



**MINUTES
COMMUNITY CHEST REFERENCE GROUP MEETING**

6 September 2018

Commencing at 12:00 pm

Committee Room
Shire of Narrogin
89 Earl Street
Narrogin WA 6312

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

Signed:
(CEO)

A handwritten signature in black ink, appearing to be 'J. Murray', is written over a dotted line.

Date **(date minutes finalised)**

These minutes were confirmed at the Community Chest Reference Group Meeting held on 6 September 2018

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

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SHIRE OF NARROGIN

**NOTICE OF MEETING OF
COMMUNITY CHEST REFERENCE GROUP**

Dear Reference Group Member

A meeting of the Shire of Narrogin Community Chest Reference Group will be held on Thursday 6 September 2018, in the Shire of Narrogin Committee Room, 89 Earl Street, Narrogin, commencing at 12:00 pm.



Dale Stewart
Chief Executive Officer

DISCLAIMER

Community Chest Reference Group recommendations are subject to confirmation by Council and therefore prior to relying on them, one should refer to the subsequent meeting of Council 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/Reference Group meetings or during formal/informal conversations with staff.

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

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

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

COMMUNITY CHEST REFERENCE GROUP MEETING MINUTES

6 SEPTEMBER 2018

1. OFFICIAL OPENING

The Presiding Member, Cr T Wiese, opened the meeting open at 12:08 pm.

2. RECORD OF ATTENDANCE/APOLOGIES

Committee Members (Voting)

Cr T Weise - Deputy Shire President

Cr B Seale (Proxy)

Cr C Ward

Staff

Mr D Stewart - Chief Executive Officer

Ms L Bell - Administration Support Officer

Leave of Absence

Nil

Apologies

Mr L Ballard - Shire President

Absent

Mr F Ludovico - Executive Manager Corporate and Community Services

Ms S Guy - Manager Community Leisure and Culture

In the absence of the Presiding Member Mr L Ballard, Cr Seale nominated Cr Wiese to the position of Presiding Member. The nomination was supported by Cr Ward.

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

| Name | Item No | Interest | Nature |
|----------|---------|--------------|---|
| Cr Ward | 5.8 | Impartiality | Honorary member of the Narrogin Speedway Club Inc and daughter-in-law is the groups treasurer |
| Cr Seale | 5.3 | Impartiality | Deputy Chair of the Narrogin Community Support Association Inc Committee and Council delegate |

SUMMARY

| Community Chest Applications | | | |
|--|-------------------------|--------------------------------------|--|
| In Kind: | Amount requested | Amount recommended by officer | Amount recommended by Reference Group |
| Nil | 0 | | |
| | | | |
| Total In-kind | 0 | | |
| | | | |
| Cash: | | | |
| Narrogin Toy Library Inc | 1,000.00 | 1,000.00 | 1,000.00 |
| Narrogin Community Support Association Inc | 2,500.00 | 2,500.00 | 0 |
| Narrogin Art Group Inc | 1,843.00 | 1,843.00 | 1,843.0 |
| Narrogin Junior Basketball Association Inc | 2,500.00 | 2,500.00 | 2,500.00 |
| Narrogin Croquet Club Inc | 3,573.88 | 0 | 0 |
| PCYC Narrogin Blue Light | 2,500.00 | 2,500.00 | 2,500.00 |
| Narrogin Speedway Inc | 2,500.00 | 2,500.00 | 2,500.00 |
| Dryandra Archery Club Inc | 2,500.00 | 2,500.00 | 2,500.00 |
| Narrogin Little Athletics Club Inc | 2,500.00 | 2,500.00 | 2,500.00 |
| | | | |
| 2018/2019 Budget | 25,000.00 | 25,000.00 | 25,000.00 |
| Total cash requested | 21,416.88 | 17,843.00 | 15,343.00 |
| Late acquittal of 2017/2018 grant | 2,500.00 | 2,500.00 | 2,500.00 |
| | | | |
| Total | 23,916.88 | 20,343.00 | 17,843.00 |
| | | | |
| Balance | 1,083.12 | 4,657.00 | 7,157.00 |

5.2 NARROGIN TOY LIBRARY INC – TOYS FOR TIKES

Attachment – Narrogin Toy Library Inc 2018/2019 Community Chest application

BACKGROUND

Narrogin Toy Library Inc is seeking \$1,000 to support the project Toys for Tikes to purchase new toys and packaging boxes where required for children to focus on developing their skills. Narrogin Toy Library Inc wish to purchase toys that contribute in children developing cognitions, communication and physical skills and enhancing their social interaction and sensory awareness.

SUMMARY

The Toys for Tikes project will purchase new toys for the library. Many of the older toys are suffering from wear and tear; pieces are missing or broken or have just lost their appeal to a new generation of children.

COMMENT

The total project cost is \$1,500. The Narrogin Toy Library is contributing \$500 cash and \$2,300 in-kind to the project.

Synergy records indicate that the Narrogin Toy Library Inc have not previously received Community Chest funds.

OFFICER'S RECOMMENDATION & REFERENCE GROUP RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Ward

That in relation to the Narrogin Toy Library Inc application for \$1,000 from the 2018/2019 Community Chest for the Toys for Tikes program to purchase new toys and packaging boxes, the Community Chest Reference Group support the application.

CARRIED: 3/0

Application Details

1. NAME OF ORGANISATION

Narrogin Toy Library

Contact Person

Maria Lee

Address

43 Sydney Hall Way, Narrogin WA 6312

Position

Treasurer

Phone

Mobile

0478 644 955

Email

MARIAL@WN.COM.AU

Organisation's ABN

57 029 537 730

Registered for GST? (please circle)

| | |
|-----|----|
| Yes | No |
|-----|----|

Is your organisation incorporated?

(If yes, please provide a copy of Certificate of Incorporation)

| | |
|-----|----|
| Yes | No |
|-----|----|

2. HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY CHEST FUNDING? (please circle)

| | |
|-----|----|
| Yes | No |
|-----|----|

If yes, please describe the project and the amount of Community Chest funds received

| |
|--|
| |
| |
| |

3. NAME OF PROPOSED PROJECT OR EVENT:

Toys for Tikes

Estimated Start Date

1 July 2018

Estimated Completion Date

30 June 2019

Requested Community Chest Funds or in-kind support

\$1000.00

Do you require the Community Chest funds prior to your proposed event /activity

Yes

No

4 BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)

The project seeks to purchase new toys and packaging boxes where required for children to focus on developing their skills. NTL would like to purchase toys that contribute in children developing cognitions, communication and physical skills and enhancing their social interaction and sensory awareness.

The Toys for Tikes project seeks to purchase new toys for the library. Many of the older toys are suffering from wear and tear; pieces are missing or broken or have just lost their appeal to a new generation of children.

5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

1. New toys which stimulate sight, touch, taste, smell and hearing to assist in initial brain development for 0 - 8 year olds.
2. New signage to be placed outside the Narrogin Toy Library with the Shire of Narrogin logo.
3. Equipment and packaging for storage and maintenance of toys.

6. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?

The aim of the project is to enrich daily play environments by providing a wide range of toys and educational games for children and families to discover and enjoy within their home environment. NTL provides an affordable, quality toy-borrowing service to families with children 0-8 years in Narrogin and surrounding communities.

Narrogin Toy Library currently has 21 family memberships, many families with more than one child borrowing toys. These members represent diverse cultural and social backgrounds.

NTL is a great community builder. Children learn about sharing toys, taking toys back and borrowing new toys.

In our current 'throw away' society, NTL promotes sustainability. Instead of having lots of cheap toys at home that breaks after little use and ends up at the tip NTL provides quality toys.

7. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

NTL has a Facebook page, any successful funding applications will be acknowledged on this page. Regular photos are put up of the toys in use by our children.

The purchase of new toys would also be an opportunity for NTL to attract new members for this Narrogin community group.

NTL welcomes any photo opportunities with the CEO or mayor and newspaper articles.

8. 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 your project/event.

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- 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)
- Verbal announcements at event.
- Other

This funding application includes the purchase of new signage for NTL, if funding is approved NTL would welcome the Shire of Narrogin's logo on our new sign.

NTL has a Facebook page, any successful funding applications would be advertised on our page with acknowledgement of the funding provider.

BUDGET ESTIMATES

Name of Organisation

Narrogin Toy Library

Name of Project

Toys for Tikes

| INCOME | \$ | EXPENDITURE | \$ |
|--|----------------|---------------------------------|----------------|
| *Total of Community Chest Funds requested in cash | 1000.00 | Materials | |
| *Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required). | | Hire of equipment: | |
| Applicant's cash contribution | 500.00 | Venue hire | |
| Sponsorship | | Advertising | |
| Donations in cash | | Catering costs | |
| Other grants | | Entertainment | |
| Catering sales | | Office/administration | |
| Fees and charges e.g. stalls | | Labour | |
| Gate / door entry fees | | | |
| Other income (please list) | | Other expenditure (please list) | |
| | | new toys | 1000.00 |
| | | signage | 200.00 |
| | | packaging & equipment | 300.00 |
| TOTAL *INCOME | 1500.00 | TOTAL *EXPENDITURE | 1500.00 |

**Income and *Expenditure amounts must be equal*

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

9. IN-KIND CONTRIBUTIONS:

Please calculate and list below the value of any in-kind contributions however do not include in the budget above; (e.g. volunteer or donated labour, materials etc.)

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

| Contributions | Estimated value \$ |
|---|--------------------|
| Volunteer and donated labour | |
| - grant application, financials and acquittal (4 hours) | 100.00 |
| - selecting and purchasing toys & signage (24 hours) | 600.00 |
| - packaging and cataloging new toys (64 hours) | 1600.00 |
| Total In-kind | 2300.00 \$ |

10. 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 Toy Library

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.

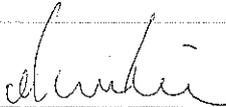
Print Name

Maria Lee

Position

Treasurer

Signature



Date

1 August 2018
SoN



Australian Business Register

Australian business number(ABN) : **57 029 537 730**

Entity name : **NARROGIN TOY LIBRARY INCORPORATED**

Trading Name : **not applicable**
(See reverse for additional trading names.)

ABN Status : **Registered**

ABN Registration Date : **15 October 2009**

Postal Address : **PO BOX 379
NARROGIN WA 6312**

Business Address : **NARROGIN LEISURE CENTRE
50 CLAYTON ROAD
NARROGIN WA 6312**

Type of Entity : **Incorporated Entity**

Industry Code (ANZSIC) : **66390**

Trustee Name : **not applicable**
(See reverse for additional trustee names.)

5.3 NARROGIN COMMUNITY SUPPORT ASSOCIATION INC – OFFICE REPAIRS AND MAINTENANCE

Attachment – Narrogin Community Support Association Inc 2018/2019 Community Chest application

BACKGROUND

The Shire of Narrogin Chief Executive Officer noted that Cr Seale had declared an Impartiality Interest.

The Narrogin Community Support Association Inc are located in the offices at the bottom of Mackie Park on Fortune Street. Previously, they were known as Narrogin Youth Support Association Inc. The volunteers have been providing free financial counselling to the Narrogin community for over twenty years

SUMMARY

Narrogin Community Support Association Inc are seeking \$2,500 to effect much needed repairs and maintenance to their offices; replace ceilings, re-painting of the internal offices and upgrade the lighting in the offices.

COMMENT

Synergy records indicate that Narrogin Youth Support Association Inc and Narrogin Community Support Association Inc have not previously applied for Community Chest funds.

The building is owned by the Shire of Narrogin, the lessee, Narrogin Community Support Association Inc is required to cover the costs of maintenance such as painting. Repairs such as replacing ceilings is the Shire's responsibility, and should be budgeted for annually.

OFFICER'S RECOMMENDATION

That in relation to the Narrogin Community Support Association Inc application for \$2,500 from the 2018/2019 Community Chest, the Community Chest Reference Group;

1. Recommend that the Shire of Narrogin consider to undertake repairs in the 2019/2020 Building Maintenance Budget to
 - replace and paint the ceilings and install insulation to the value of \$6,500.
2. Should support the application for \$2,500 for Narrogin Community Support Association Inc to purchase paint and undertake the work or appoint a contractor to undertake the repainting of the interior offices and / or upgrade the office lighting.

REFERENCE GROUP RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Ward

That in relation to the Narrogin Community Support Association Inc application for \$2,500 from the 2018/2019 Community Chest, the Community Chest Reference Group recommend;

That the Shire of Narrogin consider to undertake repairs to the value of \$9,000 in the 2019/2020 Building Maintenance Budget to;

- replace and paint the ceilings and install insulation
- repaint the interior offices, and
- upgrade the interior office lighting

CARRIED: 3/0

Reason for variation

There was some discussion relating to the nature of the proposed project and how it aligned with the 2018/2019 Community Chest Guidelines. The Reference Group were of the view that the proposed project fell into the category of recurrent expenditure / operational costs and / or costs of the lessor and was therefore ineligible to receive funds from the 2018/2019 Community Chest.

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.*

Application Details

1. NAME OF ORGANISATION

NARROLIN Community Support Association (INC)

Contact Person

GERALD SAUNDERS

Address

PO BOX 28 NARROLIN 6312

Position

CHAIRPERSON

Phone

98 811 363

Mobile

0427 811 927

Email

ngn@incoun@westnet.com.au

Organisation's ABN

29 208452753

Registered for GST? (please circle)

Yes No

Is your organisation incorporated?

(If yes, please provide a copy of Certificate of Incorporation)

Yes No

2. HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY CHEST FUNDING? (please circle)

Yes No

If yes, please describe the project and the amount of Community Chest funds received

| |
|--|
| |
| |
| |

3. NAME OF PROPOSED PROJECT OR EVENT:

Estimated Start Date

Estimated Completion Date

Requested Community Chest Funds or in-kind support

\$ 2500 - 00

Do you require the Community Chest funds prior to your proposed event /activity

| | |
|--------------------------------------|--------------------------|
| <input checked="" type="radio"/> Yes | <input type="radio"/> No |
|--------------------------------------|--------------------------|

4. BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)

NARRABIN Community Support Association (INC) has been providing a valued community financial counselling service for twenty plus years in the same building which is requiring repairs, office coking, installing brighter lighting in all areas, and painting throughout will improve working condition. The REFURBISHMENT will provide a welcoming facility for staff & clients.

5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

- 1) Purchase materials for repair of ceilings
- 2) Purchase paint
- 3) Secure TRADEPERSON to carry out tasks

6. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?

[Empty box for response to question 6]

7. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

Acknowledgment of contribution from Narrogin Shire will be displayed by placing flyer in window and on notice board in waiting room.

8. 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 your project/event.

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- 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)
- Verbal announcements at event.
- Other

[Empty box for additional information related to question 8]

BUDGET ESTIMATES

Name of Organisation

Narrogin Community Support Association

Name of Project

Repairs & Maintenance to office

| INCOME | \$ | EXPENDITURE | \$ |
|--|--------------|---------------------------------|----|
| *Total of Community Chest Funds requested in cash | 2,500 | Materials | |
| *Total 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 | |
| Sponsorship | | Advertising | |
| Donations in cash | | Catering costs | |
| Other grants | | Entertainment | |
| Catering sales | | Office/administration | |
| Fees and charges e.g. stalls | | Labour | |
| Gate / door entry fees | | | |
| Other income (please list) | | Other expenditure (please list) | |
| | | | |
| | | | |
| TOTAL *INCOME | 2,500 | TOTAL *EXPENDITURE | |

**Income and *Expenditure amounts must be equal*

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

9. IN-KIND CONTRIBUTIONS:

Please calculate and list below the value of any in-kind contributions however do not include in the budget above; (e.g. volunteer or donated labour, materials etc.)

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

| Contributions | Estimated value \$ |
|---------------|--------------------|
| | |
| | |
| | |
| | |
| | |
| Total In-kind | \$ |

10. 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 COMMUNITY SUPPORT ASSOCIATION (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

GERALD SAUNDERS

Position

CHAIRPERSON

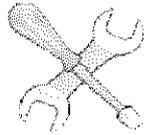
Signature



Date

23/8/2018

JACK'S HANDYMAN & GARDENING SERVICES



QUOTE

Financial Counselling Services

Date
29 Aug 2018

Roger Hall
PO BOX 497

Expiry
28 Oct 2018

NARROGIN WA 6312
MOBILE: 0429811655

Quote Number
QU-0592

ABN
37 552 320 793

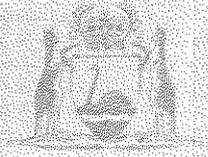
*wear & tear
collapse*

Ceilings

TO REMOVE DAMAGED CEILING & REPLACE WITH NEW GYPROCK. 1 COAT OF UNDERCOAT AND TWO COATS OF CEILING WHITE. INSULATION CAN BE ALSO INSTALLED. PLEASE NOTE ROOMS TO HAVE ALL FURNITURE REMOVED. WE HAVE AN ELECTRICIAN TO REMOVE AND REINSTALL THE LIGHTS AND CAMERA

| Description | Quantity | Unit Price | GST | Amount AUD |
|---------------------|----------|------------|-----|------------|
| <u>OFFICE 1</u> | | | | |
| LABOUR | 1.00 | 1,500.00 | 10% | 1,500.00 |
| GYPROCK | 1.00 | 150.00 | 10% | 150.00 |
| CORNICE | 1.00 | 90.00 | 10% | 90.00 |
| PAINT | 1.00 | 120.00 | 10% | 120.00 |
| INSULATION | 1.00 | 120.00 | 10% | 120.00 |
| ELECTRICIAN | 1.00 | 100.00 | 10% | 100.00 |
| <u>WAITING ROOM</u> | | | | |
| LABOUR | 1.00 | 1,300.00 | 10% | 1,300.00 |
| GYPROCK | 1.00 | 120.00 | 10% | 120.00 |
| CORNICE | 1.00 | 70.00 | 10% | 70.00 |
| PAINT | 1.00 | 110.00 | 10% | 110.00 |
| INSULATION | 1.00 | 85.00 | 10% | 85.00 |
| ELECTRICIAN | 1.00 | 150.00 | 10% | 150.00 |
| <u>OFFICE 2</u> | | | | |
| LABOUR | 1.00 | 1,800.00 | 10% | 1,800.00 |

| Description | Quantity | Unit Price | GST | Amount AUD |
|-------------|----------|------------|------------------|-----------------|
| GYPROCK | 1.00 | 170.00 | 10% | 170.00 |
| CORNICE | 1.00 | 120.00 | 10% | 120.00 |
| INSULATION | 1.00 | 150.00 | 10% | 150.00 |
| ELECTRICIAN | 1.00 | 180.00 | 10% | 180.00 |
| | | | Subtotal | 6,335.00 |
| | | | TOTAL GST 10% | 633.50 |
| | | | TOTAL AUD | 6,968.50 |



WESTERN AUSTRALIA

Associations Incorporation Act 1987
(Section 18(6))

Registered No: A0822790V

**Certificate of Incorporation
On Change of Name**

This is to certify that

NARROGIN YOUTH SUPPORT ASSOCIATION INC

which was on the twenty sixth day of May 1987
incorporated under the *Associations Incorporation Act 1987*
changed its name to:

NARROGIN COMMUNITY SUPPORT ASSOCIATION (INC)

on this eighteenth day of June 2013

Commissioner for Consumer Protection

5.4 NARROGIN ART GROUP INC – UPGRADE FACILITIES

Attachment – Narrogin Art Group Inc Community Chest application

BACKGROUND

The Narrogin Art Group Inc are seeking \$2,500 from the Community Chest to purchase a quantity of swivel chairs , construct and install handrails for the pottery room and patio steps and purchase a photocopier for their craft rooms.

SUMMARY

Narrogin Art Group Inc are located in a house at 4 Elliott Street which is wholly owned and maintained by the group. They boast an active membership of eighty, of whom sixty use the craft rooms weekly for hobbies such as pottery, sewing and knitting.

A number of the members are aging, the swivel chairs provide a level of comfort whilst working at tables and the inclusion of handrails in the pottery room and on the patio will serve to make the venue safer for its older users. The new photocopier will allow the group to continue to print and distribute over 100 copies of their bi-monthly newsletter.

The project is not supported with cash contribution by the applicant, however, there is a modest in-kind contribution of volunteer time to coordinate the project.

COMMENT

Synergy records indicate that a previous application for \$2,000 from Narrogin Art Group Inc was approved in the 2010/2011 Community Chest round to add gravel to the back yard and driveway at the Elliott Street property.

OFFICER'S RECOMMENDATION & REFERENCE GROUP RECOMMENDATION

Moved: Cr Ward

Seconded: Cr Wiese

That in relation to the Narrogin Art Group Inc application for \$1,843 from the 2018/2019 Community Chest, the Community Chest Reference Group support the application to;

1. purchase a quantity of swivel chairs;
2. construct and install handrails for the pottery room and patio steps; and
3. purchase a photocopier for their craft rooms.

CARRIED: 3/0

Application Details

1. NAME OF ORGANISATION

NARROGIN ART GROUP INC

Contact Person

LYN HENRY

Address

PO Box 227 NARROGIN 6312

Position

PRESIDENT & GRANTS OFFICER

Phone

98836717

Mobile

042 983 6 217

Email

lyngrah2@bigpond.com

Organisation's ABN

8524 1434 179

Registered for GST? (please circle)

Yes No

Is your organisation incorporated?

(If yes, please provide a copy of Certificate of Incorporation)

Yes No

2. HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY CHEST FUNDING? (please circle)

Yes No

If yes, please describe the project and the amount of Community Chest funds received

2010/2011
\$2,500 FOR TOPPING OUR DRIVES
AND BACKYARD WITH SOME ROAD FILL
TO ENABLE PARKING. Very good.

3. NAME OF PROPOSED PROJECT OR EVENT:

SECURITY RAILS FOR POTTERY ROOM AND PATIO STEPS.
 SWIVEL CHAIRS FOR MAIN ROOM
 PHOTOCOPIER FOR OFFICE + use by members

Estimated Start Date

AS SOON AS GRANT RECEIVED

Estimated Completion Date

Requested Community Chest Funds or in-kind support

| | | |
|--------------------------------------|----------|------------------|
| NARROGIN BETTA Home - CHAIRS | - 924.00 | |
| NARROGIN MEN'S SHED - SECURITY RAILS | 501.00 | TOTAL: \$1843.00 |
| BEST OFFICE SYST. - PHOTOCOPIER | 418.00 | |

Do you require the Community Chest funds prior to your proposed event/activity

Yes No

4. BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)

we have a membership of 80 LADIES MAINLY FROM NGM who meet each week IN OUR HOUSE. SECURITY IS NECESSARY AND COMFORT IN SEATING. HENCE THE HAND RAILS AND FIRM CHAIRS. OFTEN PATTERNS OR RECIPES ARE NEEDED TO BE COPIED AS WELL AS AGENDAS ETC. WE OWN OUR ART HOUSE - 4 ELLIOT ST, NGM. AND ARE RESPONSIBLE FOR MAINTAINING AND CARING FOR IT.

5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

SECURITY HAND RAILS
 6 FIRM SWIVEL CHAIRS
 1 SMALL PHOTOCOPIER.

6. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?

OUR 50 MEMBERS WILL BE DELIGHTED. THE BIG MAJORITY ARE FROM NGN. AND OTHERS FROM OTHER AREAS ENJOY US. OUR AVERAGE WOULD BE ABOUT 60+ EACH WEEK.

7. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

BI-MONTHLY NEWSLETTER TO OVER 100 HOMES AND BY WORD OF MOUTH AMONGST THE GROUP.

8. 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 your project/event.

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- 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)
- Verbal announcements at event.
 - Other

BI MONTHLY NEWSLETTER - OVER 100 COPIES. TO ALL MEMBERS & INTERESTED PARTIES.

BUDGET ESTIMATES

Name of Organisation

NARROGIN ART GROUP INC

Name of Project

FURNISHINGS FOR OUR MEMBERS SECURITY.

| INCOME | \$ | EXPENDITURE | \$ |
|--|----------------|---------------------------------|----------------|
| *Total of Community Chest Funds requested in cash | 1843.00 | Materials | 1843.00 |
| *Total 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 | |
| Sponsorship | | Advertising | |
| Donations in cash | | Catering costs | |
| Other grants | | Entertainment | |
| Catering sales | | Office/administration | |
| Fees and charges e.g. stalls | | Labour | |
| Gate / door entry fees | | | |
| Other income (please list) | | Other expenditure (please list) | |
| | | | |
| | | | |
| TOTAL *INCOME | 1843.00 | TOTAL *EXPENDITURE | 1843.00 |

*Income and *Expenditure amounts must be equal

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

9. IN-KIND CONTRIBUTIONS:

Please calculate and list below the value of any in-kind contributions however do not include in the budget above; (e.g. volunteer or donated labour, materials etc.)

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

| Contributions | Estimated value \$ |
|--------------------------------|--------------------|
| Collecting Quotes | 25 |
| MEASURING UP FOR RAILS & | 50 |
| LABOUR FOR RAILS | 50. |
| ORGANIZING PICKING UP OF ITEMS | 25 |
| Total In-kind | 150 \$ |

10. 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 ART GROUP INC.

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

Print Name

MRS. LINDSAY H. HENDRY

Position

PRESIDENT + GRANTS OFFICER

Signature

LH Hendry

Date

3.9.18
SoN Community Chest Reference Group Meeting Minutes 6 September 2018

QUOTE

Receipt #
10070648

TRANSACTION DETAILS

Register 11 Operator LAUREN
Date 23/08/2018 1:03 PM Page 1 of 1
Transaction 10043285 Location 63123

CUSTOMER

NARROGIN ART GROUP
4 ELLIOTT STREET

NARROGIN WA 6312

Phone 98836217
Reference# ARTGROUP 1305551754
lyngrah2@bigpond.com.au

Narrogin Betta Home Living
32-36 Fortune Street
Narrogin WA 6312

Phone: 08 9881 3455
Fax: 08 9881 3656
Email: narrogin@my.betta.com.au
ABN: 20 009 453 301
Like us on Facebook
<http://www.facebook.com/BettaAU>
Shop online at <http://www.betta.com.au>
BSB: 066 522 *** PLEASE NOTE THE NEW BANK DETAILS ***
Account No: 1014 9739

| Item | Description | Qty | Unit Price | Line Price |
|------------|-----------------------------------|-----|------------|------------|
| 1305553148 | TYPIST OFFICE CHAIR MODEL YS08 | 6.0 | \$149.00 | \$894.00 |
| 27304 | DELIVERY MODEL DELIVERY | 1.0 | \$30.00 | \$30.00 |

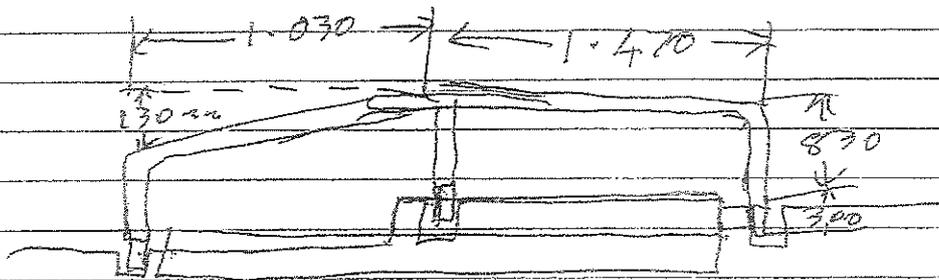
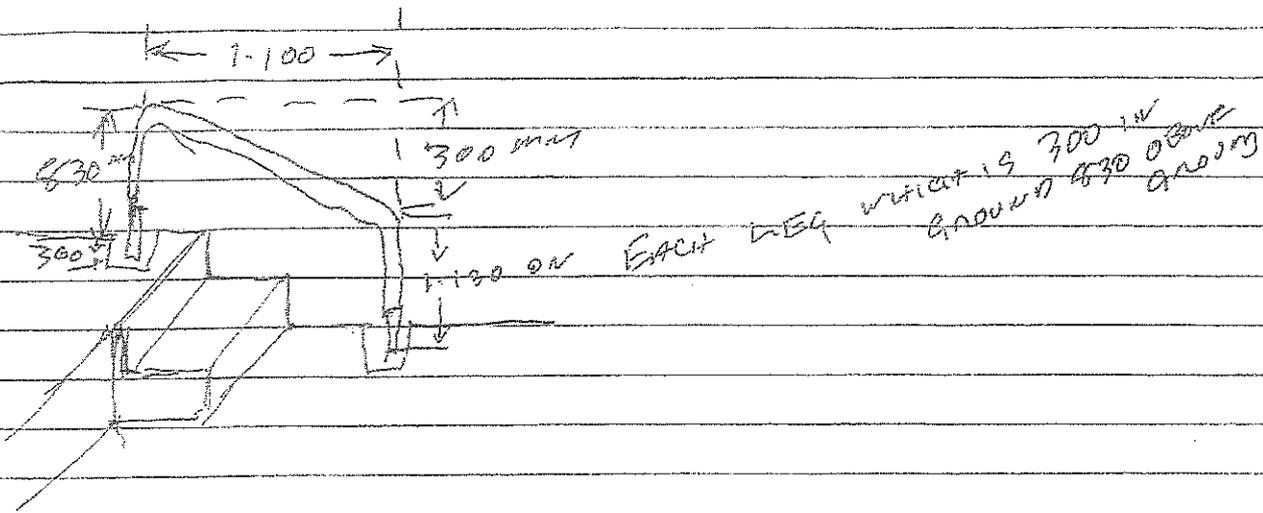
Sub Total \$924.00
Total Includes GST \$84.00
Quote \$924.00

VALID TO 27/08/2018

All Prices Include GST

Whilst risk in the goods shall pass on delivery to the buyer, legal and equitable title shall remain with the vendor until payment is full for all debts accrued or owed to the vendor is made.

NARREGIN ART GROUP INC
 QUOTE FOR SAFETY RAILS
 MENSHEDES NGN
 1-7-2018
 BRUCE CAMODY



| | |
|---|-----------------|
| 2 LENGTHS 40mm PIPE | \$157.00 |
| 10 BAGS RATIO SET CEMENT | \$90.00 |
| WELDING ROAS | \$110.00 |
| 2 MEN ^{EST} LABOUR TO WELD AND ERECT | \$250.00 |
| TOTAL | \$507.00 |

lyngrah2

From: "Reception Albany" <Reception@bestoffice.com.au>
Date: Thursday, 21 June 2018 2:44 PM
To: <lyngrah2@bigpond.com>
Cc: "Reception Narrogin" <Reception2@bestoffice.com.au>
Attach: MFC-L2730DW_Brochure.pdf
Subject: Copier Quote

Good afternoon Lyn,

Thank you for your enquiry in regards to purchasing a small A4 copier.
As discussed we stock the Brother range of these types of devices and can offer a model quite similar to what you have now but just a bit more modern.
Please see below for pricing and information.

Brother MFC-L2730DW Mono Laser MFD \$279.00
Up to 34 copies per minute
Touchscreen operation panel
High yield toner cartridge (up to 3,000 prints) \$139.00

\$ 418.00

Pricing includes GST and quote is valid for 30 days. ETA of machine into stock is 1-2 working days at the time of this quote.
Please do not hesitate to contact us with any queries.

Thank you and best regards,
Michael.



Michael Mills
FRONTLINE SERVICE OPERATOR
E: michael@bestoffice.com.au
W: www.bestoffice.com.au

Albany: 6/20 Campbell Rd
P: 08 9842 1333
F: 08 9842 1444

Narrogin: 51 Federal St
P: 08 9881 4885
F: 08 9881 2255

Best Office Systems is a registered company under the
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Please contact the relevant office for pricing and
terms.
This email and any attachments are unclassified
and may contain confidential information. If you
receive this message in error, please do not
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message in error, please contact the sender
immediately by return email.

DUPLICATE

No. A. 71/67

Form 5

Western



Australia

Certificate of Incorporation

Associations Incorporation Act, 1895-1962
Section 3 (3)

These are to Certify that

..

..

THE MAREEWIN ART GROUP (INC.)

has this day been incorporated as an Association under the provisions of
the Associations Incorporation Act, 1895-1962.

Dated this second day of May 19 68.

J. H. F. ...

REGISTRAR OF COMPANIES.

12047/1/68-208

5.5 NARROGIN JUNIOR BASKETBALL ASSOCIATION INC – NJBA ACADEMY

Attachment – Narrogin Junior Basketball Association Inc 2018/2019 Community Chest application

BACKGROUND

The Narrogin Junior Basketball Association Inc is seeking Community Chest funds to cover the cost of professional coaches to travel from Perth to facilitate a two day coaching academy.

SUMMARY

The Narrogin Junior Basketball Association Inc wishes to hold a two day academy to provide eighty children aged 8 – 18 years with an opportunity to increase their skills and confidence in the lead up to the State and Country Championships scheduled to take place in the 2081/2019 season.

The academy will provide the young people with exposure to working with elite and professional coaches, together with the volunteer coaches, to ensure the skills they develop can be implemented throughout the Association.

COMMENT

The total project cost is \$3,220, Narrogin Junior Basketball Association Inc will support the project with a cash contribution of \$720 cash, and \$2,750 in volunteer hours.

OFFICER'S RECOMMENDATION & REFERENCE GROUP RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Ward

That in relation to the Narrogin Junior Basketball Association Inc application for \$2,500 from the 2018/2019 Community Chest, the Community Chest Reference Group support the application to cover the cost of professional coaches to travel from Perth to facilitate a two day coaching academy.

CARRIED: 3/0

Application Details

1. NAME OF ORGANISATION

NARROGIN JUNIOR BASKETBALL ASSOCIATION

Contact Person

CATHI TREFORT-BUDBY

Address

PO BOX 200 NARROGIN WA 6312

Position

PRESIDENT

Phone

0428526407

Mobile

N/A.

Email

narrogimbasketball@gmail.com / Cathi.t@westnet.com.au

Organisation's ABN

98477571643

Registered for GST? (please circle)

Yes

No

Is your organisation incorporated? *yes / attached*

(If yes, please provide a copy of Certificate of Incorporation)

Yes

No

2. HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY CHEST FUNDING? (please circle)

Yes

No

If yes, please describe the project and the amount of Community Chest funds received

3. NAME OF PROPOSED PROJECT OR EVENT:

NBA Academy

Estimated Start Date

13/10/18

Estimated Completion Date

14/10/18

Requested Community Chest Funds or in-kind support

\$2500

Do you require the Community Chest funds prior to your proposed event /activity

Yes

(No)

4. BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)

We are wanting to upskill our elite athletes for State Championships and Country Championships Competitions this season. By providing the children with exposure to elite/professional coaches ~~from~~ we will increase skill levels, boost their confidence and improve our overall junior competition. We propose to have 80 children involved in the academy along with 8-10 volunteer coaches so the skills they gain can be implemented throughout the association.

5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

Funding will cover the cost of the coaches travelling from Perth to facilitate the 2 day program.

6. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?

Ongoing benefit. By upskilling kids ranging in age from 8-18 the flow on effects will continue for years. The Volunteer Coaches will also use the drills and programs for greater benefit.

7. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

Observer, flyers, School noticeboards and newsletters, Social media

8. 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 your project/event.

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- 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)
- Verbal announcements at event.
- Other

↓
Acknowledgement of the Shire's Contribution at Finals presentations

BUDGET ESTIMATES

Name of Organisation

NARROWIN JUNIOR BASKETBALL ASSOCIATION

Name of Project

NJBA Academy.

| INCOME | \$ | EXPENDITURE | \$ |
|--|----------------|-----------------------------------|----------------|
| *Total of Community Chest Funds requested in cash | 2500-00 | Materials | |
| *Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required). | | Hire of equipment: | |
| Applicant's cash contribution | 720-00 | Venue hire 10 hr Court Hire | 500-00 |
| Sponsorship | | Advertising | 220-00 |
| Donations in cash | | Catering costs | |
| Other grants | | Entertainment | |
| Catering sales | | Office/administration | |
| Fees and charges e.g. stalls | | Labour Perth/Professional Coaches | 2500-00 |
| Gate / door entry fees | | | |
| Other income (please list) | | Other expenditure (please list) | |
| TOTAL *INCOME | 3220-00 | TOTAL *EXPENDITURE | 3220-00 |

**Income and *Expenditure amounts must be equal*

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

9. **IN-KIND CONTRIBUTIONS:**

Please calculate and list below the value of any in-kind contributions however do not include in the budget above; (e.g. volunteer or donated labour, materials etc.)

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

| Contributions | Estimated value \$ |
|---|--------------------|
| Organising the event - 7 Volunteer 10 hrs | 250 - 00 |
| 10 Coaches Volunteering to Assist + Mentor (over the 10hrs, over the 2 days) | 2500 - 00 |
| Total In-kind | 2750 - 00 \$ |

10. **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 JUNIOR BASKETBALL ASSOCIATION

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

CATHI TREFORT-BUDDY

Position

PRESIDENT

Signature

Cathy

Date

30/8/18.



ASIC

Australian Securities & Investments Commission

Association

NARROGIN JUNIOR BASKETBALL ASSOCIATION INC

Extracted from ASIC's database at AEST 13:37:14 on 31/08/2018

Association Summary

Name: NARROGIN JUNIOR BASKETBALL ASSOCIATION INC

ABN:

Registration Number: A1016587X

Registered State: Western Australia

Registration Date: 28/11/2012

Status: Registered

Type: Associations

Regulator: Department of Commerce, Western Australia

5.6 NARROGIN CROQUET CLUB INC – FACILITY UPGRADE

Attachment – Narrogin Croquet Club Inc 2018/2019 Community Chest application

BACKGROUND

Narrogin Croquet Club Inc are seeking an amount of \$3,573.88 from the 2018/2019 Community Chest to remove hazardous material from the building and construct a wider doorway to allow wheelchair access.

SUMMARY

The Narrogin Croquet Club Inc are proposing to replace a wall containing asbestos which is located between the clubroom and the recently completed covered outdoor area and install a wider doorway to facilitate wheelchair access between the two areas.

COMMENT

Narrogin Croquet Club Inc received \$2,500 “out of rounds” assistance from the balance of the 2017/2018 Community Chest to install a retaining wall and safety fence prior to hosting its annual tournament “Guns and Roses” in March 2018 in which state players and national champion players attended.

The proposed project is not supported with cash or in-kind contributions, however, there is modest in-kind contribution by the applicant to coordinate the proposed project.

The 2018/2019 Community Chest Guidelines state the following requirements for eligibility and assessment;

Eligibility

- *Only one application in any twenty-four month period may be funded for any one organisation.*
- *No individual application shall receive in excess of \$2,500 (cash or in kind).*

Assessment Criteria

- *Demonstrated cash, donated and in-kind contributions to the proposed project.*
- *The extent of community involvement and the contribution in cash or in-kind by the organisation.*

OFFICER'S RECOMMENDATION & REFERENCE GROUP RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Wiese

That in relation to the Narrogin Croquet Club Inc application for \$3,573.88 from the 2018/2019 Community Chest,

1. The Community Chest Reference Group do not support the application because the group received Community Chest funds in the 2017/2018 financial year.
2. The Shire of Narrogin investigate the occurrence of asbestos contained within the building at Lot 1561 Clayton Road and consider the relative priority of asbestos removal in context to all Shire of Narrogin buildings in the 2019/2020 draft budget

CARRIED: 3/0

Application Details

1. NAME OF ORGANISATION

NARROGIN CROQUET CLUB (INC)

Contact Person

ROBERT TOMBLESON

Address

50 HANSARD ST, NARROGIN

Position

PRESIDENT

Phone

Mobile

0429 140091

Email

ptombles@westnet.com.au

Organisation's ABN

19 015 955 074

Registered for GST? (please circle)

Yes

No

Is your organisation incorporated?

(If yes, please provide a copy of Certificate of Incorporation)

1004618

Yes

No

2. HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY CHEST FUNDING? (please circle)

Yes

No

If yes, please describe the project and the amount of Community Chest funds received

FENCE TO PROVIDE SAFETY BETWEEN
COURTS 1 & 2 - \$2,500 - (2017)

3. NAME OF PROPOSED PROJECT OR EVENT:

REMOVAL OF HAZARDOUS MATERIAL (ASBESTOS)
FROM INTERNAL AND EXTERNAL WALL OF EXISTING
CLUBHOUSE, TO INSTALL WIDER DOORWAY (1200mm)
TO ENABLE WHEELCHAIR ACCESS BETWEEN EXISTING
CLUBROOM AND NEW COVERED AREA.

Estimated Start Date

AS SOON AS POSSIBLE

Estimated Completion Date

END OF SEPTEMBER 2018 (30.9.18)

Requested Community Chest Funds or in-kind support

\$ 3,000.00

Do you require the Community Chest funds prior to your proposed event /activity

Yes

No

4 BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)

TO REPLACE ASBESTOS WALL AND TO FACILITATE
ACCESS BETWEEN EXISTING CLUBROOM AND NEW
COVERED AREA EXTENSION IN KEEPING WITH
OHS REGULATIONS. THESE FUNDS ARE REQUESTED
DUE TO OUR INCREASE IN MEMBERSHIP AS WELL
AS IMPROVING OUR FACILITY

5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

SEE ITEM 3 ABOVE

QUOTE ATTACHED.

6. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?

THIS WORK WILL UPGRADE OUR FACILITY AND ACCOMMODATE OUR INCREASING NUMBERS. CROQUET IN NARROGIN IS PLAYED ALL YEAR ROUND, OUR PROPOSED IMPROVEMENTS WILL ALLOW PROTECTION FROM THE ELEMENTS BOTH SUMMER AND WINTER.

7. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

N/A.

8. 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 your project/event.

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- 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)
- Verbal announcements at event.
- Other

BUDGET ESTIMATES

Name of Organisation **NARROGIN GROUQUET CLUB INC.**

Name of Project *REMOVAL OF HAZARDOUS MATERIAL
TO FACILITATE IMPROVEMENTS.*

| INCOME | \$ | EXPENDITURE | \$ |
|--|-------------------|------------------------------------|-------------------|
| *Total of Community Chest Funds requested in cash | 3573.88 | Materials & LABOUR AS PER QUOTE | 3573.88 |
| *Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required). | | Hire of equipment: | |
| Applicant's cash contribution | N/A | Venue hire | |
| Sponsorship | N/A | Advertising | |
| Donations in cash | N/A | Catering costs | |
| Other grants | N/A | Entertainment | |
| Catering sales | N/A | Office/administration | |
| Fees and charges e.g. stalls Gate / door entry fees | N/A | Labour | |
| Other income (please list) | N/A | Other expenditure (please list) | |
| TOTAL *INCOME | \$ 3573.88 | TOTAL *EXPENDITURE | \$ 3573.88 |

**Income and *Expenditure amounts must be equal*

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

9. **IN-KIND CONTRIBUTIONS:**

Please calculate and list below the value of any in-kind contributions however do not include in the budget above; (e.g. volunteer or donated labour, materials etc.)

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

Contributions Estimated value \$

Total In-kind \$

10. **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 CROQUET 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

ROBERT TOMBLESON

Position

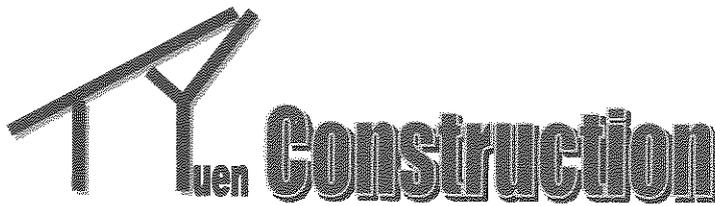
PRESIDENT

Signature



Date

28th AUGUST 2018



Building the Future

31 Argus Street
 Narrogin WA 6312
 ABN: 81 413 282 413
 Builders Registration No: 13142
 Asbestos Removal Lisc. WARA 10

PH: 0408 958 856
 FAX: 08 9881 3140
 email: tyuenconstruction@y7mail.com

Quote

Date: 28/08/2018
 ORDER No:

We have pleasure in submitting the following quotation for your consideration

To: Narrogin Croquet Club
 Re: Sliding door installation

Supply of labour and materials to remove required wall cladding internally and externally to enable installation of beam and sliding aluminium door and recladding of affected area, including full wall to outside including asbestos.

| | |
|----------------|------------|
| Sub Total: | \$3,248.98 |
| <u>GST 10%</u> | \$324.90 |
| <u>Total:</u> | \$3,573.88 |

Note: If work is required to be done on weekends this quote will be invalid.

Quote is valid for 30 days

Signed: _____



ASIC

Australian Securities & Investments Commission

Association

NARROGIN CROQUET CLUB INCORPORATED

Extracted from ASIC's database at AEST 13:55:12 on 31/08/2018

Association Summary

Name: NARROGIN CROQUET CLUB INCORPORATED

ABN:

Registration Number: A1004618E

Registered State: Western Australia

Registration Date: 16/02/2005

Status: Registered

Type: Associations

Regulator: Department of Commerce, Western Australia

5.7 PCYC NARROGIN BLUE LIGHT – LASER TAG YOUTH DAY

Attachment – PCYC Narrogin Blue Light 2018/2019 Community Chest application

BACKGROUND

Narrogin Police have recently been successful in establishing a Narrogin Blue Light Disco and are seeking to expand on the activities they can deliver to Narrogin's youth.

SUMMARY

PCYC Narrogin Blue Light are seeking \$2,500 from the 2018/2019 Community Chest to host a Laser Tag Youth Day in the school holidays in February 2019. Community Chest funds will cover the cost to hire the laser tag equipment.

The proposed project is not supported with a cash contribution by the applicant however, there will be a significant in-kind contribution by Narrogin's off duty police officers.

COMMENT

Synergy records indicate that the PCYC Narrogin Blue Light have not previously applied for Community Chest funds. PCYC Narrogin Blue Light have been unable to provide documentation to support their organisations status as an incorporated association.

OFFICER'S RECOMMENDATION & REFERENCE GROUP RECOMMENDATION

Moved: Cr Ward

Seconded: Cr Seale

That in relation to the PCYC Narrogin Blue Light 2018/2019 Community Chest application, the Community Chest Reference Group support the request for \$2,500 to host a Laser Tag Youth Day, subject to confirmation of receipt of the organisation having a certificate of incorporation.

CARRIED: 3/0

Application Details

1. NAME OF ORGANISATION

PCYC - Narrogin Blue Light

Contact Person

Heidi Melia

Address

c/o Narrogin Police Station, 82 Earl Street, Narrogin, WA, 6312

Position

Co-ordinator

Phone

(08) 9882 2555

Mobile

0403 006 699

Email

heidi.melia@police.wa.gov.au

Organisation's ABN

18 727 953 078

Registered for GST? (please circle)

| | |
|-----|----|
| Yes | No |
|-----|----|

Is your organisation incorporated?

(If yes, please provide a copy of Certificate of Incorporation)

| | |
|-----|----|
| Yes | No |
|-----|----|

2. HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY CHEST FUNDING? (please circle)

| | |
|-----|----|
| Yes | No |
|-----|----|

If yes, please describe the project and the amount of Community Chest funds received

| |
|--|
| |
| |
| |

3. NAME OF PROPOSED PROJECT OR EVENT:

Narrogin Blue Light Laser Tag & Youth Day

Estimated Start Date

02 February 2019

Estimated Completion Date

02 February 2019

Requested Community Chest Funds or in-kind support

\$2500

Do you require the Community Chest funds prior to your proposed event /activity

Yes

No

4 BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)

Narrogin Blue Light branch propose hosting a free event during summer school holidays for all youth in Narrogin. Laser tag and other team building activites proposed are planned to facilitate positive engagement with Police and other important community role models and support workers.

The event is focused on providing young people with positive strategies to avoid becoming an offender, aiming to reduce the incidence of crime involving young people.

The event would foster opportunities to educate kids and positively promote other community issues including Healthy Eating, Mental Health awareness and safe relationships. This would be collaboratively achieved with appropriate community groups by inviting them to set up information stalls and staff to interact with the young people.

5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

The funds will purchase the hire of the Laser Tag for the day, advertising the event, food, and purchase of items such as First Aid kit and sunscreen.

6. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?

The Narrogin community will benefit from this event by the subsequent diversion of young people away from crime, unhealthy living and education about safe relationships. A reduction in youth crime means more young people can contribute positively to our community. The reduction of the perception of high youth related crimes also contributes to the safety and well being of all residents in the community, such as the vulnerable and seniors. It means they can carry out their daily activities without fear or concern. It means resources such as Police, Health and Education can concentrate on other important agendas such as improving and growing our community.

7. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

The event will be advertised and promoted by posters, local radio, newspaper advertisements and social media.

8. 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 your project/event.

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- 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)
- Verbal announcements at event.
- Other

Happy to acknowledge the Shire of Narrogin sponsorship on advertisements and displaying the banner at the event.

BUDGET ESTIMATES

Name of Organisation

PCYC - Narrogin Blue Light

Name of Project

Blue Light Laser Tag day

| INCOME | \$ | EXPENDITURE | \$ |
|--|------|---|-------------|
| *Total of Community Chest Funds requested in cash | 2500 | Materials | |
| *Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required). | | Hire of equipment: Laser tag Generator | 1290 150 |
| Applicant's cash contribution | | Venue hire | |
| Sponsorship | | Advertising | 100 |
| Donations in cash | | Catering costs | 600 |
| Other grants | | Entertainment | |
| Catering sales | | Office/administration (Advertising) | 260 |
| Fees and charges e.g. stalls | | Labour | |
| Gate / door entry fees | | | |
| Other income (please list) | | Other expenditure (please list) | |
| | | Sundry items (First Aid etc) | 100 |
| | | | |
| | | | |
| TOTAL *INCOME | | TOTAL *EXPENDITURE | 2500 |

**Income and *Expenditure amounts must be equal*

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

9. IN-KIND CONTRIBUTIONS:

Please calculate and list below the value of any in-kind contributions however do not include in the budget above; (e.g. volunteer or donated labour, materials etc.)

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

| Contributions | Estimated value \$ |
|---|--------------------|
| Donated labour - Narrogin Police (10 staff) | 2000 |
| | |
| | |
| | |
| Total In-kind | 2000 \$ |

10. 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*)

PCYC - Narrogin Blue Light

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

Heidi Melia

Position

Coordinator (Sergeant)

Signature

Heidi Melia

Date

24th August 2018

SoN

Community Chest Reference Group Meeting Minutes 6 September 2018

5.8 NARROGIN SPEEDWAY CLUB INC. – OFFICE EQUIPMENT UPGRADE

Attachment – Narrogin Speedway Club Inc 2018/2019 Community Chest application

BACKGROUND

The Shire of Narrogin Chief Executive Officer noted that Cr Ward had declared an Impartiality Interest.

Narrogin Speedway Club Inc are seeking \$2,500 from the 2018/2019 Community Chest to purchase a new printer.

SUMMARY

The 2018 speedway season commences in September 2018 and Narrogin Speedway Club Inc have indicated they will be hosting three state titles and are awaiting confirmation they will be the hosts of two other state titles.

To enable them to continue to print programs for each event and to assist them with their record keeping obligations, the Narrogin Speedway Club Inc wish to purchase a new photocopier/printer with the capabilities to meet these requirements.

The total project cost is \$3,300, Narrogin Speedway Club Inc will contribute \$800 cash to the project.

COMMENT

Synergy records indicate that a previous application from Narrogin Speedway Club Inc for Community Chest was approved in 2016/2017 to cover the cost of hosting the Club's 60th Anniversary. That project cost \$8,350, Narrogin Speedway Club Inc contributed \$2,350 cash.

OFFICER'S RECOMMENDATION & REFERENCE GROUP RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Wiese

That in relation to the Narrogin Speedway Club Inc 2018/2019 Community Chest application, the Community Chest Reference Group support the request for \$2,500 to purchase a new photocopier/printer.

CARRIED: 2/0

Cr Ward refrained from voting on this item due to the Declaration of Interest (Impartiality) at Item 3.

Application Details

1. NAME OF ORGANISATION

NARROGIN SPEEDWAY CLUB

Contact Person

DARREN AYLMOORE

Address

PO BOX 344 NARROGIN WA 6312

Position

PRESIDENT

Phone

Mobile

0429 954 472

Email

speedwaynarrogin@gmail.com

Organisation's ABN

Registered for GST? (please circle)

Yes

No

Is your organisation incorporated?

(If yes, please provide a copy of Certificate of Incorporation)

Yes

No

2. HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY CHEST FUNDING? (please circle)

Yes

No

If yes, please describe the project and the amount of Community Chest funds received

We received \$2500 in 2017 for Narrogin Speedway Clubs 60th Celebrations.

3. NAME OF PROPOSED PROJECT OR EVENT:

2018/19 Speedway Season

Estimated Start Date

Season Begins 8 Sept. 2018

Estimated Completion Date

Season Ends 27 April 2019

Requested Community Chest Funds or in-kind support

\$2500

Do you require the Community Chest funds prior to your proposed event /activity

Yes

No

4 BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)

Our season comprises of many competing divisions including drivers who live locally as well as drivers from all over the state and nation. This year we are holding 3 confirmed state titles (Super Sedans, AMCA's and Limited Sprint) as well as 2 state titles waiting confirmation (Junior and Senior 125 midgets). We have signed round 3 of the Pro Speedcar Week which will be run midweek on the 14th November. The Club is also holding feature nights for GWN Modified Sedans, 360 Sprintcar Power Series and wingless sprint cars.

5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

The funds will go toward purchasing a new printer to allow the club to contribute printing programs for each race event, as well as other printing required, especially to meet record keeping. The programs allow spectators to follow the race events and allows us to promote businesses within our community whom support our club.

6. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?

Our events allow both Junior and Senior members of our community to compete in speedway through a variety of divisions, as drivers crew, mechanics and volunteers. Our club greatly relies on volunteers to complete a large list of roles from assisting in canteens, to developing programs and to onfield safety work. Events like these allow people within the community opportunities to be part of clubs, to participate in their community, to socialise and in turn support positive mental health. Our events also draw competitors from around WA bringing business to town through accommodation and catering.

7. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

Our events are advertised in the observer as well as on the local radio station (913). We also have signs in locations around town detailing our events. In some cases posters are developed and circulated within WA. to promote major racing divisions coming to Narrogin Speedway. The Speedway Sedans website promotes relevant events Narrogin Speedway are holding as well as displaying our calendar.

8. 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 your project/event.

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- 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)
- Verbal announcements at event.
- Other

Our club is more than willing to display the shire of Narrogin Logo within our programs printed from the printer purchased.

BUDGET ESTIMATES

Name of Organisation

Narrogin Speedway Club Inc.

Name of Project

2018 | 2019 Speedway Season

| INCOME | \$ | EXPENDITURE | \$ |
|--|-------------|---------------------------------|-------------|
| *Total of Community Chest Funds requested in cash | 2500 | Materials | |
| *Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required). | | Hire of equipment: | |
| Applicant's cash contribution | 700 | Venue hire | |
| Sponsorship | | Advertising | |
| Donations in cash | | Catering costs | |
| Other grants | | Entertainment | |
| Catering sales | | Office/administration | |
| Fees and charges e.g. stalls | | Labour | |
| Gate / door entry fees | | | |
| Other income (please list) | | Other expenditure (please list) | |
| | | Purchase - Printer | 3300 |
| TOTAL *INCOME | 3300 | TOTAL *EXPENDITURE | 3300 |

**Income and *Expenditure amounts must be equal*

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

9. IN-KIND CONTRIBUTIONS:

Please calculate and list below the value of any in-kind contributions however do not include in the budget above; (e.g. volunteer or donated labour, materials etc.)

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

| Contributions | Estimated value \$ |
|---------------|--------------------|
|---------------|--------------------|

| | |
|---------------|----|
| Total In-kind | \$ |
|---------------|----|

10. 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 Speedway 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

Sharon Kulker

Position

Secretary

Signature

[Handwritten Signature]

Date

29.08.2018

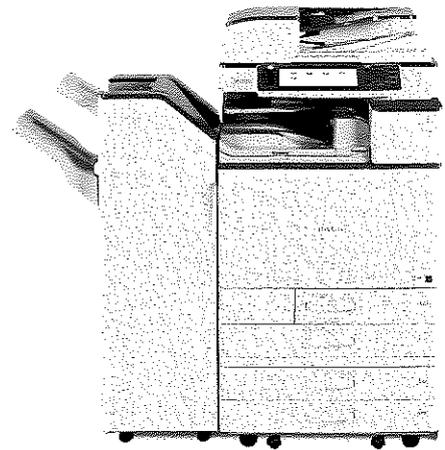
A Best Office Systems Proposal for Narrogin Speedway Club



Refurbished Ricoh MPC3503SP Digital A3 COLOUR Copier/Printer/Scanner/Fax

Including:

- * 35 pages per minute colour
- * 35 pages per minute black and white
- * Customisable 9" colour touch screen
- * 100 sheet auto reversing document feeder
- * 1200 x 1200 dpi print resolution
- * Automatic double siding
- * 1.5 GB RAM
- * 250 GB HDD
- * Network print
- * Network scan
- * Fax unit
- * Print from / scan to USB or SD card
- * 1 x 550 sheet paper tray (A4 only)
- * 3 x 550 sheet paper tray (A3/A4)
- * 1 x 100 sheet bypass tray
- * Up to 300gsm from all paper trays
- * Document server
- * **Done approx. 244,330 mono and 55,513 colour prints**



Outright purchase \$ 3,000 + GST

OR Rental option:
36 month rental @ \$110 + GST

Plus Maintenance Agreement:

Full Service Agreement Black including toner @ \$0.015 cents per copy
Full Service Agreement Colour including toner @ \$0.15 cents per copy

Notes:

Albany Office
Shop6/20 Campbell Rd
Albany WA 6330
9842 1333

- o All pricing **excludes** GST
- o Pricing is valid for 30 days (unless sold prior)
- o Includes FREE delivery, installation and full staff training.

Narrogin Office
51 Federal Street
Narrogin WA 6312
9881 4685 SoN



WESTERN AUSTRALIA

Associations Incorporation Act 1987
(Section 9(1))

Registered No: A0650004D

Certificate of Incorporation

This is to certify that

NARROGIN SPEEDWAY CLUB INC.

has this day been incorporated
under the *Associations Incorporation Act 1987*

Dated this fifteenth day of April 1965

Commissioner for Consumer Protection

This is a **REPLACEMENT CERTIFICATE** issued on 27 June 2016

5.9 DRYANDRA ARCHERY CLUB INC – FIT-OUT EQUIPMENT TRAILER

Attachment – Dryandra Archery Club Inc 2018/2019 Community Chest application

BACKGROUND

The Dryandra Archery Club are seeking \$2,500 from the 2018/2019 Community Chest fund to out-fit the clubs equipment trailer.

SUMMARY

As a result of dwindling membership, the Dryandra Archery Club applied for and received Community Chest funds in the 2016/2017 Community Chest round to purchase a second hand trailer for use as an equipment trailer to move equipment off-site and store it away from the clubs premises.

Due the ability to move equipment around, and set up at alternate venues to the clubrooms, the Dryandra Archery Club have successfully increased membership and are proposing to renovate and fit-out the trailer to render it more practical for its members.

The total project cost is \$5,550, the Dryandra Archery Club Inc are contributing \$3,050 in donated materials and volunteer labour.

COMMENT

Synergy records indicate that a previous application from Dryandra Archery Club Inc for Community Chest funds was approved in 2016/2017 to cover the cost purchasing a single axle box trailer to store equipment. That project cost \$2,500, Dryandra Archery Club Inc contributed \$2,400 volunteer labour.

OFFICER'S RECOMMENDATION

That in relation to the Dryandra Archery Club Inc 2018/2019 Community Chest application, the Community Chest Reference Group support the request for \$2,500 to renovate /out-fit the trailer.

REFERENCE GROUP RECOMMENDATION

Moved: Cr Seale

Seconded: Cr Ward

That in relation to the Dryandra Archery Club Inc 2018/2019 Community Chest application, the Community Chest Reference Group support the request for \$2,500 to renovate /out-fit the trailer subject to the provision of an approved budget.

CARRIED: 3/0

Reason for variation

There was some discussion relating to the proposed budget, the Reference Group felt the budget did not match the quoted price to undertake the project.

Application Details

1. NAME OF ORGANISATION

Dryandra Archery Club Inc (DAC)

Contact Person

Nick Klaassen

Address

13 Felspar St, Narrogin WA 6312

Position

Club Treasurer

Phone

Mobile

0437 370 068

Email

dryandra.archery@gmail.com

Organisation's ABN

ABN 56 865 802 246

Registered for GST? (please circle)

Yes No

Is your organisation incorporated?

(If yes, please provide a copy of Certificate of Incorporation)

✓ Yes No

2. HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY CHEST FUNDING? (please circle)

✓ Yes No

If yes, please describe the project and the amount of Community Chest funds received

In 2016/17 DAC received Community Chest \$2500 funding for the purchase of a single axle box trailer to store training equipment

3. NAME OF PROPOSED PROJECT OR EVENT:

Renovating and fitting out of a new equipment trailer. The new trailer is a second hand furniture removal trailer. Its acquisition was necessitated by the clubs relocation to the YMCA oval where there was limited storage. This move has reversed a declining membership and has provided a higher level of engagement with the community.

Estimated Start Date

If funding is secured, work will start work by 01 October 2018

Estimated Completion Date

30 November 2018

Requested Community Chest Funds or in-kind support

\$2500

Do you require the Community Chest funds prior to your proposed event /activity

Yes

No

4 BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)

The new trailer was acquired because the club needed to relocate to the YMCA Oval, which did not have on-site storage, to raise the Club's profile and reverse falling membership. This change has been highly successful with Club membership effectively doubling in the last 6 months.

The work proposed is to reline the interior of the removal trailer with plywood and , install a new plywood floor, build storage cupboards and lockers, and to provide some basic tea and coffee making facilities. Some renovation of the steel frame of the trailer will also be undertaken.

5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

The grant will be used to purchase materials with which to renovate the trailer, including timber (ply, MDF and treated pine), cabinet fittings, hardware, and steel with which to repair part of the trailers steel frame.

Part of the funding will also be used to employ a carpenter to do some of the reclading and to build the storage cabinets and cupboards.

Please refer to attachment 1.

6. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?

The trailer provides a means for the DAC to conduct archery competitions at a variety of venues, both within the Narrogin and in surrounding townships. It also provides a means to support local tournaments involving visiting archery clubs.

This we expect will increase the opportunity for local people to participate in this sport.

7. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

Once the external panelling of the trailer has been restored (this is a DAC funded project that will also be undertaken over the coming months) DAC will be able to display a variety of information posters on the side of the trailer.

Many of these will relate to archery training and activities, but it is envisaged that others will be used to promote archery and community events.

8. 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 your project/event.

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- 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)
- Verbal announcements at event.
- Other

The trailer will also display the Shire Logo in recognition of the support the Club has received in terms of Community Chest grants.

The Club is also more than happy to fly the Shire Flag at archery events and Tournaments.

A Club spokesperson who provides regular radio interviews on a local FM radio channel will also provide acknowledgement of the Club's receipt of community grants.

BUDGET ESTIMATES

Name of Organisation

Dryandra Archery Club

Name of Project

Trailer renovation and refitting

| INCOME | \$ | EXPENDITURE | \$ |
|--|---------------|---------------------------------|---------------|
| *Total of Community Chest Funds requested in cash | \$2500 | Materials | \$1750 |
| *Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required). | \$0 | Hire of equipment: | |
| Applicant's cash contribution | | Venue hire | |
| Sponsorship | | Advertising | |
| Donations in cash | | Catering costs | |
| Other grants | | Entertainment | |
| Catering sales | | Office/administration | |
| Fees and charges e.g. stalls | | Labour | \$750 |
| Gate / door entry fees | | | |
| Other income (please list) | | Other expenditure (please list) | |
| | | | |
| | | | |
| TOTAL *INCOME | \$2500 | TOTAL *EXPENDITURE | \$2500 |

**Income and *Expenditure amounts must be equal*

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

9. IN-KIND CONTRIBUTIONS:

Please calculate and list below the value of any in-kind contributions however do not include in the budget above; (e.g. volunteer or donated labour, materials etc.)

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

| Contributions | Estimated value \$ |
|---|--------------------|
| Minor equipment outfitting - interior lights, wiring, etc | \$250 |
| Materials for resheeting of exterior of trailer | \$1000 |
| Materials to paint interior of trailer | \$200 |
| Members labour | \$1600 |
| Total In-kind | \$3,050 |

10. 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)

Dryandra Archery 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

Nick Klaassen

Position

Club Treasurer, Dryandra Archery Club Inc.

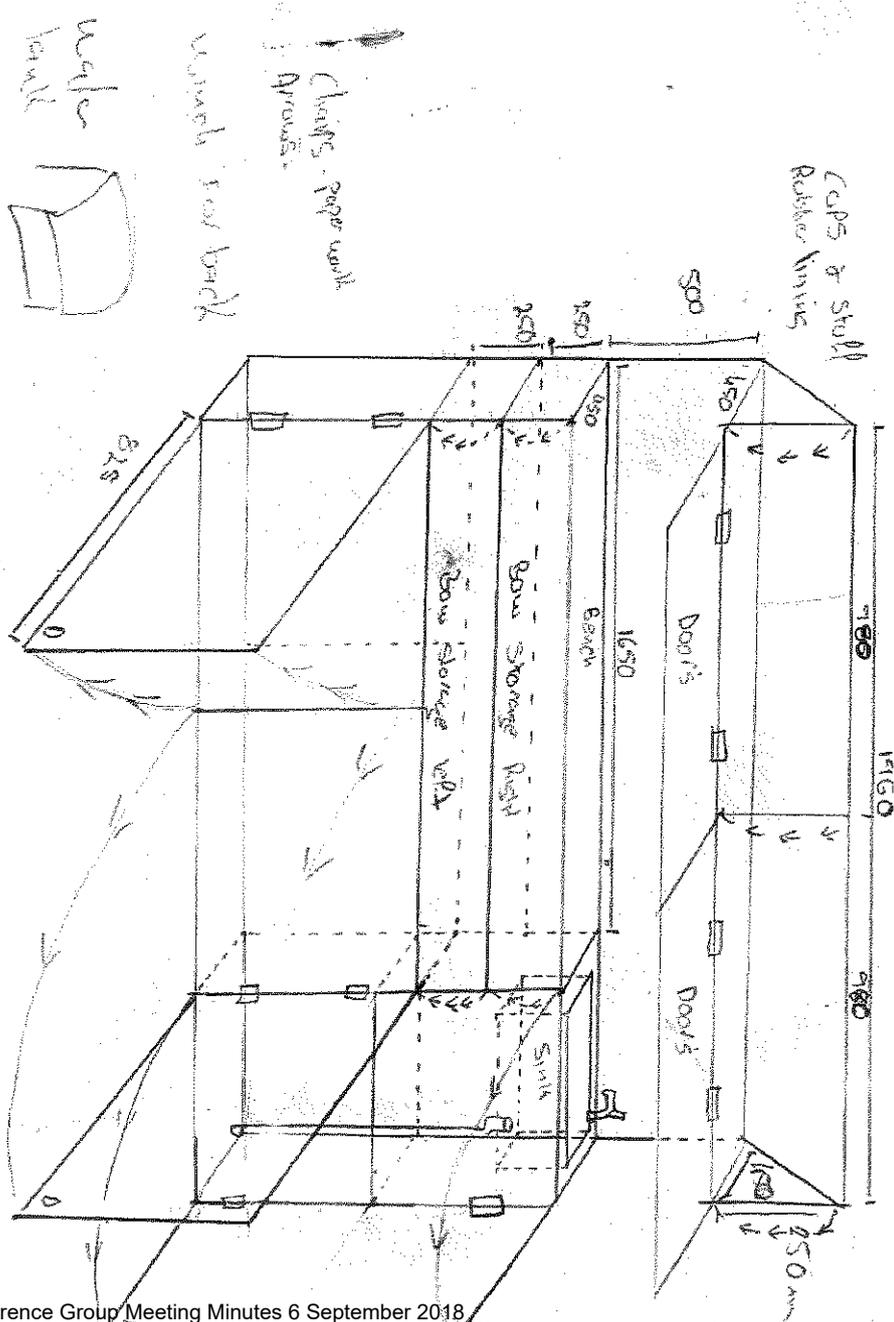
Signature

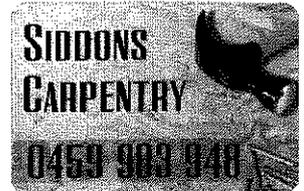
Date

29/8/2018

Attachment 1 - Items to be funded by Community Chest Grant

| Items | Unit | Required | Unit price | Cost |
|---|-------------------|----------|------------|-------------------|
| Plywood, construction, 18mm | Sheets (2.4x1.2m) | 8 | \$82.93 | \$663.44 |
| Treated pine, 90x65mm | Metres | 26.4 | \$5.08 | \$134.11 |
| Steel tubing, square, 50x50m | 2.4m lenghts | 2 | \$36.50 | \$73.00 |
| Caravan sink + tap | ea | 1 | \$99.00 | \$99.00 |
| MDF, custom wood, 8mm | Sheets (2.4x1.2m) | 8 | \$22.92 | \$183.36 |
| Hinges, cabinet | ea | 14 | \$3.54 | \$49.56 |
| Handles, cabinet | ea | 7 | \$2.50 | \$17.50 |
| Gas struts, cabinet | ea | 7 | \$17.90 | \$125.30 |
| Screws, various | boxes | 1 | \$45.00 | \$45.00 |
| Cutting disks, steel | ea | 12 | \$13.20 | \$158.40 |
| Labour to relace section of steel frame | ea | 1 | \$250.00 | \$250.00 |
| Labour to reclad & build cabinet | ea | 1 | \$700.00 | \$700.00 |
| Total: | | | | \$2,498.67 |





Quote

Date: 8/20/2018
Quote # DA001
Valid Until: 9/20/2018

COMPANY Beau Siddons
19 Havelock Street,
Narrogin, WA 6312
0459 983 948
siddons.building@gmail.com

TO Dryandra Archery Club

Dryandra Archery has proposed the re-fitting of an existing enclosed trailer to securely house and move: bows, arrows, kitchenette, target papers, target butts, frames and other equipment. The trailer currently has no internal storage to hold the necessary equipment. The trailer also requires general maintenance.

| Description | Amount |
|--|------------------|
| To supply materials for the internal fit out of trailer. This will include all steel frame work and a new ply wood floor. This also includes material for a new storage cupboard 2m high, 2m wide and 0.5m deep | \$1568.45 |
| To Supply all labour for a fit out to the internals of Dryandra Archery's enclosed trailer. This will include all welding to steel frame work and fit a ply wood floor. This also includes to construct a 2m high, 2m wide and 0.5m deep | \$1084.55 |
| Total | \$2653.00 |

Signatures of Authorized Person: _____



Thank you for your business!



ASIC

Australian Securities & Investments Commission

Association

DRYANDRA ARCHERY CLUB (INC)

Extracted from ASIC's database at AEST 16:58:20 on 30/08/2018

Association Summary

Name: DRYANDRA ARCHERY CLUB (INC)

ABN:

Registration Number: A1015564B

Registered State: Western Australia

Registration Date: 17/10/2011

Status: Registered

Type: Associations

Regulator: Department of Commerce, Western Australia

Application Details

1. NAME OF ORGANISATION

Narrogin Districts Little Athletics Club Inc

Contact Person

Claire Levesque

Address

Thomas Hogg Oval Narrogin

Position

President

Phone

0448338640

Mobile

0448338640

Email

narrogindlac@gmail or ClaireLevesque@icloud.com

Organisation's ABN

33527097802

Registered for GST? (please circle)

Yes No

Is your organisation incorporated?

(If yes, please provide a copy of Certificate of Incorporation)

Yes No

2. HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY CHEST FUNDING? (please circle)

Yes No

If yes, please describe the project and the amount of Community Chest funds received

| |
|--|
| |
| |
| |

3. NAME OF PROPOSED PROJECT OR EVENT:

Family, fun & fitness Athletics Clinic.

Estimated Start Date

either September school holidays. or Jan 2019

Estimated Completion Date

May 2019

Requested Community Chest Funds or in-kind support

Community chest funds

Do you require the Community Chest funds prior to your proposed event /activity

| | |
|-----|----|
| Yes | No |
|-----|----|

4. BRIEF DESCRIPTION OF PROJECT / EVENT (MAXIMUM OF 100 WORDS)

to hold a 4hr clinic for children age from 8yrs - 17yrs. Showing/coach Athletics. Promoting fun & fitness. This will be held during the school holidays so its available to the wider community.

5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

| | | |
|---|-------------|--|
| Accommodation | - \$400 | - 1 night @ \$200 x 2 people |
| Travel | - \$301.08 | - 10 km eachway @ .78¢/perk |
| Coach Fees | - \$1080.00 | - 4hr clinic - x 2 coaches |
| meal Allowance | - \$120.00 | - x 2 people |
| Come-and-Try Day | - \$600.00 | - Community Eng - snag 5iz |
| Total - \$2501.08 | | |
| Cost to bring Coaches & Top Athlete to narrogin | | |

6. HOW WILL YOUR PROJECT / EVENT BENEFIT THE NARROGIN COMMUNITY?

This event will allow the wider community to come together to learn a new sport, have fun & get a bit of fitness.

7. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

Flyers will be sent to all schools.
Advertised on FB page & site.
Newspaper
Advertised on WA Little Aths website

8. 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 your project/event.

Please circle below the ways you will be able to acknowledge Shire of Narrogin sponsorship:

- 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)
- Verbal announcements at event.
- Other

Verbal announcement at event,
website, posters, newspaper, signage,
flyers & banner at the oval.

BUDGET ESTIMATES

Name of Organisation

Narrogin Districts Little Athletics club

Name of Project

Family, fun & fitness clinic

| INCOME | \$ | EXPENDITURE | \$ |
|--|-------------|---------------------------------|----------------|
| *Total of Community Chest Funds requested in cash | 2500 | Materials | |
| *Total 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 | |
| Sponsorship | | Advertising | |
| Donations in cash | | Catering costs | |
| Other grants | | Entertainment | 600. |
| Catering sales | | Office/administration | |
| Fees and charges e.g. stalls | | Labour- Coaches | 1080. |
| Gate / door entry fees | | | |
| Other income (please list) | | Other expenditure (please list) | |
| | | Accommodation | 400 |
| | | Travel | 300.00 |
| | | meal | 120 |
| TOTAL *INCOME | 2500 | TOTAL *EXPENDITURE | 2500.00 |

**Income and *Expenditure amounts must be equal*

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

9. IN-KIND CONTRIBUTIONS:

Please calculate and list below the value of any in-kind contributions however do not include in the budget above; (e.g. *volunteer or donated labour, materials etc.*)

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

| Contributions | Estimated value \$ |
|---------------|--------------------|
| Labour | 400 |
| | |
| | |
| | |
| Total In-kind | 400 \$ |

10. 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 Districts Little Athletic 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.

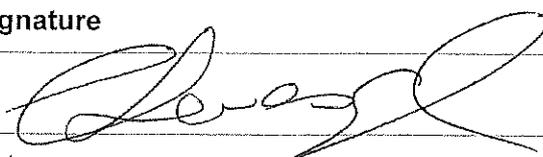
Print Name

Claire Levesque

Position

President

Signature



Date

30/8/2018



ASIC

Australian Securities & Investments Commission

Association

NARROGIN & DISTRICTS LITTLE ATHLETICS CENTRE INC.

Extracted from ASIC's database at AEST 17:53:40 on 30/08/2018

Association Summary

Name: NARROGIN & DISTRICTS LITTLE ATHLETICS CENTRE
INC.

ABN:

Registration Number: A1015725B

Registered State: Western Australia

Registration Date: 21/12/2011

Status: Registered

Type: Associations

Regulator: Department of Commerce, Western Australia

Financial Implications

The expenditure is wholly contained in the 2018/2019 budget.

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: | 2.3.1 Develop and activate Sport and Recreation Master Plan |
| Strategy: | 2.3.2 Engage and support community groups and volunteers |
| Strategy: | 2.3.3 Facilitate and support community events |
| Strategy: | 2.3.4 Provide improved community facilities (eg library/recreation) |
| Strategy: | 2.3.5 Encourage and support continued development of arts and culture |

| | |
|-----------|---|
| Outcome: | 1.2 Increased Tourism |
| Strategy: | 1.2.1 Promote, develop tourism and maintain local attractions |

Voting Requirements

Simple Majority

6. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

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

7.1 BALANCE OF 2018/2019 COMMUNITY CHEST \$7,157

After assessing the nine applications from eligible community groups in which \$17,843 was requested from the 2018/2019 Community Chest, requests totalling \$15,343 were recommended by the Reference Group for endorsement at the next Ordinary Council meeting to be held on 26 September 2018.

In accordance with the guiding documents the Reference Group recommended an additional round of the 2018/2019 Community Chest be advertised in March 2010, to receive applications from eligible community groups for the remaining balance of \$7,157.

7.2 IMPROVED STANDARD OF APPLICATIONS

It was noted that the standard of applications received were a significant improvement on previous year's applications. This was due in part to reviewing the application form and amending it to allow greater detail to be recorded. The Reference Group wish to commend Shire of Narrogin staff for the improved standard of received applications.

7.3 REVIEW AND EDIT APPLICATION FORM

The Reference Group recommended that the Application Form be reviewed and edited, particularly in relation to the budget. It was noted that currently, the budget enables breakdown of income and expenditure relating to the requested funds, it doesn't enable applicants to detail the total project cost, including in-kind contributions.

Moved: Cr Ward

Seconded: Cr Seale

8. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 1:11 pm.