



**MINUTES
COMMUNITY CHEST REFERENCE GROUP MEETING**

12 April 2019

Commencing at 3:00 pm

Committee Room
Shire of Narrogin
89 Earl Street
Narrogin WA 6312

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**COMMUNITY CHEST REFERENCE GROUP MEETING
MINUTES
12 APRIL 2019**

1. OFFICIAL OPENING

The Presiding Member, President Ballard tendered his apology. Cr Seal nominated Deputy President Cr Wiese to the role of Acting Presiding Member. Cr Wiese indicated that he accepted the nomination. There being no other nominations, the CEO declared Cr Wiese the Acting Presiding Member.

The Acting Presiding Member, Deputy President Cr Wiese, opened the meeting at 3.01 pm.

2. RECORD OF ATTENDANCE/APOLOGIES

Committee Members (Voting)

Cr T Weise - Deputy Shire President (Acting Presiding Member)
Cr B Seale

Staff

Mr D Stewart - Chief Executive Officer
Ms L Bell - Administrative Support Officer

Leave of Absence

Nil

Apologies

Mr L Ballard - Shire President (Presiding Member)
Cr C Ward
Cr M Fisher - (Proxy if required)
Mr F Ludovico - Executive Manager Corporate and Community Services
Ms S Guy - Manager Leisure and Culture

Absent

Nil

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

Name	Item No	Interest	Nature
Cr Wiese	5.1	Financial member of Highbury Tennis Club Inc	Impartiality

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING HELD ON 6 SEPTEMBER 2018

OFFICERS' AND REFERENCE GROUP RESOLUTION

Moved: Cr Seale

Seconded: Cr Wiese

That the Minutes of the 2018/2019 (Round 1) Community Chest Reference Group Meeting held on 6 September 2018, be confirmed, as an accurate record of the proceedings.

CARRIED: 2/0

5. MATTERS WHICH REQUIRE DECISIONS

5.1 2018/2019 (ROUND 2) COMMUNITY CHEST APPLICATIONS FROM ELIGIBLE ORGANISATIONS

BACKGROUND

Round 2 of the 2018/2019 Community Chest closed on 31 March 2019 and attracted five applications totalling \$13,750.

Following the granting of successful Round 1 applications, the balance of 2018/2019 Community Chest available for approved requests is \$9,537, which includes \$2,500 which was not taken up by the Narrogin Districts Little Athletics Association Inc due to an administrative error of the Association.

Applications should be assessed in accordance with the Guidelines below:

What will be funded

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

What will not be funded

- Deficit funding or retrospective funding.
- Recurrent expenditure (i.e. salaries and operational costs).
- Proposals where alternative sources of funding are available.
- Organisations or groups who have failed to acquit previously received Community Chest funds within the required timeframe may be ineligible to apply for future rounds.

Eligibility

- Only incorporated not for profit community organisations are eligible for support through the Shire's Community Chest funding program.
- 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).
- The applicant group must be able to demonstrate substantial community support for the project.
- Applications must be signed by the organisations President or Vice President.
- Evidence of the association's incorporation shall be provided with the application.
- Projects shall be completed within the financial year of receiving the grant.

Assessment Criteria

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

How to apply

- Applicants are required to read and understand the Guidelines
- Applicants are encouraged to contact the Administration Support Officer Development and Regulatory Services to discuss their project.
- All applications must be submitted using the Application Form.
- Applications must be received at the Shire Administration Office, 89 Earl Street (PO Box 1145), or emailed to enquiries@narrogin.wa.gov.au by **4:30 pm Friday 29 March 2019**.

SUMMARY

2018/2019 (Round 2) Community Chest Applications					
	Balance 2018/2019 Community Chest	Amount requested	Amount requested	Amount recommended by officer	Amount recommended by Reference Group
East Narrogin Primary School P&C Inc		2,500.00	0	2,000.00	2,500.00
Divine You Inc		2,500.00	0	0	0
Narrogin Amateur Swimming Club Inc		3,750.00	0	1,000.00	1,000.00
Avon Community Services Inc		2,500.00	0	2,500.00	2,500.00
Highbury Tennis Club Inc		2,500.00	0	2,500.00	2,500.00
Total	9,537.00	13,750.00	0	8,000.00	8,000.00

EAST NARROGIN PRIMARY SCHOOL P&C INC

Attachment – Application East Narrogin Primary School P&C Inc (ENPSP&C)

BACKGROUND

ENPS P&C Inc is seeking \$2,500 to undertake an art project to re-imagine the junior bathrooms at the Narrogin Primary School.

SUMMARY

The proposed project will result in a mural designed and implemented by community members, school staff and students. The project will be managed by a professional artist.

The total project cost is estimated at \$2,500 and is supported by the applicant's cash contribution of \$1,500 and volunteer labour contributions estimated at \$2,000.

COMMENT

The estimated project completion date is November 2019.

Shire records indicate that the ENPS P&C Inc have not previously applied for Community Chest funds.

OFFICERS' RECOMMENDATION

That in relation to the East Narrogin Primary School P&C Inc application for \$2,500 from the 2018/2019 (Round 2) Community Chest, for the project Junior Bathroom Reimagined, the Community Chest Reference Group recommend that Council:

1. Support the application to the amount of \$2,000;
2. Carry over the un-acquitted amount to the 2019/2020 Draft Budget.

REFERENCE GROUP RESOLUTION

Moved: Cr Seale

Seconded: Cr Wiese

That in relation to the East Narrogin Primary School P&C Inc application for \$2,500 from the 2018/2019 (Round 2) Community Chest, for the project Junior Bathroom Reimagined, the Community Chest Reference Group recommend that Council:

1. Support the application to the amount of \$2,500;
2. Carry over the un-acquitted amount to the 2019/2020 Draft Budget.

CARRIED: 2/0

Application Details

1. NAME OF ORGANISATION

East Narrogin Primary School Parents and Citizens Association Inc.

Contact Person

Marie Edgley

Address

54 Palmer St Narrogin WA 6312

Position

President

Phone

98813751

Mobile

0413407052

Email

enpsandc@hotmail.com

Organisation's ABN

57306788542

Registered for GST? (please circle)

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

Is your organisation incorporated?

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

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

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

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

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

3. NAME OF PROPOSED PROJECT OR EVENT:

East Narrogin Primary School Junior Bathroom murals

Estimated Start Date

April 2019

Estimated Completion Date

November 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 school principal approached the P&C in 2018 to propose a project about re-imagining our school toilet spaces. We've done some preparations around ways to implement this project and foster positive, supportive and inclusive toilet areas for students at our school. We'd like to help our school by engaging a professional to help reimagine the toilet spaces. Our vision is to promote hope and safety and positive messaging in these spaces. A project manager and art professional will be able to engage community members, staff and students in the design and implemetation of the project.

A recent study has identified disturbing links to child health and wellbeing when school toilets are sub-standard. This study has created a national focus titled the 'School toilet Project'. Details are at: www.enlightenededucation.com/school-toilet-project/
Our school is also participating in a national initiative called Be You. Be You is all about improving mental health and wellbeing of children and young people in Australia. The website is BeYou.edu.au

By reimaging the toilet spaces we hope to reduce vandalism, promote pride in our school, encourage positive thoughts, encouragements, behaviour and empathy for others in their school.

5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

Surface preparation, design and art installation, wall mounted information signs, wall and ceiling fittings, benches.

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

Engage community members in the activity and advertise our project and bring awareness to the importance of toilet spaces for health and wellbeing.

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

School newsletter and school 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

Announcements and acknowledgement at school assemblies

TOTAL PROJECT ESTIMATE

Name of Organisation

East Narrogin Primary School Parents and Citizens Association Inc.

Name of Project

East Narrogin Primary School Junior Bathroom murals

INCOME	\$	EXPENDITURE	\$
*Total of Community Chest Funds requested in cash	2500	Materials	900
*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	1500	Venue hire	
Sponsorship		Advertising	
Donations in cash		Catering costs	100
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)	
		Contract fee for skilled art professional	2000
		Project design/management fees	1000
TOTAL *INCOME	4000	TOTAL *EXPENDITURE	4000

**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 \$
P&C office bearers volunteer management and support 4 personnel x 5 hours each	1000
Wall prep volunteer with painter's trade certificate 2 personnel x 5 hours each	1000
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*)

East Narrogin Primary School Parents and Citizens 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

Marie Edgley

Position

President

Signature

Mariee

Date

29/03/2019



ASIC

Australian Securities & Investments Commission

Association

EAST NARROGIN PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED

Extracted from ASIC's database at AEST 15:58:21 on 02/04/2019

Association Summary

Name: EAST NARROGIN PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION INCORPORATED

ABN:

Registration Number: A0821070T

Registered State: Western Australia

Registration Date: 25/03/2009

Status: Registered

Type: Associations

Regulator: Department of Commerce, Western Australia

DIVINE YOU INC

Attachment – Application Divine You Inc

BACKGROUND

Divine You Inc is seeking \$2,500 to purchase materials needed to progress a construction project located at 8 Federal Street Narrogin with an estimated total cost in excess of \$23,000.

SUMMARY

Divine You Inc run community welfare programs to support individuals requiring mental health support as well as programs for school aged children aged 4 – 18 years.

They recently commenced a project to construct a building from which these programs can be facilitated. The construction project has received considerable in-kind support by way of donation of the building, limestone blocks and miscellaneous building materials totalling \$23,355. The applicant has contributed \$8,855 to the construction project to date.

COMMENT

On 1 March 2019 the Shire of Narrogin received a written undertaking and supporting plans expressing interest in storing three (3) transportable buildings (Atco buildings) at the above mentioned property. The proposal is to utilise the sites light industrial zoning to allow the applicant to refurbish transportable units originally intended for use on a mine site. The proponent has indicated that the refurbishment will take between six (6) to ten (10) weeks to complete.

On 1 March 2019 the proponent was advised that the Shire of Narrogin has no objection to the proposal subject to the following conditions being adhered to;

- *The proposal is for a temporary storage of the transportable buildings for a period of 12 weeks.*
- *Approval to undertake minor upgrading, refurbishment and structural works on the buildings.*
- *The building is not for habitation or any commercial activity.*
- *Upon the expiry period of 12 weeks from this letter, the buildings are to be removed from the site.*
- *Any further works other than those listed above will require a formal planning approval. Please note that any breach of the above conditions is an offence and may result in a prosecution.*

On the 8 April 2019, the applicant lodged a BA2 form for the above mentioned transportable structures, proposing to have them permanently located on the Site and joined together to form a larger structure. The intended use of the building as stated in the accompanying letter is for manufacturing and display of local goods as an outreach of the unapproved (planning) Divine You facility. The applicant was advised that a BA1 form would be required to certify the structure and that it was in contravention of the planning advice meaning planning approval would be required to accommodate the intended works.

It is the view of the Planning and Building Officers that this application should not be supported until such time as the intended use has been permitted and the structures approved to accommodate their intended use.

Furthermore, the application is not supportable due to the construction commencing prior to this application, and therefore deemed to be retrospective and contrary to the Community Chest Guidelines.

Shire records indicate that Divine You Inc have not previously applied for Community Chest funds.

OFFICERS' AND REFERENCE GROUP RESOLUTION

Moved: Cr Seale

Seconded: Cr Wiese

That in relation to the application submitted by Divine You Inc for \$2,500 from the 2018/2019 (Round 2) Community Chest, the Community Chest Reference Group recommend that Council not support the application due to it being retrospective and not having current planning approval.

CARRIED: 2/0

Application Details

1. NAME OF ORGANISATION

DIVINE YOU

Contact Person

SAGAYA ROSEMARY AROCKIASAMY

Address

8 FEDERAL STREET NARROGIN

Position

MANAGER

Phone

08 9881 2031

Mobile

04777 95389

Email

marysahaya 98 @ gmail.com

Organisation's ABN

89800130774

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:

DIVINE YOU TRAINING WORKSHOP

Estimated Start Date

ALREADY STARTED 12/3/19

Estimated Completion Date

WHEN WE HAVE ENOUGH MONEY TO FINISH

Requested Community Chest Funds or in-kind support

\$2,500

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)

Mentally challenged men & women come here on a regular basis. We run ongoing program for them, and young (school age) students from 4 to 18 years of age.
- Community based welfare program.

5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

The community chest fund will help us to do the painting, doors, windows, electrical work, plumbing and other expenses like flooring

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

we get volunteers to teach "Healthy living"
we have multi skilled people in our
group, Engineer, Nurses, Mechanic, fitter,
wood worker, Scrap book keeper, chef.
So I believe it can reach our community
to benefit.

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

Local news paper,
- Radio,
- flyer around town,
- verbal

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

we will make flyer and distribute
around town.

TOTAL PROJECT ESTIMATE

Name of Organisation

DIVINE YOU

Name of Project

DIVINE YOU TRAINING WORKSHOP

INCOME	\$	EXPENDITURE (to be Paid)	\$
*Total of Community Chest Funds requested in cash	2,500	Materials	2,500
*Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment: Bobcat & crane)	1,300
Applicant's cash contribution (Limestone building) (Mr Stajic)	14,500	Venue hire	—
Sponsorship (To Hire equipment, Labour, Timber, plumbing, fitting copper pipe, steel, door, window food)	8,855	Advertising	—
Donations in cash Ross Martin (Tiles)	270	Catering costs	—
Other grants	—	Entertainment	—
Catering sales		Office/administration	—
Fees and charges e.g. stalls	—	Labour Plumber, electrician	4,700 5,500
Gate / door entry fees	—	door	935
Other income (please list)		Other expenditure (please list)	
		floor coverage	7000-
TOTAL *INCOME	23,625	TOTAL *EXPENDITURE	21,935

*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 \$
from Mr Stajic & ROSS MARTIN (Tiles)	
Lime Stone blocks	2,500
building	12,000
Paid by cash, for food, material and some labour, (timber, copper pipe door & window, tiles)	8,855
Total In-kind	23,355 \$

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)

DIVINE YOU

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

SAGAYA ROSEMARY AROCKIASAMY

Position

MANAGER.

Signature

Sagaya Rosemary Arockiasamy.

Date

28/3/2019

Narrogin Furnishings

ABN 44 463 374 935

FLOORING XTRA

h homemakers

83 Federal Street
NARROGIN WA 6312

(08) 9881 2443 admin@ngnfurn.com.au

Quote

00112772

Bill To:

SERVITE SISTERS
98 CLAYTON ROAD
NARROGIN WA 6312
AUSTRALIA

Ship To:

SERVITE SISTERS
8 FEDERAL STREET
NARROGIN WA 6312
AUSTRALIA

Ph: 9881 5212

Email:

Sales Person	Your No.	Terms	Date
CLARK, GREG	3X DONGAS	C.O.D.	27/03/2019

QTY	ITEM NO.	DESCRIPTION	AMOUNT
104.5 9	2-222222	CHOICE OF EITHER STANDARD LAMINATE FLOATING FLOOR OR 5MM VINYL PLANK TO BE LAID IN X3 DONGAS TO BE USED BY THE SISTERS.	\$7,000.00

Comment:

PRICE IS CONTINGENT ON FLOOR BEING READY TO LAY FLOORING ON - IF ANY EXTRA PREPERATION IS REQUIRED PRICE IS SUBJECT TO

Sale Amount:	\$7,000.00
GST:	\$636.36
Total:	\$7,000.00
Paid Today:	\$0.00

HOW TO PAY:

*Direct Deposit: BSB: 306027 Account: 4623589 Reference: Your invoice number
*Phone the store 08 9881 2443 to pay via credit card - Mastercard or Visa
*Cheque/money order made payable to Narrogin Furnishings

Balance Due: \$7,000.00

All goods supplied/installed by Narrogin Furnishings remain the property of Narrogin Furnishings and title shall not pass to the customer until such time as payment is received in full by Narrogin Furnishings. In the event that payment is not received pursuant to the terms of this contract, then Narrogin Furnishings is granted a licence by the customer to enter into the customer's property to retrieve any goods that they have supplied/installed on behalf of the customer. Notwithstanding that the title in goods remains with Narrogin Furnishings, risk in the goods passes to the customer immediately upon the delivery of the goods to the customer.

ACQUITTAL FORM COMMUNITY CHEST 2018/2019

For acquittal purposes, please complete the Income and Expenditure below and submit together with copies of paid invoices and a tax invoice to the Shire of Narrogin in the amount of the Community Chest grant approved / received.

Grants must be acquitted within the financial year of approval.

INCOME	\$	EXPENDITURE	\$
Community Chest Funds	2500.00		
Shire of Narrogin in-kind support			
Applicant's cash contribution		Materials	
Sponsorship/Donations/other grants		Labour	
Inkind		Hire of equipment:	
		Office/administration	
		Venue hire	
Fees and charges e.g. stalls		Advertising	
Gate / door entry fees		Catering costs	
		Entertainment	
Other income (please list)		Other expenditure (please list)	
TOTAL *INCOME		TOTAL *EXPENDITURE	

**Income and expenditure should be equal*

USE THE CHECKLIST BELOW BEFORE SUBMITTING THE ACQUITTAL

- Attached copies of paid invoices
- Attached a tax invoice made out to the Shire of Narrogin (inclusive of GST if applicable) in the amount of approved / received grant or expended funds
- Attached a brief report of the event or activity
- Attached copies of newspaper articles or other publicity of your event

PLEASE POST TO

Administration Support Officer
(Events Committees and Special Projects)
Development and Regulatory Services
PO Box 1145 Narrogin WA 6312

OR EMAIL TO

enquiries@narrogin.wa.gov.au



Ikes Home Improvement & Glass Centre

A.B.N. 98 423 840 908

18 Federal Street
 NARROGIN WA 6312
 PH/FAX 98811099

Quote

Divine You
 8 Federal Street
 Narrogin WA 6312

Invoice No.: 00029650
Date: 27/03/2019
Your Ref:
Terms: C.O.D.

DETAILS	TOTAL (inc-GST)
1 - Glass Sliding Doors 2010 H x 1570 W Each door is \$ 850.00 + GST	\$935.00

Delivery via:	Delivery Address:
Delivery Date:	Divine You
Salesperson:	8 Federal Street
	Narrogin WA 6312

Subtotal:	\$935.00
Freight(ex-GST):	\$0.00
GST:	\$85.00
Total(inc-GST):	\$935.00
Paid to Date:	\$0.00
Balance Due:	\$935.00



To pay via MasterCard or VISA

by INTERNET:

BSB 016 770 ACCT 4969 78335

THANK YOU

Invoice: 00029650 Amount Due: \$935.00













Community Sites Region Group Meeting Minutes 12 April 2017





ASIC

Australian Securities & Investments Commission

Association

DIVINE YOU INC.

Extracted from ASIC's database at AEST 15:42:28 on 02/04/2019

Association Summary

Name: DIVINE YOU INC.

ABN:

Registration Number: A1024420D

Registered State: Western Australia

Registration Date: 13/04/2018

Status: Registered

Type: Associations

Regulator: Department of Commerce, Western Australia

NARROGIN AMATEUR SWIMMING CLUB INC

Attachment – Application Narrogin Amateur Swimming Club Inc (NASC)

BACKGROUND

NASC Inc are seeking \$3,750 from the 2018/2019 Round 2 Community Chest to deliver a range of swimming programs throughout 2019.

SUMMARY

The NASC Inc propose to run clinics to address stroke correction, stop clocks turns and dives and efficiency in swimming in the months of June, August, October and December 2019. The total project cost is estimated to be \$5,350, the applicant will contribute \$1,600 toward the cost.

COMMENT

It is proposed that two of the clinics will be run during the short course training season June - August, and two clinics will be run during the long course training season October - December. It is proposed that the last two clinics will be delivered by a professional coach who will travel from Perth.

In accordance with the 2018/2019 Community Chest Guidelines, the amount of \$3,750 cannot be supported as it exceeds the amount for which applicants can apply. In addition, the Community Chest is not available for recurring expenses and operational costs. Therefore, the lesser amount of \$1,000 is recommended to cover the cost of the professional coach to travel from Perth to deliver two clinics.

Shire records indicate that NASC Inc have not previously applied for Community Chest funds.

NASC Inc have requested the funds be paid prior to project commencement.

The estimated project completion date is January 2020.

OFFICERS' RECOMMENDATION

That in relation to the application from Narrogin Amateur Swimming Club Inc for \$3,750 from the 2018/2019 (Round 2) Community Chest for swimming clinics the Community Chest Reference Group recommend that Council:

1. Support the application in the amount of \$1,000 to fund specialist coaching clinics delivered by a Perth based coach;
2. Pay the granted funds in advance;
3. Carry over the un-acquitted amount to the 2019/2020 Draft Budget.

REFERENCE GROUP RESOLUTION

Moved: Cr Seale

Seconded: Cr Wiese

That in relation to the application from Narrogin Amateur Swimming Club Inc for \$3,750 from the 2018/2019 (Round 2) Community Chest for swimming clinics the Community Chest Reference Group recommend that Council:

1. Support the application in the amount of \$1,000 to fund specialist coaching clinics delivered by a Perth based coach;
2. Pay the granted funds in advance;
3. Carry over the un-acquitted amount to the 2019/2020 Draft Budget;
4. Subject to confirmation of the application being supported by the Narrogin Amateur Swimming Club President;
5. Subject to receipt of an acceptable quote from the professional swimming coach.

CARRIED: 2/0

Application Details

1. NAME OF ORGANISATION

Narrogin Amateur Swimming Club

Contact Person

Sunari Mustapa

Address

PO Box 411 Narrogin, WA 6312

Position

Swimming Clinic Coordinator

Phone

Mobile

0400 761 229

Email

arie.mt83@gmail.com

Organisation's ABN

57 240 786 653

Registered for GST? (please circle)

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

Is your organisation incorporated?

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

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

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

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

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

Not applicable

3. NAME OF PROPOSED PROJECT OR EVENT:

- 1) Stroke Correction Clinic
- 2) Stop clocks, Turns and Dives Clinic
- 3) Front Crawl stroke corrections for Still Water swimmers and Open Water Swimmers
- 4) Efficiency in Swimming

Estimated Start Date

June, August, October, December

Estimated Completion Date

January 2020

Requested Community Chest Funds or in-kind support

Community Chest Funds

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

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
---	-----------------------------

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

Purpose:
1) Promote the presence of the club in Narrogin
2) Introducing the competitive level of swimming skills
Goals:
1) Encourage participation and social inclusion to all triathletes and swimmers in and out of Narrogin
2) Improving swimmers, triathletes and coaches skill sets
Target Group:
Swimmers and triathletes wanting to become more efficient and confident in their swimming; All Swimming Coaches in and nearby Narrogin; Suitable for developed swimming adults, teenagers and children 9 years and older
All clinics will be run by specifically trained coaches who have competed or coached at a Age-Group, State, National or International level and have experience working with all levels of swimmers from beginner to elite.

5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

The community chest funds will assist with the following expenses:
1) Administrative and supply costs to conduct the clinics
2) YMCA Narrogin Swimming Pool Entrance Fees
3) YMCA Narrogin Swimming Pool Lane Bookings
4) Labour costs
5) Food and Drinks

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

- 1) Funds to provide development training for country swimmers, triathletes and coaches, in and nearby Narrogin
- 2) Funds to provide equal opportunity to everyone in Narrogin who is keen to participate and explore the competitive platform of swimming
- 3) Funds to provide equal opportunity for anyone wanting to compete for Narrogin Amateur Swimming Club

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

- 1) Collaboration with the Shire of Narrogin
- 2) Social Media Platform - Facebook
- 3) Handout of flyers to schools and other organisation bodies in town
- 4) Post posters on Noticeboard around town
- 5) Verbal Communication with Sporting organisation in and around town

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

- Display Shire of Narrogin Logo on programs and flyers
- Display the Shire of Narrogin stand-up banner at the clinics
- Verbal announcements at event
- Display Shire of Narrogin Logo on video reflections captured and posted on Youtube platform and posted to FB pages

TOTAL PROJECT ESTIMATE

Name of Organisation

Narrogin Amateur Swimming Club

Name of Project

Swimming Clinics

INCOME	\$	EXPENDITURE	\$
*Total of Community Chest Funds requested in cash	3750	Materials	1000
*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	1600	Venue hire	600
Sponsorship		Advertising	250
Donations in cash		Catering costs	500
Other grants		Entertainment	
Catering sales		Office/administration	500
Fees and charges e.g. stalls		Labour	2000
Gate / door entry fees			
Other income (please list)		Other expenditure (please list)	
		Swimming Pool Entry Fees	500
TOTAL *INCOME	5350	TOTAL *EXPENDITURE	5350

**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 \$
Applicants cash contribution:	
Cost of each clinic per participant = \$20	
Estimated attendance per clinic = 20 participants = \$400	
Estimated attendance for 4 clinics = 80 participants	1, 600
Total In-kind	1, 600 \$

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 Amateur Swimming 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

Siti Sunari Mustapa

Position

Swimming Clinic Coordinator

Signature

Sunari Mustapa

Date

29 March 2019



ASIC

Australian Securities & Investments Commission

Association

NARROGIN AMATEUR SWIMMING CLUB INC

Extracted from ASIC's database at AEST 18:49:14 on 02/04/2019

Association Summary

Name: NARROGIN AMATEUR SWIMMING CLUB INC

ABN:

Registration Number: A1000173F

Registered State: Western Australia

Registration Date: 16/02/2005

Status: Registered

Type: Associations

Regulator: Department of Commerce, Western Australia

AVON COMMUNITY SERVICES INC

Attachment – Application Avon Community Services Inc (ACS)

BACKGROUND

Avon Youth recently rebranded and is now known as Avon Community Services Inc. They are seeking \$2,500 from the 2018/2019 (Round 2) Community Chest to deliver a bicycle education program involving classroom and on road practical activities.

SUMMARY

The total project cost is estimated at \$6,000, ACS Inc will contribute \$3,500 to the project.

The money will be used to purchase 20 bicycles and helmets and a quantity of traffic cones to create bike courses at ACS Inc premises located at 55 Fairway Street.

The bike education program is targeted at risk indigenous youth aged 12-25, but is open to all youth aged 12-25 years.

The initial cost is to purchase the equipment, however, the program will continue to be run in Narrogin from the premises on 55 Fairway Street with additional instruction taking place on various streets and roads around Narrogin. The premises is fitted with security alarms.

COMMENT

Shire records indicate that Avon Youth submitted an unsuccessful application in the 2015/2016 Community Chest.

ACS Inc have requested the funds be paid prior to project commencement. The ongoing costs to run the bike education programs will be met by ACS Inc.

The estimated project completion date for purchasing the bikes, helmets and traffic cones is July 2019.

OFFICERS' RECOMMENDATION

That in relation to the application submitted by Avon Community Services Inc for \$2,500 from the 2018/2019 (Round 2) Community Chest for the bicycle education program, the Community Chest Reference Group recommend that Council:

1. Support the application;
2. Pay the granted funds in advance;
3. Carry over the un-acquitted amount to the 2019/2020 Draft Budget.

REFERENCE GROUP RESOLUTION

Moved: Cr Seale

Seconded: Cr Wiese

That in relation to the application submitted by Avon Community Services Inc for \$2,500 from the 2018/2019 (Round 2) Community Chest for the bicycle education program, the Community Chest Reference Group recommend that Council:

1. Support the application;
2. Pay the granted funds in advance;
3. Carry over the un-acquitted amount to the 2019/2020 Draft Budget.
4. Subject to the acquisition of the bikes and helmets being consistent with the Shire of Narrogin's "Buy Local" Policy.

CARRIED: 2/0

Application Details

1. NAME OF ORGANISATION

AJON YOUTH COMMUNITY AND FAMILY SERVICES INC.
 TRADING AS: AJON COMMUNITY SERVICES.

Contact Person

MR WAYNE MARTIN

Address

HEAD OFFICE: 371 FITZGERALD ST. NORTHAM WA 6401

Position

CHIEF EXECUTIVE OFFICER.

Phone

08 9622 2612

Mobile

0474 477 003

Email

CEO@AJONCS.ORG.AU

Organisation's ABN

58 665 094 077

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:

BIKE ED.

Estimated Start Date

MAY 2019

Estimated Completion Date

JULY 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)

THE PROGRAMS INVOLVE A MIX OF PRACTICAL ACTIVITIES CONDUCTED IN A CLASSROOM SITUATION AND ON-ROAD (SCHOOL CARPARK AND ON LOCAL ROADS).

FIVE MODULES TO BE COVERED:

- * GETTING STARTED - KNOW YOUR BIKE & SAFETY GEAR.
- * BASIC BIKE SKILLS
- * BUILDING SKILLS TO RIDE IN TRAFFIC.
- * RIDING ON PATHS AND RIDING ON ROADS.
- * LOOKING AFTER YOUR BIKE.

THE PROGRAM WILL ALLOW STUDENTS GAIN KNOWLEDGE OF ROAD RULES, AND ENVIRONMENTAL CONDITIONS, DEVELOP RESPONSIBLE BEHAVIOURS AND BUILD PHYSICAL CAPACITY.

5. WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

- * PURCHASE UP TO 20 BIKES
- * PURCHASE UP TO 20 BIKE HELMETS
- * PURCHASE WHEELS CONES TO CREATE BIKE COURSES.

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

PHYSICAL ACTIVITY IS VITAL FOR A HAPPY LIFESTYLE. THE PROJECT ALLOWS STUDENTS TO LEARN TO RIDE AND GET OUTDOORS, AWAY FROM INFLUENCES THAT MAY TAKE THEM ON THE WRONG PATH. IT IS A CHEAP, FUN, EASY, CONVENIENT AND ONE OF THE HEALTHIEST WAYS TO GET AROUND. STUDENTS WHO RIDE TO SCHOOL OR TO EVENTS CONTRIBUTE TO THEIR MINIMUM ACTIVITY LEVEL OF 60 MINUTES A DAY.

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

THE PROGRAM WILL BE DELIVERED / ADMINISTERED BY OUR YOUTH WORKER MS MANDY RICHARDSON OF ANON COMMUNITY SERVICES WITH LOCAL SUPPORT. WE WILL ADVERTISE VIA INSTAGRAM, FACEBOOK AND SUPPORTED COMMUNITY FACEBOOK PAGES AS WELL IT WILL BE ADVERTISED WITHIN OUR NARROGIN YOUTH CENTRE AND SUPPORTING AGENCIES.

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 ON OUR FACEBOOK AND INSTAGRAM PAGES AS WELL AS OUR PROMOTIONAL FLYERS.

TOTAL PROJECT ESTIMATE

Name of Organisation

ANON YOUTH COMMUNITY AND FAMILY SERVICES /AS ANON COMMUNITY SERVICES.

Name of Project

"BIKE ED"

INCOME	\$	EXPENDITURE	\$
*Total of Community Chest Funds requested in cash	2500 -	Materials	2500 -
*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	500 -
Other grants		Entertainment	
Catering sales		Office/administration	
Fees and charges e.g. stalls		Labour	3000 -
Gate / door entry fees			
Other income (please list)		Other expenditure (please list)	
FUNDED BY ANON COMMUNITY SERVICES 3500 -			
TOTAL *INCOME	6,000 -	TOTAL *EXPENDITURE	6000 -

**Income and *Expenditure amounts must be equal*

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

Extracted from ASIC's database at AEST 16:33:54 on 29/10/2018

Association Summary

Name: AVON YOUTH COMMUNITY AND FAMILY SERVICES INCORPORATED

ABN:

Registration Number: A0823247Z

Registered State: Western Australia

Registration Date: 19/02/2009

Status: Registered

Type: Associations

Regulator: Department of Commerce, Western Australia

HIGHBURY TENNIS CLUB INC

Attachment – Application Highbury Tennis Club Inc (HTC)

Deputy President Cr Wiese declared an Impartiality interest. He is a financial member of the Highbury Tennis Club.

BACKGROUND

HTC Inc is seeking \$2,500 to cover the cost of installing reticulation at the club grounds which is a shared space with the Highbury Hall.

SUMMARY

HTC Inc are a proactive club whose members have undertaken several projects to enhance and improve the club grounds and facilities. The reticulation will serve not just the HTC Inc, but the grounds around the Highbury Hall.

The total estimated project cost is \$2,500 to purchase and engage a contractor to install the reticulation, with a contribution of volunteer labour to prepare the site estimated at \$2,500. Future maintenance and management of the garden and the reticulation system to be undertaken by the HTC Inc volunteers.

COMMENT

Shire records indicate that Highbury Tennis Club Inc received \$2,500 in the 2016/2017 Community Chest to install security fencing around the playground.

The HTC Inc have requested the money be paid prior to project commencement.

The estimated project completion date is August 2019.

OFFICERS' AND REFERENCE GROUP RESOLUTION

Moved: Cr Seale

Seconded: Cr Wiese

That in relation to the Highbury Tennis Club Inc application for \$2,500 from the 2018/2019 (Round 2) Community Chest for the supply and installation of reticulation, the Community Chest Reference Group recommend that Council:

1. Support the application;
2. Pay the granted funds in advance;
3. Carry over the un-acquitted amount to the 2019/2020 Draft Budget.

CARRIED: 2/0

Application Details

1. NAME OF ORGANISATION

HIGHBURY TENNIS CLUB.

Contact Person

MRS. Yvonne Scott

Address

112 Wolwolling Road, Highbury. 6313

Position

Club: Secretary

Phone

-

Mobile

0428 511 953

Email

wadellafarm@bigpond.com

Organisation's ABN

13 332 697 889

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

Please see attached sheet.

remove this top section if desired before framing

MINISTRY OF
FAIR TRADING



WESTERN AUSTRALIA
Associations Incorporation Act 1987
Section (1)

Registered No.: A1006479F

Certificate of Incorporation

This is to certify that

HIGHBURY TENNIS CLUB (INC)

has this day been incorporated under the
Associations Incorporation Act 1987

Dated this twenty-fifth day of September 1997

A handwritten signature in black ink, appearing to be 'G. Smith'.

Assistant Commissioner for Corporate Affairs

CERTIFICATE

Australian Business Register

—
—
—
—

Australian Business Number(ABN) : **13 332 697 889**

Legal Name : **HIGHBURY TENNIS CLUB INCORPORATED**

Trading Name : **HIGHBURY TENNIS CLUB**

ABN Status : **Registered**

ABN Registration Date : **1 November 1999**

Postal Address : **PO BOX 350
NARROGIN WA 6312**

Business Address : **HIGHBURY
HIGHBURY WA 6312**

Type of Entity : **Incorporated Entity**

Industry Code (ANZSIC) : **Not Available**

Continued ...

Highbury Tennis Club: Background Information to date.

The Highbury Tennis Club is in the process of a rejuvenation project of playing surface and surrounds. Our 3 stage project will occur over the following four seasons; 2016/17: 2017/18: 2018/19 and 2019/20.

Stage 1:

- a) Upgrade of drainage pipe for removal of underground water. COMPLETED
- b) Removal of old retainer wall and replace with new limestone block wall. COMPLETED
- c) Removal of old fencing and replacing with new black plastic coated wire. Renovating and repainting of original posts. COMPLETED

Stage 2: Resurface courts by applying 2/3 coats of Plexi-pave to ensure another 8 years of an acceptable playing surface. ONGOING

Stage 3: Upgrade lighting to three courts. Researching new technology for new lights is ONGOING.

Application Details

No.2 HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY CHEST FUNDING?

YES

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

In the construction process of **Stage 1**, (as above), the old playground which secured the young children was too frail to re-use.

Therefore a bi-lateral project called **SECURITY FENCING** was undertaken.

- Part 1 of this project: To secure an area with “pool grade” safety fence, with self-closing, lockable gate to ensure small children can be seen at all times from playing surface and club house. **This was funded from 2016/17 Community Chest Grant, receiving \$2,500, which purchased the fencing materials needed. All additional supplies e.g. limestone bricks, extra gates, incidentals for construction and labour was supplied by the Highbury Tennis Club (HTC).**
(See attached photograph.) Project was COMPLETED.
- Part 2 of this project: To re-establish the old playground which was situated behind the hall near a busy road (Burley Street), and unseen from the Clubhouse and courts to a new position which would be secured using (left over fencing wire) to its new position. This was a combined works project from HTC and HDCC who supplied machinery and labour to complete the move and re-fence. This playground was improved with the installation of a new “rubberised “soft fall matting and shade sails. These two items were provided by the Shire of Narrogin.

(See attached photographs.) This project was COMPLETED.

- In addition, using left over pool fencing we were able to construct a second secure area directly in front of the club house. We now have a three tier play area which is attractive to young families, not only club members, but the wider community.
- Note: All of the previous mentioned works undertaken have made the old reticulation system unusable. Club volunteers have been hand watering the grassed area for the past two seasons. We are now ready to work on completing this area as per “Highbury Development Plan”, as registered with the Shire Office.

No.3 NAME OF PROPOSED PROJECT:

Highbury Town Site’s Play Park Project.

Aim: To finish grassing and reticulating this area.

Estimated Start Date: June 2019

Estimated Completion Date: August 2019

Requested Community Chest Funds or in-kind support: \$2,500

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

No. 4 BRIEF DESCRIPTION OF THE PROJECT: Works programme to complete.

1. Dan Blyth: Narrogin Hire and Reticulation: pressure test water, measure, map layout, cost materials, equipment hire and labour. **Quote attached.**
(NGN RETIC: have proprietary rights of plan.)

Highbury Tennis Club Works Committee will be in charge of completing all ground works in preparation for contractor and maintenance of equipment and lawn area.

2. Remove old brick paving.
3. Level: ground area. Front-end loader/ bob-cat, supplied and driven by HTC.
4. Lay 1m wide border of pavers: north and east wall to establish a solenoid junction box area.
5. White sand: borders play equipment
6. Establish grass through seed and runners.
7. Include area into our General Maintenance Works e.g. mowing, weeding and spraying.

No.5 WHAT WILL THE COMMUNITY CHEST FUNDS PURCHASE?

- **The full installation by contractor: Narrogin Hire and Reticulation: Dan Blyth.**
Please see quote attached:
- Cost of all Materials:
All piping, joiners (variety), glues, sprinklers, 4/6 station programmer, all solenoids including Master, removal of old to prevent leaks, station boxes, wiring, wiring to clubhouse.
- Digger/trencher
- Two workers, two days, to complete job
- Guaranteed work and back up service

No. 6 HOW WILL YOUR PROJECT BENEFIT THE NARROGIN SHIRE COMMUNITY OF HIGHBURY?

The Highbury District Community Council , working with the Highbury Tennis Club have an ultimate goal in making the Highbury Town site a desirable place to live for all ages. Therefore the Project and plan for Highbury's beautification/and development was engineered and presented to council. This is one small section which we believe we can near finish. This project will not only help the tennis club by providing an inviting play area for the children by providing shade and cooling grass in the hot summer months, but it will also be inviting for the young families, not only in town but those living in the outer shire, to stop and bring their children to play/picnic. As we have done, at the progressing ANZAC park, we look forward to also developing native gardens around the borders too, once the reticulation is up and working. This will have a double purpose with water spray helping them too, through the long hot summers.

No. 7/8 HOW WILL THE PROJECT BE PROMOTED? ACKNOWLEDGEMENT OF SHIRE OF NARROGIN SPONSORSHIP

The community of Highbury is well aware of the increased support we have been given by the current Shire of Narrogin and duly thank them. At HDCC meetings and HTC events it is often discussed the progress we are making in our overall projects. Through the help of the Shire our numerous working bees would not be possible. These keep a camaraderie and belonging within the community, when we all come together to work for an improvement. These developments have a much wider meaning then just work. The knowledge that the Shire has once again assisted us will be posted on our Facebook site, announcements made at Club Dinners as our President lists all the achievements we have done and hope to do over the years ahead. There are the community News Letters which are distributed in the Highbury area mail boxes informing the wider community of up and coming events and workings around the township. The Shire's logo will be added to the Header. If there is signage available we would love to attach to the fences/ clubhouse walls.

TOTAL PROJECT ESTIMATE

Name of Organisation HIGHBURY TENNIS CLUB INC

Name of Project HIGHBURY TOWN SITE'S PLAY PARK PROJECT

INCOME	\$	EXPENDITURE	\$
*Total of Community Chest Funds requested in cash	\$ 2,500	Materials <u>FULL INSTALLATION</u>	
*Total of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		<u>BY CONTRACTOR:</u>	
Applicant's cash contribution		Hire of equipment: <u>NARROGIN</u>	
Sponsorship		<u>HIRE AND RETICULATION</u>	
Donations in cash		Venue hire <u>Quote attached</u>	
Other grants		Advertising <u>\$ 2,500</u>	
Catering sales		Catering costs	
Fees and charges e.g. stalls		Entertainment	
Gate / door entry fees		Office/administration	
Other income (please list)		Labour	
		Other expenditure (please list)	
TOTAL *INCOME	<u>\$ 2,500</u>	TOTAL *EXPENDITURE	<u>\$ 2,500</u>

**Income and *Expenditure amounts must be equal*

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

Lindsay & Yvonne Scott

From: Narrogin Hire <ngnhire@westnet.com.au>
Sent: Tuesday, 26 March 2019 3:31 PM
To: wadellafarm@bigpond.com
Subject: RETICULATION QUOTE

NARROGIN HIRE AND RETICULATION
132 FEDERAL STREET.
NARROGIN W.A. 6312
PH 0898812266

Mr Lyndsay Scott
Highbury Tennis Club
HIGHBURY

Dear Mr Scott,

Please find below quote for materials of total area measured at the Tennis Club.

Also required was new 25mm High Pressure line from existing old master solenoid position to the new location at the rear of the club house.

Cost of all materials	\$1270.00
Digger Hire daily	145.00
Full installation by contractor	\$2500.00

We hope this will help you with decisions to be made.
Please contact me if you have any further queries.

Regards
Dan Blyth
NARROGIN HIRE AND RETICULATION

No.9 IN-KIND CONTRIBUTIONS BY THE Highbury Tennis Club to Allow this project to begin and its future maintenance.

1. The preparing of site.
 - a) Removal of old brick paving.
 - b) Levelling the site using donated machinery (bob-cat/front end loader) and skilled labour to make an even surface.
 - c) Clean debris away and dispose of it.
 - d) Replace brick paving around north and east side of club house coming 1m from wall to establish an area for a solenoid station.
 - e) Assist where possible with contractors.
 - f) One x 50 tonnes of white sand delivered and placed around the border of established playground equipment.
 - g) Once reticulation is working, spread grass seeds and runners around park area. Water, fertilize and maintain to establish. Plant local native shrubs to make garden beds.
 - h) Include park land into general Tennis club's maintenance works group itinerary.
#Note: We will contact Shire if a major break occurs which we cannot fix ourselves e.g. Shade Sail Cloth breaks or vandalism occurs.

Estimated value: \$2,500.

attached is photographs and diagrams which may make the proposed project clearer to envisage.

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 \$
<i>Page 1.</i> 	
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)

HIGHBURY TENNIS 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

LAUREN CLARKE

CONTACT
YVONNE SCOTT

Position

PRESIDENT

SECRETARY
HTC

Signature

Please see attached letter p. 9.

yadutt

Date

29 th March 2019

29/3/2019

Lindsay & Yvonne Scott

From: Lauren Clarke <laurenjc03@hotmail.com>
Sent: Friday, 29 March 2019 9:24 AM
To: Lindsay & Yvonne Scott
Subject: Re: back page to sign: cheers yvonne

Hi Yvonne,

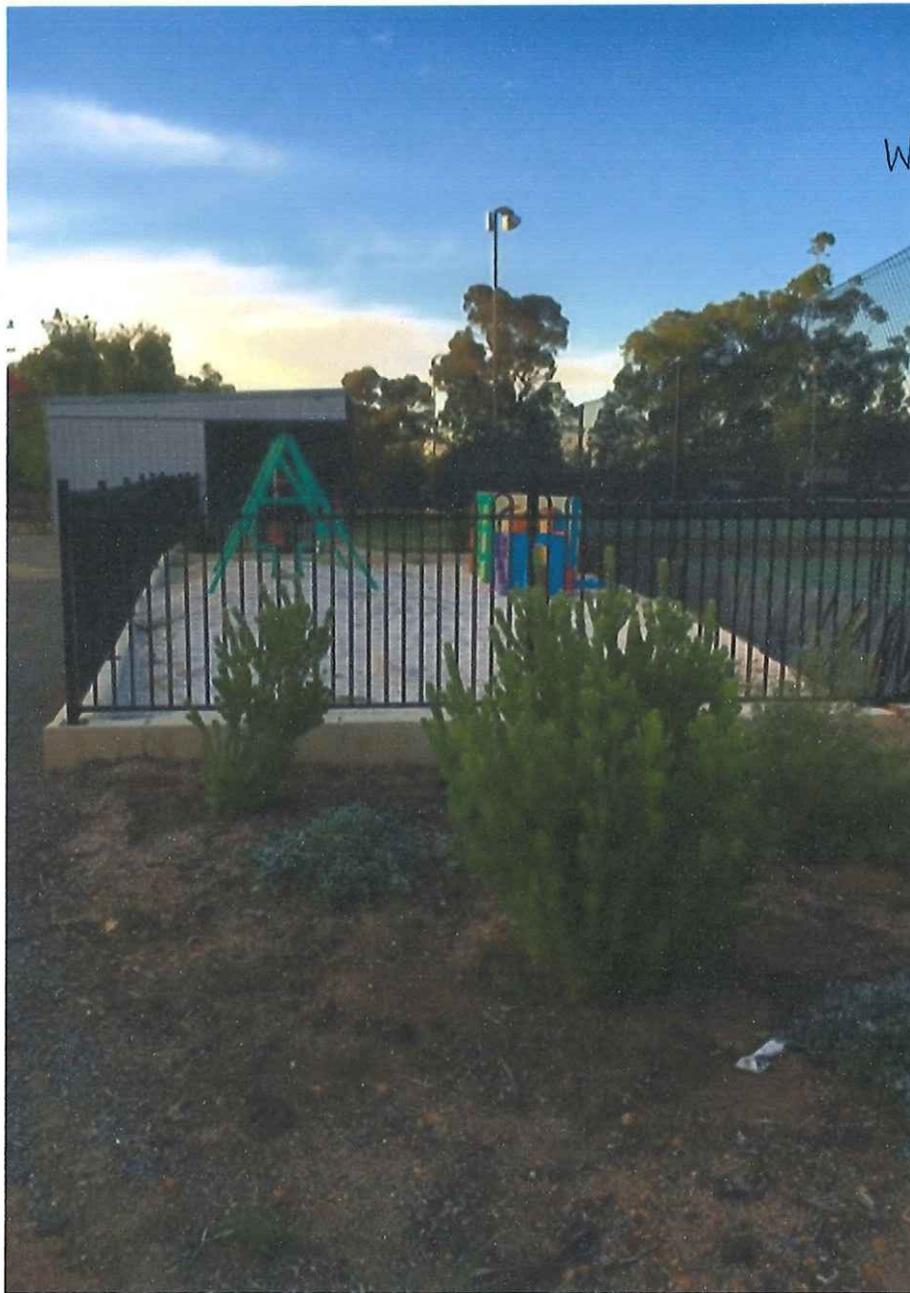
I Lauren Clarke, approve the attached grant application for the update of reticulation at the Highbury Tennis Club.

Kind regards
Lauren Clarke
President, Highbury Tennis Club

Sent from my iPhone

On 28 Mar 2019, at 3:09 pm, Lindsay & Yvonne Scott <wadellafarm@bigpond.com> wrote:

<Scan0119.pdf>

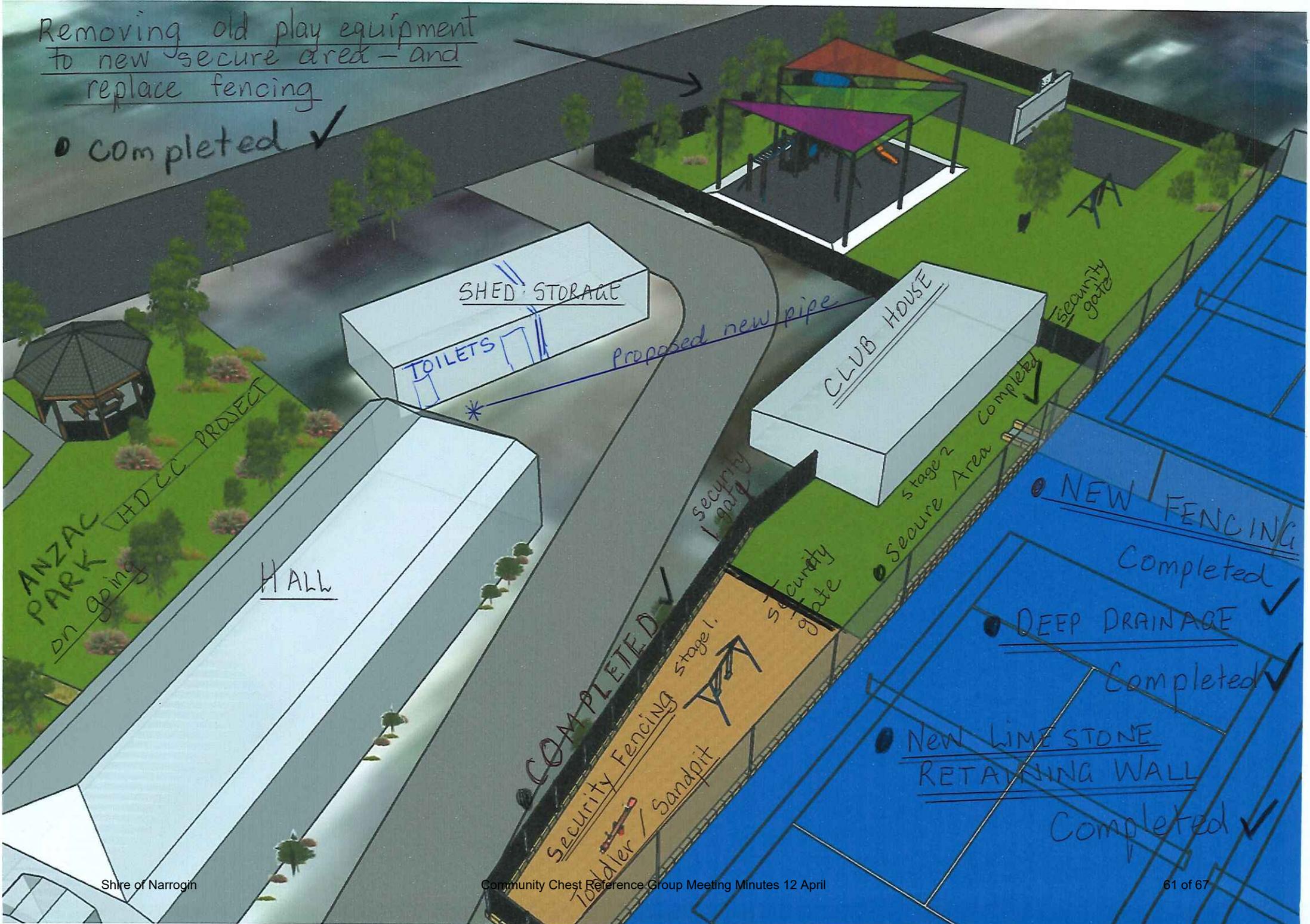


New toddler and Sandpit area,
secured with "pool grade" safety
fence, with self closing, lockable
gates to ensure small children
could be seen at all times from
playing surface and club house. This
was completed with the assistance of
Community Chest Grant 2016/17

- This new playground, deep drainage pipe, limestone retaining walls all contributed to the "damage" to old reticulation piping.

Removing old play equipment
to new secure area - and
replace fencing

• completed ✓



ANZAC PARK
On going
HD CC PROJECT

HALL

SHED STORAGE

TOILETS

CLUB HOUSE

Proposed new pipe

COMPLETED ✓
Security Fencing

stage 1

Tender / Sandpit

Secure Area Completed ✓
stage 2

NEW FENCING Completed ✓

DEEP DRAINAGE Completed ✓

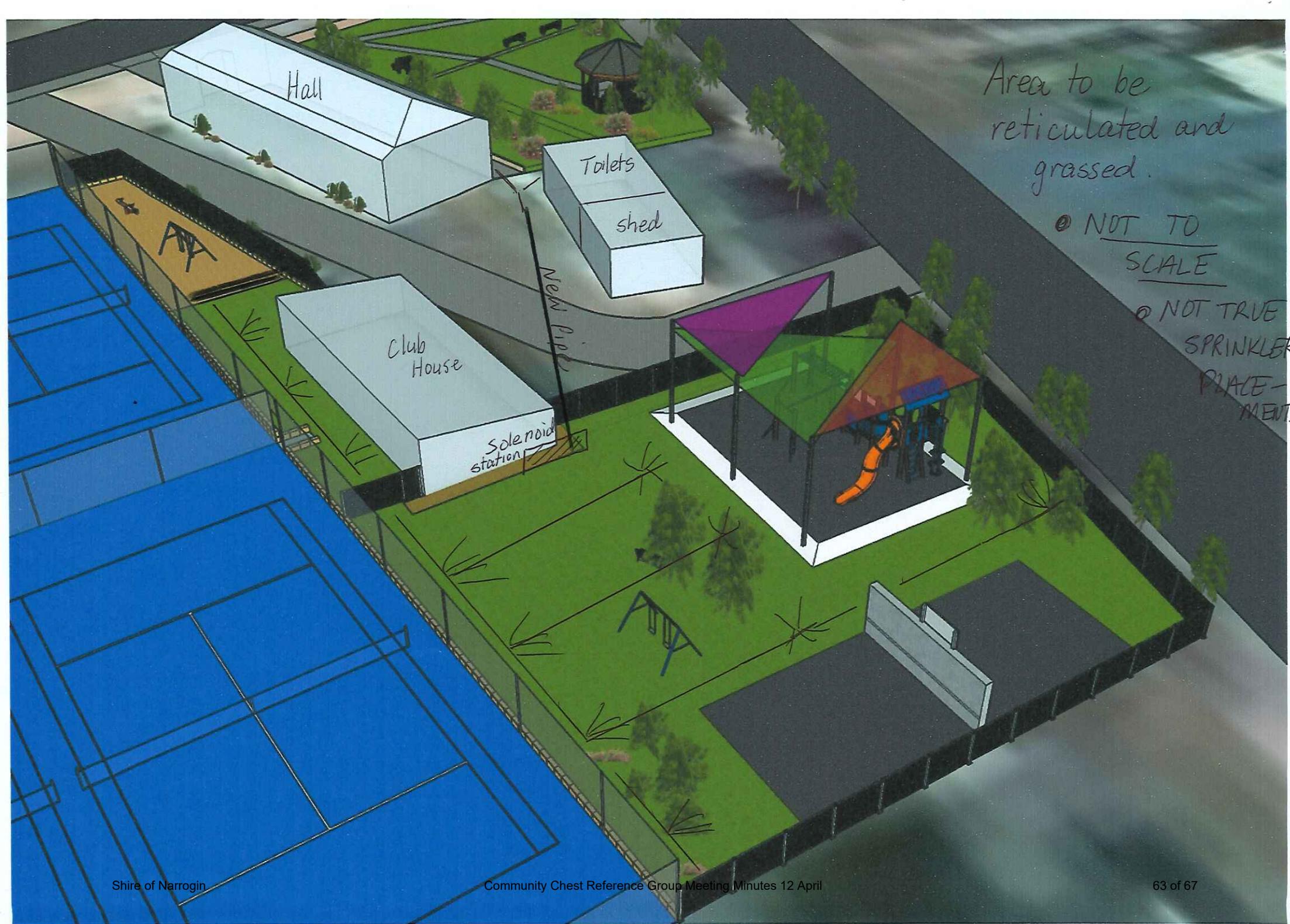
NEW LIME STONE RETAINING WALL Completed ✓



- Replace old thin pipe to clubhouse and replace with new 25mm High Pressure line : to new location at rear of club house with NEW MASTER SOLENOID

- Old master solenoid (Remove)
- Old broken tap and piping for old reticulation

Remove and create one line (new) to club house wall.



Area to be reticulated and grassed.

⓪ NOT TO SCALE

⓪ NOT TRUE SPRINKLER PLACEMENTS

Hall

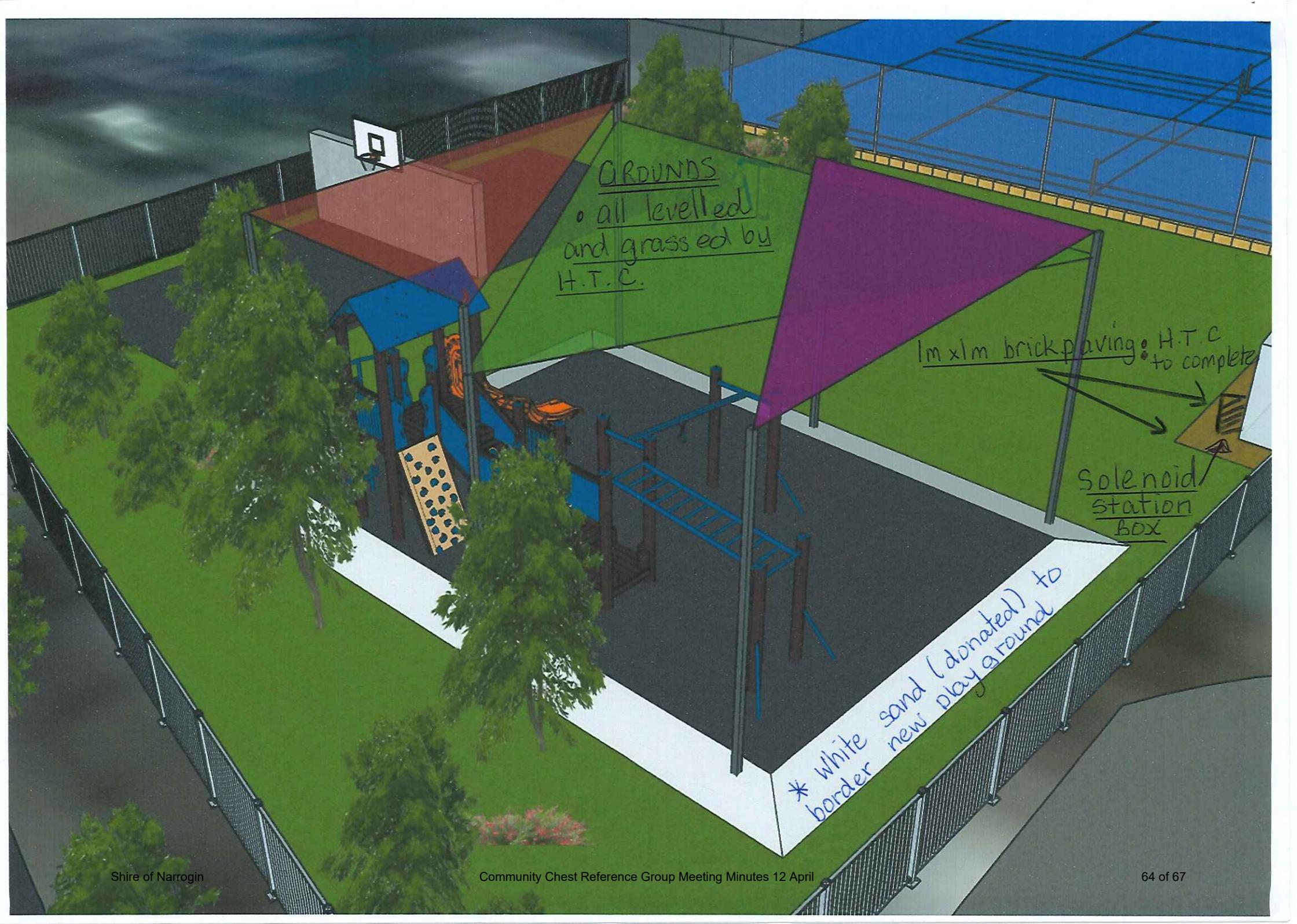
Toilets

shed

Club House

Solenoid station

New Pipes

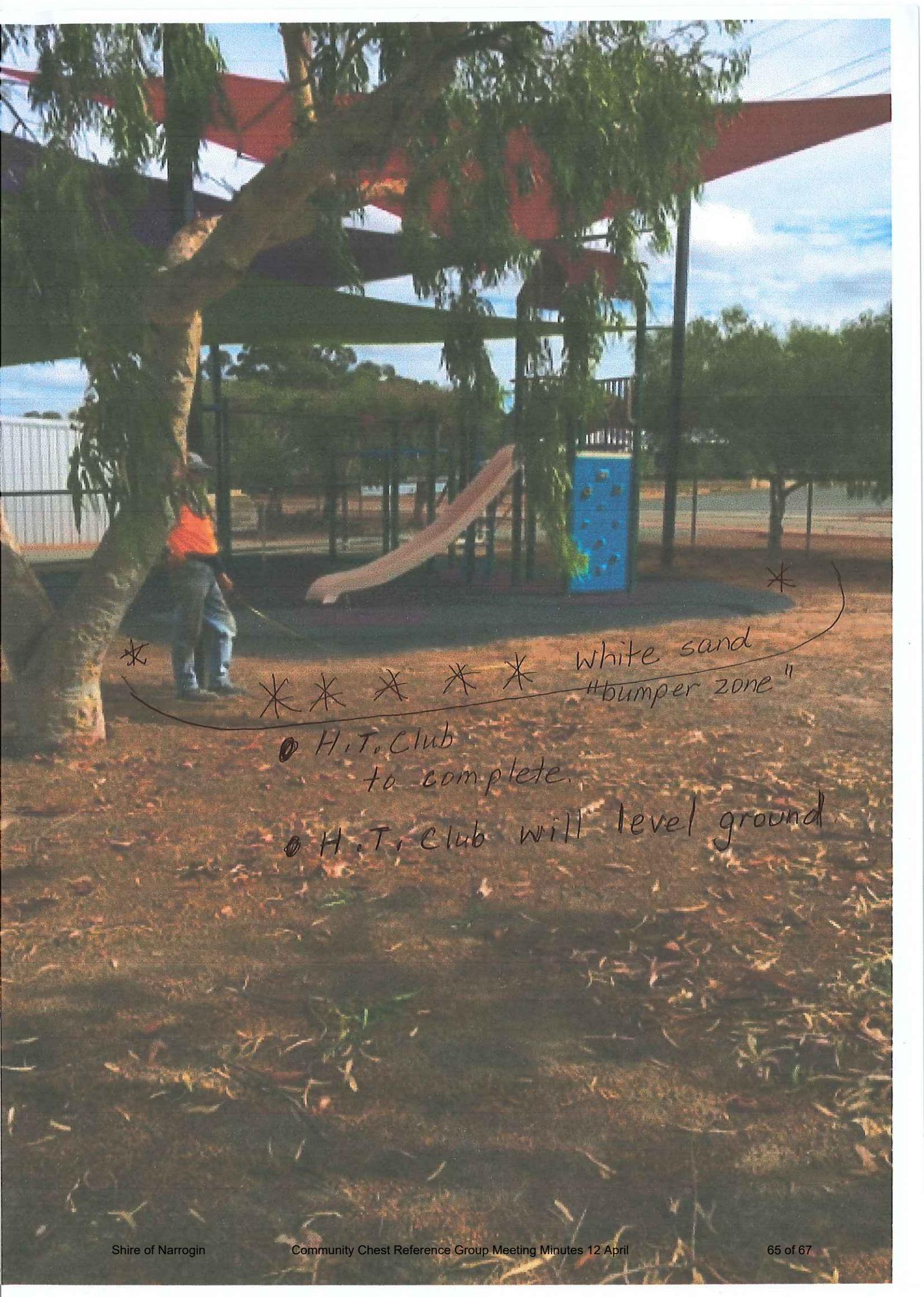


GROUNDS
• all levelled
and grassed by
H.T.C.

1m x 1m brick paving: H.T.C
to complete

Solenoid
station
BOX

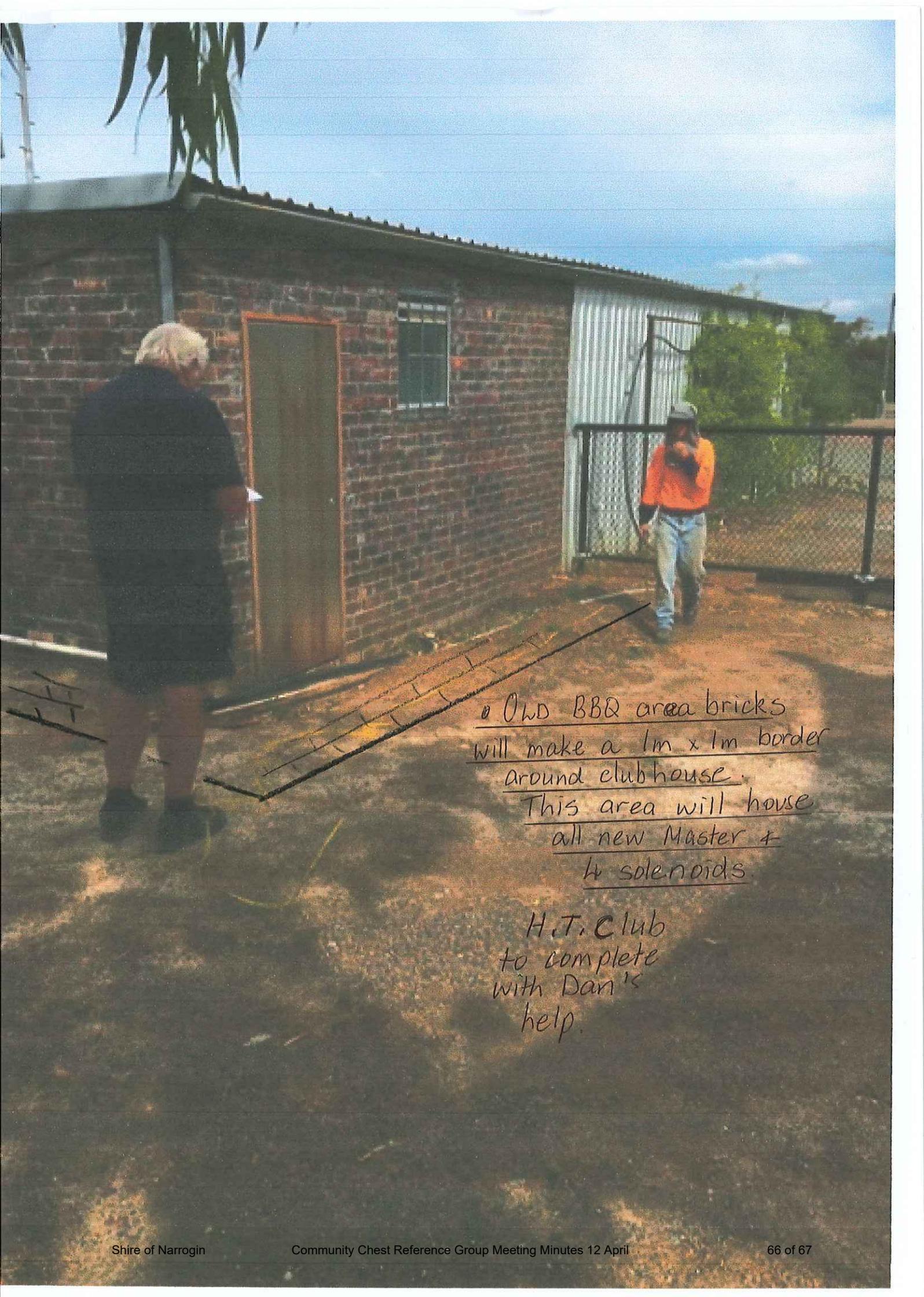
* white sand (donated) to
border new playground



* * * * * white sand
"bumper zone" *

• H.T. Club
to complete.

• H.T. Club will level ground.



Old BBQ area bricks
will make a 1m x 1m border
around clubhouse.
This area will house
all new Master &
4 solenoids.

H.T. Club
to complete
with Dan's
help.

6. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

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

7.1 REMAINING BALANCE OF 2018/2019 (ROUND 2) COMMUNITY CHEST

Following the applications recommended to Council by the Reference Group, there was some discussion in relation to how the remaining balance of \$1,037 of the 2018/2019 Community Chest should be dispersed.

The Reference Group requested that Officers give consideration to the recently received 2019/2020 Draft Budget requests received from eligible community groups, where the applicant and the proposed project are compliant with the 2018/2019 Community Chest Guidelines, and the proposed project cost does not exceed the remaining balance.

8. CLOSURE OF MEETING

There being no further business to discuss, the Acting Presiding Member declared the meeting closed at 3.51 pm.