting of all detected incidents
- process for reporting the matters of suspected fraud and corruption to appropriate external enforcement agencies.

The Guidelines will be reviewed regularly to ensure that it continues to meet these objectives.

6.2 Internal reporting

The Executive Manager Corporate and Community Services is to ensure that all incidents reported and investigated are documented and registered on the appropriate confidential file.

The documentation placed on the file must include the following minimum information –

- date and time of report
- date and time the incident was detected
- how the incident came to the attention of management
- the nature of the incident
- value of loss (if any) to the entity
- action taken following discovery of the incident.

6.3 Disciplinary procedures

The Shire's disciplinary guidelines and procedures outline the potential disciplinary outcomes that apply in regards to the application of this Plan.

6.4 External reporting

The Shire's Public Interest Disclosure Information Guidelines provide direction to reporting any suspected fraudulent or corrupt conduct to any external enforcement agencies including –

- Dept of Local Government, Sport and Cultural Industries,
- Public Sector Commission,
- Police or
- Crime & Corruption Commission.

You may report any reasonable suspicion of minor misconduct involving a public officer to the Public Sector Commission (PSC). These powers come from the *Corruption, Crime and Misconduct Act 2003*.

It is important you consider what behaviours and circumstances constitute minor misconduct and whether the person/s involved is a public officer for the purposes of the legislation.

There is a good chance that if the public officer/s involved could be the subject of a disciplinary investigation within the authority, then it might be minor misconduct. If you suspect the behaviour you have seen or experienced is minor misconduct you can report it to the PSC or the Executive Manager Corporate and Community Services.

Department of Local Government Sport and Cultural Industries

Gordon Stephenson House, 140 William Street, Perth WA 6000
GPO Box R1250, Perth WA 6844
Telephone: (08) 6551 8700
Fax: (08) 6552 1555
Free call (Country only): 1800 620 511
Email: info@dlgc.wa.gov.au
Website: www.dlgc.wa.gov.au
Translating and Interpreting Service (TIS) – Tel: 13 14 50

Public Sector Commission

Two office locations:

- Dumas House, 2 Havelock St, West Perth WA 6005
- Hale House, 1 Parliament Place, West Perth WA 6005

Locked Bag 3002, West Perth WA 6872
Phone: (08) 6552 8500
Fax: (08) 6552 8501
Email: admin@psc.wa.gov.au
Website: <https://publicsector.wa.gov.au>

Corruption and Crime Commission

Level 5, 45 Francis Street, Northbridge WA 6003
PO Box 330, Northbridge Post Shop WA 6865
Phone: (08) 9215 4888
Fax: (08) 9215 4884
Toll-free: 1800 809 000
Email: info@ccc.wa.gov.au
Website: <https://www.ccc.wa.gov.au/>

Hearing impairment: If you are deaf, or have a hearing impairment or speech impairment, contact us through the National Relay Service:

TTY users phone 1800 555 677 then ask for 1800 809 000
Speak and Listen users phone 1800 555 727 then ask for 1800 809 000.

Narrogin Police

82 Earl Street, Narrogin 6312
Tel: (08) 9882 2555
Hours: Mon-Fri, 8.00am to 4.00pm

6.5 Civil proceeding to recover the proceeds of fraud and corruption

The Shire will may recovery of any losses due to fraud or corruption where there is clear evidence of fraud and corruption and where the likely benefits of such recovery will exceed the funds and resources required to be invested in the recovery action.

6.6 Internal control review following discovery of fraud

Where fraud or corruption is detected the relevant Executive Manager will be responsible to assess the adequacy of the relevant internal control environment and provide a report to the Executive Management Team any recommended improvements identified.

6.7 Maintaining and monitoring adequacy of insurance

The Shire will maintain a fidelity guarantee insurance policy that insures the risk of loss arising from internal fraudulent conduct. The level of the policy and other policies relevant to fraudulent or improper conduct will be reviewed annually by Executive Management Team.

Appendix 1 – Reference documents

Australian Standard 8001/2008: Fraud and Corruption Control

City of Armadale –

- Management Practice ADM 23 – Misconduct, Fraud and Corruption, March 2019

City of Greater Geraldton –

- Policy 4.22 – Fraud Control, Write-Off Debts & Waive Fees and Charges, August 2018

Office of Auditor General for Western Australia –

- Report 24: 2018-2019, *Verifying Employee Identity and Credentials*
- Report 5: 2019-2020, *Fraud Prevention in Local Government*

Shire of Ashburton –

- Fraud and Corruption Control Plan, December 2019

Shire of East Pilbara –

- Fraud and Corruption Prevention Plan, April 2018

Shire of Narrogin –

- Council Committees and Reference Groups, Establishment & Terms of Reference, October 2019
- Policy Manual, June 2019
- Public Interest Disclosures Information Guidelines, January 2019

Other documents that may be of relevance include –

- Corruption, Crime and Misconduct Act 2003
- Criminal Code Act Compilation Act 1913
- Fair Work Act 2009
- Fair Work Regulations 2009
- Local Government Act 1995, including –
 - Audit Regulations 1996
 - Financial Management Regulations 1996
 - Rules of Conduct Regulations 2007
- Public Sector Commission Guidelines
- Corruption and Crime Commission Guidelines

10.3.4 UPGRADE TO JESSIE HOUSE TO PROVIDE RESPITE CARE

File Reference	24.6.9
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	11 March 2020
Author	Wendy le Bechee – Manager Community Care Services
Authorising Officer	Frank Ludovico – Executive Manager Corporate and Community Services.
Attachments	Nil

Summary

Council approval is sought to use HACC Reserve funds to upgrade Jessie House so as to be able to provide respite care in the facility.

Background

Jessie House was established over 15 years ago to provide social support and respite to older people living in the community. This service has evolved over the years to meet the changing needs of its clients and the need to continue to evolve in order to stay competitive in the ever changing aged care world.

Currently, Narrogin Regional Homecare is funded to provide 5,145 hours a year of flexible respite and 9,847 hours of social support group activities a year. To continue to meet these contracted hours and provide high quality care services to its clients living in Narrogin and the greater region, there is a need to review the way in which services are currently delivered.

There is an unmet need in the community for overnight and extended stay respite services in a non-residential setting. Jessie House is perfectly placed to provide this service for up to two clients. The benefit of introducing this service would be that carers of clients with dementia or high care needs could have a break from their caring duties, knowing that their loved ones are cared for in a safe and secure environment.

Most residential facilities require that people stay a minimum of two weeks which does not suit everyone, whereas Jessie House can provide short term care that meets the funding requirements. Within Jessie House there is a fully functioning kitchen, two disabled bathrooms with showers, access to a secure outdoor area, and a lounge area. The proposed renovations would provide two private bedrooms and enable 24-hour staffing as well as participation by respite clients in day activity services within Jessie House.

Homecare also offers social support group activity programs 2-3 days a week in Jessie House. The Centre itself is well set up and has a homely environment, however the current furniture is over 10

years old and is not suitable for the ageing clients. The dining chairs are heavy and do not fit under the tables, the lounge chairs are too low and the outdoor furniture is heavy wooden jarrah furniture which cannot be moved by the clients. All of the abovementioned is an OSH risk and the items need to be replaced with aged care specific furniture, that is lightweight, height appropriate and washable.

This renovation would be funded from the HACC Reserve funds which have been set aside for such a purpose.

The renovations proposed include:

- Enclosing a portion of the existing lounge area to create a fully enclosed bedroom;
- Turning the existing “quiet room” into a second bedroom;
- Changing the doorway of an existing office, so that it is accessible from Jessie House and is used as both a sleepover room for staff, a meeting and training room. It effectively becomes a dual purpose room;
- Turning the current storeroom into an office and create a new storage area;
- Replacing the existing furniture with aged care specific and appropriate furniture to create a warm and inviting space. This would include dining tables and chairs, single lounge chairs, activity tables and outdoor furniture;
- Purchasing two electric beds as well as other bedroom furniture for overnight clients, to create a warm homelike environment;
- Installing a 4m x 4m workshop that can be used as a men’s shed/area where related outdoor activities can be undertaken by our clients;
- Installing a small garden shed for the storage of outdoor games, garden tools and equipment;
- Adding some raised garden beds, a chook shed and replant some of the existing garden areas with sensory plants and objects of interest as recommended by Dementia Australia;
- Replacing the existing reception desk with one that is more accessible for frail clients and has a lower level so they can sit rather than stand, whilst paying their bills etc;
- Replacing the current wire and barbed wire front fence with an easy care 1.8m high picket fence, including an archway to create a path, so that clients don’t have to enter and exit through the driveway.
- Placing new signage at street level to increase visibility and promote the services offered.

Comment

By undertaking this renovation, Narrogin Regional Homecare, which is already a well-established service in the local community, can continue to grow and stay competitive in an increasingly competitive industry. Following the completion of the proposed renovations, an open day could be held so that other members of the health community, clients and the general public can see the changes and solidify Narrogin Regional Homecare’s position as a leading Community Care provider in the region.

Consultation

The Chief Executive Officer and Executive Manager Corporate and Community Services were consulted.

In addition, the Shire has consulted with Aged Care Assessment Teams (ACAT), Narrogin Hospital and other health agencies to assess demand for the service.

Statutory Environment

Any procurement will need to comply with section 3.57 of the Local Government Act 1995 and associated Local government (Functions & General) Regulations 1996.

Policy Implications

Any procurement will need to comply with Council Policy 3.1 Purchasing.

The yet-to-be adopted Draft Master Plan for the Clayton Road Recreation Precinct does indicate the desire to either relocate the operations of Narrogin Regional Homecare from Jessie House and/or relocate Jessie House to potentially provide for the long term predicted needs of sports such as Hockey, Basketball and/or Netball. The area is, however, not anticipated to be required for a number of years, and the Administration is of the view that the current proposed investment will provide a return to the community, via provision of a much needed service, for at least 5-10 years.

Financial Implications

It is anticipated that the cost will be less than \$140,000. The HACC Reserve currently has a balance \$585,408. The purpose of the Reserve is to store unspent HACC grant funds that can be used for the purchase of assets, payout of Homecare employee entitlements and other projects that have been approved by the funding body.

The project fits in with the Reserve fund purpose.

With Council approval of the project at this meeting, the Manager of Narrogin Regional Homecare believes that the project can commence with acquisition of appropriate specialist furniture and developing and letting of appropriate requests for quotation, with likely completion of the project being by September 2020. Whilst the project could be considered as part of the budget deliberations for the financial year 2020/21, this would delay Homecare's ability to deliver this much needed service.

The proposal will accommodate the needs of the Service, based on indicative current levels of demand, for approximately 5-10 years, at which time it is proposed that the Service may well outgrow the site and require investigations into delivery of the Services at an appropriate alternate location.

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:	1.1.3	Promote Narrogin's health and aged services including aged housing

Objective	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2	Build a healthier and safer community
Strategy:	2.2.3	Continue and improve provision of in-home care services

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION

That, with respect to the proposal to upgrade Jessie House to provide respite care, Council

1. Approve the use of \$140,000 from the HACC Reserve to fund the renovations and modify the budget as follows:
 - a. Increasing the Budget for BC050 HACC Building Capital from \$0 to \$140,000; and
 - b. Increasing the Budget for 5080352 transfer from Reserve from (\$98,240) to (\$238,240).
2. Request the Administration to include in latter years of the next review of the Long Term Financial Plan and Corporate Business Plan, consideration to alternate sites for the operations of Narrogin Regional Homecare, including potential adaptive re-use opportunities for Jessie House.

10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

10.4.1 COMMUNITY CHEST APPLICATIONS 2019/20 ROUND 2

File Reference	File No 15.1.1
Disclosure of Interest	The Authorising Officer declared an interest of Impartiality as a Board Member of the Narrogin Chamber of Commerce
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	11 March 2020
Author	Loriann Bell – Administrative Support Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Community Chest Guidelines 2. Applications from eligible organisations	

Summary

Council is requested to consider the applications received for the Community Chest Grants 2019/2020 Round 2, and based on the Community Chest Guidelines and support the applications for those projects or proposals which will benefit the Narrogin community.

Background

The 2019/2020 Budget was adopted by Council at the Ordinary Meeting held on 24 July 2019 with an allocation of \$25,000 to the Community Chest for new applications.

Council endorsed \$13,500 to successful applicants from the Community Chest 2019/2020 Round 1 leaving a balance of \$11,500 available for Round 2.

Round 2 invited eligible incorporated not for profit organisations to apply for up to \$2,500 cash or in-kind for supported projects, programs or events which benefit the general Narrogin community and which must be completed and acquitted by 30 June 2020.

Comment

Eight applications requesting cash totalling \$18,100 and in-kind support totalling \$350 have been received for a range of projects including capital purchases, sports scholarship and travel costs for a talent development opportunity, a community event and construction of a shade structure.

Community Chest Budget overview	
2019/2020 Budget/Balance	\$25,000
Round 1 approved	\$13,500
Round 2 balance	\$11,500
Round 2 requested	\$18,100
Balance	-\$6,600

Applicant	\$ In-kind requested by applicant	\$ Cash requested by applicant	\$ Amount recomm.'d by Officer	\$ Amount recomm.'d by Ref. Group
Narrogin Chamber of Commerce		\$2,500	Nil	Nil
Narrogin Senior Citizens' Centre Inc		\$1,250	\$1,250	\$1,250
Accessability WA Inc	\$350	\$2,500	\$2,500	\$2,500
Narrogin Golf Club Inc		\$2,500	\$2,500	\$2,500
Olympics Netball Club Inc		\$2,000	\$1,250	\$1,250
Wheatbelt Cycling Collective Inc		\$2,500	Nil	Nil
Glass Jar Australia (Shooting Stars)		\$2,500	\$2,000	\$2,000
Eagles Sporting Club Inc		\$2,000	\$2,000	\$2,000
Total cash & in-kind	\$350	\$18,100	\$11,500	\$11,500

Consultation

Consultation took place between the Chief Executive Officer, the Community Chest Reference Group and the Community Chest applicants.

The following applications were received:

Narrogin Chamber of Commerce

The Narrogin Chamber of Commerce submitted a late application (Tuesday 10 March 2020) for \$2,500 to assist with the delivery cost of the proposed Christmas Late Night Shopping event to take place on Thursday 10 December 2020 in the Narrogin CBD. The proposed event will be a family orientated event providing the community with an opportunity to enjoy late night shopping and provide lots of entertainment creating a great Christmas atmosphere.

Members of the Reference Group discussed the merits of the proposal noting that the applicant has requested both cash and in-kind support for the project. The members were of the view the proposed event qualified for support by way of an allocation in the Shire's events Budget rather than the Community Chest and referred it to the Administration for inclusion in the 2020/2021 Draft Budget.

Narrogin and Districts Senior Citizens' Centre Inc

Narrogin Senior Citizens' Centre Inc (Senior Citizens') requested \$1,250 to assist with the purchase and installation of a 75" television at the premises located at 1-3 Fathom Street Narrogin.

The Senior Citizens' Centre is located at 1-3 Fathom Street. The building is owned by the Shire of Narrogin and leased to the Senior Citizens'. Senior Citizens' have occupied the premises for approximately 24 years and renewed the lease on 1 March 2018 (3 years with option to renew).

The Senior Citizens' is a member based organisation with over 100 financial members and coordinates more than 30 activities each month for its members and receives more than 100 visitors to the Centre each week. Participation at all Centre-coordinated activities is open to the community.

The Senior Citizens' Centre provides regular social and recreational activities for its members and the Narrogin community. The installation of the large screen television will accommodate additional opportunities for social engagement with viewing events such as the Melbourne Cup, Olympic Games and movie nights and age-friendly educational videos such as Fire Safety in the Home and Stay on Your Feet.

Accessability WA

Accessability WA Inc (Accessability) is applying for funding support for a project proposal by Mrs Emma Peddey. The application is for \$2,500 cash and \$350 in-kind to purchase and install seven (7) pictorial coreboards in key areas around town including parks, schools, the YMCA and Narrogin CBD.

Accessability is a Wheatbelt based service provider operated by the Upper Great Southern Family Support Association Inc providing homebased support, respite and community care for people living with a disability.

Mrs Peddey pitched her proposal "Coreboards for Community Inclusion" at a community fundraising event "Pitch and Plate" and raised \$988 in cash donations as well as the cost of three additional boards from three private donors including Accessability.

Mrs Peddey has arranged the purchase and installation of three (3) coreboards at her own expense (approximately \$285 each) at East Narrogin Primary School and has sought sponsorship from Accessability by way of a grant application to fund the remainder of the project to install another seven (7) coreboards.

The Universal Core vocabulary is a series of highly useful single words (pro-nouns nouns and verbs) that can be used alone or in combination to communicate for a range of purposes on countless topics in any language, by people of all ages and ability level in public places. Several formats are available from direct pointing or touch, eye gaze selection, and partner-assisted scanning. Additionally, the Universal Core vocabulary is available on many communication apps and speech generating devices.

This project will make key areas in town more inclusive to those with communication impairment across the lifespan in a cost effective way. They can be customised depending on location and can also be used by those with English as a second language as the icon software, Boardmaker, is universal. This project is meaningful to those with communication impairment as it lets others be more familiar with this form of communication, thereby reducing the sense of isolation.

Narrogin Golf Club

The Narrogin Golf Club Inc (Golf Club) have requested \$2,500 cash to purchase a motorised bunker rake and assist with preparation of the of the course for the 2021 Western Australian Ag Lime Sand Greens Championship.

The Golf Club is hosting the Western Australian Ag Lime Sand Greens Championships in 2021 and wish to prepare for this by improving the course to bring it up to competition standard.

The Sand Green Championship is a four day tournament which attracts approximately 200 players from across the State. The Golf Club believe that improved course conditions will:

- attract additional visitors to the current annual events;
- improve the on-course experience for existing members;
- retain and grow membership including re-instating a juniors' coaching program; and
- put the club in a better position to attract a visiting professional golfer to deliver coaching clinics and private lessons.

At present the greens are swept manually to ensure an optimal playing surface, this requires approximately 3 hours of volunteer labour each time the course is played for competition and is therefore not undertaken as often as needed. This results in a less than ideal playing surface.

Olympics Netball Club Inc

The Olympics Netball Club Inc (Netball Club) is applying for funding on behalf of the Rising Stars for \$2,000 to deliver a scholarship program to assist five (5) eligible young netball players with the costs associated to further develop their skills through specialty coaching.

The Rising Stars program assists talented athletes to further develop their netball skills through specialty coaching and additional developmental opportunities, including leadership and resilience. It offers the chance to play netball of a higher standard against teams from around the region and state. This opportunity exposes players to possible selection in regional and state development squads which can open up chances for scholarships and other educational opportunities. However, participation in Rising Stars can be expensive.

This is the first time a scholarship program has been proposed after years of recurring issues over the financial viability of some talented players. Due to some of the Rising Stars' players being unable to raise enough money for them to attend the carnivals, the team's coaches and managers have previously dug into their own pocket to pay the expenses incurred by players to ensure they can attend.

The applicant has indicated that funding from alternate sources such as Department of Local Government, Sport and Cultural Industries does not cover the expense.

The associated costs for athletes to participate in skills development opportunities may be considered as recurring expenditure and may not qualify for Community Chest. The proposed scholarship would benefit just five members of the Narrogin community.

The Application Budget represents the total cost to travel and accommodate five teams to the Carnival in May, arguably only \$2,000 represents cost of the Club subsidising five players at \$400 per player. The Administration recommends \$250 per player for a total contribution of \$1,250 as opposed to the full subsidy of \$400 per player.

Wheatbelt Cycling Collective

Wheatbelt Cycling Collective requested \$2,500 to help fund the collection and repair of broken bicycles, rebuild bike parts to a working state, and to purchase event registration and promotion materials that can be reused at future events.

Previous projects undertaken by the Wheatbelt Cycling Collective and funded by the members themselves include:

- Renovate a wheelchair for the CWA;
- Gift a quantity of pre-loved bikes to Narrogin Senior High School and Avon Community Services; and
- Coordinating the mystery bike game during Christmas of 2019.

Wheatbelt Cycling Collective has indicated they have a long term strategy to source State funding to establish "5 Trails" with Narrogin serving as the key trail hub for the southern Wheatbelt region. The trail design supports people with disability and the elderly with practical facilities.

The application offers some insightful and potential benefits that may result from the construction of five bike trails leading to Narrogin as the hub, however, the budget doesn't clearly demonstrate how the money will be expended, nor where the bikes will be located or distributed, and the estimated 380 volunteer hours has not been accounted for. A check on the Australian Tax Office website indicates that the Wheatbelt Cycling Collective is not registered with an Australian Business Number.

The Administration recommends that the application is not supported due to not adequately meeting the following criteria:

What will not be funded

- *Recurrent expenditure (i.e. salaries and operational costs).*
- *Proposals where alternative sources of funding are available.*

Eligibility

- *The applicant group must be able to demonstrate substantial community support for the project.*
- *Projects are required to be completed within the financial year of receiving the grant.*
- *Assessment criteria*
- *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.*

Glass Jar Australia (Shooting Stars)

Glass Jar Australia, on behalf of Shooting Stars, have requested \$2,500 towards accommodation and travel expenses for 25 Aboriginal girls aged 14-17 years from Narrogin Senior High School, to attend the Aboriginal Youth Gala Day at Southern Districts Netball Association, Langford (Perth) on 5 April 2020.

The Gala Day is a Round Robin competition open to all Junior Aboriginal community teams, with the aim of providing an opportunity for players to show their skills in a competition environment.

The associated costs for athletes to participate in skills development opportunities could be considered as recurring expenditure for any club or team and may not qualify for Community Chest. Furthermore, the granted funds would benefit only 25 members of the Narrogin community.

The Administration has recommended a cost of \$80 per person for a total contribution of \$2,000 as opposed to the requested amount of \$2,500, or \$100 per person.

Narrogin Eagles Sporting Club Inc

Narrogin Eagles Sporting Club Inc (Eagles Sporting Club) have requested \$2,000 to purchase materials to construct a shade shelter.

The Eagles Sporting Club is located at Thomas Hogg Oval, Lot 32 Bannister Street Narrogin and is the venue for annual events such RevHeads and Last Blast of Summer, school sports carnivals and other sporting activities.

Members of the Eagles Sporting Club will donate their time to construct the shade structure, the design of which is required to comply with Building Code of Australia and Shire of Narrogin Building Permit requirements.

Statutory Environment

Nil

Policy Implications

Narrogin Eagles Sporting Club's proposed shade structure is required to comply with

- Former Town of Narrogin – Town Planning Scheme No. 2.

Accessibility WA's proposal meets reported outcomes in the Shire's Disability Access and Inclusion Plan 2018 – 2023 Implementation Plan, as follows:

Outcome 1: People with disability have the same opportunities as other people to access the Shire's services and events as other people	
Strategy	Task
1.5 Identify synergies between the mainstream and disability sector which may encourage joint funding applications and submissions to improve and enhance access options to services and facilities for people with disability.	Liaise and convene with disability sector representatives when opportunities arise for joint funding opportunities.
Outcome 2: People with disability have the same opportunities to access council buildings and facilities as other people.	

2.3. Introduce pictorial signage in the CBD and Shire parks to reduce access barriers and improve literacy friendly communication.	1. Research literacy friendly literature and raise the awareness of key staff awareness in the Department of Technical and Rural Services of the benefits to the introduction of pictorial signage for people with disability 2. Allocate an annual budget for the introduction of literacy friendly signage.
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Financial Implications

The expenditure is wholly contained in the 2019/2020 Budget, General Ledger number 2110810 comprising the sum of \$41,000 of which \$25,000 is for new applications and \$16,000 for grants yet to be acquitted from the 2018/2019 Round 2 Community Chest.

The Golf Club, Accessibility and Narrogin Eagles Sporting Club are seeking the granted cash to be paid in advance.

Round 1 applications were approved totalling \$13,500 leaving a balance of \$11,500 for this round.

Strategic Implications

As to the recommendations of the Reference Group, the Administration highlights the Government's ever changing response to COVID-19 and notes several of the proposed grants relates to events that have, in coming months, that have a high likelihood of being cancelled or postponed. This notwithstanding, this Administration believes it would be unfair to recommend against the projects, at this point in time, and the Shire monitor the situation.

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

Strategy:	2.3.4 Provide improved community facilities (eg library/recreation)
Outcome:	2.4 Cultural and heritage diversity is recognised
Strategy:	2.4.2 Support our Narrogin cultural and indigenous community
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

Voting Requirements

Simple Majority

See over for recommendations

OFFICERS' AND REFERENCE GROUP RECOMMENDATION 1 OF 2

That, with respect to the Community Chest 2019/2020 Round 2 applications, Council approve the Reference Group Recommendations 1 - 7 and the distribution of \$11,500 to supported applications with the prescribed specific conditions as follows.

1. Narrogin and Districts Senior Citizens' Centre Inc - \$1,250 to purchase and install a 75" television at the Senior Citizens' Centre located at 1-3 Fathom Street Narrogin.
2. Accessibility WA – for combined total of cash and in-kind up to the maximum amount \$2,500, subject to the following conditions:
 - a) The group to be encouraged to liaise with Service Clubs regarding the installation of the coreboards; and
 - b) The signage, both its content and construction, is to be approved to the satisfaction of the Shire of Narrogin together with the installation.
3. Narrogin Golf Club Inc - \$2,500 to purchase a motorised bunker rake, and host the 2021 Western Australian Ag Lime Sand Greens Championship, subject to the following conditions;
 - a) Narrogin Golf Club to provide the Administration with a written quote for the purchase price of the mechanical bunker rake; and
 - b) Upon satisfying point (a) the funds to the maximum amount of the quote will be paid in advance; and
 - c) The acquittal should demonstrate that the purchase of the rake matches the quote.
4. Olympics Netball Club Inc - \$1,250 to fund the inaugural scholarship program for eligible netball players.
5. Wheatbelt Cycling Collective - the application for \$2,500 is not supported.
6. Glass Jar Australia - \$2,000 to cover accommodation and travel costs for 25 junior netball players to attend the Aboriginal Youth Gala Day.
7. Narrogin Eagles Sporting Club Inc - \$2,000 to purchase materials to construct a steel shade shelter, subject to the following conditions:
 - a) Submit to the Administration construction plans and Building Application for approval; and
 - b) Obtain written approval from the Shire's Building Surveyor prior to commencing construction and purchasing materials.

OFFICERS' AND REFERENCE GROUP RECOMMENDATION 2 OF 2

That, with respect to the application from the Narrogin Chamber of Commerce for the Christmas late Night Shopping event, the Administration be requested to include \$2,500 for the Council's consideration in the Shire's 2020/2021 Draft Budget.

COMMUNITY CHEST FUNDING GUIDELINES (FDRS032)



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

The Shire of Narrogin provides funding assistance through the biannual Community Chest funding program to eligible community organisations for events or projects which benefit the Narrogin community. Cash and in-kind support is available up to a maximum of \$2,500.

Applicants are encouraged to contact the Administration Support Officer by email to enquiries@narrogin.wa.gov.au or by telephoning 9890 0900 to discuss their project, or to obtain a copy of the Application Form. Alternately an Application Form can be downloaded [here](#).

Round 1 opens 15 July closes 31 August
Round 2 opens 1 February closes 28 February

What may be funded

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

What will not be funded

- Deficit funding or retrospective funding.
- Recurrent expenditure (i.e. salaries and operational costs).
- Proposals where alternative sources of funding are available.
- Organisations or groups who have failed to acquit previously received Community Chest funds within the required timeframe may be ineligible to apply for future rounds.
- Maintenance, repairs or upgrades to buildings or property which are privately owned or are the property of the State Government.

Eligibility

- Only incorporated not for profit community organisations are eligible for support through the Shire's Community Chest program.
- Only one application in any twenty-four month period may be funded for any one organisation. Successful applicants from Rounds 1 or 2 in the preceding 24 months are ineligible to apply.
- No individual application shall receive in excess of \$2,500 (cash or in kind).
- 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

- 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.

How to apply

- Applicants are required to read and understand the Guidelines.
- All applications must be submitted using the Application Form.
- Applications must be signed by the organisations President or Vice President.
- Applications should be addressed to the above and received by the closing date.

1. APPLICANT DETAILS**Name of Organisation**

CHAMBER OF COMMERCE

Contact Person

LOSHNI MERCHER - BEVAN STEELE

Address

32 FORTUNE STREET

Position

SUB COMMITTEE

Phone

98813455

Mobile

0499786560 - 0427862903.

Email

narrogin@my.better.com.au

What financial year are you applying in?

2020

Are you applying for Round 1 or Round 2?

Round 1

Round 2

Organisation's ABN

62016955789

Is your organisation registered for GST?

Yes

No

Is your organisation incorporated?

Yes

No

If yes, please attach a copy of Certificate of Incorporation

Yes

No

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?

CHRISTMAS LATE NIGHT SHOPPING 2020

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

FAMILY ORIENTATED EVENT TO GIVE THE COMMUNITY AN OPPORTUNITY TO SHOP AFTER HOURS, AT THE SAME TIME PROVIDING LOTS OF ENTERTAINMENT FOR THE KIDS & TO CREATE A GREAT CHRISTMAS ATMOSPHERE .

How will your project / event benefit the Narrogin community?

- BRINGING BACK XMAS SPIRIT
- EXTENDED SHOPPING HOURS .
- MARKET STALLS .
- COMMUNITY SOCIALISING .
- INCREASE LOCAL REVENUE IN TOWN BY INCREASE PATRONAGE
- INCREASE PROFILE OF TOWN BY ATTRACTING PEOPLE IN FOR FUN & FELLOWSHIP.

Estimated project start date

10/12/2020

Estimated project completion date

10/12/2020

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

BOTH IF POSSIBLE

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

- ADVERTISING
- BANO
- SANTA
- FACE PAINTING
- AMUSEMENT HIRE
- INFLATABLE WATER SLIDES
- BOUNCY CASTLE
- KIDS ENTERTAINMENT COSTUMES

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 \$
LIGHTING PLANT	\$400
ROAD CLOSURE APP (ROWLEY ST)	\$200
Total In-kind	\$600

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	2500	Materials	
**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	500	Venue hire	
In-kind (<i>volunteer, donated labour</i>)		Labour/contractor costs	
Sponsorship	500	Advertising	500
Donations (<i>cash/materials from others- please list</i>)	2000	Catering costs	
Other grants		Entertainment	5000
Sales (<i>stall fees, event tickets/food/merchandise</i>)		Office/administration	
Other income (<i>please list</i>)	TBA	Other expenditure (<i>please list</i>)	
TOTAL *INCOME	5500	TOTAL *EXPENDITURE	5500

**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?

- MIXED SOCIAL MEDIA BY ALL BUSINESSES PARTICIPATING.
- RADIO LISTING.

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:

<input checked="" type="checkbox"/>	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page
<input checked="" type="checkbox"/>	Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers
<input checked="" type="checkbox"/>	Display the Shire of Narrogin flag or banner at your event if possible. (Available upon request from Administration Support Officer)
<input checked="" type="checkbox"/>	Afix Community Chest sign on project (available on request)
<input checked="" type="checkbox"/>	Verbal announcements at event
<input type="checkbox"/>	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 Bylaws 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 Chamber of Commerce

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

BEVAN STEELE

Position (President or Vice President)

PRESIDENT

Signature



Date

3/3/2020

15.1.1 | IFM2019597

1. APPLICANT DETAILS

Name of Organisation

NARROGIN & DISTRICT SENIOR CITIZENS CENTRE

Contact Person

LORRAINE LARMENT

Address

1 – 3 FATHOM STREET, NARROGIN

Position

TREASURER

Phone

9881 4770

Mobile

0429 812 552

Email

reception@nadsc.com.au

What financial year are you applying in?

2019 / 2020

Are you applying for Round 1 or Round 2?

Round 2

Organisation's ABN

26 875 589 163

Is your organisation registered for GST?

Yes

Is your organisation incorporated?

Yes

If yes, please attach a copy of Certificate of Incorporation

Yes

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding?

Yes

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

2016 / 21017 \$1.102.60 to celebrate the Centre's 21st Birthday "Coming of Age" function

3. PROJECT DETAILS

What is the name of your proposed project or event?

Purchase and install TV

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

Purchase and install a 75 inch television

How will your project / event benefit the Narrogin community?

Provide a 75 inch TV to provide members and other patrons of the Senior Citizens Centre, as well as others in the community, an opportunity to socialise and engage with others in the general community by viewing events such as: Melbourne Cup each year; Olympic Games; Commonwealth Games, also for Social gatherings to view movies; education videos (Fire Safety in the home; Stay on Your Feet; Home Security)

Estimated project start date

1 June 2020

Estimated project completion date

1 June 2020

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?

No

Please tell us how the Community Chest funds will be used

Funds towards the purchase and installation of a 75" television.

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

<i>Contributions</i>	<i>Estimated value \$</i>
<i>Total In-kind</i>	<i>\$</i>

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	1,250	Materials	
**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	1,250	Venue hire	
In-kind (<i>volunteer, donated labour</i>)		Labour/contractor costs	
Sponsorship		Advertising	
Donations (<i>cash/materials from others- please list</i>)		Catering costs	
75 inch television (estimated)			2,250
Mount and installation			250
Other grants		Entertainment	
Sales (<i>stall fees, event tickets/food/merchandise</i>)		Office/administration	
Other income (<i>please list</i>)		Other expenditure (<i>please list</i>)	
TOTAL *INCOME	2,500	TOTAL *EXPENDITURE	2,500

**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?

Published acknowledgement of the Shire of Narrogin's contribution on website.

Plate affixed to indicate Shire of Narrogin's contribution.

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
Yes	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)
Yes	Affix Community Chest sign on project (available on request)
Yes	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 Bylaws 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 DISTRICT SENIOR CITIZENS CENTRE (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

MAY WNUK

Position (*President or Vice President*)

PRESIDENT

Signature

M.F. WnuK.

Date

19 FEBRUARY 2020

ASSOCIATIONS INCORPORATION ACT 1987
SECTION 9 (1)

Registered No. **1005006**

Certificate of Incorporation

This is to certify that

**NARROGIN AND DISTRICT SENIOR CITIZENS'
CENTRE (INC.)**

has this day been incorporated under the
Associations Incorporation Act 1987

Dated this **14th** day of **November 1995**

.....
FOR THE COMMISSIONER FOR CORPORATE AFFAIRS

04336/10/91—10M—S/11100



32-36 FORTUNE ST NARROGIN WA 6312

Ph: 08 9881 3455 Fax: 08 9881 3656

BSB: 016 770 ACC: 41741 5252

Quotation No : 25712000248

Deliver To

NARROGIN & DISTRICT SENIOR CITIZENS CENT
1/3 FATHOM ST
NARROGIN WA 6312

NARROGIN & DISTRICT SENIOR CITIZENS CENT
1/3 FATHOM ST
NARROGIN WA 6312

Bus Ph	Home Ph	Fax No	Mobile	Ref No	ABN	Job No	Taken By
9881 4770							

Date	Time	Account	Salesperson	Customer Order	Comments	Date Read	Terminal	Page
27-02-20	12:27pm	25700002242	142 Chloe			27-02-20	TILL2	1 of 1

[illegible]

Total Inc GST (\$229.92) : \$ 2529.00

Whilst risk in the goods shall pass on delivery to the buyer - legal and equitable title shall remain with the vendor until payment in full for all debts accrued or owed to the vendor is made

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LG 4K UHD SMART LED LCD TELEVISION 75

Model: 75UM7600PTA IPN: 753431



★★★★★ 4.8 26 Reviews [Write a review](#)

\$2,295⁰⁰

\$ PRICE MATCH GUARANTEE

zip | own it from \$10/wk [learn more](#)

This model has been reduced to clear and may not be available in all stores.

Customer Care Plan

-- Please Select --

Qty

1

ADD TO CART

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Plus delivery \$25

Plus wall mount \$150

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Home / 50-75" Heavy Duty Tilt Swivel TV Wall Bracket PLB110L.bl

50-75" Heavy Duty Tilt Swivel TV Wall Bracket PLB110L.bl

\$149

Order now for **FREE** Australia wide shipping! QTY 1 **ADD TO CART**

Quick Overview [Available](#)

Heavy Duty model, holds up to 100kg

up to 50-75" **up to 100kg** **up to 880mm** **up to 480mm** (back of TV)

Product Number: POS-124077
Brand: Salby
Model Number: PLB110L.bl
Condition: New
Warranty: 12 Months
Color: Black
Weight: 15440

Plus Installation \$25.00

(unknown – estimate \$250 but \$25 will bring the amount to \$2,500)

1. APPLICANT DETAILS

Name of Organisation

Accessibility WA Inc

Contact Person

Graeme Mason / Emma Peddey

Address

114 Federal Street, Narrogin WA 6312

Position

Chief Executive Officer

Phone

9881 4557 / 0488 097 099

Mobile

0437 634 779

Email

Graeme.mason@accessability.org.au / Bombers20@westnet.com.au

What financial year are you applying in?

2019/2020

Are you applying for Round 1 or Round 2?

Round 1

Round 2

Organisation's ABN

16 121 614 620

Is your organisation registered for GST?

Yes

No

Is your organisation incorporated?

Yes

No

If yes, please attach a copy of Certificate of Incorporation

Yes

No

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?

Core Boards for Community Inclusion

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

Is to place Communication pictorial coreboards in key areas around town including parks, schools, the YMCA Recreation Centre and town CBD. Coreboards enable those with communication impairment to participate in play with their peers, people with neurological conditions to communicate easily with people around them and for those without disability to communicate with those who do in an understood format.
--

How will your project / event benefit the Narrogin community?

This project will make key areas in town more inclusive to those with communication impairment across the lifespan in a cost effective way. They can be customised depending on location and can also be used by those with English as a second language as boardmaker (the icon software) is universal. This project is also meaningful to those with communication impairment as it lets others be more familiar with this form of communication thus cuts down isolation.

The full funding will allow for another 7 coreboards to be placed around town in addition to the 5 already funded.

Estimated project start date

5 core boards already been made from pitch and plate funding. Project to start from confirmation of community chest grant success.

Estimated project completion date

December 1 2020

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash and agreement from town of Narrogin over placement of signage on their land. Also Community Chest PDF logo to be placed on signage

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

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

<i>Contributions</i>	<i>Estimated value \$</i>
<i>Town of Narrogin to secure boards to council property as this project is part of the towns disability inclusion plan</i>	
<i>Total In-kind</i>	<i>\$350</i>

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	\$2,500	Materials	2,500
**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 (<i>volunteer, donated labour</i>)	\$350	Labour/contractor costs	
Sponsorship		Advertising	
Donations (<i>cash/materials from others- please list</i>)		Catering costs	
Other grants		Entertainment	
Sales (<i>stall fees, event tickets/food/merchandise</i>)		Office/administration	
Other income (<i>please list</i>)		Other expenditure (<i>please list</i>)	
TOTAL *INCOME	2,500	TOTAL *EXPENDITURE	2,500

**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?

Happy to feed back progress to town of Narrogin. Boards will feature community chest logo

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:

X	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. <i>(Available upon request from Administration Support Officer)</i>
X	Affix Community Chest sign on project <i>(available on request)</i>
	Verbal announcements at event
	Other <i>(please describe)</i>

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 Bylaws 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*)

Accessibility WA 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.

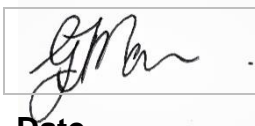
Print Name

Graeme Mason

Position (*President or Vice President*)

Chief Executive Officer

Signature



Date

25/2/2020



WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 31)

IARN: A1001869L

Certificate of Incorporation on Change of Name

This is to certify that

UPPER GREAT SOUTHERN FAMILY SUPPORT ASSOCIATION INC

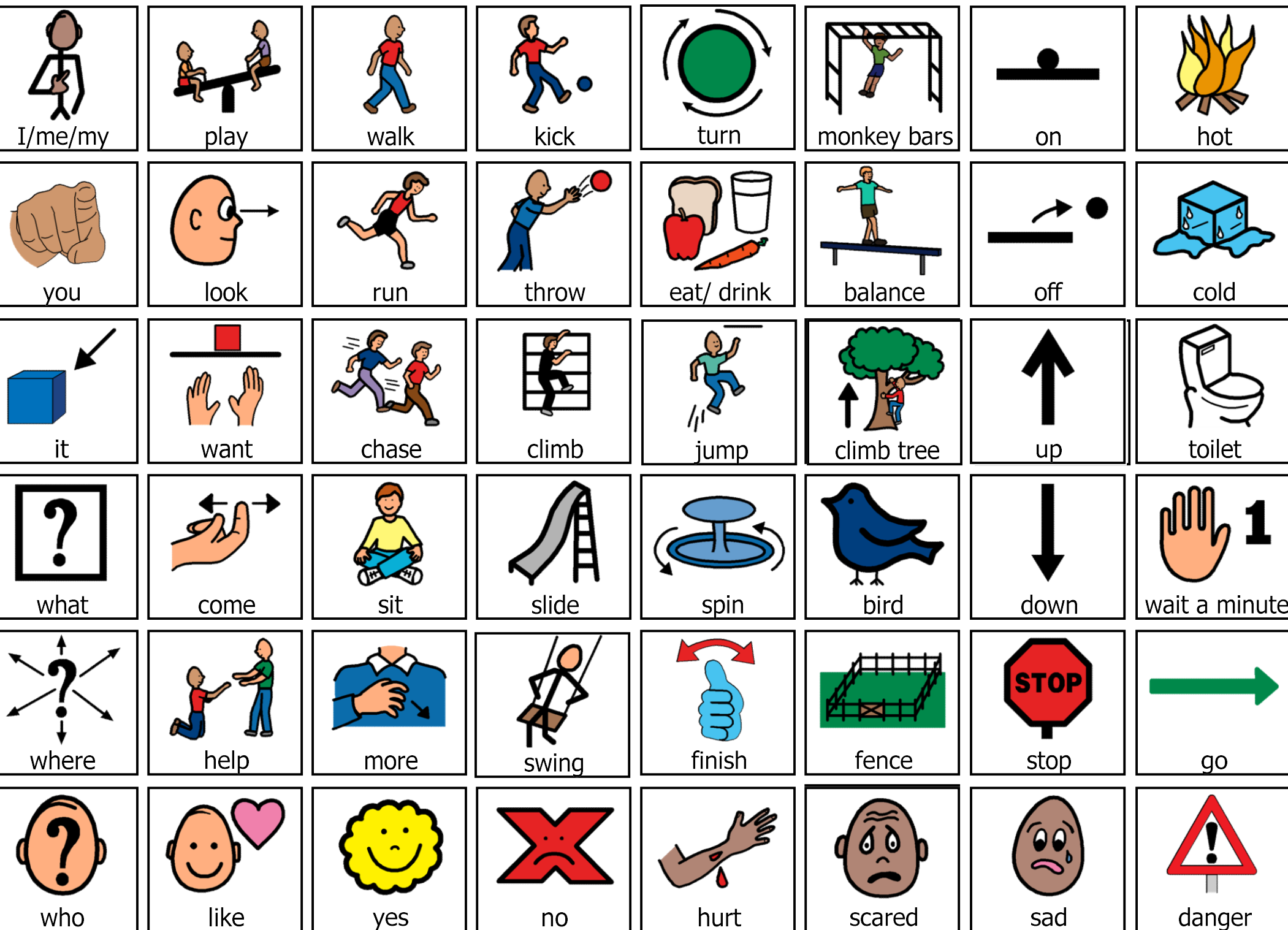
an association incorporated under the
Associations Incorporation Act 2015 changed its name to

ACCESSABILITY WA INC.

The new name commenced on the
twenty fourth day of November 2017

David Hillyard
Acting Commissioner for Consumer Protection

CERTIFICATE



1. APPLICANT DETAILS

Name of Organisation

Narrogin Golf Club Inc.

Contact Person

Shane Thornton

Address

PO Box 1041 Narrogin 6312

Position

Vice President

Phone

Mobile

0427651369

Email

shanet971@gmail.com

What financial year are you applying in?

2019/2020

Are you applying for Round 1 or Round 2?

Round 1 Round 2

Organisation's ABN

88020098852

Is your organisation registered for GST?

Yes No

Is your organisation incorporated?

Yes No

If yes, please attach a copy of Certificate of Incorporation

Yes No

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?

Sand Green Improvements and Repairs

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

The Narrogin Golf Club is hosting the Western Australian *Ag Lime Sand Greens Championships* in 2021. In preparation for this, the club is making improvements to the course in order to bring it up to competition standard.

At present the greens at the Narrogin Golf Club are lacklustre, requiring an upgrade and improved maintenance regime in order to be in prime condition for the upcoming season and in preparation for next year's state level event.

How will your project / event benefit the Narrogin community?

The *Sand Green Championship* is a 4-day tournament attracting approximately 200 players from across the state. By improving the course conditions, this will provide benefits to the Narrogin Golf Club and the wider Narrogin community in a number of ways:

- Providing a significant boost to the local economy across the 4 days of the *Sand Green Championship*, with over 200 visitors to the town requiring accommodation, food, fuel and other provisions.
- Providing a better quality course will hopefully attract repeat visits to the Narrogin Golf Club, during its annual 3-day Narrogin Open held each year in July, and local novelty days, providing similar support for local businesses both in terms of revenue and sponsorship opportunities.
- By improving the on-course experience for players, the Club is likely to retain and grow its membership and encourage participation in golf, benefitting the community's physical and mental wellbeing. This would include re-instating a junior's coaching program, and providing the local community with a variety of sporting outlets to pursue.
- A better quality course would put the club in a better position to attract a visiting professional golfer in order to offer coaching clinics and private lessons to improve member's skills and performance.

Estimated project start date

1/03/2020

Estimated project completion date

20/04/2020

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

At present, the greens are swept manually to keep them free from leaves and other debris to ensure an optimal playing surface. This takes approximately 3 hours of volunteer labour, and due to this significant effort, cannot be done as frequently as needed to maintain an ideal surface for putting. The Club would like to invest in a motorised bunker rake in order to reduce the amount of effort required to maintain the greens, resulting in an improved playing surface.

The Club has found a second-hand bunker rake for sale (please see attached) and is seeking \$2500 cash support for the purchase of this.

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

<i>Contributions</i>	<i>Estimated value \$</i>
50 hours volunteer labour raking and oiling washed sand into the greens.	\$1250.00
<i>Total In-kind</i>	<i>\$1250.00</i>

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	\$2500.00	Materials	\$3500.00
**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	\$1000.00	Venue hire	-
In-kind (<i>volunteer, donated labour</i>)	\$1250.00	Labour/contractor costs	\$1250.00
Sponsorship	-	Advertising	-
Donations (<i>cash/materials from others- please list</i>)	-	Catering costs	-
Other grants	-	Entertainment	-
Sales (<i>stall fees, event tickets/food/merchandise</i>)	-	Office/administration	-
Other income (<i>please list</i>)	-	Other expenditure (<i>please list</i>)	-
TOTAL *INCOME	\$4750.00	TOTAL *EXPENDITURE	\$4750.00

**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 Narrogin Golf Club will be promoting its course improvements via local media outlets and online via its Facebook page.

In terms of acknowledging the Shire of Narrogin's support for the project, there are a number of opportunities to utilise the Shire and Community Chest logo, including:

- Printed in the 2020 Narrogin Golf Club Fixtures
- Physical Signage on the equipment purchased or elsewhere on the course
- Displaying the Shire of Narrogin's banner in the clubrooms at key events such as the Narrogin Open and the Sand Green Championships.

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:

Y	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page
Y	Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers
Y	Display the Shire of Narrogin flag or banner at your event if possible. (Available upon request from Administration Support Officer)
Y	Affix Community Chest sign on project (available on request)
Y	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 Bylaws 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 Golf 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.

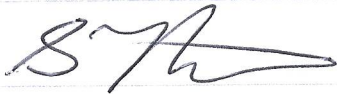
Print Name

Shane Thornton

Position (*President or Vice President*)

Vice President

Signature



Date

22-2-2020



Department of Consumer & Employment Protection
Government of Western Australia

WESTERN AUSTRALIA

Associations Incorporation Act 1987
(Section 9(1))

Registered No.: A0520001X

Certificate of Incorporation

This is to certify that

THE NARROGIN GOLF CLUB

was on the eighth day of January 1952
incorporated under the *Associations Incorporation Act 1987*.

Commissioner for Fair Trading

This is a **REPLACEMENT CERTIFICATE** issued on the twentieth day of December 2004

USED **TORO** Sandpro bunker rake > Inbox



Greg Jackson <sales2@tquip.com.au>

to me ▾

Hi Shane

I have found a Sandpro that would be useful for you.

\$2500+GST

Let me know what you think.

Best Regards,

Greg Jackson

Sales Consultant



36 Abernethy Road Belmont Western Australia 6104

t: (08) 9478 7000 | **m:** 0417 918 653

e: sales2@tquip.com.au

w: www.tquip.com.au

2 Attachments



1. APPLICANT DETAILS

Name of Organisation

Olympics Netball Club

Contact Person

Lee Conlan

Address

26 Dalglish St, Narrogin, WA, 6312

Position

President

Phone

Mobile

0428 815 029

Email

conlan@westnet.com.au

What financial year are you applying in?

2019/2020

Are you applying for Round 1 or Round 2?

<input type="checkbox"/>	Round 2
--------------------------	---------

Organisation's ABN

64 723 865 404

Is your organisation registered for GST?

<input type="checkbox"/>	No
--------------------------	----

Is your organisation incorporated?

Yes	<input type="checkbox"/>
-----	--------------------------

If yes, please attach a copy of Certificate of Incorporation

<input type="checkbox"/>	No
--------------------------	----

A copy of the incorporation certificate has been misplaced and a replacement copy has been ordered. Olympics will provide a copy of the Certificate as soon as it has been received.

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding?

	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?

Rising Stars Scholarship

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

A scholarship program will be offered to 5 talented netballers selected in the 2020 NDNA Rising Stars Development Squad who are recognised as being from a low income family and fit eligibility requirements. The scholarship will cover the compulsory athlete contribution to remove financial pressures as a barrier towards participation.

The program will promote the accessibility of higher level sport to talented youth in the community who may not otherwise have this opportunity due to lower socio-economic circumstances.

How will your project / event benefit the Narrogin community?

This project will reduce barriers affecting talented netballers from low-income families in Narrogin accessing higher level sport opportunities. It will reduce financial pressure on families, allow inclusion and ensure the same opportunities are available to everyone.

The Social Economic Index for Areas (SEIFA) ranks geographic areas across Australia in terms of their relative socio economic advantage and disadvantage. The score is standardised against a mean of 1000 and the lower the score, the greater disadvantage in that area. The SEIFA score for Narrogin was 956 in 2016 indicating that Narrogin is lower than the mean and shows a higher proportion of disadvantaged residents. This is further supported by the 2016 census which proves Narrogin has a lower than average median weekly household income at \$1,181 per week, compared to the national average at \$1,438 per week. The low SEIFA index and lower average household income are evidence of the high rate of low-income earners in Narrogin.

Narrogin has a larger proportion of youth. This can be supported by the 2016 census which showed youth aged 15 to 19 years made up 7% of the population compared to the 6.1% in WA. With the high rate of youth in Narrogin combined with the high rate of low-income earners, it can be assumed that there are a number of families within Narrogin who are unable to afford additional expenses including the cost of participation in sport development programs.

The Narrogin Rising Stars is a talent development squad for netballers aged between 11 and 18 years who play in the Narrogin and Districts Netball Association (NDNA). In 2020 5 teams of 45 players were selected in the Rising Stars squad. Selected players are required to trial in order to be selected into the squad and attend weekly training sessions and represent NDNA at 2 Carnivals:

- Carnival 1: Fuel to Go Championships in Perth on the 30, 31 May and 1 June 2020; and
- Carnival 2: The Great Southern Carnival in Albany on the 7, 8 and 9 August 2020.

The Rising Stars program assists talented athletes to further develop their netball skills through specialty coaching and additional developmental opportunities, including leadership and resilience. It offers the chance to play netball of a higher standard against teams from around the region and state. This opportunity exposes players to possible selection in regional and state development squads which can open up chances for scholarships and other educational opportunities. However, participation in Rising Stars can be expensive.

The Rising Stars Committee and the selected players carry out a variety of fundraising activities to reduce the cost to participants as much as possible. They include, but are not limited to:

- A chocolate drive
- Wood raffles
- Money boards
- Sausage sizzles

After exhausting fundraising and sponsorship efforts there is still a margin of \$400 required to be paid by players and their parents in order to attend the carnivals. This can cause undue stress on families who have to raise this money to ensure

their child can participate which can come at the detriment to household expenses. Many local talented players in Narrogin do not bother to trial for Rising Stars because their families simply cannot afford to pay for their participation.

There are 5 players requiring additional financial support in 2020, all of whom are eligible for KidSport. KidSport will cover up to \$150 per calendar year for registration fees for eligible families and is typically used in its entirety for regular season fees. KidSport funding will not cover travel expenses and carnival participation and is therefore not an option to be used in this circumstance. However, KidSport eligibility is a good indication of the player being a member of a low-income family.

This is the first time a scholarship program has been proposed after years of re-occurring issues over the financial viability of some talented players. Due to some of the Rising Stars players being unable to raise enough money for them to attend the carnivals, the team's coaches and managers have previously dug into their own pocket to pay the expenses incurred by players to ensure they can attend.

The Rising Stars Committee recognise that this is not a sustainable option and is extremely unfair on the wonderful coaches and managers who already volunteer their time. NDNA are unable to provide a subsidy through their organisation as the governing body feel they must remain neutral and not provide additional support to some and not others, gaining external funding solves this problem. The NDNA and Rising Stars Committee have conducted extensive searches into available funding options and have contacted alternative sources such as the Department of Local Government, Sport and Cultural Industries (DLGSC). However, the expenses requiring funding, including the travel and accommodation of athletes are not covered by many funding bodies, including DLGSC.

The Shire of Narrogin Community Chest funding is the last chance Rising Stars has to provide financial support for the 5 Narrogin based girls selected in Rising Stars who are unable to raise the money required to participate. Without this funding the girls will be at risk of pulling out of the Rising Stars program when they cannot pay their contribution. Furthermore, this will leave the representative teams short potentially putting full teams at risk of not attending certain carnivals.

We know that sport is hugely beneficial for participating youth including promoting a positive mental health, improving social skills and developing good physical health. Participating in sports develops good healthy living habits which reduces the reliance on health services and creating healthier and happier community members.

Competitive sports participation and higher level development provides many learning opportunities and experiences that allow players to develop confidence in their own ability and resilience, which are critical for overcoming the occasional failure or set-backs in life. However, they must be able engage in activities that allow them to build these skills first and they cannot without direct means and resources to make the most of that talent, in this case the funding required to participate. The value and importance of providing sport to children from low-income families is evident, but increased efforts are needed to overcome remaining barriers and sustain long-term participation and benefits.

With the assistance of the Shire of Narrogin this scholarship will be offered as a piloted program in 2020. When the program is successful in removing finances as a barrier towards participation is proven, the Rising Stars Committee will look at

more permanent methods of funding in 2021. It is estimated that an additional 10 to 15 talented players within the NDNA would trial for Rising Stars in the future if financial support was available to them.

Estimated project start date

9 April 2020

Estimated project completion date

10 August 2020

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?

<input type="checkbox"/>	No
--------------------------	----

Although the funds would be better prior to the event, the NDNA can cover the expenses in the interim until a re-imbursement is possible

Please tell us how the Community Chest funds will be used

The Community Chest funds will be offered as a Scholarship of \$400 to 5 eligible Rising Stars players in 2020. The eligibility of these players are determined by:

- selection into the 2020 Rising Stars Team for their age groups; and
- demonstrating eligibility for KidSport (to identify low-socio demographic).

Eligible players receiving the scholarship must be able to:

- maintain attendance at Rising Stars trainings and team commitments;
- participating in fundraising opportunities; and
- demonstrate commitment, good leadership and sportsmanship throughout the duration of the program.

The 5 players within the Rising Stars program who are eligible for KidSport in 2020 will be approached and offered the additional financial assistance. This will be done to reduce the need to avoid singling players out and reducing awkward circumstances. It is a delicate situation and the Rising Stars committee do not want to promote who will be needing additional financial support and causing undue stress and embarrassment.

The Rising Stars Committee is responsible for the organisation of the Rising Stars program including trials, trainings, event organisation and competition management. They are a sub-committee of the Narrogin and Districts Netball Association (NDNA). NDNA is a regional association and as such only 45% of members are Narrogin based. Olympics Netball club is a Narrogin based Club and have agreed to auspice the grant on behalf of the Rising Stars Committee as 100% of players from low-income families selected in Rising Stars in 2020 are Narrogin residents.

The Rising Stars committee will be responsible for the management and disbursement of the scholarship. As a sub-committee of NDNA the final recommendation of the athletes who receive the scholarship will also be required to be endorsed by NDNA.

Jo Thomas is the Rising Stars Coordinator and she will act as the Project Coordinator. Jo is familiar with a variety of grants and project management through her involvement in numerous community groups. Personally, she has been successful in receiving and managing 2 grants for Cuballing Netball Club and 2 for Narrogin Little Athletics. All projects were completed and acquitted as per funding requirements.

The Rising Stars Committee have established a solid process to ensure the scholarship is offered to players who need the funding and an eligibility criterion that will guide them through the process. The Rising Stars Committee, with the support of Olympics Netball Club and NDNA, have the resources to effectively manage and acquit the grant.

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

<i>Contributions</i>	<i>Estimated value \$</i>
<i>Total In-kind</i>	\$

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	\$2,000	Uniforms (Rising Stars shirts)	\$2,000
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).	\$0.00	Accommodation Carnival 1 – 3 nights at Como Broadwater for 45 players, 15 adults and 1 bus driver - \$11,440 Carnival 2 – 2 nights @ Havana Villa for 45 players, 15 adults and 1 bus driver - \$5,924	\$17,364
NDNA's cash contribution	\$7,864	Catering costs (breakfast and dinner for 2 carnivals 45 players, 15 adults for 5 days)	\$3,600
In-kind (<i>volunteer, donated labour</i>)	\$0.00	Carnival nomination fees Carnival 1 – 5 teams @ \$315 each Carnival 2 – x 6 teams @ \$220 each	\$2,895
Sponsorship from SportsPower Narrogin	\$2,000	Travel (including bus hire) Carnival 1 - \$2,150 Carnival 2 - \$2,355	\$4,505
Donations (<i>cash/materials from others- please list</i>) <i>Netballs</i>		Marquee hire at Carnival 1	\$500
Fundraising	\$2,000	Scholarship (5 x \$400)	\$2,000
Player's contribution (\$400 x 40 players) (15 adults at 50% \$200)	\$19,000		
TOTAL *INCOME	\$32,864	TOTAL *EXPENDITURE	\$32,864

Please note:

The catering, nomination and marquee hire costs are released from Netball WA closer to each event. As they have not been released as yet the above fees are based on what NDNA was charged in 2019. If the amounts are higher than estimated the NDNA will cover the shortfall, the players contribution would not exceed \$400 each.

The attached quote for accommodation for carnival 1 is slightly higher than in the budget above. That is due to the quote including the cost of \$470 for umpire's accommodation which is paid for out of a separate umpiring budget and is not a part of this project.

**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?

As discussed above, The Rising Stars committee would like to avoid singling players out and reducing embarrassment and isolation of those needed additional financial support. Therefore, do not wish to promote the individuals receiving the scholarship.

Instead the Shire of Narrogin will be promoted as a sponsor of the whole of the Rising Stars Program.

The Rising Stars program is advertised and promoted on the NDNA Facebook page where the results of carnivals are posted along with photos of teams and action shots. The program is also promoted through the Narrogin Observer in articles and Triple M Radio in the weekly netball debrief.

The Shire of Narrogin will also be recognised at the NDNA Presentation night and Grand Final Presentation through verbal announcements and banners at both events.

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:

X	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page
X	Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers
X	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)
X	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 Bylaws 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*)

Olympics Netball 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.

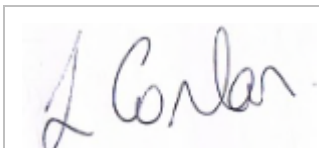
Print Name

Lee Conlan

Position (*President or Vice President*)

President

Signature



Date

26/02/2020



Booking Confirmation & Tax Invoice Narrogin & Districts Netball Association

Thursday, 21 November 2019

Invoice #: 182292

Group Name: Narrogin & Districts Netball Association

Contact: Jo Thomas (0419 739 032)

Hotel: Broadwater Apartments Como
137 Melville Parade, Como
08 9474 4222

Pax: 60 - approx (15 adults & 45 players)

Arrive: Friday, 29th May 2020

Depart: Monday 1st June 2020 (3 nights inclusive)

Rooms: 2 x 1 Bedroom Apartment @ \$175.00 per night - (4 beds @ \$1,050.00)
13 x 2 Bedroom Apartment @ \$235.00 per apartment per night (52 beds @ \$9,165.00)
1 x 2 Bedroom Loft Apartment @ \$270.00 per night - (6 beds @ \$810.00)
1 x 3 bedroom apartment @ \$295.00 per night – (6 beds @ \$885.00)

Terms: Signed copy of this confirmation to be returned within 7 days.
A preliminary deposit of 1 night per room is due 23rd November 2019.
Full & final payment in full is required 30 on or prior to 30th April 2020.
All monies including the deposit are non-refundable once paid.

Total Charges \$11,910.00 (Inc \$1,082.72 GST / based on above rooms, dates & rates)

Deposit: \$3,795.00 – (paid but not including the 1 night deposit for additional 1 bedroom apt added above)

Final Payment \$8,115.00 due by the 29th April 2020

Just Group Accommodation
Your School & Sports Group Specialist Since 1994 | PO Box 598 Kalamunda | Western Australia 6926
Toll Free 1300 900 900 | ABN 83 067 858 342 | TIDS 968 33 203 | accounts@jgaa.com.au
ANZ BANK – BSB 016 341 – Account # 4894 16334



Booking Confirmation & Tax Invoice Narrogin & Districts Netball Association

Thursday, 21 November 2019

Invoice #: 182416

Group Name: Narrogin & Districts Netball Association

Contact: Jo Thomas (0419 739 032)

Hotel: Havana Villas
16 Firth St, Emu Point WA
(08) 9844 1085

Pax: 65 (25 adults & 40 children)

Arrive: Friday 31st July 2020

Depart: Sunday 2nd August 2020 (2 nights inclusive)

Rooms: 1 x 4 bedroom house @ \$275 p.n. (2 double beds, 3 single beds, 3 x single bunk beds) (\$550.00)
**tariff for house is based & currently charged on 4 guests. Extra guests are \$25.00 per person per night.*
3 x group chalets @ \$315 per chalet p.n. (2 double beds, 5 x single bunk beds) (\$1,890.00)
7 x standard chalets @ \$229 per chalet p.n. (1 double beds, 4 x single bunk beds) (\$3,206.00)
1 x senior chalet @ \$139 p.n. (2 queen beds & 1 single bed) (\$278.00)
**tariff for senior chalet is based & currently charged on 2 guests. Extra guests are \$25.00 per person per night.*

Terms: Signed copy of this confirmation to be returned within 7 days.
Full & final payment in full is required 30 days prior to arrival.
Prior to 30th June 2020 any change or cancellation is penalty free.
All monies after 30th June 2020 are 100% non-refundable.

Total Charges \$5,924.00 (Inc \$538.54 GST / based on above rooms, dates & rates)

Signature: _____ (Jo Thomas)

Just Group Accommodation
Your School & Sports Group Specialist Since 1994 | PO Box 598 Kalamunda | Western Australia 6926
Toll Free 1300 900 900 | ABN 83 067 858 342 | TIDS 968 33 203 | accounts@jgaa.com.au
ANZ BANK – BSB 016 341 – Account # 4894 16334

Nicholls Bus and Coach Service Pty Ltd

6 Quigley Street (PO Box 1150) Narrogin WA 6312

Phone: 1800 199447 Fax: 1300 884610

Email: leone@niccoach.com.au;

charmaine@niccoach.com.au

www.niccoach.com.au

A.B.N. 57 160 442 311 A.C.N. 160 442 311

ODBS Authorisation #1001168 MRB 6742

ARCtick
CERTIFIED



Quote

Invoice No.: 00002091

Date: 2/12/2019

Your Order No: Jo Thomas

Bill To:

Narrogin & Districts Netball Association
C/- Jo Thomas

Narrogin WA 6312

DESCRIPTION	AMOUNT	CODE
29.05.2020 - Hire of coach, 50 seats departing Narrogin at 4pm to Broadwater Como, daily travel to State Netball Centre & return 01.06.2020 In line with our safety management regulations, the driver requires his own separate room and ablutions at the Broadwater Como and all meals are to be supplied by the School whilst away on camp As per your email, the driver is happy to share a 2 bedroom chalet/unit with his own bedroom & bathroom with another male	\$2,150.00	GST

Once you have made a decision, could you please let us know whether you wish to proceed with this booking or not, so that we can either confirm or remove our diary booking for you.

Terms: C.O.D.

Code	Rate	GST	Sale Amount
GST	10%	\$195.45	\$1,954.55

Freight: \$0.00 GS

GST: \$195.45

Total Inc GST: \$2,150.00

Amount Applied: \$0.00

Balance Due: \$2,150.00

Direct Deposit Details
Nicholls Bus and Coach Service Pty Ltd
BSB: 066-522
ACC: 10146597

We also have an EFTPOS facility which will incur a 2.6% finance charge

Page 1 of 1

Nicholls Bus and Coach Service Pty Ltd

6 Quigley Street (PO Box 1150) Narrogin WA 6312

Phone: 1800 199447 Fax: 1300 884610

Email: leone@niccoach.com.au;

charmaine@niccoach.com.au

www.niccoach.com.au

A.B.N. 57 160 442 311 A.C.N. 160 442 311

ODBS Authorisation #1001168 MRB 6742

ARCtick
CERTIFIED



Quote

Invoice No.: 00002092

Date: 2/12/2019

Your Order No: Jo Thomas

Bill To:

Narrogin & Districts Netball Association
C/- Jo Thomas

Narrogin WA 6312

DESCRIPTION	AMOUNT	CODE
31.07.2020 - Hire of coach, 50 seats departing Narrogin at 4pm to Albany, daily travel to Albany Leisure Centre & return 02.08.2020 In line with our safety management regulations, the driver requires his own separate room and ablutions at your accommodation and all meals are to be supplied by the School whilst away on camp	\$2,355.00	GST

Once you have made a decision, could you please let us know whether you wish to proceed with this booking or not, so that we can either confirm or remove our diary booking for you.

Terms: C.O.D.

Code	Rate	GST	Sale Amount
GST	10%	\$214.09	\$2,140.91

Freight: \$0.00 GS

GST: \$214.09

Total Inc GST: \$2,355.00

Amount Applied: \$0.00

Balance Due: \$2,355.00

Direct Deposit Details
Nicholls Bus and Coach Service Pty Ltd
BSB: 066-522
ACC: 10146597

We also have an EFTPOS facility which will incur a 2.6% finance charge

Page 1 of 1

1. APPLICANT DETAILS

Name of Organisation

Wheatbelt Cycling Collective (Cycling Inc.)

Contact Person

Michael Chin

Address

PO Box 6183, East Perth, WA 6892

Position

Chairperson

Phone

Mobile

04872 87847

Email

wheatbeltcycling@gmail.com

What financial year are you applying in?

2020

Are you applying for Round 1 or Round 2?

Round 1

Round 2

Organisation's ABN

TBA

Is your organisation registered for GST?

Yes

No

Is your organisation incorporated?

Yes

No

If yes, please attach a copy of Certificate of Incorporation

Yes

No

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?

Narrogin Cycling Challenge (cycling project to commence building a mountain bike trail for Club organised events with cycling, walking and orienteering activities)

Ongoing project to build experience and capabilities to coordinate and run events:

Upcoming organisations we are supporting that will ride through southern Wheatbelt,

RedSkyRide (ride for cancer) March

Ride Alongside (post traumatic stress) May

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

Project: Coordinate inaugural cycle project to commence construction of mountain bike track, commencing Nomans Lake

Objective: develop trail building skills and resources

Create interest and pride towards living in Shire of Narrogin, with a new focal feature based on cycling, and walking trails

Showcase Narrogin regions assets as a tourist, visitor hub for recreational activities including cycling (all styles), walking trails – wildflowers trails, orienteering.

How will your project / event benefit the Narrogin community?

Our Club will raise a new focal attraction, owned by no one but the community, we are assisting existing volunteer not-for-profit associations to deliver their annual goals by liaising with a great number and facilitating charitable activities.

Example: Country Women's Association required wheelchair tidied-up. We arranged that. We provided gifts of pre-loved bicycles to Narrogin high school and Avon Community Group, and facilitated gifts of bikes with others locally.

We are repairing, fixing, gifting bikes using personal money, providing the Red Bike Xmas mystery game last Christmas for locals.

Organising locals, main street shops to collectively promote this new theme and create a positive feeling amongst the community demonstrating hope through new ideas.

However, in order to continue and expand to the next stage, we are applying for this funding grant.

Build a local awareness revitalising community with activities, and hope. By publicising this inaugural event discussion occurs, provides the opportunity for participation in a local group cycling event. (to boost and provide pathways to encourage our local tertiary schools + adults).

This is a small step towards the overall strategy or long-term goal targeting State Federal funding for capital works towards establishing '5 Trails' with Narrogin as the key trail hub town for southern Wheatbelt Region. Our big picture includes the following aspirations, that this funding submission is to commence the delivery of,

- Wheatbelt Cycling Collective (Cycling Inc.) will co-ordinate attractions for local and overseas cycling group tours to our region based on riding our 'safe' regional 'tour trails' (5 Trails)
- Support Corrections and Avon Youth Services at risk clients retrain in trail construction, to bike mechanics
- Through the construction of 5 Trails, the design supports disabled and elderly residents with practical facilities aimed at both groups
- I have current support from a wide spectrum numbering **15 organisations** (majority are Narrogin community not-for-profit service based) for this new focal attraction to reference their name in support for funding and activities under the Wheatbelt Cycling Collective banner. This number does not include local based businesses to which I have additional support to further reference support
- We can further share access to volunteer cycling subject-matter experts as advisers to local volunteers as when required bringing in unique skill sets to the community
- Re-invigorate the local economy + community with new ideas from our history (with original Narrogin Velodrome founder), with options, plus funding from visitors in cycling walking recreational discretionary dollars
- Add depth to the local economy that is not dependant on our local aging volunteers but will assist in attracting younger locals to volunteer who otherwise would not and leave the town for greener fields.
- We aim to provide a reason for our young adults to stay in our region!!!

- Support State franchisers to consider Narrogin when basing new restaurants in the State. As we are demonstrating the community is a progressive forward-thinking community, willing to support new ventures therefore more viable as a town to base a new franchisee food outlet e.g. Dome

This funding will support the delivery of Item 1,

1. Publicise, aggressively support, regional community recreational activities
2. Through calendar of events on cycling/orienteering/walking calendar
3. Attract tour groups – local & overseas (Medium to Long Term focus)
4. Engage involve community groups to support Shire of Narrogin goal of transforming southern Wheatbelt and add cycle paths removing the gaping hole or lack of cycle paths planned for our southern Wheatbelt region. See attachment map titled 'Cycle Grants Project' area circled in black, indicating the catchment area we are targeting for Narrogin locals to ride.
5. Enable provision of volunteer insurance cover, membership of necessary cycling organisations for insurance cover and access to resources
6. Minor event assets to ensure a safe event and promote Narrogin with Wheatbelt Cycling Collective coordinating touring groups travels through the region

Estimated project start date

2020

Estimated project completion date

2020

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?

<input checked="checked" type="radio"/> Yes	<input type="radio"/> No
---	--------------------------

Please tell us how the Community Chest funds will be used

Purchase of event registration promotional materials, able to be reused for future events.

Collect, repair junk broken bicycles, rebuild bike parts to working state bicycles to then donate to:

1. local people in need
2. provide for transport
3. provide cycles for recreational & competitive mountain biking and road cycling

Funds permit preparation to:

- Publicise & assist us to assist other community organisations with a cycling related activity, establish a cycling based NFP club, commence negotiations on access to a local farm to provide a private mountain bike trail for club events
- Support our development for running future events
- Support cycling groups by coordinating events
- Encourage as many local shops to demonstrate with festive window displays to publicise local events
- Support the continuation of operational tasks taking us to the next level to further build a local volunteer resource towards following aspirations
- Provide insurance for volunteers and the Club

Source sustainably so reduce waste (e.g. collect bikes from tip & save from waste);

Building greener trails through supporting our community (educate locals in path trail construction, bike mechanics, garden landscaping, plant husbandry, tourism related activities, use of media)

Provide a more sustainable long term by encouraging youth and adults to stay and live locally adding (adds new individuals to the available pool of willing volunteers for social activities including firefighters and ambulance drivers)

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

<i>Contributions</i>	<i>Estimated value \$</i>
<i>Volunteer and donated labour 380 hours @ \$25</i>	<i>9500</i>
<i>Total In-kind</i>	<i>\$9500</i>

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	2500	Materials	2300
**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	500	Venue hire	
In-kind (<i>volunteer, donated labour</i>)	9500	Labour/contractor costs	9500
Sponsorship		Advertising	
Donations (<i>cash/materials from others- please list</i>)		Catering costs	
Water			
Other grants		Entertainment	
Sales (<i>stall fees, event tickets/food/merchandise</i>)		Office/administration	
Other income (<i>please list</i>)		Other expenditure (<i>please list</i>)	
		Fuel, Water, food sundries	700
TOTAL *INCOME	12500	TOTAL *EXPENDITURE	12500

**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?

Facebook online

Shire websites

Notice boards

Community Resource Centres

Should funding be sufficient, the Shire logo will appear on future tear drop flags (pennants) paid using this funding, and on event leaflets, name included online, via our facebook page we will include a link to the Shire's webpage (valuable for Shire)

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:

<input checked="" type="checkbox"/>	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page
<input checked="" type="checkbox"/>	Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers
<input checked="" type="checkbox"/>	Display the Shire of Narrogin flag or banner at your event if possible. (Available upon request from Administration Support Officer)
<input checked="" type="checkbox"/>	Afix Community Chest sign on project (available on request)
<input checked="" type="checkbox"/>	Verbal announcements at event
<input checked="" type="checkbox"/>	Other (please describe) Distribute Shire involvement using word of mouth

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 Bylaws 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*)

Cycling Inc. (common name 'Wheatbelt Cycling Collective')

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

Michael Chin for Wheatbelt Cycling Collective (Cycling Inc.)

Position (*President or Vice President*)

Chairperson

Signature



Date

28/02/2020



WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 10)

IARN: A1032583G

Certificate of Incorporation

This is to certify that

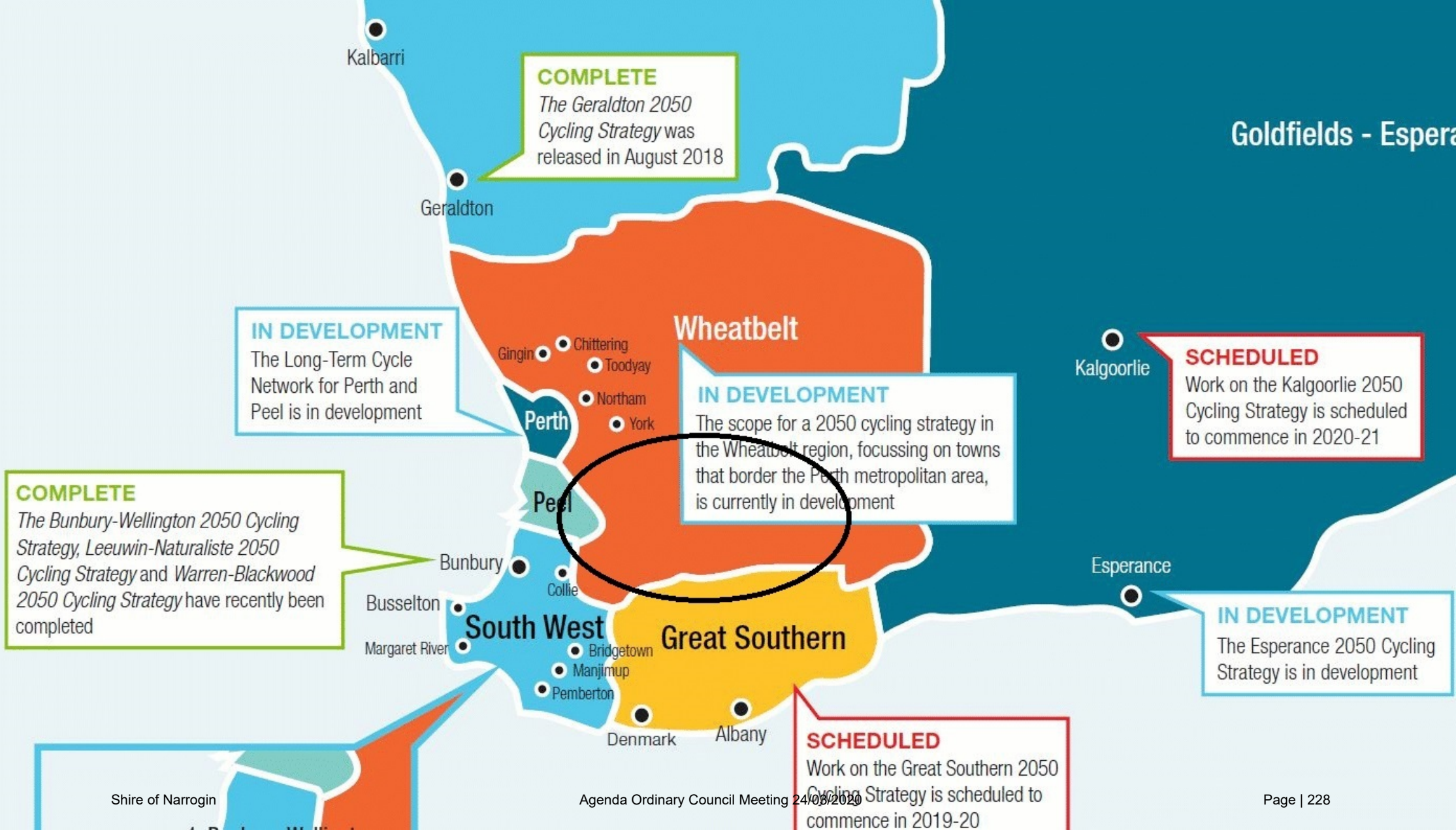
CYCLING INC.

is an association incorporated under the
Associations Incorporation Act 2015

The date of incorporation is the
sixteenth day of December 2019

David Hillyard
Commissioner for Consumer Protection

CERTIFICATE



1. APPLICANT DETAILS

Name of Organisation

Glass Jar Australia (Shooting Stars)

Contact Person

Melanie McKee

Address

200 Selby Street

Jolimont WA 6014

Position

Community Investment Coordinator

Phone

08 9380 3741

Mobile

0401 577 850

Email

Melanie.mckee@shootingstars.org.au

What financial year are you applying in?

2019/20

Are you applying for Round 1 or Round 2?

Round 1

Round 2

Organisation's ABN

11 609 851 283

Is your organisation registered for GST?

Yes

No

Is your organisation incorporated?

Yes

No

If yes, please attach a copy of Certificate of Incorporation

<u>Yes</u>	No
------------	----

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

n/a

3. PROJECT DETAILS

What is the name of your proposed project or event?

Shooting Stars – Aboriginal Youth Gala Day

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

Three netball teams from Narrogin Shootings Stars (an initiative of Glass Jar Australia) who are Grassroots netballers will attend the Aboriginal Youth Gala Day, 5 April 2020, at Southern Districts Netball Association.

The Aboriginal Youth Gala Day is a round robin competition open to all Junior Aboriginal community teams, with the aim of providing an opportunity for players to show their skills in a competition environment.

Alongside the opportunity to showcase netball skills, participants will facilitate a leadership activity. The activity includes face painting and a sand art project and aims to engage the Grassroots Community and encourage younger spectators attending the event with their families to celebrate Aboriginal Culture and Identity.

How will your project / event benefit the Narrogin community?

The project will benefit the Narrogin community in a numbers of ways:

- Opportunity for 25 Aboriginal Girls aged 14-17 (Years 8-12) from Narrogin Senior High School to showcase netball skills in a competitive environment, playing against teams from across the state and representing Narrogin in the Aboriginal Community
- The project encourages collaboration and team spirit amongst juvenile Aboriginal girls, helping to counteract feuding in the Narrogin Community
- Reinforces benefits of school attendance and positive attitude towards education; Shooting Stars participants who attend school regularly and demonstrate a positive attitude to their education are eligible to attend the Gala
- Improvement in school attendance rates as participants commit to goal of minimum 80% attendance, or improvement of 20% per term; measured by attendance data
- Opportunity for Shooting Stars participants to demonstrate leadership skills, connecting to the broader Aboriginal Community by facilitating the Leadership Activity.

- Positive role models to younger Narrogin cohort through the facilitation of the Leadership Activity.
- Stronger sense of self and cultural identity, and increased sense of Health and Wellbeing measured through post event review

Estimated project start date

1 April 2020

Estimated project completion date

10 April 2020

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 to **support the travel and accommodation costs** of participants attending the Aboriginal Youth Gala Day from **4-6 April 2020**.

This will enable participants to travel to Perth the day before the event on 4 April, staying overnight so that they are refreshed and ready for competition on Sunday 5 April.

In the past we have transported participants on the day of the Gala and have found that travel impacts on their abilities during the competition. In addition, arriving the day before provides time for the Leadership participants to prepare adequately for their leadership activity on the Gala day as they can arrive earlier to set up. Participants will stay overnight in Perth after the Gala to enjoy a well-deserved rest prior to returning to Narrogin on 6 April.

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

<i>Contributions</i>	<i>Estimated value \$</i>
Staff hours and salaries x4	1,796
Project Administration	500
<i>Total In-kind</i>	\$
Cuballing Grassroots Coach \$25/hour for 20 hours	500

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
** Amount of Community Chest Funds requested in cash	2,500	Accommodation	2,000
		Bus hire	390
		Fuel	110
Applicant's cash contribution	1,763	Accommodation	763
		Fuel	240
		Bus driver fee	260
		Meals	500
In-kind	2,296	Regional Manager	576
		Program Coordinator	460
		Assistant Coordinator x 2	760
		Project administration	500
Volunteer in-kind	500	Cuballing Grassroots Coach	500
TOTAL *INCOME	7,059	TOTAL *EXPENDITURE	7,059

**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 via:

- Social Media using Facebook with nearly 4000 followers.
- Fortnightly newsletter eDM sent to a mailing list of more than 800 people.
- Monthly media release

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:

x	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page
x	Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers
x	Display the Shire of Narrogin flag or banner at your event if possible. (Available upon request from Administration Support Officer)
x	Afix Community Chest sign on project (available on request)
x	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 Bylaws 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*)

Glass Jar Australia

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

Melanie McKee

Position (*President or Vice President*)

Community Investment Coordinator

Signature



Date

28 February 2020

Certificate of Registration of a Company

This is to certify that

GLASS JAR AUSTRALIA LIMITED

Australian Company Number 609 851 283

is a registered company under the Corporations Act 2001 and
is taken to be registered in Western Australia.

The company **is limited by guarantee.**

The company is a **public** company.

The day of commencement of registration is
the sixteenth day of December 2015.



ASIC

Australian Securities & Investments Commission

Issued by the
Australian Securities and Investments Commission
on this sixteenth day of December, 2015.

A handwritten signature in black ink, appearing to read 'G. Medcraft'.

Greg Medcraft
Chairman

CERTIFICATE

Melanie McKee

From: Broadwater Resort Como: Reservations <reservations@broadwaterresortcomo.com.au>
Sent: Friday, 28 February 2020 3:02 PM
To: Melanie McKee
Cc: fom@broadwaterresortcomo.com.au
Subject: RE: Group Booking

Hi Melanie,

Just providing an estimate for booking 5 Two Bedroom Loft Apartment from 04/04/2020 to 06/04/2020
Two Bedroom Loft Apartment is \$270 for the night of 04/04 and \$282.60 for the night of 05/04.
Total for 5 Apartments for 2 nights is \$2763.00

Our front office supervisor will confirm the final quote after Sunday.

Kind Regards,
Dona

Guest Service Agent

Broadwater Resort Como

137 Melville Parade, Como, WA, 6152

Phone: (08) 9474 4222 Fax: (08) 9474 4216

<http://www.broadwaterresortcomo.com.au/>



Premium Locations. Resort Lifestyles. Natural Experiences.

Please consider our planet before printing this email.

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From: Melanie McKee [mailto:Melanie.McKee@shootingstars.org.au]
Sent: Friday, 28 February 2020 1:51 PM
To: reservations@broadwaterresortcomo.com.au
Subject: Group Booking
Importance: High

Hi there

I believe you spoke with a colleague of mine some time ago regarding a group booking for 25 school aged children (between 14-17 years old) and 5 staff for two nights **check in 4 April check out 6 April 2020**

Please can you provide me with a formal quote for the two nights of accommodation for **the 30 people** as soon as possible.

I apologies for the short notice, but I am preparing a community grant application that is due this afternoon and we are required to supply supporting quotes.

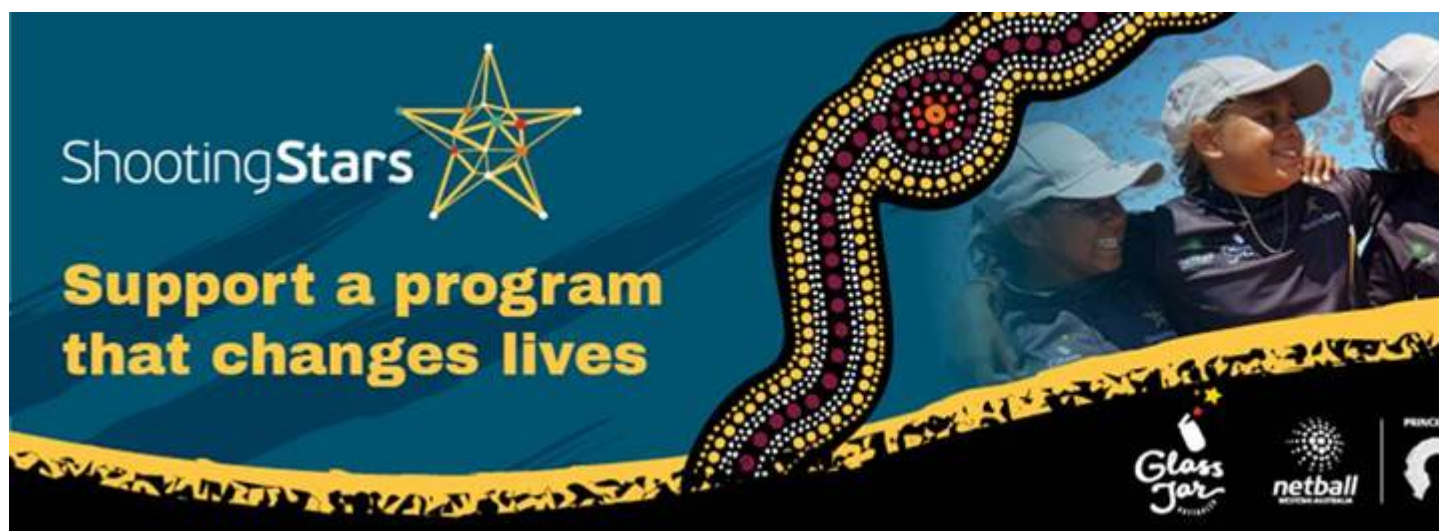
Your assistance is very much appreciated

Many thanks

Mel

Dr Melanie McKee | Community Investment Coordinator
Monday, Tuesday, Thursday and Friday

Glass Jar Australia | Netball WA | West Coast Fever
Gold Netball Centre, Wembley Sports Park
200 Selby Street, Jolimont WA 6014 | PO Box 930, Subiaco WA 6904
Office: 9380 3741 Fax: +61 8 9380 3799 | Mobile: 0401 577 850
Shooting Stars: [Website](#) | [Facebook](#) | [Instagram](#)
Netball WA: [Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#)
West Coast Fever: [Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [Snapchat](#)



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Netball WA, West Coast Fever and Shooting Stars acknowledge the traditional owners of country throughout Western Australia and recognises their continuing connection to land, waters and community. We pay our respect to them and their cultures; and to elders both past and present.

Ngalak kaaditj Wadjak moort keyen kaadak nidja boodja – We acknowledge Noongar people as the original custodians of the land on which our office sits.

Narrogin Residential College

Vehicle use Pricing and Fees as of Jan 2020.

For state schools only

- Local government schools only, get **350km** per hire allowance plus the cents per km there after (full hire period).
- Purchase order number required.
- **Excludes fuel, additional Km's and driver which is the cost of the user**

All buses are Education Department / Transport Department compliant.

Price excludes GST and will be added to the invoice total.

Toyota Hiace Commuter Bus (13 + Driver Seats & Belts, Auto) LR Lic.	14
(11 + Driver Seats & Belts, Auto)	12

Small

Per day (up to 24 hrs overnight) - \$185

Per day same day return - \$175

Short under 4 hrs / local / in town - \$85

Per km cost - 60c/per km after the allowance. **70ltr tank**

Mitsubishi Rosa (24 + Driver Seats & Belts, Manual) LR Lic

25

Medium

Per day (up to 24 hrs overnight) - \$195

Per day same day return - \$185

Short under 4 hrs / local / in town - \$90

Per km cost - 65c/per km after the allowance **100 lt tank**

Late return fee - \$15 per hour and every hour after the first full hour of being late as indicated on the hire form, per vehicle. Exceptional circumstances, as agreed by both parties, may see this charge waived.

College vehicle damage – This must be reported immediately. No Riskcover claim will be made for \$500 or less. These minor costs will be recovered from the school.

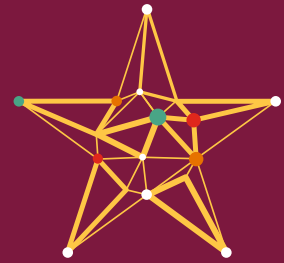
Cleaning costs – \$25

A fee will be charged if deemed that additional cleaning of the vehicle is needed as a result of the use by the hirer.

Fuel adjustment – charged at **\$2.00 per litre.**

If the vehicle is returned with less fuel than when departed, as indicated on the hire form, then a charge will be made to replenish the vehicle of fuel to the agreed level.

Additional costs will be invoiced to the hirer with the regular vehicle hire customer invoice.



ShootingStars

Education through netball



Case For Support



Saripha Sesar – Carnarvon Community College.

Just over a year ago Saripha admits she wasn't in a good place and didn't see the importance of education. Her introduction to the Shooting Stars program has since created a positive pathway for her to focus on helping her community.

"[Shooting Stars staff] are always there with moral support, talking me through what I can do...There's all these things for boys [but] there wasn't so much support for girls and especially around the health sector and encouraging girls to go to activities at school...Those little things that Shooting Stars do are so important for the girls to come to school to get an education"



About Shooting Stars

Shooting Stars, an initiative of Glass Jar Australia and Netball WA, uses netball and other rewards as tools to encourage greater engagement and attendance at school of young Aboriginal girls living in remote communities in Australia. Shooting Stars' unique program improves school attendance rates, while promoting girls' health and wellbeing, in order to ultimately drive social change. The program empowers participants by providing a safe place where the girls learn that they can and should expect success; a place where they are acknowledged and valued; a place where they can shape their own Aboriginal identity and create a new vision for their future. Shooting Stars' organisational purpose is to ensure local communities are empowered to lead social change.

The Issue

It is deeply concerning that 50 years on from the referendum that changed Australia's racist laws against Aboriginals, only 40% of Aboriginal girls living in remote and regional communities complete Year 12. They carry a higher burden of carer duties and health and social issues compared to their non-Aboriginal peers, making school attendance problematic. Without completing their schooling Aboriginal girls are less likely to gain employment. **Unless we act now, the gap will widen.**

The Gap

Attending school is critical to attaining an education, and receiving an education is critical to employment. The Aboriginal employment rate is just 46% compared to 72% for non-Aboriginal Australians.

Aboriginal girls living in remote WA need a support system that helps them take control of their education and realise their full potential.

Giving girls a reason to complete Year 12, also gives them a 40% higher chance of gaining full-time employment post high school.

The Opportunity

Shooting Stars currently empowers over 350 young Aboriginal women living in remote WA to improve their school attendance rate by taking part in a range of innovative support programs.

By helping these girls in school and creating clear employment and higher education pathways for them afterwards, Shooting Stars is working hard to **close the gap**.



Our Patron

Shooting Stars are proud to acknowledge the Hon Julie Bishop as the Shooting Stars inaugural Patron. Ms. Bishop most recently served as the Deputy Leader of the Liberal Party from 2007 to 2018 and was the Minister for Foreign Affairs from 2013 to 2018. Her advocacy for the program has been significant, reinforcing our successful and ongoing relationship with the Department of Prime Minister and Cabinet (DPMC).

"I enjoyed playing netball for 30 years, not only for my love of the game and the health benefits but because the sport unites women and girls in communities across Australia...I am delighted to be named Patron of Shooting Stars."

Hon Julie Bishop, Shooting Stars Patron



Shooting Stars' proud Premier Partner, the Gold Industry Group

Shooting Stars is delighted to welcome the Gold Industry Group into our family as the inaugural Premier Partner of the program. In 2019, the Gold Industry Group committed \$5 million over three years to Netball in Western Australia in a landmark pledge.

The Gold Industry Group is a not-for-profit, member-based industry association dedicated to collectively championing, growing and supporting the gold sector and the wider community in Australia. This partnership continues to demonstrate the Gold Industry Group as a leader in gender diversity both in the resources industry and the broader WA community, enabling it to work with Shooting Stars to develop a clear pathway for women to gain employment in the gold industry, pursue higher education opportunities and become leaders and role models in the sector and the community.

With the support of the Gold Industry Group, over the next 3 years Shootings Stars will continue to develop key program objectives including;

- **Yarning with the Stars;** driving important research in the area of education and Aboriginal studies and sharing resources with community and industry.
- **Shooting Stars Leadership Program;** with opportunities for a mentor program that connects Shooting Stars participants with Gold Industry Group member organisations.
- **Program Expansion;** with the exploration of an eighth site forthcoming.

Gold Industry Group members supporting the partnership include Gold Fields, Northern Star Resources, Saracen Mineral Holdings, Newcrest Mining, St Barbara Limited, Newmont Australia, AngloGold Ashanti Australia, Gold Road Resources and Ramelius Resources



Why Invest In Shooting Stars?

Community

Shooting Stars adopts cooperation as a core value and tailors each program to support the community. The program works with local groups to empower whole communities.

A Co-Designed Approach

Shooting Stars co-designs its program effectively with other community service providers to ensure efficiency and to limit duplication. Significant relationships have been built with organisations such as Winun Ngari Aboriginal Corporation in Derby, a key provider of the Remote School Attendance Strategy (RSAS) in regional WA. We have engaged in collaboration and coordination with Winun Ngari when designing the program to ensure a consistency of objectives and outcomes that benefit both school and broader communities. Initiatives include family consultations to identify barriers to education and attending school, and school pick-up and drop-off services to facilitate students' attendance at school.

A Collaborative Response To Community Feedback

Recently, Shooting Stars worked with the Aboriginal Medical Service, inviting them to deliver an educational workshop on the effects of drugs and alcohol in a health and wellbeing session at Carnarvon Community College. This was in response to community feedback on areas for improvement within the program. Shooting Stars recognises the importance of listening to stakeholders, and regularly evaluates the program's effectiveness in light of feedback to ensure the needs of the community are met.

Shooting Stars At The Core

Each Shooting Stars participant is expected to foster their own community spirit by taking on leadership initiatives, playing at inter-school carnivals, undertaking umpiring and coaching courses, and engaging in cultural arts festivals. It is part of their commitment to the program and to achieving success. Their efforts are rewarded with formal recognition at award nights, and leadership camps amongst other fun reward activities like fishing trips and excursions, leading to a cycle of positive development and community contribution.

Health Van Visit

16-year-old Saripha Sesar is part of Shooting Stars at Carnarvon Community College, 900 kilometres north of Perth, and is in the process of arranging a health van to visit her school to offer check-ups for her fellow students.

"I'm passionate about helping people in remote communities or people who are struggling. People aren't going to go to health departments to get check-ups, so I want to bring it to them."

Shooting Stars is now working to help Saripha achieve her goal of bringing a health van to her school.

"Those things are really good, especially being an Aboriginal person as there's no one to go to, you don't really have connections in the health department so having connections through Shooting Stars helps a lot."

"There's all these things for boys...there wasn't so much support for girls and especially around the health sector and encouraging girls to go to activities at school. Those little things that Shooting Stars do is so important for the girls to come to school to get an education."

Carnarvon Hospital Community Engagement

Shooting Stars participants regularly visit the Carnarvon Hospital and volunteer by giving manicures to the patients, with one participant commenting that "I don't think it's the fact we are putting nail polish on them, it's more about having that contact, taking the time to have a conversation and developing relationships."

Taking time out to engage with elderly patients at the hospital reinforces to the girls the significance of giving back to the community. They are truly valued by the hospital staff and patients.

"Evidence shows us that when people and organisations work together collectively, we achieve better outcomes for individuals, the community and Government. The Shooting Stars program is delivering such outcomes through its unique and localized approach."

Hon Simone McGurk MLA
Minister for Child Protection;
Women's Interests; Prevention
of Family and Domestic Violence;
Community Services



Culture

Shooting Stars is a program designed to acknowledge and embrace – not change – the Aboriginal culture embedded in the character and lives of its participants.

From taking the girls on camps that celebrate their Aboriginal culture, to evaluating program effectiveness through yarning circles, Shooting Stars are empowered through culture-centred processes.

The Shooting Stars room is a significant feature of each site. It is a culturally safe space for all Shooting Stars participants, where they can get something to eat, borrow a spare uniform, and have a cup of tea and a yarn with staff when they need to. The Shooting Stars room is often the place nominated by the school for participants on behaviour management plans to de-escalate.



Shooting Stars commissioned Aboriginal artist, Louise Ockerby to create a painting about the program

"My name is Louise Ockerby, I am a proud descendant of the Bardi (West Kimberley) and Nyoongar (South West) people of Western Australia. I was raised in Broome and surrounding communities of the Dampier Peninsula. Two years ago I moved to Perth to broaden my career opportunity.

For the past 6 years I have worked closely with youth from all different backgrounds. I am very interested and passionate about seeing positive changes for children and young people to encourage and support them in educational success and life style skills.

Being creative and artistic has been a big part of my life and has been passed down by family members, most of my inspiration comes from our beautiful country we live on today."



"Leadership Journey" 2018, Louise Ockerby

About the painting:

The eight campsites on the left hand side represent the eight Shooting Stars sites across Western Australia. Within the campsites, amazing leadership is delivered giving the young ladies the courage, strength and passion to succeed in their own journey. The right hand campsite represents the travelling of the young ladies pursuing and succeeding in their leadership journey within and beyond the Shooting Stars program.



Leadership

The Shooting Stars Leadership Program helps close the gap for young Aboriginal women leaders. The program involves a full development pathway that strengthens the positive profile of girls, women and their families, enabling them to develop personal and leadership capability. This ultimately provides local role models that inspire future community success, helping our participants to realise their full potential.

Shooting Stars identifies and raises community awareness of the barriers to rural and remote Aboriginal women's leadership opportunities and promotes the removal of those barriers; supporting and encouraging girls and women to pursue leadership positions within their school, higher education and employment.

The program provides access to corporate experiences, via engagement with female leaders in business, giving participants a taste of success and a toolkit to implement their leadership style moving forward.

The Leadership Program is an extensive six stage pathway, engaging with girls as young as 11, through to Year 12, who are ready to deliver their skills within their community and attain long-term positive outcomes.

Success

The response to Shooting Stars has been significant. On average, participants of the program now attend school at a rate of over 80%, with over 60% maintaining or improving their attendance rate at school each year.

Kirsten Howard from Derby was the first Aboriginal young woman to complete the Shooting Stars employment pathway, successfully undertaking a 12-month traineeship. Kirsten is the personification of the Shooting Stars mission, and we look forward to seeing current participants enjoy the same successful outcomes.

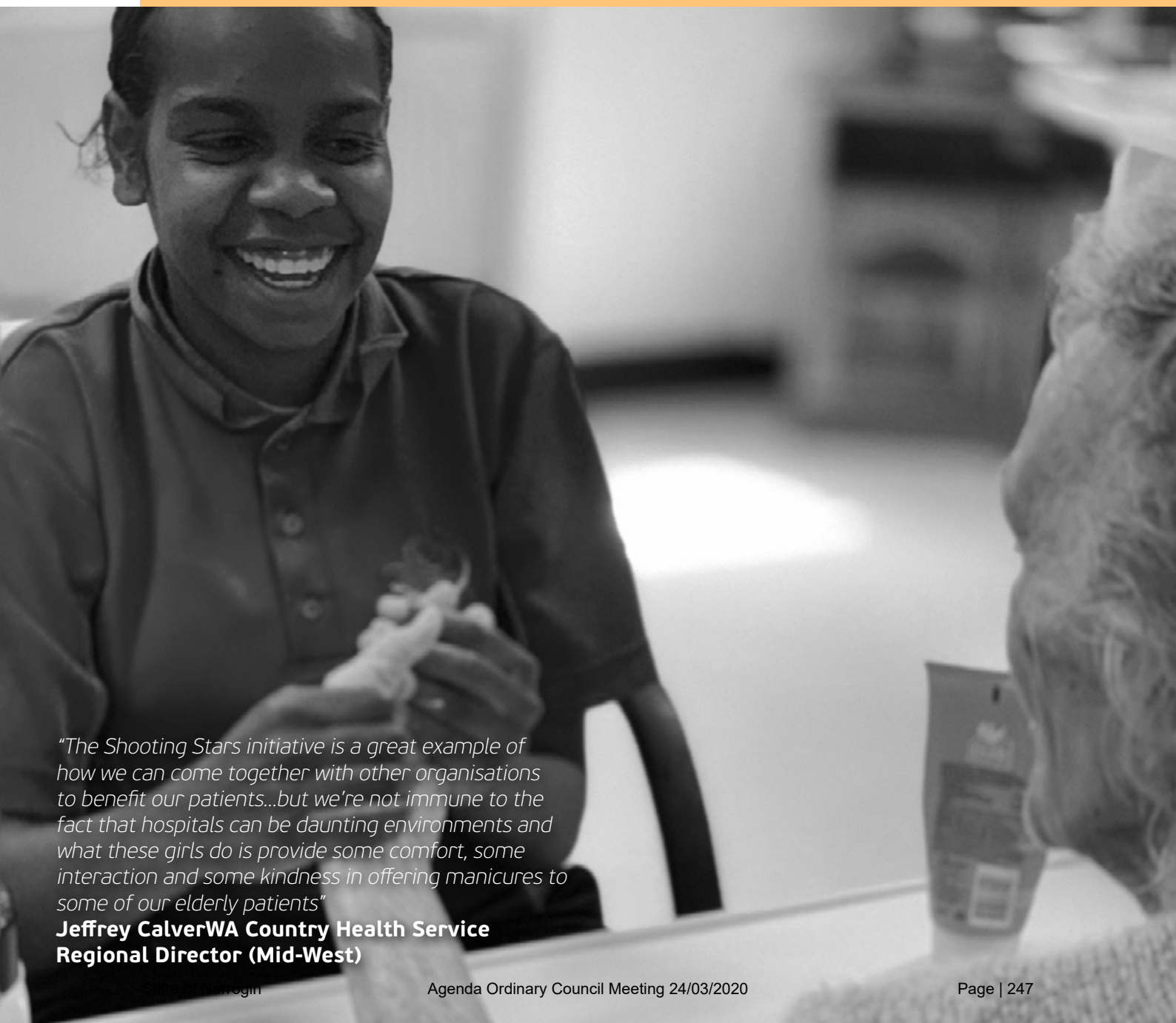
Kirsten said it was a privilege to contribute to the growth and development of young Aboriginal women in her community. "I just wanted to help the young girls in my community...there's no doubt being involved in sport and Shooting Stars helps them achieve their goals, and to witness the change in attitude and confidence in the students has been amazing."



"Gaining my traineeship certificate allowed me to move into more permanent work with these girls and continue to help them grow into the strong, confident and driven young women they all strive to be."

Kirsten Howard

Program Coordinator, Shooting Stars Traineeship Graduate



"The Shooting Stars initiative is a great example of how we can come together with other organisations to benefit our patients...but we're not immune to the fact that hospitals can be daunting environments and what these girls do is provide some comfort, some interaction and some kindness in offering manicures to some of our elderly patients"

Jeffrey Calver **WA Country Health Service**
Regional Director (Mid-West)

Place-based

Every Shooting Stars site location is tailored to fit the school's unique philosophy. Creating a fixed program for schools would lead to poor results. Shooting Stars is nimble and receptive, meeting the needs, culture and philosophy of the individual school community, without losing sight of our mission.

A fundamental aspect of the program is direct engagement and negotiation with Aboriginal Stakeholders in the communities where we work. We work collaboratively in genuine partnerships within the steering committees at each site. Each committee is comprised of Shooting Stars staff, school administration, and local community representatives; shared decision-making ensures that the program is successful in each unique context. Shooting Stars recognise that community members and Elders are critical partners and a vital authority on the needs, priorities, opportunities and aspirations of their communities.

Women

In Australia there exists a pool of well-known programs that are tailored for Aboriginal boys to help them progress into sport, education, and employment. There are far less resources available to girls and current programs for girls are typically run by men or non-Aboriginal women. Shooting Stars distinguishes itself by engaging Aboriginal women to facilitate the program, establishing culturally appropriate and positive gender role models. Currently, more than 80% of Shooting Stars' employees are Aboriginal women, and as the program grows so will this number.

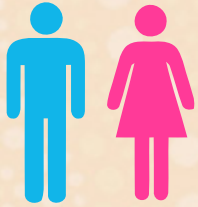


"As the inaugural Chair of the Board for Glass Jar Australia and the Shooting Stars program, I was proud to lead by example and be a role model for the girls we support. Our Program participants are very capable young women, who deserve every opportunity to reach their aspirations. As Chair, it was my pleasure to pave the way towards a brighter future for them."

Professor Colleen Hayward AM

Glass Jar Australia Inaugural Chairperson

Did you know...



Gender inequity is still an issue in Australia

Aboriginal Australians attend school **10%** less than non-Aboriginal Australians

Without completing Year 10, the likelihood of Aboriginal Australians to gain full time employment is only **18%**

Less than **30%** of Aboriginal women have completed Year 12



Economies grow when more women work

Only **6%** of Aboriginal and Torres Strait islander women obtain a Bachelor Degree or higher qualification



21% of Aboriginal women experience physical violence, and almost ONE IN FIVE women experience sexual violence over their lifetime

Just **47%** of Aboriginal Australians are employed



Most donors believe that gender neutral funding reaches both sexes equally...

Unfortunately, this is not true. Unless the particular circumstances of women and girls are addressed, they will tend to be excluded or marginalised

Girls in remote Western Australia

- ✦ *Did you ever go to school without food in your backpack or without money to purchase some?*
- ✦ *Did you ever not make it to school, simply because there was no transport?*
- ✦ *Did you ever experience racism in school?*
- ✦ *Did you have difficulty with understanding your teacher because she/he speaks a different language than the one you are familiar with at home?*

Some of the girls in the Shooting Stars program have been victims of traumatic experiences, leaving them with major emotional scars and trust issues. Sometimes Aboriginal girls do not get the support from home that so many non-Aboriginal Australians take for granted.

One Shooting Stars participant experienced difficulty interacting with teachers and fellow students. Her attendance was negligible, and she did not contribute to lessons or activities in any way. Through perseverance and individual consideration, such as one-on-one sessions to discuss her home situation, and the community rallying to supply transport from home to school, this Shooting Star now interacts with her peers confidently. It has been a wonderful sight to see her grow and develop into the capable young lady she has become.

Another participant struggled with her attendance and schoolwork. She would often walk out of class and had poor interactions with her teachers, refusing to do her work. The Shooting Stars program involved this student and provided the opportunity to make friends in a culturally safe space.

Both girls were initially unwilling to interact at school because their experience had thus far been traumatic and unsafe.

Signing up with Shooting Stars has changed school experiences dramatically. Attitudes towards school, classmates, and teachers are continuing to improve significantly. Most importantly, Shooting Stars helps to create a positive Aboriginal identity and a positive self-identity that leads to educational outcomes and societal inclusion.



'I am very impressed by the ethos and execution of the program both in my school and across the Murchison network. I feel that our school is lucky to have such committed and caring people driving this program, and we appreciate those organisations that have provided the financial support to make it possible.'

Emma Cooke, Principal, Meekatharra District High School

**60% of our
participants now
maintain an average
attendance rate of
80% or above.**

Business Model



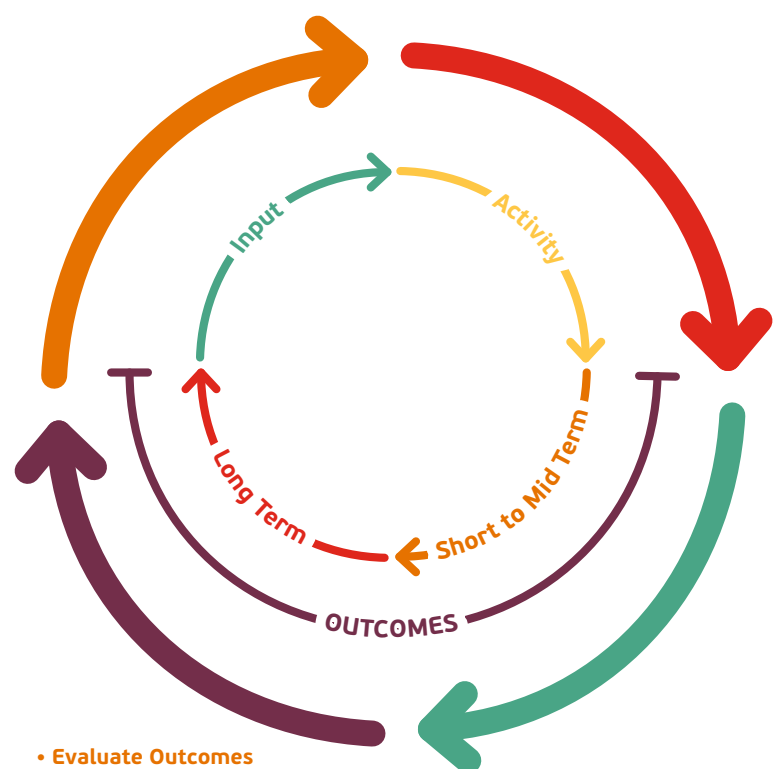
Yarning with the stars

As part of the careful evaluation of our program, Shooting Stars undertakes regular yarning circles, a uniquely Aboriginal methodology, to gain feedback and recommendations from stakeholders.

We yarn with Shooting Stars staff, program participants and the localised steering committees, comprised of staff, school administration, representatives from the local Remote School Attendance Strategy (RSAS) provider, and representatives of local Aboriginal groups.

Yarning is a keystone of the program, providing vital information that informs Shooting Stars' structure and activities as well as informing Aboriginal research studies more broadly. Shooting Stars have conducted more than 50 Yarning Circles to date, and through this methodology have identified and discussed Barriers to Learning, Attitudes to School and Learning, Attitudes toward the Future, and Participant and Steering Committee Attitudes to the Program.

We are excited about opportunities to further develop leadership capacity within the Shooting Stars program by giving our participants primary roles in the facilitation of yarns with their cohorts. By giving our Shooting Stars a voice, they take ownership of the program within their community



- Evaluate Outcomes
- Participants, Steering Committees & Staff Participate in Yarning Circle
- Identify Content & Delivery Mode
- Implement Program

The Numbers

Out of a successful pilot program in Halls Creek in 2014, Shooting Stars is now delivered across seven separate school sites, engaging with more than 350 students at Carnarvon, Derby, Halls Creek, Leonora, Meekatharra, Mullewa and Narrogin. Furthermore, the infrastructure and support of Netball Australia makes the national reach of the Shooting Stars Program possible. Many schools and communities have requested Shooting Stars support, and with your help we can make a real difference in our remote and regional communities.



Possible Expansion Site

- Laverton
- Mount Magnet
- Fitzroy Crossing
- Wyndham
- Pilbara x 3
- Interstate site forthcoming



Aligned to the UN Sustainable Development Goals

To create long-term value and drive maximum impact Shooting Stars have aligned our work in community to contribute to the United Nations' Sustainable Development Goals (SDGs) to improve the well-being of present and future generations. The 17 SDGs aim to tackle the world's most pressing challenges through the promotion of sustainable development; they are the blueprint to achieve a better and more sustainable future for all.

Shooting Stars contribute towards the achievement of the SDGs through:

- Ensuring healthy lives and promoting the well-being of Aboriginal girls and women;
- Enabling hundreds of Aboriginal girls to obtain a quality education;
- Pushing for gender equality, through the sport of netball and empowering girls and women to ensure clear pathways for leadership;
- Providing meaningful and gainful employment for Aboriginal women within their own communities, establishing positive role models;
- Improving inequalities for Aboriginal girls by working to close the gap on disadvantaged and marginalized communities;
- Providing safe access to public spaces for Aboriginal girls to develop important social skills and links within the community.



"We had the pleasure of hosting the Shooting Stars participants at the annual Women in Mining WA summit... It was a great opportunity for Sandfire's people to meet with the young leaders in the program the day before and to share their stories and to give them insight into careers in mining."

**Colleen Ferrier, Sustainability & Community Senior Advisor
Sandfire Resources NL**



Our Board



DR GLENDA KICKETT

Glenda has played a vital role in developing social work practice and policy to benefit the various Aboriginal sectors with which she has worked. Her professional commitments and community activities are extensive and her work has been recognised by awards and scholarships. Her achievements also include academic success in social work and history research, undertaken alongside her work and other commitments, and she is a published author. She has been the Chairperson of the National Aboriginal and Islander Observance Day Committee (NAIDOC Perth) since 2008 and along with the Committee has built up NAIDOC Perth as a renowned cultural festival; including reviving the Miss NAIDOC Perth presentation from 2011.



CAROL INNES

Carol is a cultural advocate with extensive experience in the government as a mentor, consultant, Board Director and project manager. She is currently Co-Chair of Reconciliation WA, Board member North Metropolitan Health Service and is an advisory member to Kalamunda Arts Committee. Over the last 23 years Carol has worked in not for profit organisations, arts and cultural organisations; State and Federal governments agencies and Aboriginal controlled community organisations. Carol is a strong advocate of community cultural development in Western Australia.



DR RICHARD WALLEY OAM

A proud Nyoongar man, Richard was born in Meekatharra in 1953 and grew up in bush camps south of Perth. At 23 he was chairing the Aboriginal Advisory Board and was actively involved in the formation and operation of the Aboriginal Housing Board, Aboriginal Medical Service, Aboriginal Legal Service, Aboriginal Alcoholism Committee, Aboriginal Sports Foundation and the New Era Aboriginal Fellowship. In 1991, he was named the NAIDOC Aboriginal Artist of the Year and two years later, he was awarded a Medal of the Order of Australia for his contribution to the arts and promotion of Nyoongar culture. In 2010, Richard was awarded Citizen of the Year in the Aboriginal Leaders hip category and the following year, he performed a Welcome to Country for the Queen during the Commonwealth Heads of Government Meeting in Perth.



ROBYN SMITH WALLEY

Robyn is a Nyoongar woman, with family connections throughout Wilman, Kaneang and Bibbelman regions in Nyoongar country. She is a Director within her family owned business Aboriginal Productions and Promotions (APP), for the past twenty three years. Robyn has Degree in Community Development from Murdoch University and has worked within the fields of Anthropology, Adult Education, Events and Production Management.





SIMON TAYLOR

Simon has more than 20 years of experience working in a wide variety of roles in the Sport Sector in Community, Commercial and Executive positions, including roles across Australian University Sport, Queensland Rugby Union and Swimming WA. He is currently the CEO of Netball WA responsible for leading and developing the sport of Netball in Western Australia. Managing the professional team, West Coast Fever through our subsidiary Company West Coast Fever Netball Club Ltd, overseeing the running of the State Netball Centre, and played a key role in establishing our subsidiary company, Glass Jar Australia – delivering our Shooting Stars program.



EMMA CHINNERY

Emma Chinnery is a commercial lawyer at Jackson McDonald with almost 10 years' experience working with a broad range of clients including corporate and government organisations, the not-for-profit sector, Aboriginal trusts and corporations and private clients. A netballer herself for over 20 years, Chinnery is a life member of UWA Netball Club having played over 12 seasons, as well as contributing back to her club as a committee member, and is currently on the selection committee. Chinnery's legal experience brings a wealth of knowledge and expertise to the Netball WA Board and she is passionate for the development of female leaders in sport as well as her experience across governance and commercial issues.



Rishelle Hume AM

Rishelle Hume is a proud Nyoongar Woman with traditional ties to the Whadjuk, Ballardong and Gnaala Karla Boodja peoples. She has successfully and inspirationally devoted her working life to the advancement of Aboriginal people and the Nyoongar culture. Rishelle has over 25 years' experience in Aboriginal engagement ranging from employment, education, justice and health and is actively involved in the Aboriginal community within the Perth region in various roles including chairperson of the Mandjah Boodjah Aboriginal Corporation; Co-Chair and Co-Founder of the Western Australian Aboriginal Leadership Institute; Ambassador of the EON Foundation; and UNESCO Commissioner of Culture for Australia. Rishelle was recently awarded the 2016 Western Australian of the Year Award - Aboriginal Category Winner, and in 2018 was recognised on the Queen's Birthday Honours list being appointed a Member of the Order of Australia AM division.



Our Ambassadors



COURTNEY BRUCE

Courtney Bruce is the West Coast Fever Captain and has represented the Australian Diamonds since 2016. She led the Fever to their first ever Grand Final in 2018, and has been a key contributor to the program as a Shooting Stars Ambassador. She is an important female role model who has instilled confidence in Shooting Stars participants, coaching them in netball techniques and encouraging them to find their voice.



VERITY CHARLES

Verity Charles is one of Suncorp Super Netball's elite midcourters. She has been a valuable advocate for the program as a Shooting Stars Ambassador. Charles is a strong female role model who keeps in regular contact with a number of program participants, encouraging them through mentorship. Yearly site visits enable her to share netball expertise and to build relationships with our Shooting Stars.



'Shooting Stars is a fantastic motivator for young Aboriginal and Torres Strait Islander girls to achieve their full potential by embracing education...I have been lucky enough to meet a number of the girls involved in Shooting Stars and the way they have embraced their schooling proves that it's something special.'

Courtney Bruce, Shooting Stars Ambassador

More than just fiscal support

When you support Shooting Stars you become a valued member of our community with tangible opportunities for your staff to engage in meaningful change. As a contributor to the program you are invited to be involved in Shooting Stars events and initiatives, including the annual Leadership Camp. During this camp a select number of girls travel to Perth where they are immersed in educational, mentoring and netball activities. You would be welcome to meet with the girls during this 4-day period. The camp promotes gender equality and empowerment in the workplace, alongside explaining pathways to higher education and employment in the resources sector and culminates in a dedicated Aboriginal Round West Coast Fever game played at RAC Arena.

Our Partners: Effecting Genuine Change

Shooting Stars values the support of leading Australian companies like Mineral Resources who recently committed four years of funding for our program delivery. Such significant investment indicates that Mineral Resources shares Shooting Stars' long-term commitment to effecting genuine change for young Aboriginal and Torres Strait Islander girls across Western Australia, enabling them to reach their full potential. Shooting Stars are excited about the potential opportunities our participants will have to engage with Mineral Resources staff over the next four years.

"We are proud to support the communities in which we live and operate, especially through an initiative that is focused on our youth and their education... Providing education and employment pathways is crucial for improving the lives of people who live in our regional areas and we look forward to being a part of Shooting Stars' continued success." – **Chris Ellison, Mineral Resources Managing Director**

Partnership experience

Sandfire Resources NL, supporting Shooting Stars since 2017

The team at Sandfire Resources has participated in numerous activities over the years, including the Shooting Stars end of year celebrations in December 2017, generously fundraising to supply shoes and clothing for our participants, and travelling from Perth and DeGrussa to do the girls hair and makeup for the Award Night. Their staff also volunteered to umpire and keep score at our April 2018 Midwest Carnival at Meekatharra District High School.

Shooting Stars was pleased to collaborate further with Sandfire Resources NL staff in June 2018, hosting a networking event in conjunction with Women in Mining WA where Shooting Stars Kimberley Regional Manager Helen Ockerby and Sandfire Resources Senior Advisor- Sustainability and Community Engagement Colleen Ferrier each made an address. Together we demonstrated the value of working together in response to the needs of the communities where we work. Sandfire Resources generously supported the attendance of two of our participants, Shari Comeagain and Lainie Zepeda, to this significant event where they learnt about women in leadership roles within the mining sector.

"Saracen is very proud to be a partner of Shooting Stars in Leonora. Seeing the difference it has made already in the school has been heartening and we look forward to seeing the programme grow and thrive in the coming years. The passion and energy of the Shooting Stars team is contagious and that translates to everyone involved, their partners, the schools and most importantly the girls."

Marianne Dravnieks, GM People, Culture and Communications
Saracen Mineral Holdings Limited



Our Partners

PREMIER PARTNER



MAJOR PARTNERS



PARTNERS



SUPPORTERS



Support Shooting Stars Today!

Shooting Stars has already empowered seven communities in Mullewa, Derby, Halls Creek, Carnarvon, Meekatharra, Narrogin and Leonora. The program reaches over 350 girls who have aspirations they want to fulfill, and has provided employment for 14 Aboriginal women who have elected to work with an employer of choice.

Imagine if Shooting Stars could create opportunities like this all over Australia – this is a real game changer that needs financial investment right now as it will reap untold rewards.

Unless Shooting Stars continues to grow, young Aboriginal girls are likely to become another heartbreaking statistic.

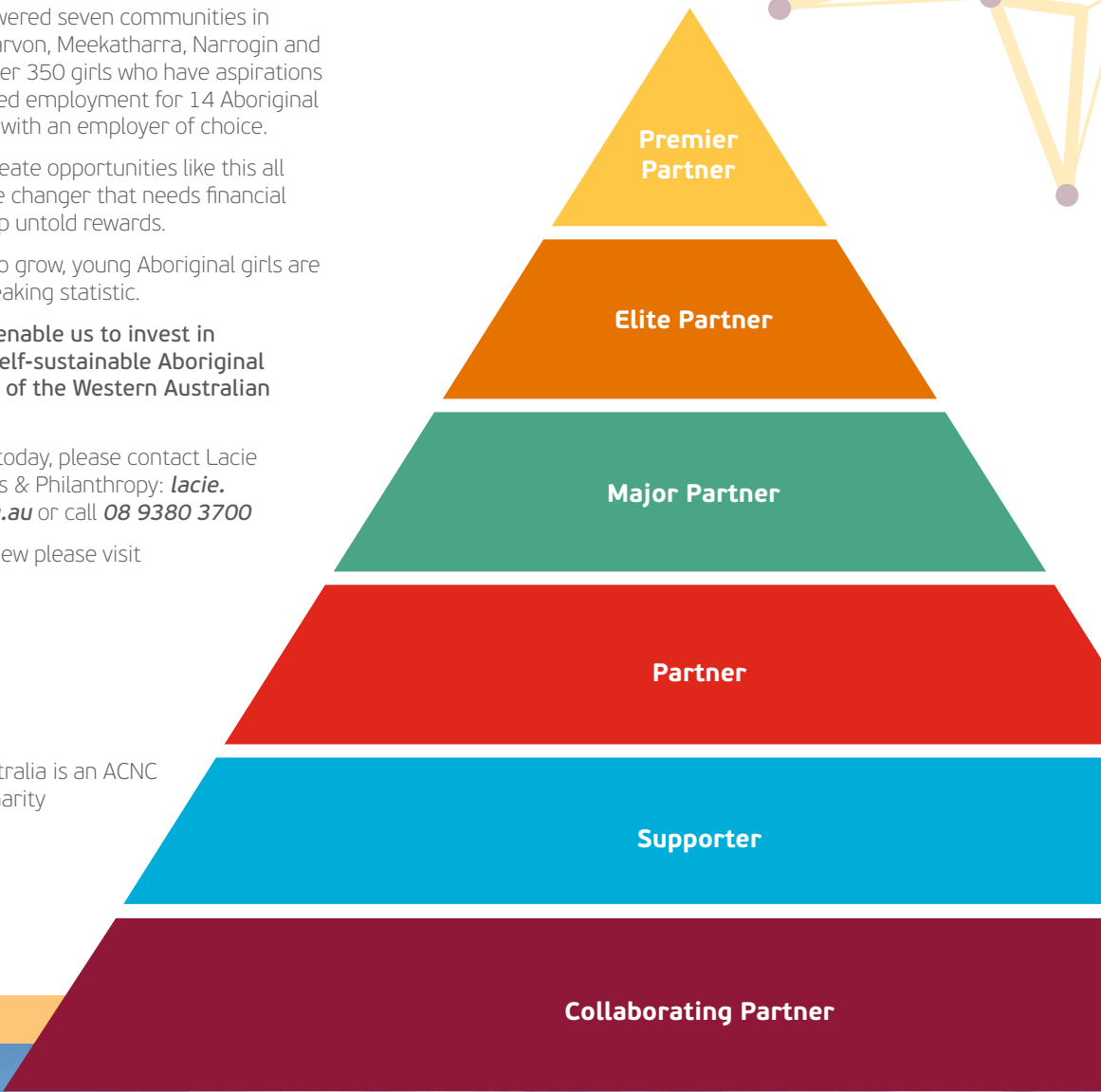
We need your support today to enable us to invest in tomorrow's female leaders, in self-sustainable Aboriginal communities, and in the growth of the Western Australian economy.

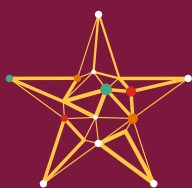
To change an Aboriginal girl's life today, please contact Lacie Riseborough, Head of Partnerships & Philanthropy: **lacie.riseborough@shootingstars.org.au** or call **08 9380 3700**

For more information and latest news please visit **shootingstars.com.au**



Glass Jar Australia is an ACNC Registered Charity





ShootingStars

Education through netball

An initiative of



PRINCIPAL PARTNER



A 200 Selby St, JOLIMONT WA 6014

P +61 8 9380 3700

W shootingstars.com.au

Shooting Stars is an initiative of Netball WA and Glass Jar Australia, is proudly supported by the Australian Government and is a registered charity of the Australian Charities and Not-for-profits Commission.

1. APPLICANT DETAILS

Name of Organisation

NARROGIN EAGLES SPORTING CLUB INC

Contact Person

DAVID ANNOAR

Address

THOMAS HOGG OVAL, BANNISTON ST NARROGIN WA

Position

COMMITTEE MEMBER

Phone

-

Mobile

0427811279

Email

ANNOAR @ WESTNET.COM.AU

What financial year are you applying in?

2020

Are you applying for Round 1 or Round 2?

☒ Round 1

☐ Round 2

Organisation's ABN

20071330130

Is your organisation registered for GST?

☒ Yes

☐ No

Is your organisation incorporated?

☒ Yes

☐ No

If yes, please attach a copy of Certificate of Incorporation

☒ Yes

☐ No

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

2017

3. **PROJECT DETAILS**

What is the name of your proposed project or event?

OUTDOOR SHADE STRUCTURE

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

SUPPLY + INSTALL OUTDOOR SHADE STRUCTURE
FOR NARROGIN EAGLES SPORTING CLUB, OVER
HARVESTAND.

How will your project / event benefit the Narrogin community?

PROVIDE SUN SMART OPTIONS FOR
FAMILIES + CHILDREN AT THE THOMASHOGG OVAL
FOR SCHOOL SPORTS, MUSIC EVENTS, RENEWABLES EVENTS,
LITTLE ATHLETICS + OTHER ACTIVITIES.

Estimated project start date

01/05/2020

Estimated project completion date

15/05/2020

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

CASH \$2000

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

☒ Yes

No

TO ORDER MATERIALS

Please tell us how the Community Chest funds will be used

PURCHASE MATERIALS (STUCCO/PAINT/FIXINGS)

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

VOLUNTEER LABOUR 4 PEOPLE x 20 HRS
MATERIALS / CONSUMABLES

Estimated
value \$

2000

500

Total In-kind

\$ 2500

Project Budget – Total Project Income and Expenditure

TOTAL PROJECT INCOME

\$ 4500

**Amount of Community Chest
Funds requested in cash

\$2000

**Amount of Community Chest
funds requested in-kind (e.g. Shire
Hall hire fee waived if applicable
/required).

Applicant's cash contribution

\$500

In-kind (volunteer, donated labour)

\$2000

Sponsorship

N/A

Donations (cash/materials from
others- please list)

N/A

Other grants

Sales

(stall fees, event
tickets/food/merchandise)

Other income (please list)

TOTAL *INCOME

TOTAL PROJECT EXPENDITURE

\$

Materials

Hire of equipment: N/A

Venue hire

N/A

Labour/contractor
costs

N/A

Advertising

N/A

Catering costs

N/A

Entertainment

Office/administration

Other expenditure
(please list)

**TOTAL
*EXPENDITURE**

**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?

SIGNAGE ON STRUCTURE

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:

<input type="checkbox"/>	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page
<input type="checkbox"/>	Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers
<input type="checkbox"/>	Display the Shire of Narrogin flag or banner at your event if possible. (Available upon request from Administration Support Officer)
<input checked="" type="checkbox"/>	Afix Community Chest sign on project (available on request)
<input type="checkbox"/>	Verbal announcements at event
<input type="checkbox"/>	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 Bylaws 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 EAGLES SPORTING CLUB 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

DAVID ANHEAR
Position (President or Vice President)

Signature



Date 27-02-20

10.4.2 ELECTED MEMBER TRAINING AND CONTINUING PROFESSIONAL DEVELOPMENT

File Reference	13.5.4
Disclosure of Interest	The Author has no Impartiality, Financial or Proximity Interests that require disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	3 March 2020
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Draft Policy	

Summary

This report recommends that Council adopt a Policy relating to Continuing Professional Development; and determine the preferred service provider for Elected Member Training.

Background

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

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

Comment

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

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

- Understanding Local Government (1/2 day) eLearning
- Serving on Council (1/2 day) eLearning
- Meeting Procedures (2 days)
- Conflicts of interest (1 day)
- Understanding financial reports and budgets (1 day)

Courses are provided by the following two organisations with several delivery options available:

Western Australian Local Government Association (WALGA)

Options	Delivery of training	Individual cost per person
Option 1	3 x individual face-to-face (at WALGA offices) plus 2 eLearning	\$2,240
Option 2	5 x individual eLearning (all 4 courses conducted online)	\$975
Option 3	5 x individual eLearning (all 4 courses conducted online) (unlimited) Sat Band 3	\$5,000 per local government pa

South Metropolitan TAFE

Training Course	Individual Fees	
	Face to face per participant at SMT	eLearning per participant
Understanding Local Government	\$450	\$250
Serving on Council	\$800	\$440
Conflicts of Interest	\$450	\$250
Understanding Financial Reports & Budgets	\$450	\$250
Meeting Procedures	\$450	\$250
All 4 courses in one amalgamated course	\$2,365	\$1,300

*Travel and accommodation costs need to be added to the above costs for face to face learning.

Cost Comparison

Options		WALGA (pp)	SMTAFE (pp)
1	eLearning modules (all courses online)	\$975	\$1,300
2	3 x individual face to face (duration 4 days) 2 x eLearning (Understanding Local Government and conflicts of Interest)	\$2,240	\$2,200

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

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

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

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

Consultation

Officers have consulted with the Department of Local Government, Sport and Cultural Industries (DLGSC), South Metropolitan TAFE and WALGA.

Statutory Environment

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

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

Policy Implications

The draft policy with respect to continuing professional development and training is attached (Att 1).

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

- 1.8 Elected Members – Conference, Training, Travel and out of pocket Expenses; and
- 8.13 Training, Study and Education.

Financial Implications

There is an amount of \$25,000 currently available in the Elected Member Conference / Training budget for the 2019/2020 financial year, of which approximately \$11,000 is currently committed.

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

Strategic Implications

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

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION

That, with respect to the Continuing Professional Development of Elected Members and section 5.128 of the Local Government Act 1995, Council:

1. Adopt the draft Policy as detailed in Attachment 1; and
2. Utilise the Western Australian Local Government Association (WALGA) for delivery of Council Member Essentials Training via online delivery where practical.

1.1 Continuing Professional Development

Statutory context	Local Government Act 1995, Sec 5.127 and Sec 5.128	
Corporate context	Officer to insert context with regard to related policies, procedures, forms, strategic documents and any other resources.	
History	Adopted	dd mmmm yyyy

Objective

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

Policy Statement

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

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

- a) Understanding Local Government;
- b) Conflicts of Interest;
- c) Serving on Council;
- d) Meeting Procedures and Debating; and
- e) Understanding Financial Report and Budgets.

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

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

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

It is Council's preference that the training is undertaken via the eLearning method which is the more cost efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

Procedures

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

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

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

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

Notewell: any expenditure commitments associated with training or professional development must be performed by and authorised through the CEO.

Forms and Templates

Nil

– End of Policy

Notes

A copy of this Policy (S 5.128) and the Annual Report of Elected Members training (S 5.127) undertaken for the preceding financial year is available here:

<https://www.narrogin.wa.gov.au/your-shire/your-council/elected-members-training.aspx>

10.4.3 LOCAL GOVERNMENT HOUSE TRUST – DEED OF VARIATION

File Reference	File No
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	5 March 2020
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Email from WALGA Chief Executive Officer, Nick Sloan 2. Deed of Variation (Draft) 3. Clause 12 of Trust Deed 1994	

Summary

Council's consent is sought, to a variation to the Trust Deed for the Local Government House Trust (The Trust) as the Shire of Narrogin is a unit holder and beneficiary to the Local Government House Trust, holding 6 unit/s as advised in WALGA's recent Quarterly Report Q4 2019.

The Trust's Board of Management is seeking to vary the Trust Deed in order to assist the Trust's income tax exempt status. As stipulated by the Deed, the Trust requires consent of at least 75 per cent of all beneficiaries in order to execute this variation.

As a beneficiary, the Shire of Narrogin is requested to consent to the enclosed Deed of Variation supported by a resolution of Council; and to communicate this consent in writing, to consent for the Trustee to formally execute the Deed of Variation (Attachment 2).

Background

The Trust exists primarily to provide building accommodation for the Western Australian Local Government Association. Since January 2014, the Trust has provided WALGA with accommodation at 170 Railway Parade West Leederville.

The current trust deed commenced in 1993 (with respect to their former property in Ord Street, West Perth) and was amended in 2002 to reflect the merger of the metropolitan and country associations into WALGA. The current Trust Deed pronounces WALGA as Trustee and unit holders as Beneficiaries, with the Trustee holding property and associated monies "upon Trust" and in proportion to the units provided.

Commencement date of the current deed is 17 February 1993, with a vesting date 79 years from commencement - which means that the Trust ends in 2072.

The Trust is exempt from income tax on the basis of being a State / Territory Body (STB) pursuant to Division 1AB of the Income Tax Assessment Act 1936.

Trust Deed Variation

The variation request comprises of:

1. removing the existing Trustee's power to retire and appoint a new Trustee (Clause 2.1 and 2.2 (22.3) of the Deed of Variation);
2. enabling the beneficiaries to appoint and remove a Trustee (Clause 2.2 (22.4) of the Deed of Variation); and
3. ensuring that the Board of Management is the 'governing body' of the Trust (Clause 2.3 of the Deed of Variation).

The three proposed amendments when applied to the relevant clauses inserted by the Deed of Variation dated 5 June 2002 will subsequently read as follows (proposed amendments shown in red text):

1. Variation 2.1 amends clause 22.1 to point to additional clause:

22.1 Any Trustee of the Trust may retire as Trustee of the Trust- ~~The~~ **Subject to clause 22.3, the** right to appoint any new or additional trustee or trustees of the Trust is hereby vested in the retiring or continuing trustee. A corporation or incorporated association may be appointed as Trustee of the Trust.

2. Variation 2.2 inserts two new clauses:

22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- (a) remove a Trustee from the office as Trustee of the Trust; and**
- (b) appoint such new or additional Trustee.**

3. Variation 2.3 insert a new clause 13A

13A Delegation to the Board of Management

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.

Comment

The first two amendments, outlined above, remove powers granted to the Trustee in the 2002 Deed Variation resulting from the merger to a single Association representing WA Local Governments. These amendments which previously facilitated the transfer of trusteeship to the then new Western Australian Local Government Association are removed, but with the clarification that any appointment must be with the consent of the beneficiaries.

The final amendment intends to confirm that power rests with the Board of Management. As the Board of Management comprises Local Governments, this satisfies the requirements of a STB for tax purposes. This amendment reflects the actual operation of the Trustee in implementing the decisions of the Board of Management whilst retaining sufficient operational discretion to place and renew investments and pay suppliers.

These amendments provide greater power to beneficiaries through the Board of Management, and as such it is anticipated they will be considered acceptable.

Consultation

No external consultation has been undertaken, nor is proposed or deemed required.

Statutory Environment

There are no relevant statutory provisions relating to the decision of the Council in supporting the change to the Trust.

Policy Implications

There are no relevant policy implications.

Financial Implications

There are no relevant financial implications upon the Council's Budget or Long Term Financial Plan.

One Seventy (170) Railway Parade, (Local Government House), where WALGA is located, is owned by the Association. The Shire of Narrogin owns six (6) units in the Trust that owns the 'Local Government House', which were valued at \$17,517.11 each (as at 30/6/18 as advised by WALGA). The Shire's asset register reflects five (5) units held by the former Town of Narrogin and one (1) held by the former Shire of Narrogin.

Supporting the Deed of Variation will only strengthen WALGA's financial position, of which the Shire of Narrogin is a financial member.

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

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION

That, with respect to the Local Government House Trust – Deed of Variation, Council:

1. Consent to a variation to the Trust Deed for the Local Government House Trust (the Trust) as detailed in Attachment 1; and
2. Communicate this consent in writing to the Local Government House Trust's Board of Management.

From: [Carolyn Thompson](#)
To: [Carolyn Thompson](#)
Subject: FW: Local Government House Trust- Deed of Variation
Date: Thursday, 19 March 2020 5:43:12 PM
Attachments: [Attachment 1 Deed of Variation.pdf](#)
[Attachment 2 Clause 12 of Trust Deed 1994.pdf](#)

From: Communications <communications@walga.asn.au>
Sent: Wednesday, 19 February 2020 9:03 AM
To: Dale Stewart <ceo@narrogin.wa.gov.au>
Subject: Local Government House Trust- Deed of Variation

Sent on behalf of WALGA CEO Nick Sloan

19 February 2020

Our Ref: NS/RM

Mr Dale Stewart
Chief Executive Officer
Shire of Narrogin

Dear Mr Stewart,

Re: Local Government House Trust – Deed of Variation

I am writing to seek your Council's consent by formal resolution to a variation to the Trust Deed for the Local Government House Trust (The Trust).

Shire of Narrogin is a unit holder and beneficiary to the Local Government House Trust, holding 6 unit/s as advised in WALGA's recent Quarterly Report Q4 2019.

The Trust's Board of Management is seeking to vary the Trust Deed in order to assist the Trust's income tax exempt status. As stipulated by the Deed, the Trust requires consent of at least 75 per cent of all beneficiaries in order to execute this variation.

As a beneficiary, the Shire of Narrogin is requested to consent to the enclosed Deed of Variation supported by a resolution of Council; and to communicate this consent to us in writing. Please note, we are requesting consent for the Trustee to formally execute the attached Deed of Variation – your Local Government is not required to sign the enclosed document.

Further details on the particular Deed Variations and objectives to be achieved by this variation are outlined below.

Background on the Local Government House Trust

The Local Government House Trust ("The Trust") exists primarily to provide building accommodation for the Western Australian Local Government Association. Since January 2014, the Trust has provided WALGA with accommodation at 170 Railway Parade West Leederville.

The current trust deed commenced in 1993 and was amended in 2002 to reflect the merger of the metropolitan and country associations into WALGA. The current Trust Deed pronounces WALGA as Trustee and unit holders as Beneficiaries, with the

Trustee holding property and associated monies “upon Trust” and in proportion to the units provided.

Commencement date of the current deed is 17 February 1993, with a vesting date 79 years from commencement - which means that the Trust ends in 2072.

The Trust is exempt from income tax on the basis of being a State / Territory Body (STB) pursuant to *Division 1AB of the Income Tax Assessment Act 1936*.

Trust Deed Variation

Trust Deed amendments set out in the Deed of Variation are based on legal advice and are intended to assist the Trust’s income tax exempt status by strengthening the position that the Trust is a State / Territory Body (STB).

Legal advice identified that the Trustee’s ability to retire and appoint a new Trustee might affect the Trust’s classification as a State or Territory Body (STB). This view, while based upon highly technical grounds, is a risk nonetheless.

Subsequently the Deed of Variation aims to strengthen the position that the Trust is a STB through the following amendments:

1. removing the existing Trustee’s power to retire and appoint a new Trustee (Clause 2.1 and 2.2 (22.3) of the Deed of Variation)
2. enabling the beneficiaries to appoint and remove a Trustee (Clause 2.2 (22.4) of the Deed of Variation), and
3. ensuring that the Board of Management is the ‘governing body’ of the Trust (Clause 2.3 of the Deed of Variation)

The three proposed amendments when applied to the relevant clauses inserted by the Deed of Variation dated 5 June 2002 will subsequently read as follows (proposed amendments shown in red text):

1. Variation 2.1 amends clause 22.1 to point to additional clause:

22.1 Any Trustee of the Trust may retire as Trustee of the Trust: **The Subject to clause 22.3, the** right to appoint any new or additional trustee or trustees of the Trust is hereby vested in the retiring or continuing trustee. A corporation or incorporated association may be appointed as Trustee of the Trust.

2. Variation 2.2 inserts two new clauses:

22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- (a) remove a Trustee from the office as Trustee of the Trust;**
- and**
- (b) appoint such new or additional Trustee.**

3. Variation 2.3 insert a new clause 13A

13A Delegation to the Board of Management

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities

and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.

Comment

The first two amendments outlined above remove powers granted to the Trustee in the 2002 Deed Variation resulting from the merger to a single Association representing WA Local Governments. These amendments which previously facilitated the transfer of trusteeship to the then new Western Australian Local Government Association are removed, but with the clarification that any appointment must be with the consent of the beneficiaries.

The final amendment intends to confirm that power rests with the Board of Management. As the Board of Management comprises Local Governments, this satisfies the requirements of a STB for tax purposes. This amendment reflects the actual operation of the Trustee in implementing the decisions of the Board of Management whilst retaining sufficient operational discretion to place and renew investments and pay suppliers.

These amendments provide greater power to beneficiaries through the Board of Management, and as such it is anticipated they will be considered acceptable.

Thank you for your consideration of the above amendments we look forward to receiving formal consent to execute these changes via resolution of Council.

If you have any questions regarding the variations, please email Financial Controller Rick Murray at rmurray@walga.asn.au.

Yours sincerely,
Nick

Nick Sloan | Chief Executive Officer | WALGA

(p) (08) 9213 2025 | (m) 0408 941 792 | (e) nsloan@walga.asn.au

Our work regularly takes us across the State and as such WALGA would like to acknowledge the many traditional owners of the land on which we work throughout Western Australia. We pay our respects to their Elders, past, present and emerging.

This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Association unless this is clearly indicated. You should scan this email and any attachments for viruses. The WA Local Government Association accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email.

Attachments

1. Deed of Variation – Copy for information only, this document does not require signing.
2. Clause 12 of Trust Deed 1994. (Excerpt)

DEED OF VARIATION

LOCAL GOVERNMENT HOUSE TRUST



LAW

PERTH

11 Mounts Bay Road, Perth WA 6000

Telephone (08) 9429 2222 Facsimile: (08) 9429 2434

eylawperth@au.ey.com www.ey.com

Our Ref: 4WAL / 2004 7043

THIS DEED dated the _____ day of _____ 2019

BY

WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION of Level 1, 170 Railway Parade, West Leederville in the State of Western Australia (the 'Trustee')

RECITALS

- A. By Deed of Trust undated but stamped 12 February 1980 ('Original Trust Deed') made between CHARLES WILSON TUCKEY, LYAL GORDON RICHARDSON, GORDON LAWRENCE KILPATRICK, HARRY STICKLAND and MAXWELL RAY FINLAYSON (the 'Original Trustees') and THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA and the COUNTRY SHIRE COUNCILS ASSOCIATION (the 'Retired Trustees') the Original Trustees declared that they would hold the property therein referred to as the Headquarters and the monies therein referred to as the Trust Fund upon trust for the beneficiaries specified in the second schedule to the Original Deed upon the terms and conditions therein contained (the 'Original Trust').
- B. By Deed dated 2 October 1981 made between the Original Trustees and the Retired Trustees the Original Trustees retired and appointed the Retired Trustees as the trustees of the Original Trust in their place.
- C. By Deed dated 4 May 1994 (the 'New Deed') the Retired Trustees (in the New Deed referred to as THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA (INC) and THE COUNTRY SHIRE COUNCILS' ASSOCIATION OF WESTERN AUSTRALIA (INC)) agreed that the proceeds from the sale of the Headquarters and the Trust Fund and the income thereof should be from 17 February 1993 held upon the terms and conditions set out in the New Deed (the 'Trust').
- D. By Deed of Variation dated 5 June 2002 the Retired Trustees varied the New Deed (collectively, the 'Trust Deed') to provide for a new Clause 22 which provides that any trustee of the Trust may retire as trustee of the Trust and appoint a new trustee to act as trustee of the Trust and that notwithstanding that the original number of trustees of the Trust was five where a corporation or incorporated association is appointed as trustee of the Trust then it shall not be obligatory to appoint more than one new trustee.
- E. By Deed dated 6 June 2002 made between the Retired Trustees and the Trustee, the Retired Trustees retired and appointed the Trustee as the trustee of the Trust.
- F. Clause 21.1 of the Trust Deed provides that the Trustees may at any time and from time to time (with the consent of not less than 75% of the Beneficiaries) by deed revoke add to or vary the trusts of the Trust Deed or declare (inter alia) any new or other powers, authorities or discretions concerning the management, control or investment of the Trust Fund upon the terms contained therein.
- G. The Trustee wishes to add to and vary the Trust Deed and declare (inter alia) new or other powers, authorities and discretions concerning the management, control or investment of the Trust Fund in accordance with the terms of this Deed.
- H. More than 75% of the Beneficiaries have consented in writing to the variations to the New Deed and the records relating to this consent will be placed with the original of this Deed.

NOW THIS DEED WITNESSES**1. DEFINITIONS AND INTERPRETATION**

In this Deed, unless the context otherwise requires:

- 1.1 a word importing the singular includes the plural and vice versa, and a word of any gender includes other genders;
- 1.2 another grammatical form of a defined word or expression has a corresponding meaning;
- 1.3 a reference to a clause, paragraph, recital, schedule or annexure is to a clause, paragraph or recital of, or schedule or annexure to, this Deed, and a reference to this Deed includes any schedule or annexure;
- 1.4 a reference to a document or instrument includes the document or instrument as varied, novated, altered, supplemented or replaced from time to time;
- 1.5 a reference to a person includes a natural person, the estate of an individual, a partnership, body corporate, the trustee of a trust (in the trustee's capacity as trustee of the trust), association, governmental or local authority or agency or other entity;
- 1.6 a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- 1.7 the meaning of general words is not limited by specific examples introduced by 'including, for example' or similar expressions;
- 1.8 Recitals A to H inclusive form part of and are included in this Deed;
- 1.9 headings are for ease of reference and do not affect interpretation;
- 1.10 'Deed' means this deed;
- 1.11 unless specified otherwise, terms which are defined in the Trust Deed and used in this Deed bear the same meanings in this Deed which are ascribed to them in the Trust Deed; and
- 1.12 in the event of any inconsistency between the provisions of the Trust Deed and the provisions of this Deed, the provisions of this Deed will prevail.

2. OPERATIVE PART

The Trustee in exercise of the power given to the Trustee by clause 21.1 of the Trust Deed and with the consent of more than 75% of the Beneficiaries hereby adds to and varies the Trust Deed and declares (inter alia) the following new or other powers authorities and discretions concerning the management, control or investment of the Trust Fund as follows:

- 2.1 delete the word "The" appearing after the words "Any trustee of the Trust may retire as trustee of the Trust." in the existing clause 22.1 and replace it with the words "Subject to clause 22.3, the";

2.2 insert after clause 22.2 the following:

“22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- (a) remove a Trustee from the office as trustee of the Trust; and
- (b) appoint such new or additional Trustee.

For the purposes of this clause 22.4, “Special Resolution” means a resolution passed or decision made by not less than 75% of the Beneficiaries.”

2.3 insert a new clause 13A as follows:

“13A **DELEGATION TO THE BOARD OF MANAGEMENT**

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.”

3. **SEVERABILITY**

3.1 If any provision of this Deed is found by a competent authority (including without limitation a Court) to be void or unenforceable, then such finding shall not affect the other provisions of this Deed.

3.2 If making a subsequent amendment to this Deed avoids any invalidity or unenforceability of any provision of this Deed, the parties may elect to make that amendment, which shall be deemed for all purposes to be effective immediately prior to the occurrence of that invalidity or unenforceability.

4. **FURTHER ASSURANCES**

All parties shall make, execute and do all acts, deeds, documents and things and sign all documents which may reasonably be required to give full effect to this Deed, and the Trustee shall bear the costs of observing, performing and complying with this clause.

5. **COSTS**

The Trustee shall bear and pay the costs of and incidental to the preparation, execution and stamping of this Deed.

6. **RATIFICATION AND CONFIRMATION**

In all other respects the terms of the Trust Deed are hereby ratified and confirmed.

7. **PROPER LAW**

This Deed shall be governed by the laws of the State of Western Australia and the parties submit to the jurisdiction of the Courts of the State of Western Australia.

EXECUTED as a Deed

THE COMMON SEAL of WESTERN)
AUSTRALIAN LOCAL GOVERNMENT)
ASSOCIATION is hereunto affixed in the)
presence of:)

Signature of President

Signature of Chief Executive Officer

Name of President

Name of Chief Executive Officer

DRAFT

demands outgoings debts and liabilities incurred in respect of the Trust Fund.

10.2 The Trustees may subject to any law in force at the time in relation to this Deed so permitting accumulate all or any part of the income arisen or arising during an accounting period and such accumulation shall be dealt with as an accretion to the Trust Fund but so that the Trustees may at any time or times resort to all such accumulations and pay or apply the whole or any part or parts thereof as if they were income of the Trust Fund for the then current accounting period.

10.3 Subject to Clause 10.2 the Trustees may at any time at their discretion pay the whole or part of the income of the Trust Fund for any accounting period to the beneficiaries in proportion to the number of units of which they are respectively registered as holders at the last day of such accounting period.

11.0 ADVANCEMENT OF CAPITAL

The Trustees may at any time and from time to time set aside from the capital of the Trust Fund or raise therefrom any sum or sums of money and pay the same to the beneficiaries in proportion to the number of units in respect of which they are respectively registered at the date of each such payment for their own use and benefit. The payment of any such sum or sums of capital may be made in the same manner and subject to the same provisions as contained in Clause 10.3 in relation to the payment application or setting aside of any income of the Trust Fund.

12.0 POWERS OF INVESTMENT AND MANAGEMENT

The Trustees shall apply and invest the Trust Fund in any of the investments from time to time authorised by law for the investment of trust funds by trustees and in addition to and without limiting the powers authorities and discretions vested in the Trustees by law and notwithstanding the trusts hereinbefore declared shall have the following powers authorities and discretions which may be exercised by the Trustees at any time and from time to time in the

Attachment 2 Clause 12 of Trust Deed (Excerpt)

absolute and uncontrolled discretion of the Trustees in carrying out the trusts hereof:

- (a) to invest the Trust Fund and deal with manage transpose and realise the Trust Fund or any part thereof whether real or personal property with such powers in all respects as if the Trustees were the absolute owner thereof;
- (b) to purchase or otherwise acquire any investments for cash or otherwise and upon any terms and conditions and to make any such purchase or acquisition for a sum greater than the amount of the Trust Fund for the time being and to agree to pay for any such investments wholly or in part from any future moneys which may come into the Trustees' hands including dividends profits interest or other income payable in respect of any such investments;
- (c) to sell or otherwise dispose of any real or personal property or interest therein for the time being forming the whole or part of the Trust Fund by public auction tender or private treaty at such price or prices and whether for cash or on terms and generally upon any terms and conditions and to grant options for such sale or disposition as aforesaid;
- (d)
 - (i) to borrow and raise moneys from; or
 - (ii) to secure by mortgage or otherwise howsoever the payment of or obligation to pay money to,

any person (including a beneficiary) upon any terms with or without security or interest;
- (e) to vary or transpose any investments and to vary the terms of or property comprised in any security;
- (f) to hold use purchase construct demolish maintain repair renovate reconstruct develop improve sell transfer convey surrender let lease exchange take and grant options or rights in alienate mortgage charge pledge reconvey release or discharge or otherwise deal with any real or personal

property PROVIDED THAT in the improvement or development of any part of the Trust Fund the Trustees shall not be bound by the limitation contained in Section 30(1)(c) of the Trustees Act and the Trustees shall not be bound to apply to any Court to exceed such limitation;

- (g) to pay out of the Trust Fund or the income thereof all costs charges and expenses of and incidental to the management of the Trust Fund or to the exercise of any power authority or discretion hereby or by law conferred on the Trustees or in carrying out or performing the trusts hereof which the Trustees may at any time incur including all taxes of whatever kind payable in respect of the Trust Fund and costs in any way connected with the preparation and execution of these presents;
- (h) to act as manager or to employ any persons (including a Trustee hereof or a unit holder) contractors managers solicitors accountants clerks workmen employees servants or agents to transact all or any business of whatever nature including the receipt and payment of money and to decide the remuneration to be allowed and paid and to pay all charges and expenses so incurred and to create or arrange any scheme or superannuation retirement benefit or pension for the benefit of any person so employed;
- (i) to partition or agree to the partition of or to subdivide or agree to the subdivision or strata title or agree to the strata-titling of any land or other property which or any interest in which may for the time being be subject to the trusts hereof and to pay any moneys by way of equality of partition;
- (j) to determine whether any real or personal property or any increase or decrease in amount number or value of any property or holdings of property or any profit loss receipt or payments from for or in connection with any real or personal property shall be treated as and credited or debited to capital or to income and generally to determine all matters as to which any doubt difficulty or question

may arise under or in relation to the execution of the trusts and powers of this Deed and every determination of the Trustees in relation to any of the matters aforesaid whether made upon a question formally or actually raised or implied in any of the acts or proceedings of the Trustees in relation to the Trust Fund shall bind all parties interested therein and shall not be objected to or questioned on any ground whatsoever;

- (k) to open accounts with any bank or building society and to operate by and in all usual ways any such accounts;
- (l) to give effectual receipts and discharges for any moneys received by or on behalf of the Trustees or otherwise relating to any of the acts matters and things provided for in these presents;
- (m) to provide and set aside out of the Trust Fund or the income thereof such sum of money as the Trustees shall consider is available or necessary for and to pay or apply the same in or towards the discharge or reduction of any encumbrance debt or other liability for the time being affecting the Trust Fund or any part thereof;
- (n) to let sub-let lease or sub-lease for any period (and including to any beneficiary) and at any rental any real or personal property comprised in the Trust Fund upon any terms conditions or covenants;
- (o) to purchase take on lease sub-lease assignment hire or otherwise acquire any estate or interest in any real or personal property for any price premium rental charge payment fee or other consideration and subject to any terms conditions and covenants;
- (p) to take such action as the Trustees shall think fit for the adequate protection of any part of the Trust Fund and to do all such other things as may be incidental to the exercise of any of the powers authorities and discretions hereby or by law conferred on the Trustees;

- (q) to take and act upon the opinion (given in writing) of a solicitor an attorney at law or counsel practising in any country where the Trust Fund or any part thereof may for the time being be or be proposed to be invested in relation to the interpretation or effect of these presents or any other document or statute or as to the administration of the trusts hereof without being liable to any of the beneficiaries in respect of any act done by the Trustees in accordance with such opinion PROVIDED THAT nothing in this provision shall prohibit or impede the Trustees from applying to any Court if it shall think fit or prohibit any unit holder from so doing;
- (r) to allow any beneficiary to occupy have custody of or use any part of the Trust Fund on any terms or conditions as to inventories repair replacement insurance outgoings or otherwise but the Trustees shall not be liable for any loss or damage which may occur to any such part of the Trust Fund during or by reason of any such occupation custody or use except insofar as such loss or damage shall be occasioned by the conscious and wilful default or neglect of the Trustees;
- (s) to permit any part of the Trust Fund to be held or registered in the name of any nominee of the Trustees and to deposit securities deeds and other documents belonging or related to the Trust Fund with any bank or solicitor;
- (t) in the event of any gift stamp or other duties fees or taxes becoming payable in any part of the world in respect of these presents or the Trust Fund or any part thereof in any circumstances to pay all or any part of such duties fees and taxes out of the Trust Fund notwithstanding that such duties fees or taxes or some part thereof are not or may not be recoverable from the Trust Fund by legal process;
- (u) to receive and accept any real or personal property by gift inter vivos or by Will or under the provisions of any other trust or otherwise from any other person as additions to the Trust Fund and to hold the same upon the trusts herein

set forth and to administer such additions under the provisions hereof;

- (v) at any time and from time to time to ascertain and fix the value of the Trust Fund in accordance with the provisions herein contained and for that purpose to engage such competent valuers or experts as the Trustees may select and the Trustees may cause the value so ascertained and fixed to be entered from time to time in a book kept for that purpose;
- (w) to appoint any date earlier than the Vesting Date to be the Vesting Date;
- (x) during an accounting period to nominate any date not more than 18 months after the date of commencement of the then current accounting period as the last day of that accounting period and thereafter the accounting period shall mean each succeeding 12 month period commencing on the day following such nominated date until the anniversary of such nominated date immediately preceding the Vesting Date and the period thereafter until the Vesting Date.

13.0 DELEGATION OF TRUSTEE POWERS

The Trustees if at any time they are more than one shall act jointly and may delegate the exercise of all or any of the powers authorities or discretions hereby or by law conferred on the Trustees:-

- (a) to the Board of Management constituted by clause 14.0 of this Deed, or
- (b) to any other person or persons,

and execute any power of attorney or other instrument necessary to effectuate such purpose.

10.4.4 PARTICIPATION BY INSTANTANEOUS COMMUNICATION

File Reference	File No 26.4.3
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	No
Date	26 February 2020
Author	Loriann Bell – Administrative Support Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	Nil

Summary

Council is requested to consider a request by Committee member, Mr Laurence Riley, to participate in the next Australia Day and Honours Advisory Committee (Australia Day Committee) Meeting by teleconference.

Background

In November 2019, the Shire invited nominations to fill the positions of community members on both the Townscape Committee and the Australia Day Committee with local advertising, direct marketing and through the Shire's website and Facebook.

At the Ordinary Council Meeting held on 18 December 2019, Council endorsed all the nominations and correspondence was sent to the new Committee members welcoming them and noting that the first meeting of the Australia Day Committee was proposed for July 2020.

Comment

The Administration convened the first meeting of the newly appointed Australia Day Committee to be held on 11 February 2020 for a post event debrief. Mr Riley enquired by email if he could participate in this meeting by teleconference and his request was presented at that meeting for the Committees' consideration.

At that meeting the Committee resolved:

"That in relation to the request by Mr Riley seeking approval to participate by teleconference at the next Australia Day and Honours Advisory Committee meeting, the Committee supports the request and general principle, subject to the following conditions;

- 1. Mr Riley is to attend at least 50% of the scheduled meetings; and*
- 2. Mr Riley must seek written approval prior to each meeting; and*
- 3. The request must allow sufficient time to be presented to Council for approval."*

In accordance with *Local Government (Administration) Regulations 1996, Regulation 14A*, attendance by telephone is permitted. Council is therefore requested to support the request by Mr Riley on the condition that he provide in writing to the Administration:

- The dates and times he is unable to attend in person and requires participation by teleconference; and
- His location in Western Australia at the time of the particular meeting.

Consultation

- Chief Executive Officer
- Australia Day and Honours Advisory Committee

Statutory Environment

Local Government (Administration) Regulations 1996 14A. Attendance by telephone etc. (Act s. 5.25(1)(ba))

“(1) A person who is not physically present at a meeting of a council or committee is to be taken to be present at the meeting if —

(a) the person is simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting; and

(b) the person is in a suitable place; and

(c) the council has approved of the arrangement.*

(2) A council cannot give approval under subregulation (1)(c) if to do so would mean that at more than half of the meetings of the council, or committee, as the case may be, in that financial year, a person (other than a person with a disability) who was not physically present was taken to be present in accordance with this regulation.

(3) A person referred to in this regulation is no longer to be taken to be present at a meeting if the person ceases to be in instantaneous communication with each other person present at the meeting.

(4) In this regulation —disability has the meaning given in the Disability Services Act 1993 section 3; suitable place —

(a) in relation to a person with a disability — means a place that the council has approved as a suitable place for the purpose of this paragraph; and*

(b) in relation to any other person — means a place that the council has approved as a suitable place for the purpose of this paragraph and that is located —*

(i) in a townsite or other residential area; and

(ii) 150 km or further from the place at which the meeting is to be held under regulation 12, measured along the shortest road route ordinarily used for travelling; townsite has the same meaning given to that term in the Land.

Administration Act 1997 section 3(1).

** Absolute majority required"*

Policy Implications

Nil

Financial Implications

There are no relevant financial implications other than administrative.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	2.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2	Engage and support community groups and volunteers
Objective	4.	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1	An efficient and effective organisation
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2	Continue to enhance communication and transparency

Voting Requirements

Absolute Majority

The variation in the Officer's recommendation below, from the Committee's recommendation, incorporates the specific requirements as stated in the Regulations of the Local Government (Administration) Regulations 1996.

See over for recommendation.

OFFICERS' RECOMMENDATION

That in relation to the request by Mr Riley seeking approval to participate by teleconference at the next Australia Day and Honours Advisory Committee meeting, Council support the request and general principle in accordance with Regulation 14A of the Local Government (Administration) Regulations 1996, and subject to the following conditions:

1. Mr Riley is to attend in person at least 50% of the meetings scheduled for 2020;
2. The request for approval must be submitted to allow sufficient time to be presented to Council for approval and should include:
 - a) The date and time he is unable to attend in person and requires participation by teleconference; and
 - b) His location in Western Australia at the time of the meeting; and
3. Mr Riley must obtain written approval prior to each meeting where participation is requested by teleconference.

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

13. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at ____ pm and pursuant to Resolution 1219.010 of 18 December 2019, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on Tuesday, 28 April 2020.



Shire of
Narrogin
Love the life

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