




Shire of  
**Narrogin**

## MINUTES


### ORDINARY COUNCIL MEETING

25 September 2019

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

Signed: .......... Date 26 September 2019

These minutes were confirmed at the Ordinary Council Meeting held on 23 October 2019

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

### **Acknowledgement of Noongar People**

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

**Electronic copies of minutes and agendas are available for download from the Shire of Narrogin website [www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au)**

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



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

# STRATEGIC COMMUNITY PLAN

SNAPSHOT

2017-27

## VISION

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

## MISSION

Provide leadership, direction and opportunities for the community.

## KEY PRINCIPLES

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

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

## OUR VALUES

### Care with Trust & Teamwork

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

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

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

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

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

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

## ECONOMIC



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

#### Growth in revenue opportunities

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

#### Increased Tourism

- Promote, develop tourism and maintain local attractions

#### An effective well maintained transport network

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

#### Agriculture opportunities maintained and developed

- Support development of agricultural services

## SOCIAL



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

#### Provision of youth services

- Develop and implement a youth strategy

#### Build a healthier and safer community

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

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

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

#### Cultural and heritage diversity is recognised

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

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

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

## ENVIRONMENT



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

#### A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

#### Effective waste services

- Support the provision of waste services

#### Efficient use of resources

- Increase resource usage efficiency

#### A well maintained built environment

- Improve and maintain built environment

## CIVIC



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

#### An efficient and effective organisation

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

#### An employer of choice

- Provide a positive, desirable workplace

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# ORDINARY COUNCIL MEETING

## 25 SEPTEMBER 2019

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### 1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 7:02 pm.

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

#### **Elected Members (Voting)**

Mr L Ballard – Shire President (Presiding Member)  
Cr T Wiese – Deputy Shire President  
Cr C Ward  
Cr N Walker  
Cr P Schutz  
Cr C Bartron  
Cr B Seale  
Cr G Ballard

#### **Staff**

Mr D Stewart – Chief Executive Officer  
Mr J Warburton – Executive Manager Technical & Rural Services (Acting)  
Ms K Oborn – Executive Manager Corporate & Community Services (Acting)  
Mr A Awang – Executive Manager Development & Regulatory Services  
Ms C Thompson – Executive Assistant  
Ms S Guy – Manager Community Leisure and Culture  
Ms W Russell – Executive Support Officer

#### **Leave of Absence**

Nil

#### **Apologies**

Cr M Fisher  
Mr F Ludovico – Executive Manager Corporate & Community Services  
Mr T Evans – Executive Manager Technical & Rural Services

#### **Visitors**

Ms J Early  
Ms S Lushey  
Ms D Zadverna

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

<b>Name</b>	<b>Item No</b>	<b>Interest</b>	<b>Nature</b>
Dale Stewart	10.4.2	Impartiality	The Chief Executive Officer is a Board Member of the Narrogin Chamber of Commerce by virtue of his office held.
Leigh Ballard	10.4.2	Impartiality	The Shire President is a Board Member and Financial Member of the Narrogin Chamber of Commerce.
Dale Stewart	10.4.3	Financial	The employee's conditions of employment are considered as part of the item.

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

Nil

**5. PUBLIC QUESTION TIME**

Nil

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

The next meeting is scheduled for 23 October 2019.

Cr Bartron advised Council that he will be away for the Ordinary Council Meeting of 23 October 2019.

**COUNCIL RESOLUTION 0919.001**

Moved:: Cr Wiese                      Seconded: Cr Schutz

That Council approve Cr Bartron's request for leave of absence for the Ordinary Council Meeting of 23 October 2019.

**CARRIED 8/0**

**7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

7.1 Ordinary Council Meeting

## OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 0919.002

Moved: Cr Seale                      Seconded: Cr Ballard

That the minutes of the Ordinary Council Meeting held on 28 August 2019 be confirmed as an accurate record of the proceedings.

**CARRIED 8/0**

### 8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

The Shire President welcomed Councillors Elect, Jacqui Early & Sophie Lushey who are observing tonight's meeting before they take up their official roles as Elected Members on 20 October. Councillor Elect Graham Broad provided his apologies prior to the meeting and advised he was unable to attend owing to a prior work commitment.

The Shire President thanked the three departing elected members, Cr Colin Ward, Cr Nathan Walker and Cr Paul Schutz and expressed his appreciation for their input into the 'new' Shire of Narrogin over the past 3 years.

The Early Bird Rates prize draw was then carried out by the Acting Executive Manager Corporate & Community Services. All rates that were paid in full by 5 September 2019 qualified and the winners were drawn using the Shire's Synergyssoft 'random prize generator competition' module. The 17 winners drawn are as per table below and will be notified in writing.

Prize	Narrogin Chamber of Commerce Vouchers to value of		Name	Assessment No
1 <sup>st</sup> Prize	\$1,000		Francis Kulker	A337037
2 <sup>nd</sup> Prize	\$500		Leon Silvester	A231900
Bonus Prizes	1	\$100	Damien Mercuri	A105253
	2	\$100	Heather Thorpe	A247000
	3	\$100	Walter Malek	A274300
	4	\$100	Carolyn Moore	A248500
	5	\$100	Douglas Peden	A337022
	6	\$100	Jeff Brookes	A669
	7	\$100	Lewis Shepherd	A4199
	8	\$100	Russell Shepherd	A202500
	9	\$100	Donald McKenzie	A2359
	10	\$100	Gregory Ramsay	A421

	11	\$100	Philip Blythe	A332100
	12	\$100	Cal Learmonth	A588
	13	\$100	Timothy Cowcher	A527
	14	\$100	Alan Hardie	A289400
	15	\$100	Gary Simonds	A102400

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

Nil



## 10. MATTERS WHICH REQUIRE DECISIONS

### 10.1 DEVELOPMENT AND REGULATORY SERVICES

#### 10.1.1 COMMUNITY SPORTING & RECREATION FACILITIES FUND SUBMISSION - NARROGIN BOWLS CLUB

File Reference	26.3.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure.
Applicant	Narrogin Bowls Club Inc
Previous Item Numbers	Nil
Date	13 August 2019
Author	Susan Guy – Manager Community Leisure & Culture
Authorising Officer	Azhar Awang – Executive Manager Development & Regulatory Services
Attachments	1. CSRFF Grant Application Form 2020/21 - 2022/23 Triennium

#### Summary

Council is requested to consider the Narrogin Bowls Club Inc's (NBC) submission to the Department of Local Government Sport & Cultural Industries (DLGSCI) Community Sporting & Recreation Facilities Fund (CSRFF) and:

Endorse the NBC submission to the CSRFF for the construction of a synthetic 7- rink green at the NBC grounds;

Give the project a priority ranking of 1;

Approve the rating of the project as well-planned and needed by the municipality (Category A rating in the application); and

Endorse the financial commitment of \$111,703 for the project.

#### Background

The CSRFF, administered by the DLGSCI, aims to increase participation in sport and recreation with an emphasis on physical activity, through rational development of sustainable, good quality, well-designed and well-utilised facilities. All CSRFF annual grant applications need to be submitted to the relevant Local Government authority for assessment and ranking before they are lodged with the DLGSCI.

The CSRFF application process tasks the Local Government authority with rating projects using the following structure:

A Well planned and needed by municipality

- B Well planned and needed by applicant
- C Needed by municipality, more planning required
- D Needed by applicant, more planning required
- E Idea has merit, more planning work needed
- F Not recommended.

The NBC was established in the 1920s. The clubhouse, built in 1959, is owned by the Shire and leased to the NBC. The existing grass greens were installed in the 1950s and the NBC has identified the need to replace at least one of the greens with a synthetic bowling green. The NBC aims to eventually replace both grass greens with synthetic greens, however they intend to replace one green initially and leverage off the new green, to raise membership numbers to a point where it is feasible to fund the second synthetic green. After a year of the installation of the synthetic green, the NBC will assess membership numbers to determine whether it is feasible to install the second synthetic green.

The NBC proposes to construct one 7-rink synthetic green to replace one of the existing 7-rink grass greens and to replace all garden beds and grass walkways around the existing greens with paving, to ensure the synthetic green is not contaminated with organic matter.

### Comment

Along with the nation as a whole, the population of the Wheatbelt region of Western Australia is ageing. In 2017, more than one in seven Australians were aged 65 years and over, with the number of Australians in this age bracket expected to more than double in the next 40 years.

(See <https://www.aihw.gov.au/reports/australias-welfare/australias-welfare-2017-in-brief/contents/ageing-and-aged-care>).

It is also acknowledged that remaining physically active is important for an individual's physical and mental wellbeing.

SGL Consulting Group was appointed by the Shire of Narrogin to prepare and develop a Sport and Recreation Infrastructure Plan Feasibility Study. Whilst this report has not yet been released, some of the key findings revealed to date show a clear alignment with this project.

The report found:

*“The major challenges confronting clubs were age of members, declining membership/ maintaining membership, decreasing membership in junior sports, lack of volunteers, travel costs, increasing operating and participation costs, adequate and suitable facilities and accessing funding for facility development and upgrades”.*

SGL Consulting Group also identified that bowls in Narrogin has declining membership. This project aims to address some of these challenges, including increasing membership, attracting younger members, and decrease the demand on volunteers and the ongoing operating costs for the Club.

Social participation is the only type of bowls participation that is increasing across Australia. The new green at the NBC will enable membership numbers to grow with the NBC adding a number of new events to its calendar and developing and implementing an Event and Marketing Plan which uses the new green as a catalyst for growth. Social bowls will be played on Sundays all year round (currently only occurring on average three times per year) and bowls will be played 12 months of the year. It will enable an increase in the number of corporate bowls sessions and social events, such as open days

and ladies days as well as a weekly social pot club. A synthetic green would also offer an opportunity for people who currently play another summer sport to get involved in bowls in the winter.

A synthetic green will reduce the NBC's maintenance costs and effort. The estimated cost of a grounds keeper to maintain a grass green is \$70,000 per year. The NBC finds this cost prohibitive and volunteers are no longer willing or able to do the work. The NBC believes it will fold unless a synthetic green is installed.

### Consultation

Consultation has occurred with the following:

- Chief Executive Officer
- Executive Manager Development and Regulatory Services.
- Manager, Wheatbelt DLGSC – Jenifer Collins

### Statutory Environment

Council has the ability to commit future Council's Budgets via decision of the Local Government without requirement for an absolute majority, pursuant to section 6.8 of the Local Government Act 1995.

### Policy Implications

Whilst there are no current policies of the Council that relate, it has been general practice for Local Governments and indeed the Shire of Narrogin, to contribute the traditional one-third Local Government cash or in-kind contribution to the development of community sporting assets, particularly where it occurs on Local Government controlled or owned land.

### Financial Implications

The project is costed at \$335,109 with one third (\$111,703) to be supported by the CSRFF, one third funded by the NBC and one third committed by the Shire, pending funding approval as an outcome of the CSRFF application. The project description with itemised components is set out in Table 1 below:

**TABLE 1 - ESTIMATED TOTAL EXPENDITURE – CONSTRUCTION OF 7-RINK GREEN**

Project Description	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Conversion of one grass green to synthetic green	225,800	248,380	Green Planet Grass
Paving of surrounds	78,845	86,729	M & V Ranieri Building Contractors
Donated materials (Cost breakdown must be attached)			
Volunteer Labour (Cost breakdown must be attached)			
Sub Total	304,645	335,109	
Cost escalation	30,464	33,510	<i>Please explain amount used. Cost escalation/contingency was set at 10% as considered a reasonable amount.</i>
a) Total project expenditure	335,109	368,619	

Table 2 below sets out the NBC's proposed construction timelines for the project.

**TABLE 2 – CONSTRUCTION TIMELINES**

Task	Date
Attainment of all required approvals	N / A
Preparation of tender/quotes for the major works contract	31 March 2020
Issuing of tender for major works	3 April 2020
Signing of major works contract	24 April 2020
Site works commence	8 May 2020
Construction of project starts	22 May 2020
Project 50% complete	3 July 2020
Project Completed	1 August 2020
Project hand over and acquittal	30 November 2020

If the grant is successful, the Council will need to include funding for its one-third contribution of \$111,703 in the 2020/21 Budget. This amount is not currently specifically allocated in the Council's Long Term Financial Plan, however the relative low value is consistent with the current value of annual contributions to the development of Recreation and Council assets and should be able to be relatively easily identified.

### Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.1	Growth in revenue opportunities
Strategy:	1.1.2	Promote Narrogin and the Region
Outcome:	1.2	Increased Tourism
Strategy:	1.2.1	Promote, develop tourism and maintain local attractions

Objective	2.	Provide community facilities and promote social interaction
Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2	Engage and support community groups and volunteers
Strategy:	2.3.3	Facilitate and support community events
Strategy:	2.3.4	Provide improved community facilities (e.g. library/recreation)

### Voting Requirements

Simple Majority

**OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0919.003**

Moved: Cr Walker                      Seconded: Cr Schutz

That, with respect to Narrogin Bowls Club Inc. Community Sporting & Recreation Facilities Fund Application, Council:

1. Endorse the NBC submission to the CSRFF for the construction of a synthetic 7-rink green at the NBC grounds;
2. Give the project a priority ranking of 1;
3. Approve the project's rating as a Category A in the application as well-planned and needed by the municipality; and
4. Endorse the financial commitment of \$111,703 (plus GST) and include the sum in the 2020/21 Budget for the project, if the grant is successful.

**CARRIED 8/0**





**Office Use Only**

TRIM: \_\_\_\_\_

Grant No: \_\_\_\_\_

Project Coordinator: \_\_\_\_\_

# CSRFF Grant Application Form

## Year 2020/21 – 2022/23 Triennium

This application form can only be used for applications to be submitted in the 2020/21 funding round. No other forms will be accepted.

<b>You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.</b>		
<b>All applications <u>MUST</u> be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.</b>		
DLGSC Contact: Jenifer Collins	Date: 12/06/19	Office: Wheatbelt
<b>TYPE OF GRANT:</b>		
<input checked="" type="checkbox"/>	<b>ANNUAL GRANT \$100,000 – \$166,666 (Up to \$250,000 with development bonus)</b> The total project cost (GST exclusive) is between \$300,001 and \$500,000.	
<input type="checkbox"/>	<b>FORWARD PLANNING GRANT \$166,667–\$2 million</b> The total project cost (GST exclusive) exceeds \$500,000. Note: Where the grant requested is \$166,667 or less but the total project cost is over \$500,000, applicants are to follow the criteria for a Forward Planning grant but will be funded as an Annual grant.	
<b>Year of Claim</b> (Applicable to forward planning grants only): Please indicate the year that you would prefer to claim a grant, taking into account the CSRFF Acquittal Requirements. Only indicate first preference for funding in 2020/21 if all planning is finalised and the project will be completed before 1 June 2021.		
<input type="checkbox"/> 2020/21	<input type="checkbox"/> 2021/22	<input type="checkbox"/> 2022/23
<b>Would the project proceed if funding was allocated in a later year?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how would the project be impacted (e.g. – delayed etc)? The project could be heavily impacted if it does not proceed in 20/21. The Shire of Narrogin is currently assessing the needs for a project involving football and hockey. In future years, the appetite for the larger hockey/football project may impact on the availability of funding for the smaller bowls project. In addition, the longer the delay, the increased chance the volunteers who look after the greens will quit or be physically unable and the NBC will then be forced to close. Re-starting the club at a later date when synthetic greens funding is available will be a much more costly and difficult exercise and may not be feasible.		
<b>How would the resulting cost escalation be funded?</b> If the club is forced to close due to lack of volunteer greenskeeper, the club would likely be unable to fund the cost escalation or even its third of the project. If the greenskeeper remains, then the NBC has the funds for cost escalation.		

### Applicant's Details:

Organisation Name:	Narrogin Bowling Club Inc.				
Postal Address:	58 Earl Street				
Suburb:	Narrogin	State:	WA	Postcode:	6312
Street Address:	58 Earl Street				
Suburb:	Narrogin	State:	WA	Postcode:	6312

### Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Phil Cooper	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	President		

Business Phone:		Facsimile:	
Mobile Phone:	0417185651	Email:	phil@thecoopers.id.au

**Organisation Business Details:**

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 82 125 240 325
Is your organisation registered for GST?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGAs exempt.
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: AO580032F *
Bank details:	Bank: Bankwest	BSB: 306 027 A/c: 4178673

**Local Government Authority Details:**

LGA:	Shire of Narrogin		
Contact:	Susan Guy	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/>
Position Held:	Manager of Leisure and Culture		
Business Phone:	(08) 9890 0900	Facsimile:	
Mobile Phone:		Email:	mhc@narrogin.wa.gov.au

**PROJECT DETAILS**

<b>Project Title (brief and specific): Narrogin Bowling Club Green Resurfacing – 7 rinks, grass to synthetic</b>
<p><b>Project Description:</b></p> <p>Please see section 2.2 Project Description of the attached Business Case.</p> <p>The Narrogin Bowling Club (NBC) Inc will replace the surface of one 7-rink grass green to a 7-rink synthetic green.</p> <p>The Narrogin Bowling Club (NBC) currently consists of a club room, with large hall, amenities, kitchen and bar area, as well as two 7-rink grass greens. The greens are lit by lighting which has a maximum lighting level of 319 lux and an average lighting level over the field of 180 lux. This exceeds the Australian Standard, AS2560.2.8 recommended lawn bowls level of 100 lux.</p> <p>The existing grass greens were installed prior to the 1960s. The Club is located on the main Narrogin access road, adjacent to other Narrogin sporting facilities, including the croquet club, football oval and the YMCA Recreation Centre.</p> <p>Narrogin Bowling Club plays in the Upper Great Southern Bowling League against Brookton, Pingelly, Wickelipin, Lake Yealering and Williams. NBC is the only club in the league that does not have a synthetic green, with all other clubs having recognised the need and converted from grass to synthetic.</p> <p>The work to be undertaken as part of this project includes;</p> <ul style="list-style-type: none"> <li>• Removal of existing grass greens to a depth of 150mm, including the grass areas surrounding the green to allow for paving.</li> <li>• Removal of the existing plinths.</li> <li>• Construction of new bank walls from reconstituted limestone blocks, to allow for a playing surface of 36mx36m.</li> <li>• Installation of a drainage system to the green, taking water to a nominated point 2m from the block walls.</li> <li>• Installation of a reticulation system to the green with an outlet in each corner connected to the mains.</li> <li>• A two-stage construction of the base to the new green. The first 100mm depth to be a 7mm/4mm slurry aggregate of crushed blue metal. This is topped with a 50mm deep 4mm washed blue metal dust which enhances drainage. Both layers are rolled and bonded using a polymer Flowbind to enhance strength and drainage. The base is laser levelled by tractor and a two-stage hand screed to Bowls Australia standards.</li> <li>• Construction of a concrete plinth to contain the base, leaving a 300mm wide ditch.</li> <li>• Installation of Australian made synthetic grass to the green. The surface will be the Excell Ultra max 10mm pile height/36 stitch. The grass will be laid on the diagonal to facilitate multi direction bowling.</li> <li>• Installation of a 19mm synthetic grass to the ditches, bank walls and top of the limestone block walls.</li> <li>• Installation of silica sand to the grass surface, to the required level and groom into the pile.</li> </ul> <p>The project will include the replacement of the grass surrounding both greens with paving. This is a requirement for synthetic greens as the grass contains bacteria, which would be walked on to the synthetic green and creates mould which can destroy the synthetic. Algae, moulds and organic matter tracked on to the synthetic green can cause irreparable damage if not removed. As such, it is best to prevent this occurring as much as possible, by removing</p>

organic matter, such as grass, from around the synthetic green and then ensuring the green is swept and maintained<sup>1</sup>.

NBC does currently maintain and utilise two grass bowling greens and although it is proposed only one green will become synthetic at this time, the organic matter surrounding both existing greens, which are located adjacent to each other, requires removal in order to limit the contamination that is likely to occur if any garden beds and grass walkways are left intact.

The NBC recognise that, with declining member numbers, it is not feasible to replace both grass greens with synthetic. However, they believe that a synthetic green can be used to increase member numbers to the point where a second synthetic green may be viable in the future. As such, it is the intention of NBC to replace one green with synthetic initially and continue to maintain the second grass green in an acceptable condition, whilst growing member numbers. With the implementation of a number of marketing strategies (see Attachment F to the business case – Marketing Plan) it is hoped the NBC will raise membership numbers to a point where it is feasible to fund the second synthetic green. After a year of the new synthetic green, the club will assess the membership numbers to determine whether it is worthwhile continuing with the second green.

A synthetic green will enhance the sustainability and growth of the NBC, allow increased participation in Bowls in the Narrogin region, provide economic benefit to Narrogin and assist in providing associated health benefits as a result of increased sports participation. The addition of one synthetic green will enable bowls to be played 12 months of the year, will reduce the maintenance effort and cost and will increase membership numbers and participation in bowls in Narrogin. In line with trends seen across Australia in bowls participation, the NBC intends to use the installation of a new synthetic green to increase social bowls members. To do so, they will run social pot club weekly across the year, increase the number of Corporate Bowls sessions and add a number of new events to their calendar. They will also create and implement an Event and Marketing Plan which uses the new green as a catalyst for growth.

The benefits of this project are further discussed in section 2.2.2 on page 25 of the attached NBC Business Case.

The project will cost a total of \$335,109, with one third (\$111,703) being requested from the Community Sport and Recreation Facilities Fund (CSRFF), one third committed from the Shire of Narrogin and one third to be funded by the NBC. Two written quotes have been obtained for both components of the project and provide further detail of the proposed works. Please refer to Attachment B of the NBC Business Case.

<b>Project location:</b>	Narrogin Bowling Club, 58 Earl Street, Narrogin WA		
<b>Land ownership:</b>	Who owns the land on which your facility will be located? Shire of Narrogin Lease Expiry (if applicable): See Appendix 4 Lease Agreement		
<b>Planning approvals</b>	If no, provide the date it will be applied for:		
<b>Where applicable, has planning permission been granted? (LGA)</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	__/__/__	
<b>Aboriginal Heritage Act?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	__/__/__	
<b>Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	__/__/__	
<b>Native Vegetation Clearing Permit?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	__/__/__	
<b>Please list any other approvals that are required?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> __/__/__		
<b>NBC have confirmed with the Shire of Narrogin that no approvals are required for work to be undertaken.</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> __/__/__		
<b>What discussions have been held with adjoining local authorities?</b> No discussions have been held with adjoining local authorities as this project will not affect other Local Governments. Discussions have been held with bowling clubs from adjoining local shires, with all supportive of the project.			
<b>Approximate distance from proposed project to nearest adjoining council boundary:</b> 14 km (Cuballing)			
<b>Have you discussed this project with Department of Infrastructure and Regional Development (Federal Government)?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
<b>If so, are you seeking funding from them?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Contact:			
<b>How will your project increase physical activity?</b> Australia as a whole, and the Wheatbelt region in particular, is ageing. In 2017, more than one in seven Australians were aged 65 years and over, with the number of Australians in this age bracket expected to more than double in the next 40 years. Consistent with this trend, Narrogin also has a high ageing population with 18.2% of the Narrogin			

<sup>1</sup> <https://www.bowlsplus.com.au/dont-let-mould-take-hold/>

population are aged 65 years and over, with the WA average being 14%. The percentage of the population aged between 50 and 64 years in Narrogin is 20.1% compared to the WA average of 18%<sup>2</sup>.

Bowls is one of the most common sporting options older Australians participate in, due to the low impact nature of the sport. It was identified as one of the Top Ten activities undertaken by Australian men aged 55 years and over.<sup>3</sup> Bowls provides an option for the ageing population, who are typically increasingly inactive, to remain active, involved and engaged. Options for physical activity for the ageing demographic are already limited in regional areas such as Narrogin. Providing a form of low impact, group based, structured physical activity that the ageing population are willing and able to be involved in will increase participation of the ageing population. On the other hand, participation will continue to decline in numbers if the high maintenance of the current greens and the ability to play remains limited to summer months, with very few social events. As we are increasingly aware of the importance of keeping older Australians active for as long as possible for their health and mental wellbeing, lack of options of participation would be extremely detrimental to a regional centre with a high ageing population, like Narrogin. The Victorian Department of Health states that,

“Because of its relaxed pace and comparatively light physical demands, lawn bowls is a popular participant sport, particularly for older people.... Health professionals recommend playing bowls, particularly for older people, as it provides a number of health benefits, including:

- improved fitness
- improved coordination and skill development
- increased confidence and self-esteem
- enhanced mental wellbeing
- community connectedness and support.”<sup>4</sup>

Typically, Bowls has been a summer sport activity for the ageing population. However there has been a recent shift in trends which has seen a change to a social/community sport that is played all year round and played by a variety of age groups. As a whole, Australia has seen a decrease in formal, full members within bowling clubs but a significant growth in social, corporate and other forms of participation, which has resulted in overall growth within the sport.

The statistics from the 2016 National Bowls Census show a clear swing from formal membership and competition to social bowls and a resulting growth in the sport.

- The average annual increase in regular social (including schools and Jack Attack) participation has been 16.5% over the period 2010 to 2016.
- The average annual decrease in regular pennant and other member competition participation has been 7.9% over the period 2010 to 2016.
- The average annual decrease in playing membership has been 4.6% over the period 2010 to 2016.
- The average annual increase in regular (4+ games) bowls participation has been 3.6% over the period 2010 to 2016.

However, WA has not followed this trend. As can be seen in Figure 2 on page 9 of the NBC Business Case, WA joins the ACT as the only other State or Territory in Australia that has not seen a growth in social participation and, therefore, total participants over the period 2010 to 2016. According to the trends in Bowls Australia data, WA's decline in bowls participation can be directly attributed to the lack of increase in social participation, as has been experienced in the growth states.

Social participation is the only type of bowls participation that has been increasing across Australia. It is therefore clear that, if WA wishes to grow its participation in bowls, it must provide the circumstances and opportunities to enable social participation in the sport. Clubs should be focusing on enabling people to play bowls on a more casual basis, through initiatives such as social competitions, open days for beginners, night bowls and corporate bowling competitions.

The NBC have reviewed the data and trends summarised above and can see the link to what has been experienced in Narrogin. It is their belief that introducing some of the initiatives investigated by Bowls Australia to attract social members is the key to the ongoing sustainability and growth of the NBC and consequently increasing the number of people participating in Bowls as a form of low impact physical activity. However, in order to offer some of these initiatives and create a catalyst for this change, the NBC has identified the need for synthetic greens. This need is reaffirmed by the then Department of Sport and Recreation and Bowls WA Needs Assessment conducted in 2010, which states,

<sup>2</sup>[https://quickstats.censusdata.abs.gov.au/census\\_services/getproduct/census/2016/quickstat/LGA56460?opendocument](https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/LGA56460?opendocument)

<sup>3</sup>[https://www.clearinghouseforsport.gov.au/\\_data/assets/pdf\\_file/0009/809343/AusPlay\\_Focus\\_Older\\_Australians\\_Participation.pdf](https://www.clearinghouseforsport.gov.au/_data/assets/pdf_file/0009/809343/AusPlay_Focus_Older_Australians_Participation.pdf)

<sup>4</sup><https://www.betterhealth.vic.gov.au/health/healthyliving/lawn-bowls-health-benefits>

<sup>5</sup><https://www.bowls.com.au/wp-content/uploads/2019/03/2016-National-Bowls-Census-Report.pdf>



“Bowls has in recent years increased its participation particularly in community (corporate) bowls competitions. These competitions have increased revenues of clubs but also the requirements for lighting, synthetic greens and generally the quality of clubhouse facilities.”<sup>6</sup>

The NBC have been aware of the need to hold more social bowls for a number of years but have been unable to act on this knowledge, due to the onerous demands of the grass greens. Given volunteers maintain the greens, the club cannot demand that they be made available for social bowls each week. As a result, there is currently no ‘Pot Club’ social bowls held at Narrogin.

Currently, approximately 12 bowls players from Narrogin regularly have to travel out of town to play social bowls on a Sunday in other towns, as well as travelling to play winter bowls, which cannot be played in Narrogin.

The NBC will implement a Marketing, Event and Communication Plan in order to achieve the aim of increasing social, female and younger members in the club. It is also intended to investigate a winter social competition and increase the number of Corporate Bowls sessions. The Club is also liaising with local Disability Service Providers to investigate the option of adding an inclusive event to the calendar once the hardier synthetic greens are in place, which are better suited for wheelchairs and other assistive devices that may be required.

The resurfacing of the green to synthetic grass will increase sport and recreation participation by allowing bowls to be run in Narrogin 12 months of the year. This will offer an opportunity for ageing community members to participate in appropriate physical activities, increase membership, the sustainability and growth of the Narrogin Bowling Club and engage a younger demographic through additional social bowl activities and flexible membership options.

It will also increase participation by enabling social bowls to be played all year round. For more information on how this project will increase participation in bowls in Narrogin, see section 2.1 Project Needs Assessment and Section 2.2.2 Project Benefits on pages 3 and 25 respectively of the attached business case.

**Do you share your facility with other groups?** Yes  No  If so, who: Narrogin Croquet Club

The croquet club has a small building next to the NBC, which is not suitable for large gatherings. Additionally, they require the use of a green and NBC has a spare ‘third’ green that is not in use. As such, the NBC and croquet club have a longstanding agreement where the croquet club uses and maintains the third green as a croquet green. They also use the NBC clubhouse toilets when they play and use the clubhouse for functions and larger events. It is estimated they use the NBC approximately 10% of the time.

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<sup>6</sup> <https://www.dsr.wa.gov.au/about/plan-for-the-future/bowls-wa/needs-assessment>

List up to three sport and recreation activities which will **directly benefit** from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Narrogin Bowling Club	90%	18
Narrogin Croquet Club	10%	2

Activity/sport **capitated membership** numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; **Social membership numbers not applicable**.

Note: if membership is not applicable, ie recreation facility or aquatic centre, please enter the number of users of the facility with evidence of how you arrived at the figure.

<b>Full members 2016/17</b>	40	<b>2017/18</b>	34	<b>2018/19</b>	30
<b>Social members 2016/17</b>	27	<b>2017/18</b>	28	<b>2018/19</b>	41

State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the departments website: <http://www.dsr.wa.gov.au/contact-us/find-a-sport-or-recreation-association>

<b>What is the name of the State Sporting Association for your activity/sport?</b>	
Bowls WA	
<b>Have you discussed your project with your State Sporting Association?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Contact Name: Ken Pride	Date of contact: June 2019

## PLANNING

You need to demonstrate that you have undertaken an appropriate level of planning for your project. Questions 1 – 24 must be completed for all applications. Forward Planning grant applications must complete all the questions in detail. Annual grant applications must provide responses where appropriate and relative to the project.

Attach your responses (in numerical order) to the application form. If you believe that you have a valid reason for answering in the negative to a question please detail that reason.

Ensure that you have addressed the Key Principles of Facility Provision (see Guidelines for a CSRFF application), as they apply to your project. Questions 1 to 24 below relate directly to these principles.

You are expected to provide detail on the planning, management and financial viability of your project. Where research findings are used to justify a project a range of research techniques should be evident in the methodology used. When using comparative analysis local conditions must be considered.

All assumptions must be clearly stated. Please do not solely refer to attachments in the answers below – please summarise the content in the section provided.

1.	<p><b>When did you complete your needs assessment?</b> (This is a formal analysis required for projects over \$500,000).</p> <p>A Needs Assessment was completed on this project in August 2019. Please see section 2.1.3 on page 5 of the NBC Business Case.</p> <p>SGL Consulting Group was appointed by the Shire of Narrogin to prepare and develop a Sport and Recreation Infrastructure Plan Feasibility Study. Whilst this report has not yet been released, some of the key findings that have been revealed to date show a clear alignment with this project. See section 2.3.3 on page 26 of the attached business case.</p>
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## How has the need for your project been identified and assessed?

The NBC have identified, in consultation with members, community and the Shire, the need to resurface the existing greens with synthetic turf. NBC membership currently has 30 full members, 41 social members and 2 junior members. This has decreased significantly since 2001 when NBC had 80 full members and 25 social members. Although the overall number of members has decreased the number of social members has noticeably increased which is a trend that has been seen across Australia.

Synthetic bowling greens are a more sustainable option for the NBC for a number of reasons;

- They require less power and water to maintain, therefore costing less in maintenance
- They require minimal volunteer time to prepare and do not need to be sprayed and mowed 3 times per week, in addition to game preparation time
- They are able to be used 12-months of the year, whereas grass can only be used in the summer months, due to the inability to maintain grass greens to the required standard for play during winter

“The increased popularity of installing synthetic bowling surfaces has been due to a number of reasons including economic and performance related.

### a) Economic

- High cost of maintaining turf greens
- Potential for increased income from an extended playing season
- Use following rainfall [i.e. when the synthetic greens are wet, they still maintain a steady pace]
- No need to take green out of play for major renovations

### b) Performance

- An expected improvement in standard and pace for small club’s dependant on voluntary labour”<sup>7</sup>

The need for this project was first formally identified by club members in 2016, with an acknowledgement that the volunteer greenskeepers were ageing, membership numbers were decreasing and the sustainability and viability of the NBC in the long-term was at risk. Anecdotal evidence from neighbouring clubs and the experience of members visiting these clubs, led to the decision to investigate the option of installing synthetic greens to overcome the foreseeable issues in maintaining and sustaining the NBC.

The Narrogin Bowls Club requires a synthetic bowling green to be installed for a number of reasons, those being:

1. **Ability to play bowls 12 months of the year.** The existing grass greens only allow play to occur 6 months of the year, with the club closing over winter, due to winter conditions not enabling the greens to be properly maintained. There are a number of club members (averaging 12 each week) who leave Narrogin to play bowls in other towns during the winter months. Additionally, the club occasionally receives calls from people travelling through town who see the greens and enquire about playing a one-off game. However, the club is unable to offer them a game as it is closed during winter. The impact of being closed over winter is obviously a loss of income in bar/food sales and game fees for the NBC.

Additionally, a 12-month season would enable the NBC to increase the number of events and activities that it holds. The intention would be to increase Corporate Bowls from the current two 6-weekly sessions per year to three or four sessions per year, depending on demand.

Playing bowls in winter, when pennants competitions are not being played, will also enable an increase in the amount of social bowling events to be held. Currently, NBC only holds social bowls on average three times per year, due to the inability to play in the off season, the fact that people who play pennants are tired after competition days during the season and the effort required to prepare the grass greens not being considered worth it for social bowls by the volunteers who maintain the greens.

Following the installation of a synthetic green, the NBC intends to investigate the creation of a more social winter competition with other clubs in the district who have synthetic greens, such as Pingelly and Wickiepin.

2. **Maintenance of Grass Greens.** The maintenance and upkeep of grass greens is extremely time consuming and physically demanding. With an ageing membership-base, it is increasingly difficult to find people able and willing to volunteer their time 3-5 times per week to mow and spray the greens. For a competition day, each green takes 3 hours to prepare. The players who prepare the greens for these championship events are unable to enter the events as they are physically incapable of a day of bowls after spending hours preparing the greens. At an estimated cost of \$70,000 per year, it would be cost prohibitive to hire a grounds keeper to maintain the grass greens, which means that, if the volunteers are no longer willing or able to do the work, the NBC will fold, unless a synthetic green is installed.

Additionally, the effort of preparing the greens is a large reason why social bowls does not occur as often as the Club would like. Spending hours preparing for a social game of bowls each week is a lot to ask of people who already have to prepare the greens for pennants and other events throughout the season. Given the importance that social bowls will play in the ongoing sustainability of the club, the

	<p>NBC consider social bowls and social event days to be crucial, but have been unable to deliver these social days with the demands of the current grass greens.</p> <p>The work required to maintain the greens is also an impediment to gaining more members. Many people have expressed an interest to play socially but the NBC does not provide as many social events as would be possible with the installation of synthetic greens. By enabling people to play socially throughout the year and 'trial' bowls as a sport, it is expected the NBC would gain more social and full members. Additionally, the club is anecdotally aware that people are reticent to join the club, knowing they would be expected to assist in the work of maintaining the greens.</p> <p>3. <b>Increase membership numbers.</b> For the reasons mentioned above, it is expected that synthetic greens will help the NBC with its aim to increase both full and social member numbers. The experience of Yealering has shown that, when a club moves from grass greens to synthetic greens, the numbers of members and numbers of people attending events increases considerably. This example will be evidenced in the below Section 2.1.3 Needs Analysis.</p> <p>The Club also intends to utilise the ability to play bowls 12 months of the year, the reduction in maintenance effort required from volunteers and the marketing potential of a new synthetic green to implement a number of planned activities to increase membership. In line with the initiatives investigated by Bowls Australia to increase participation in bowls (See Section 2.1.3 Needs Analysis), the NBC intends to introduce a Ladies Day, open days for non-members (with free clinics), Grandparents &amp; Grandchildren events, Kids Bowls Day (using Jack Attack bowls designed for children), short game sessions, night bowls and other events/activities throughout the year, predominantly in winter when the business of pennants and other championships is not so time consuming.</p> <p>The NBC is aware that its future depends on attracting social, female and younger members back to the club and intends to use the benefits offered by the new green as an impetus for acting on these objectives.</p> <p><b>Reliance on Volunteers is Unsustainable</b></p> <p>The reason a synthetic green demanding less volunteer time and effort is required is because the NBC, as with most Wheatbelt towns, will not be able to rely on volunteers being available indefinitely. As previously evidenced, the Narrogin population is ageing, meaning there is a smaller pool of people who are physically able to undertake the manual work required to spray, mow and maintain the grass greens. It is important for the NBC to limit the workload of its volunteers to ensure its viability in the long-term. If the NBC volunteer greenskeeper were to quit or become unable to do the work and a replacement not be found, the club would need to close.</p> <p><b>Financial Need</b></p> <p>With the ageing population and the trend for declining numbers of people committing to be full members of bowls clubs, it is considered likely that the number of members of the NBC will continue to decline over time if nothing is changed. An analysis of the income and expenditure of the NBC over the past three years (see NBC Business Case Attachment A Income and Expenditure) reveals that the average net profit, without considering asset renewal, is \$11,449 per year.</p> <p>With the installation of a synthetic green, this is anticipated to more than double, due predominantly to the increased revenue from social and corporate bowls and the reduced maintenance and operational costs. In addition, with the synthetic green and the ability to play social bowls and run social events, it is expected that the numbers of social members will steadily grow. This will likely have a flow-on effect, with some social members converting to full members as they learn the sport and enjoy playing it. The increase in member numbers over time will also have an impact on the financial sustainability of the club. See the complete Needs Assessment on page 3 of the business case, section 2.1 Project Needs Assessment.</p>
	<p><b>Is the need or a part of the need that you have identified already being catered for?</b>  There are no other bowls facilities in Narrogin, which is the sub-regional centre of the Wheatbelt South. The nearest bowls facilities are in satellite towns, including Pingelly, Wickepin, Williams and Wagin. The closest of these is Wickepin, which is 38km from Narrogin.</p>
<p>2.</p>	<p><b>Have you undertaken a feasibility study?</b> (must be included with Forward Planning applications).  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> See page 31, Section 2.8 Feasibility Assessment of the attached business case.</p>
	<p><b>If not, how have you assessed the feasibility of your project?</b></p>

<sup>7</sup> <https://www.turfaustralia.com.au/documents/item/75>, Comparison of natural turf and synthetic bowling greens, Mr M Robinson, Turfgrass Technology

3. **What alternatives were considered and why were they rejected?** (This should include a 'do nothing' option)

A number of events (e.g. the annual carnival) require the use of 2 greens. As such, it would be the preference of the NBC to replace both grass greens with synthetic. However, the NBC recognise that, with declining member numbers, it is not feasible to replace both grass greens with synthetic.

However, they believe that a synthetic green can be used to increase member numbers to the point where a second synthetic green may be viable in the future. As such, it is the intention of NBC to replace one green with synthetic initially and continue to maintain the second grass green in an acceptable condition, whilst growing member numbers. With the implementation of a number of marketing strategies (see Attachment F to the business case – Marketing Plan) it is hoped the NBC will raise membership numbers to a point where it is feasible to fund the second synthetic green. After a year of the new synthetic green, the club will assess the membership numbers to determine whether it is worthwhile continuing with the second green.

A full options analysis was conducted to investigate these options - see section 2.6 Assessment of Options on page 29 of the attached business case, as summarised below.

**1. Do Nothing**

This option will not require any upfront capital costs. However, it will result in the highest ongoing maintenance cost of all the options. It will also result in the highest volunteer load of all the options. This option will not increase participation in bowls in the Narrogin sub-region and is likely to result in the eventual closure of the NBC and the cessation of bowls being played in the area. This is due to the significant demand on volunteer physical and time resources and the fact that the ageing membership will not be able to undertake this work indefinitely. None of the benefits of the project will be realised and there will be a considerable risk to the future of the NBC and bowls in Narrogin under this option.

**2. Two new synthetic greens**

This option is the preference of the club from a desirability point of view, but is not the chosen option, due to the upfront financial cost. It is recognised that, whilst this is the 'want', it is not the current 'need', due to membership levels.

Whilst this option would realise all the benefits of the preferred option and would also enable zone and league events which require two same surface greens, it is recognised that these events only occur, on average once every 8 years and only bring in an additional estimated \$400 per event. Given current membership levels, the additional financial burden of a second synthetic green is not considered feasible.

This option would cost approximately \$530,445.

The NBC recognises that this is not feasible or necessary with the current membership levels. The intention of the NBC is to build membership levels, through a range of initiatives, prior to considering the installation of a second synthetic green.

**3. One new synthetic green and maintain one existing grass green**

This is the preferred option and the subject of this business case. Under this option one new synthetic green will be installed at the front on the bowling club building. The second green, closest to Clayton Rd, would be maintained as a grass green. After a year of the new synthetic green, the NBC will assess the growth in membership numbers to determine if they should be working toward replacing the second grass green with synthetic or, if the grass green should no longer be maintained.

Whilst this option will still require some volunteer physical and time effort, this will be more than halved, with the main green becoming a synthetic green. It is also only intended to be a temporary state, for 1-3 years, with the second grass green either being replaced with a synthetic green in the future (if member levels increase sufficiently) or stopped being used if membership levels do not require the second green.

This option will realise all the benefits, as described in this business case, with the cost also detailed in Section 2.7 of the NBC Business Case.

This option will enable all current competitions to continue with the same (or increased)

attendance numbers.

It will cost \$335,109. Given an estimated life of the green of 14 years, this would result in an asset renewal amount required to be placed in the sinking fund of between \$10,000 to \$12,000 per year over the 14 years. Section 2.8 Feasibility Assessment and the Asset Management Plan provided at Attachment D demonstrate the feasibility and sustainability of this option.

#### 4. One new synthetic green only

Under this option the new synthetic green would be installed but the second grass green would not be maintained. This option would have similar benefits to the preferred option 3 but it would restrict membership and participation growth, as there would be a lessened ability to cater for all players at the one time. A maximum of 14 teams can play per green. There are a number of current events that have sufficient numbers to require two greens. These are;

- The carnival held in March each year, which attracts around 96 people (24 teams)
- Corporate bowls, held twice a year but will be held at least 3 times a year with a synthetic green allowing 12-month play (18 teams)
- Country Fresh Meats Xmas Pairs, held one a year (20 teams)
- Club Championship Singles, held once a year (25 teams)
- Pennants occasionally uses the two greens

This option will cost the same upfront capital cost as Option 3. However, it may require additional costs in order to repurpose the existing green, rather than allowing it to fall in to disrepair. Due to the reduced maintenance cost of the grass green, this option would be expected to be the best long-term option financially. However, this does not take into account the possibility that numbers won't just be restricted to 14 teams for events but may drop below that due to a lesser prize money being offered and awareness that the event cannot cater for many people. Additionally, membership may not grow as high as under Option 3, due to lesser enjoyment of having to sit off and wait for a rink to be free.

If, after installing the synthetic rink and implementing activities to grow participation and membership, the NBC has been unable to grow, this option will be further explored, in order to reduce ongoing costs and increase sustainability. However, it is not currently the preferred option.

For a financial analysis of each of the options, please see the NBC Business Case Attachment A Income and Expenditure spreadsheet – Options Analysis tab.

#### **Did you consider sharing with another group? (Please detail).**

NBC currently share its facilities with the Narrogin Croquet Club and the facility is hired as a function centre to a wide range of community groups. The majority of other sporting groups utilise the facilities at the Narrogin YMCA which are located at the other end of the Narrogin Sporting Precinct. Based on the information provided in the Narrogin Sport and Recreation Infrastructure Plan, it remains viable for other sporting groups to continue to utilise the facilities at the YMCA and it is too costly to move the Narrogin Bowls Greens to the vicinity of the hockey, netball, football facilities.

Therefore, the Narrogin Bowls and Croquet and Bowls will continue to share the Bowls Club facilities and the Bowls Greens will remain in their current position and are unable to be used for purposes other than Bowls. Other than sharing the club facilities and old grass green with the Narrogin Croquet Club, there were no other viable options in order to share with another group.

#### **Did you consider the whole of life cost when assessing the viability of these options to ensure that the preferred project was both affordable and cost-effective? (Please detail).**

Yes, two new synthetic greens will cost NBC approximately \$530,445. The NBC recognises that this is not feasible or necessary with the current membership levels. As such, the option of completing one green and then building membership was selected.

A complete Options Assessment was completed (page 29 of the business case) and a Feasibility Assessment of the whole of life costs was also undertaken. Please refer to section 2.8 Feasibility Assessment, in particular 2.8.5 Life Cycle Cost Analysis on page 34 of the NBC Business Case.

4.

How does your project fit into your:

- **Club's strategic plan or development plan?**

The NBC Committee commenced the process of drafting a Business Plan in early 2019. However, the decision was made to put this on hold until funding could be secured for a synthetic green. The Committee discussed the fact that the new green would change the events that could be held, the marketing that would be undertaken and other factors that would be detailed in the Business Plan and felt that it would be best placed to complete a Plan based on the new NBC business, once a synthetic green becomes a reality. Some of this detail has been summarized in the attached business case.

- **State Sporting Association's strategic or development plan?**

**Alignment to Bowls WA Strategic Facilities Plan**

Bowls WA is the state sporting association responsible for advancing, promoting and controlling of the sport of bowls in WA. The Department of Sport and Recreation's Bowls WA Strategic Facilities Plan 2010 was created "to ensure that the provision of bowls facilities is carried out in a manner that is sustainable and in the best interest of the sport". This project aligns to that Plan in the following ways;

- It addresses the identified issue that "Escalating construction and maintenance costs for club facilities in recent years poses financial problems for a number of clubs." It does this by reducing the maintenance costs for the NBC and increasing revenue.
- The project recognises that the NBC is classified through this Plan as a Small Sustainable Club and aims to increase the NBC's sustainability within that category by increasing full and social member numbers
- It aligns to the philosophies for Bowls WA, on which the Plan was based. The philosophies this project aligns with include,
  - Encourage access to bowling clubs and facilities for all
  - Support and promote clubs, competitions and members
  - Increase bowls participation in all forms
  - Improve the long term financial and facility planning for clubs

**Alignment to Bowls WA Strategic Plan**

This project aligns with the Bowls in Western Australia Strategic Plan Building Our Future 2017 – 2022. The project works toward Bowls WA vision by enabling and encouraging bowls to be played by people of all ages and ability. It also demonstrates the Plan's stated "need to improve and innovate"<sup>8</sup> by recognising the trends in bowls participation in Australia and creating the conditions at the NBC to redirect the focus to increasing social members and social participation as the way to build a sustainable future.

- **Local authority's strategic or development plan?**

**Shire of Narrogin Sport and Recreation Infrastructure Plan Feasibility Study**

SGL Consulting Group was appointed by the Shire of Narrogin to prepare and develop a Sport and Recreation Infrastructure Plan Feasibility Study. Whilst this report has not yet been released, some of the key findings that have been revealed to date show a clear alignment with this project.

The report found that,

"The major challenges confronting clubs were age of members, declining membership/maintaining membership, decreasing membership in junior sports, lack of volunteers, travel costs, increasing operating and participation costs, adequate and suitable facilities and accessing funding for facility development and upgrades."

It also identified that bowls in Narrogin has declining membership. This project aims to address some of these challenges, including to increase membership, including attracting younger members, decrease the demand on volunteers and decrease the ongoing operating costs for the club.

	<p>The report also identified that the highest priority upgrades or redevelopments included a synthetic bowling green for the NBC. The report conducted a survey of the community, asking respondents how they would spend \$500,000 on sport in Narrogin. “Improving Narrogin Lawn Bowls Club – resurface greens to a synthetic surface” received “substantial support”.<sup>9</sup></p> <p><b><u>Shire of Narrogin Strategic Community Plan 2017-2027</u></b></p> <p>The project aligns to the Shire’s Community Plan social objective “To provide community facilities and promote social interaction”. It works toward a number of the outcomes identified to achieve that objective, including;</p> <ul style="list-style-type: none"> <li>• Outcome 2.2 Build a healthier and safer community</li> <li>• Outcome 2.3 Existing strong community spirit and pride is fostered, promoted and encouraged<sup>10</sup></li> </ul>
5.	<p><b>What impact is your project likely to have on other facilities and services in your local and regional area?</b></p> <p>This project will have minimal impact on other facilities and services as it is replacing the surface of an existing structure.</p>
6.	<p><b>Is your facility multi-purpose</b> (i.e. caters for a variety of activities at one time)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p><b>If so, does it service more than one LGA?</b></p>
	<p>Site and locality maps should be included with all applications outlining where the proposed facility is located in relation to other sport and recreation infrastructure (where applicable).</p> <p>See 2.2 Project Description in the attached business case</p>

<sup>8</sup> <https://www.bowlswa.com.au/wp-content/uploads/sites/9/2018/12/Strategic-Plan-Presentation.pdf>

<sup>9</sup> <https://www.narrogin.wa.gov.au/documents/614/minutes-24-04-2019>, page 191

<sup>10</sup> <https://www.narrogin.wa.gov.au/documents/339/strategic-community-plan-2017-2027>



7.	<p><b>Describe the consultation process undertaken for the project. For example, have you invited public submissions, conducted a survey, held stakeholder or public forums etc.:</b></p> <p>The below identified stakeholders have been consulted in the development of this project.</p> <p><b>Shire of Narrogin</b> The Shire of Narrogin lease the bowling club facility to the NBC. The most recent lease was signed in August 2019. It is noted that the lease prior to this expired in June 2018 and the Shire and NBC have continued for the past year without a formal lease. However, there was no operational impact as both parties are aware of their roles and the new lease is now in place. The NBC have discussed this project with the Shire and provided them with a summary of the project. The NBC have also undertaken to provide this business case to the Shire, with additional detail. The Shire have committed to fund one third of this project cost, pending funding approval from CSRFF for a third.</p> <p><b>Narrogin Community</b> SGL Consulting Group was appointed by the Shire of Narrogin in 2018 to prepare and develop a Sport and Recreation Infrastructure Plan Feasibility Study. The report conducted a survey of the community, asking respondents how they would spend \$500,000 on sport in Narrogin. "Improving Narrogin Lawn Bowls Club – resurface greens to a synthetic surface" received "substantial support".</p> <p><b>Department of Local Government Sport and Cultural Industries</b> In the preparation of this application, the NBC met with the Manager Wheatbelt for the Department of Local Government, Sport and Cultural Industries. Initially, the NBC intended to seek funding from CSRFF for two synthetic greens. However, through this consultation with the Department, the NBC decided it would be more appropriate to seek funding for one synthetic green and then use the benefits afforded by that green to build membership numbers to a point where a second synthetic green could be justified.</p> <p><b>Bowls WA</b> The NBC discussed the project with Ken Pride from Bowls WA in June 2019. Mr Pride expressed support for the project.</p> <p><b>NBC Members</b> This project has been developed by the elected Committee members of the NBC. The Committee have discussed the members' concerns with them, which relate to their belief that the NBC is being "left behind" by only having grass greens and not being able to play all year round as all other clubs in the league are able to do.</p> <p>A range of resources regarding the development of sporting facilities are available on the website. DLGSC's Decision-Making Guide for Community Facilities and Services is useful to assist in determining the need for, and feasibility of, community and recreation services. The Guide is designed in such a way that it can be entered at any point in the planning process and used by planners for user groups with a range of skills and experiences.</p>
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## MANAGEMENT

8.	<p><b>Have you developed a management plan for your facility?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Please attach a copy with this application.</p>
	<p><b>If not, please explain how you plan to address management issues i.e. attracting new members, building maintenance and repairs, replacement of broken or stolen items and/or raise sufficient revenue to cover operating costs?</b> An asset management plan detailing provisions for life of asset costs should be provided for projects over \$500,000.</p>
9.	<p><b>How have you catered for management needs in your design (if required)?</b> Consider access, usage and supervision.</p> <p>The green chosen for replacement is the green closest to the bowling club facility to enable ease of access, usage and supervision. A risk management plan for the use of the facility is included in the attached business case on page 41 at 2.9.2 Post-Project Facility Risks.</p>

10. **Was an experienced facility manager, builder or technical expert involved in planning the design of your project?** Please outline their experience.

A qualified contractor, Green Planet Grass, was selected to assist in the design of the resurfacing project, due to recommendations from other bowling clubs and quoted price. Green Planet has completed many similar projects, which can be seen - <https://greenplanetgrass.com.au/synthetic-grass-bowling-green-perth/>

This project will be managed by the NBC Committee. The NBC President, Phil Cooper, will manage the project. Phil has been President of the NBC since 2016 and was a hardware store Manager, with experience managing staff and resources.

The NBC Committee will be the Project Team identified in the Communications Plan in Section 3.2 of the Business Case. Mr. Cooper will liaise with all contractors and funding bodies and will provide the Project Team with a Project Update weekly throughout the project. He will work with the Project Team to produce all grant reporting and Project Status Updates for both the Shire and the Department.

The Narrogin Bowls Club will work closely with the Shire of Narrogin, as the land owners, who have experienced facility manager, builders and technical experts. The Shire of Narrogin's employees will provide guidance and advice on a range of technical issues, if required. However, this is not likely due to the nature of the project.

11. **If you propose to share a facility, have other groups been asked what features they need?** List these needs and describe how they will be accommodated, either through your project's location, design or the way in which it will be managed.

The Bowling Clubroom is shared with the Narrogin Croquet Club and they utilise one of the old grass greens for social croquet and competitions. However, the proposed synthetic green will be solely used for the purpose of playing bowls and will not be used for other activities.

12. **Have you considered:**

• <b>child care facilities</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
• <b>access for low income earners</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• <b>access for people with a disability</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• <b>access for seniors</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
• <b>access on a casual and short-term basis</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Please attach a copy of the proposed fee structure.  
See Attachment A, Options Analysis to the business case, which lists the proposed cost of new events – predominantly \$5 per person to ensure that seniors and low-income earners can be involved and enables casual players to participate. Players do not need to be members to join in to these events, which enable casual players, who it is hoped will become social members and join in on Sunday social bowls.

As per the business case, the NBC is talking with local disability service providers to include an Inclusive event on the calendar.

The NBC business case details the proposed new events. No change is proposed to the existing membership prices, which includes the ability to be a social member.

Membership costs:  
Full \$160.00 per year  
Social \$30.00 per year  
Ladies \$100.00 per year  
Juniors \$70.00 per year  
Life \$0.00 per year

## DESIGN

Grant applications are required to provide a **locality map**, **site map** and **building plans**. Plans are to be submitted in **A3 format**.

13.	<b>Have you written a design brief for your project?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please respond to the following points:
	<b>Describe the process used to obtain an estimate of construction cost.</b> This is a simple project. 2 fixed-fee quotes were obtained for the required works. See Attachment B Quotes to the business case.
	An estimate from a qualified consultant in the building industry (e.g. architect, quantity surveyor, builder, engineer, etc.) must be provided with your application.
14.	<b>What design features will allow your facility to meet changing needs over time?</b> N/A
	<b>Is your current proposal likely to limit any future development on your site?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how?
15.	<b>How have you determined the most appropriate technical specification for the equipment and systems for your facility (i.e. filtration, lighting, water heating, air quality – as required)?</b> NBC spoke with a number of bowling clubs about the surface and company they used. See section 3.4 Procurement strategy on page 48 of the business case.
	<b>Do they meet Australian Design Standards for your sport or recreation needs?</b> This will be an assessment factor. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Please refer to DLGSC's Asset Management Guide on the website for a list of common standards and <b>note that projects that do not meet Australian Design Standards are ineligible for funding.</b>
16.	<b>What energy and water efficient products or design considerations will be included in your facility or project?</b> (e.g. solar hot water, natural light, geothermal, water recycling etc.). Synthetic greens require considerably less water and power.
17.	<b>If your project involves floodlighting, have you determined whether there is a need to upgrade your power supply?</b> If so, is this allowed for in your application? N/A

## FINANCIAL VIABILITY

It is understood that some facilities will operate at a loss. It is not necessary to suggest that all facilities will break even or make a profit. The intent of this assessment is to be sure that applicants have a realistic understanding of the impact of their project on the operational budget, membership costs or entry fees and an appreciation of the funding requirements over the life of the facility.

18.	<b>Have you applied a Life Cycle Cost Analysis to your project?</b> This is mandatory for projects that have a total project cost over \$500,000. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	DLGSC's Life Cycle Cost Guidelines are available on the website. Developing a life cycle cost approach when considering your project's parameters will assist to make effective financial, economic and operationally sustainable decisions. Applicants may use alternative computer programs to demonstrate compliance.
19.	<b>Is your organisation able to meet the ongoing operating costs of your project?</b> (e.g. wages, power) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	For <b>Annual Grant applications</b> please attach a projected income and expenditure statement for the first year of operation, detailing operating costs, and user fees.

	<p><b>Forward Planning applications</b> are to provide income and expenditure statements for the first three years of operation, and include an assessment of the potential impact on the project of social trends, competition, the strategic plans of neighboring local authorities and other factors.</p> <p>Applicants are to consider the financial impact the development of the project will have on existing facilities within the identified catchment area. Applications to include details of a number of scenarios related to projected income and expenditure. This type of sensitivity analysis based on worst, average, and best-case performance should be used to inform proponents of the project development to the variables and consequent implications. A list of assumptions should be included with all analyses.</p> <p><b>Attach your audited income and expenditure statements for the last three years (LGAs exempted).</b></p> <p>See Attachment A Income and Expenditure to the business case.</p>
20.	<p><b>Who will be responsible for any operational costs and how will it be funded (include evidence as required?)</b> NBC. See 2.8.6 Sustainability and Ongoing Viability and section 2.8.7 Projected income and expenditure for the first 4 years of operation from page 35 of the business case.</p>
21.	<p><b><u>WHERE A CLUB/ASSOCIATION IS THE APPLICANT</u></b></p> <p><b>Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If yes, how have you determined the required annual contributions? If no, why not?</b> At present, the Club typically identifies renewal works as facility components age and fail. This approach means that from time to time, service delivery can be affected. Additionally, it makes it hard to forecast when expenditure may be required. To improve this practice, the Club has developed a 'CAPEX plan', which is included the Facility Management Plan (attachment D of the Business Case). This projects when tasks are required, and what the estimated budget will be. In addition, the Club has included 'sinking funds'. These allow for the average annual cost of component depreciation to be set aside to fund future renewal works.</p> <p>See Facility Management Plan at Attachment D of the business case and its informing data at Attachment E.</p>
	<p><b>Where the facility is owned by an LGA, how will the funds be accounted for and what agreement exists with the council?</b></p>
	<p><b><u>WHERE A LGA IS THE APPLICANT</u></b></p> <p><b>Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Will the facility be listed in your Council's Asset Management Plan and has Council accepted the ongoing cost of maintaining the asset?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Comments:</b></p>

## PROJECT DELIVERY

22.	<p><b>Please indicate key milestones of your project.</b> The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe. Please consider these milestones as they will determine the financial years in which any grant will be offered. Please be conservative with the time required to complete the design and approval phase of the project prior to going to tender.</p>
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Task	Date
Attainment of all required approvals	N / A
Preparation of tender/quotes for the major works contract	31 March 2020

Issuing of tender for major works	3 April 2020
Signing of major works contract	24 April 2020
Site works commence	8 May 2020
Construction of project starts	22 May 2020
Project 50% complete	3 July 2020
Project Completed	1 August 2020
Project hand over and acquittal	30 November 2020

23.	<p><b>Are there any operational constraints that would impact on the construction phase of your project?</b> (such as your sporting season or major annual event, i.e. if your sport is a winter sport, when will the project commence to ensure that inclement weather does not hinder progress) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.</p> <p>No, there are no known operational constraints that would impact on the construction phase of the project. NBC have specifically chosen the Winter season to complete the project as Bowls is a Summer Sport and does not currently run during the winter months.</p>
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## GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

## PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.


Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

## APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

**Name:** Phil Cooper  
**Position Held:** NBC President

**Signature:**   
**Date:** 12 August 2019

## LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to [csrff@dlgsc.wa.gov.au](mailto:csrff@dlgsc.wa.gov.au) by the cut-off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation **MUST** be included with your application. Applicants may wish to supply additional RELEVANT information.

<input checked="" type="checkbox"/>	<b>Application form</b> (including any attachments).
<input checked="" type="checkbox"/>	<b>Incorporation Certificate.</b>
<input checked="" type="checkbox"/>	<b>Two written quotes.</b> Quantity Surveyor costs will be accepted; however the responsibility lies with the applicant to ensure the validity of the information. DLGSC accepts no responsibility for cost variations to projects that were provided a grant based on submitted Quantity Surveyor costs.
<input checked="" type="checkbox"/>	If your project involves the upgrade of an existing facility, include <b>photograph/s</b> of this facility.
<input checked="" type="checkbox"/>	<b>Locality map, site map and building plans</b> (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input checked="" type="checkbox"/>	<b>Income and expenditure statements</b> for the current and next financial years. (LGAs exempted).
<input checked="" type="checkbox"/>	<b>Written confirmation of financial commitments</b> from other sources including copies of <b>council minutes</b> . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input checked="" type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input checked="" type="checkbox"/>	<b>Itemised project cost for components</b> and identified on the relevant quote for each (including cost escalation). Also construction signage costs if relevant.
<input type="checkbox"/>	For floodlighting projects, a <b>lighting plan</b> must be supplied showing lux, configuration and sufficient power supply
<input checked="" type="checkbox"/>	Formal Needs assessment*
<input checked="" type="checkbox"/>	Management plan*
<input type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects) in AutoCAD or similar format with an additional electronic version*
<input checked="" type="checkbox"/>	Feasibility study*
<input checked="" type="checkbox"/>	Concept design*
<input checked="" type="checkbox"/>	Life Cycle Cost Analysis*

**\*Only essential for requests where the total project cost exceeds \$500,000**

### Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. There is no onus on department staff to pursue missing documentation.
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made and if no physical progress has occurred, new applications may not be recommended.
- It is not on the 2020/21 CSRFF application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

## DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

**You MUST contact your local DLGSC office to determine eligibility before applying.**

Category		Details
Geographical location	<input type="checkbox"/> Regional/Remote location <input type="checkbox"/> Growth Local Government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	



## PROJECT BUDGET

### ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g. changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Conversion of one grass green to synthetic green	225,800	248,380	Green Planet Grass
Paving of surrounds	78,845	86,729	M & V Ranieri Building Contractors
<b>Donated materials (Cost breakdown must be attached)</b>			
<b>Volunteer Labour (Cost breakdown must be attached)</b>			
<b>Sub Total</b>	304,645	335,109	
<b>Cost escalation</b>	30,464	33,510	<i>Please explain amount used.</i> Cost escalation/contingency was set at 10% as considered a reasonable amount.
<b>a) Total project expenditure</b>	335,109	368,619	

- At least **two written quotes** are required for each component.
- If your project is a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.



## PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	111,703	122,873	LGA cash and in-kind	Y	The Council minutes confirming the commitment are attached.
Applicant cash	111,703	122,873	Organisation's cash	Y	Attachment C of the Business Case provides a letter of commitment for \$111,703 and any additional cost escalations that may occur from the NBC
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request (No Development Bonus)	111,703	122,873	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
<b>b) Total project funding</b>	335,109	368,619	<i>This should equal project expenditure as listed on the previous page</i>		
<p><b>REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?</b></p>					
<p>It would need to be sourced from the NBC, depending on the amount. Project scope is at a minimum and cannot be reduced.</p>					

### GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

## PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

<b>Name of Local Government Authority:</b>
<b>Name of Applicant:</b>

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

### Section A

The CSRFF principles have been considered and the following assessment is provided:  
(Please include below your assessment of how the applicant has addressed the following criteria)

#### All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Section B

Priority ranking of no of applications received	of applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

#### Project Rating (Please tick the most appropriate box to describe the project)

- |   |  |                          |
|---|--|--------------------------|
| A | Well planned and needed by municipality        | <input type="checkbox"/> |
| B | Well planned and needed by applicant           | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required    | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed      | <input type="checkbox"/> |
| F | Not recommended                                | <input type="checkbox"/> |

**Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.**

1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?

2. A) *If a community group application:* Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?

B) *If a council application:* Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?

3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.

**Signed**

**Position**

**Date**

Applications for CSRFF funding must be submitted to your Department of Local Government, Sport and Cultural Industries office by **4pm on 27 September 2019**. Late applications cannot be accepted in any circumstances.

### DLGSC OFFICES

#### PERTH OFFICE

246 Vincent Street  
Leederville WA 6007  
GPO Box 8349  
Perth Business Centre WA 6849  
Tel: (08) 9492 9700  
[CSRFF@dlgsc.wa.gov.au](mailto:CSRFF@dlgsc.wa.gov.au)

#### MID-WEST

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Geraldton WA 6531  
Tel: (08) 9956 2100  
[midwest@dlgsc.wa.gov.au](mailto:midwest@dlgsc.wa.gov.au)

#### PILBARA

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Tel: (08) 9182 2100  
[pilbara@dlgsc.wa.gov.au](mailto:pilbara@dlgsc.wa.gov.au)

#### GASCOYNE

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Carnarvon WA 6701  
Tel: (08) 9941 0900  
[Gascoyne@dlgsc.wa.gov.au](mailto:Gascoyne@dlgsc.wa.gov.au)

#### KIMBERLEY – Broome

Unit 2, 23 Coghlan Street  
PO Box 1476  
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Telephone (08) 9195 5750  
Mobile 0438 916 185  
[kimberley@dlgsc.wa.gov.au](mailto:kimberley@dlgsc.wa.gov.au)

#### SOUTH WEST

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[southwest@dlgsc.wa.gov.au](mailto:southwest@dlgsc.wa.gov.au)

#### GOLDFIELDS

106 Hannan Street  
PO Box 1036  
Kalgoorlie WA 6430  
Tel: (08) 9022 5800  
[goldfields@dlgsc.wa.gov.au](mailto:goldfields@dlgsc.wa.gov.au)

#### KIMBERLEY – Kununurra

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## 10.1.2 SHIRE OF NARROGIN COMMUNITY ENGAGEMENT POLICY

File Reference	26.3.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	10.1.2
Date	17 September 2019
Author	Susan Guy – Manager Community Leisure & Culture
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments	1. Shire of Narrogin Community Engagement Policy

### Summary

Council is requested to consider adopting the Shire of Narrogin Community Engagement Policy.

### Background

The Shire of Narrogin Draft Community Engagement Policy was presented to Council at its Ordinary Council Meeting on 26 June 2019 for the purpose of seeking public comment with any submissions received referred to Council for final consideration prior to formal adoption. Council resolved at that meeting:

*“That, with respect to the Draft Community Engagement Policy, Council advertise the document for the purpose of seeking public comment for a minimum period of 30 days, with any submissions received being referred to Council for final consideration.”*

The public comment period closed on 12 August 2019. Comments were to be submitted to Council in writing by mail or email to the Chief Executive Officer. A copy of the document was made available for download from the Shire’s website and hard copies were available for viewing at the following locations:

- Shire of Narrogin administration offices, 89 Earl Street Narrogin
- The R W (Bob) Farr Memorial Library, Fortune Street Narrogin

### Comment

Department of Local Government, Sport and Cultural Industries (DLGSC) has defined community engagement as:

*“... the process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to provide input that enhances decision making processes on issues that may impact on their well-being or interests. It can be used as a key method for Local Government to navigate community priorities. It encompasses*

*the way in which Local Governments inform, consult, engage and empower activity by the community.”*

The International Association of Public Participation (IAP2) defines and sets out five levels of engagement (inform, consult, involve, collaborate, empower) in a Public Participation (IAP2) Public Participation Spectrum to describe the community's role in any engagement program. A complete description of the IAP2 Public Participation Spectrum can be found online at [www.iap2.org](http://www.iap2.org).

The Draft Community Engagement Policy outlines the purpose, principles and approach to community engagement to be taken by the Shire when engaging communities and stakeholders. The Policy is underpinned by some key principles set out in the Shire's Community Strategic Plan 2017-2027. These principles are to be observed in achieving the Shire's mission of providing leadership, direction and opportunities for the community. They are:

- Respect the points of view of individuals and groups;
- Build on existing community involvement; and
- Encourage community leadership.

The draft Policy is also underpinned by the core values of IAP2 to be used in the development and implementation of public participation processes. The purpose of these core values is to help make better decisions which reflect the interests and concerns of potentially affected people and entities.

These are set out below:

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.

## **Consultation**

Consultation has occurred with the following:

- Chief Executive Officer
- Community via invite for public comment, and it is noted that no public submissions have been received.

## **Statutory Environment**

Currently, Local Governments are required to engage with the community when creating their ten year Strategic Community Plan. The community must also be consulted on such matters as local laws, differential rates, planning and other matters and aspirations that are relevant to the diverse needs of individuals within a community.

It should be noted that a Local Government is also bound by the numerous provisions of legislation which provides minimum forms of engagement and advertising requirements.

### Policy Implications

Nil

### Financial Implications

Council will be required to consider the potential costs of encouraging and supporting a broader range of community engagement activities, methods and techniques as part of its annual budget process. Examples of engagement methods the Shire may use are outlined in a matrix within the Draft Community Engagement Policy. Delivery of community engagement beyond legally required levels will depend on the decision to be made (or project or service to be delivered), the community’s interest to participate, the need for Council to understand the community’s view, and the opportunity for the community to influence the decision.

Social media and advances generally in technology have made it easier and more cost-effective for governments to engage with their communities.

The former Department of Local Government and Communities has advised:

*“The engagement activities need to be suited to the local community and within the resources of the Local Government to undertake. Costly activities aren’t necessarily the best. Creativity and ingenuity can go a long way in enticing communities to participate. There are many examples of low cost but highly effective techniques being utilised in Western Australia and other jurisdictions.”*

[https://www.dlgsc.wa.gov.au/resources/publications/Publications/Integrated%20Planning%20and%20Reporting%20\(IPR\)%20-%20Framework%20and%20Guidelines/DLGC-IPR-Framework\\_and\\_Guidelines.pdf](https://www.dlgsc.wa.gov.au/resources/publications/Publications/Integrated%20Planning%20and%20Reporting%20(IPR)%20-%20Framework%20and%20Guidelines/DLGC-IPR-Framework_and_Guidelines.pdf)

### Strategic Implications

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

### Voting Requirements

Simple Majority

### **OFFICERS' RECOMMENDATION**

That, Council adopt the Shire of Narrogin Community Engagement Policy as per Attachment 1.

### **COUNCIL RESOLUTION 0919.004**

Moved: Cr Seale                      Seconded: Cr Bartron

That, Council adopt the Shire of Narrogin Community Engagement Policy as per Attachment 1 subject to the following additions:

1. The words "Direct contact with critical stakeholders" is included in the examples of engagement methods with respect to High - Shire Wide and High – Local, and
2. Paragraph 3.5 – change the heading to read "Holiday Periods and other Seasonal Times" and add an additional paragraph under that clause as follows:  
"The Shire will be cognisant of not commencing an engagement process where the primary identified stakeholders and communities would seasonally, or culturally, be less likely to make comment."

**CARRIED 8/0**

Reason for change: To include two edits in the attached policy to recognise the need to be cognoscente of commencing engagement processes during seasonal or cultural significant times.

# Draft Shire of Narrogin Community Engagement Policy

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## Policy scope

This policy outlines the purpose, principles and approach to community engagement to be taken by the Shire of Narrogin when engaging communities and stakeholders.

The policy will be applied by all employees and consultants appointed by the Shire when engaging those affected by and interested in decisions to be made by Council.

## Policy statement

### 1. Purpose

The Shire of Narrogin is committed to providing opportunities for all members of the community to participate in civic decision-making processes.

The Shire recognises that the community is a source of knowledge and expertise, and this can be harnessed to help find solutions to local issues as well as complex Shire challenges.

Community engagement is a key part of our commitment to be a transparent and responsive organisation. Our objective is to make better decisions by giving a voice to communities and stakeholders on matters and topics that are of interest and important to them and to develop and encourage a culture which respects and welcomes community input.

### 2. Principles

The Shire of Narrogin's approach to community engagement is guided by the following principles:

#### 2.1 We clearly communicate why we are engaging and the community's role in the engagement.

From the outset, we articulate the purpose of our engagement and what will happen as a result of any information gathered. We explain what level of influence the community, stakeholders and Council have on the decision to be made, and any associated limitations or constraints. We consider the requirements for each project and its level of potential impact on the community to determine the required level and timing of engagement. We provide all information necessary so participants can make informed choices.

#### 2.2 We carefully consider who to engage.

Before we begin engaging, we identify communities and stakeholders who are directly involved, or likely to be affected by the project. On major projects that set a direction or define a position for the Shire, we encourage broad community participation to ensure that a diverse range of views and ideas are expressed and considered. We also consider barriers that prevent or deter people from participating in engagement activities and consider ways to minimise them.

#### 2.3 We explain the process.

We aim to be transparent, and make our decision-making process clear. We do this by explaining upfront the process to be undertaken, identifying where there is opportunity for the



community and stakeholders to have input, and where the decision-points are.

Where possible, we build on the outcomes of previous engagement. If the engagement crosses over with a previous engagement process, we explain the outcomes, identify how they relate to the current process and why a new process is required.

**2.4 We carefully consider how to engage and ensure our processes, venues and information are accessible.**

We recognise people engage with civic life in different ways depending on a number of factors, such as age, background and ability. We aim to be responsive to this broad spectrum of needs, and ensure there are multiple engagement methods in various settings, to achieve appropriate community participation.

We ensure our engagement is accessible by providing information in clear and easy to understand formats, or is available in alternative formats on request. Our engagement events and venues are designed to be accessible whenever practical and achievable.

**2.5 We design our engagement to be engaging.**

The Shire of Narrogin is working to continuously improve how we engage, and design approaches that are creative, relevant and engaging. We are open to new and innovative engagement methodologies, and we are working on ways to tailor our approach to draw people into the process and maximise the reach and impact of our engagement.

**2.6 We complement our engagement with high quality communication.**

We provide clear, comprehensive and accessible information, written in plain English, to stakeholders throughout the engagement process. Information about our engagement is available at Have Your Say on our website (<https://www.narrogin.wa.gov.au/have-your-say.aspx>) and through the Shire's usual communication channels.

**2.7 We acknowledge contributions made during the engagement process and let participants know how their feedback was used in our decision-making.**

We are transparent with the community about how their participation was considered, by reporting back what we heard from contributors and how their input has been incorporated in decision making. We share the results of engagement through Have Your Say - (<https://www.narrogin.wa.gov.au/have-your-say.aspx>)

We also advise contributors when the matter is to be considered by Council so they may attend Ordinary Council Meetings if they wish.

## 3. Approach

# Draft Shire of Narrogin Community Engagement Policy

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## 3.1 When we engage

The Shire will engage with the community when:

- Council resolves formally to engage.
- A decision or plan will substantially impact the community and there is some part of the decision or plan that is negotiable.
- Stakeholders or the community have expressed an interest, or could be interested in a decision or plan where there is a range of potential outcomes.
- Community input can enhance decision-making, project outcomes or future opportunities.
- There is legislation, policy or an agreement requiring community engagement or consultation.

## 3.2 How we engage

The level of engagement will vary depending on the nature and complexity of the project or decision and will be guided by the Shire of Narrogin community engagement principles as set out above in Section 2 of this Policy.

Consideration is given to matters like community and stakeholder interest, political sensitivity, opportunities for partnerships, the level of impact, legislative requirements, time and resource and budget constraints. These considerations will guide how and when in the life of a project or decision community engagement may offer the greatest benefit.

Quality community engagement is well planned and executed, inclusive and accessible to all members of the community.

At times Council will engage the community on issues that are of importance or interest to a specific part of the community. In this instance, engagement will be targeted towards this group.

The Shire's engagement approach has four stages to ensure we deliver a consistent approach to engagement activities. This includes: a process of planning (developing an engagement plan); doing (preparing and engaging); reporting (analysing information and providing updates on the engagement) and evaluating (both the process and outcomes).

The purpose of the engagement and the type of input that will assist with the decision to be made, is reflected in the way community engagement is planned and reported. We carefully consider aspects of both qualitative input (such as trends and thoughts) and quantitative input (such as number of participants) when designing engagement methods and reporting back what we heard.

The following matrix is used to assist in determining the most suitable approach, relative to the likely 'level of impact' of a project, plan, service or action. As highlighted by this matrix, there are four levels of engagement: Inform, Consult, Involve, and Collaborate. More than one level of engagement is generally required, as there is likely to be movement back and forth through the different levels as the engagement is implemented, except in the case of projects or issues with only a low level of impact of a localised nature or if there is a statutory requirement to consult (see 3.4).

## Draft Shire of Narrogin Community Engagement Policy

Expected level of impact	Criteria (one or more of the following)	Engagement approach generally taken	Level of engagement generally required	Examples of engagement methods the Shire may use
<b>High – Shire wide</b>	<p>High level of impact on all or a large part of the Shire of Narrogin.</p> <p>Any significant impact on attributes that are considered to be of high value to the whole of the Shire, such as the natural environment or heritage.</p> <p>Likely high level of interest across the Shire.</p> <p>Potential high impact on state or regional strategies or directions.</p>	<p>Early engagement with community and stakeholders.</p> <p>Involves a broad range of stakeholders and community members.</p> <p>Utilises a variety of engagement methods to give people who want to contribute, the opportunity to do so.</p> <p>Updates are provided to interested stakeholders and local community.</p> <p>Engagement plan developed in collaboration with the relevant departments and approved by the Chief Executive Officer. Budget allocated to deliver community engagement.</p> <p>Process is evaluated to assess the quality and overall effectiveness of the engagement and assist the Shire’s commitment to continually improve our engagement practice.</p>	<p>Inform</p> <p>Consult</p> <p>Involve</p> <p>Collaborate</p>	<p>Mail drop</p> <p>Media Releases</p> <p>Narrogin Narrative</p> <p>Website</p> <p>Email</p> <p>Social Media</p> <p>Focus groups</p> <p>Workshops</p> <p>Working group</p> <p>Surveys</p> <p>Online tools on Have Your Say</p> <p>Face to face at engagement events</p> <p>Pop ups at community events and spaces</p> <p>Feedback and submission forms</p>
<b>High – Local</b>	<p>High level of impact on a local area, small</p>	<p>May range from seeking comment on a proposal to involving the community and</p>	<p>Inform</p>	<p>Mail drop</p>

## Draft Shire of Narrogin Community Engagement Policy

	<p>community or user group(s) of a specific facility or service.</p> <p>Significant change to any facility or service to the local community.</p> <p>Potential for a high degree of community interest at the local level.</p>	<p>stakeholders in discussion on proposed options.</p> <p>Comprehensive information is made available to the community to enable informed input.</p> <p>Uses a combination of face to face and online engagement methods to encourage broad participation at different levels.</p> <p>Feedback is collated and made available to all stakeholders.</p> <p>Updates are provided to interested stakeholders and local community.</p>	<p>Consult</p> <p>Involve</p>	<p>Media Releases</p> <p>Narrogin Narrative</p> <p>Surveys</p> <p>Online tools on Have Your Say</p> <p>Face to face at engagement events</p> <p>Pop ups at community events and spaces</p> <p>Feedback and submission forms</p>
<p><b>Low – Shire wide</b></p>	<p>Lower level of impact across the Shire.</p> <p>Level of interest among various communities or stakeholder groups.</p> <p>Potential for some, although not significant, impact on state or regional strategies or directions.</p>	<p>Approach may range from seeking comment on a proposal to involving the community and stakeholders in discussion and debate on proposed options.</p> <p>Ensures informed input through making comprehensive information available to the community.</p> <p>Uses a combination of face to face and online engagement methods to encourage broad participation at different levels.</p> <p>Feedback is collated and made available to all stakeholders.</p>	<p>Inform</p> <p>Consult</p> <p>Involve</p>	<p>Mail drop</p> <p>Media Releases</p> <p>Narrogin Narrative</p> <p>Website</p> <p>Email</p> <p>Social Media</p> <p>Surveys</p> <p>Online tools on Have Your Say</p> <p>Face to face at</p>

# Draft Shire of Narrogin Community Engagement Policy

		Updates are provided to interested stakeholders and local community.		engagement events  Pop ups at community events and spaces  Feedback and submission forms
<b>Low - Local</b>	<p>Lower level of impact on a local area, small community or user group of a specific facility or service.</p> <p>Only a small change to a facility or service at the local level.</p> <p>Low interest at the local or user group level.</p>	<p>Approach consists of advising the community or stakeholders of a situation or proposal or informing of a decision or direction.</p> <p>Communication strategy that provides high quality, accessible information to those affected by and interested in the change or decision.</p> <p>Communication channels relevant to the target audience are used.</p>	Inform	<p>Mail drop</p> <p>Media Releases</p> <p>Narrogin Narrative</p> <p>Website</p> <p>Email</p> <p>Signage</p> <p>Social media Advertising</p>

### 3.3 When it is not effective or appropriate to engage

It is neither effective nor appropriate for the Shire to engage when:

- A final decision has already been made by council or another agency.
- Council cannot influence a decision by another agency or party.
- The decision to be made concerns a minor operational matter with minimal impact on the community or stakeholders.
- Implementing a project or decision that has already been subject to engagement.
- There is insufficient time due to legislative or legal constraints, or urgent safety issues to be addressed.

In these events, the Shire will inform stakeholders why the decision has been made.

### 3.4 Statutory engagement

# Draft Shire of Narrogin Community Engagement Policy

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In some instances, the Shire of Narrogin is legally required to consult with the community. In these cases, the Shire will treat the prescribed level of community engagement as the minimum standard.

The most common instance of this is in relation to development applications and other planning proposals. For planning proposals, the Shire relies on its policies, adopted under the Planning and Development Act 2005, for guidance in regard to consultation and this will continue to be the basis on which the Shire engages with the community on planning matters.

Delivery of community engagement beyond legally required levels will depend on the decision to be made (or project or service to be delivered), the community's interest to participate, the need for Council to understand the community's view, and the opportunity for the community to influence the decision.

## 3.5 Holiday periods

The Shire will not commence an engagement process between the last Council meeting of the calendar year and the first Council meeting of the new-year, unless there is a legal requirement, Council direction or other unavoidable necessity to do so.

An additional 14 days will be added to any engagement period that falls between 15 December and 15 January and 7 days before and 7 days after Easter Sunday.

## Definitions and abbreviations

**Engagement** – The practice of actively bringing community voices into decisions that affect or interest them, using a range of methods.

**Consultation** – Seeking and receiving feedback or opinion, usually on a proposed plan or decision, e.g. seeking comment on a draft policy or concept.

**Community** – A general term for individuals and groups of people not part of an organised structure or group. They may be a community based on geography, or interest, or both, e.g. residents of Highbury, young people interested in skateboarding. The community is not restricted to ratepayers or residents of the Shire of Narrogin.

**Stakeholders** – People who are organised under the banner of a defined group or organisation, often providing representation to a broader group, e.g. Narrogin Chamber of Commerce, a local school or sporting group.

**Engagement tools/methods** – The things we use to activate community input, e.g. an invite for public comment, a workshop, an online survey, a community meeting.

**Level of engagement** – Refers to any one of five levels of engagement (inform, consult, involve, collaborate, empower) defined by the International Association of Public Participation (IAP2) Public Participation Spectrum to describe the community's role in any engagement programme. A complete description of the IAP2 Public Participation Spectrum can be found online at [www.iap2.org](http://www.iap2.org).

### 10.1.3 PROPOSED SCHEME AMENDMENT NO. 36 – LOT 51 (NO. 1) GRANT STREET, NARROGIN

File Reference	A213400
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Edge Planning & Property
Previous Item Numbers	Item 10.1.2, 27 February 2019 Res. 0219.004
Date	2 August 2019
Author	Azhar Awang – Executive Manager Development and Regulatory Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Cover letter from applicant 2. Scheme Amendment Documentation – Scheme Amendment No. 36

#### Summary

Council is requested to consider the initiation and adoption of the proposed Standard Scheme Amendment No.36 to the Former Town of Narrogin’s Town Planning Scheme (FT-TPS) No. 2.

#### Background

The matter was previously considered by Council at its meeting held on 27 February 2019. Conditions number 1 and 2 of the resolution states:

- “1. The applicant submitting written undertaking within 10 working days stating that a Scheme Amendment will be prepared by a qualified Planning Consultant.*
- 2. Within three (3) months of the letter of approval, the applicant is to submit the Scheme Amendment to the Council to supporting an Additional Use class – Motor Vehicle repair Station on the subject property.”*

The applicant has complied with condition 1 and has provided and undertaking to appoint a qualified Planning Consultant to prepare a Scheme Amendment to add an Additional Use Class in order to accommodate a Motor Vehicle Repair Station on the subject property.

In satisfying condition 2 of Council’s resolution, the appointed Planning Consultant, Edge Planning & Property has submitted Scheme Amendment documentation in support of the proposed Motor Vehicle Repair Station.

Council in its resolution, also supported the issuing of Planning approval, (temporary approval for a period of 12 months) for the use of the property as a Mechanical Workshop to allow the Scheme Amendment to be approved, after which time the approval for the use will be reconsidered by Council for further extension pending the outcome of the Scheme Amendment.

## Comment

### Scheme Amendment Category

Under the Planning and Development (Local Planning Schemes) Regulations 2015, Council needs to justify the type of amendment being proposed to the Town Planning Scheme. It is recommended that Council consider the proposed request for a Scheme Amendment as a 'Standard Amendment' as defined under section 34 of the Planning and Development (Local Planning Schemes) Regulations 2015. The proposal is considered as a Standard Amendment for the following reasons:

1. The amendment is consistent with the Local Planning Strategy (draft) which allocates the site as 'Commercial/Business' and part of the Narrogin town centre.
2. The amendment would have minimal impact on land in the scheme area that is not subject to the amendment.
3. The amendment does not result in any significant environment, social, economic or governance impacts on land in the scheme area.

It is therefore recommended that Council consider the proposed scheme amendment advertising procedures as a Standard Amendment in accordance with section 47 of the Planning and Development (Local Planning Schemes) Regulations 2015.

### Current Zoning

Currently, Lot 51 (No. 1) Grant Street, Narrogin is zoned as 'Other Commercial' under the FT-TPS No.2. The policy statement for 'Other Commercial' zoning states:

*"Primarily for showroom and warehouses uses. Where such uses do not involve direct sales to the public, e.g., uses other than motor vehicles and marine sales premises, carparks, storage of bulky furniture and the like, the parking standard may be reduced at the discretion of the Council."*

The surrounding land uses are a mixture including, commercial, light industrial, residential and commercial activities.

### Proposed Re-Zoning

The current zoning of the property as 'Other Commercial' does not permit a 'Motor Vehicle Repair Station'. The proposed rezoning is to add an Additional Use (A34) in the table under section 2.3, to allow the use of the land as a Motor Vehicle Repair Station on top of the existing zoning 'Other Commercial'. The proposed scheme amendment will formalise the proposed use, consistent with the surrounding land uses in the area. Furthermore, in the Shire of Narrogin Draft Local Planning Scheme No. 3 it is proposed to rezone this property to 'Service Commercial', which would allow the use of the land as 'Motor Vehicle Repair Station'.

The condition imposed in regards to the development, is that any changes or extension of use will require the special approval of Council. This will be assessed at the development application stage.

The re-zoning of the subject property is consistent with the orderly and proper Planning within the current FT-TPS No.2 and the proposed Shire of Narrogin Draft Local Planning Scheme No 3. It is therefore recommended that Council support the proposed Standard Scheme Amendment and initiate Amendment No. 36 to add an Additional Use (A34) to permit 'Motor Vehicle Repair Station'.



## Consultation

Upon a Local Government resolving to prepare an amendment to a local planning scheme, section 81 of the Planning and Development Act 2005, requires the scheme amendment to be referred to the Environmental Protection Authority (EPA) for consideration as to whether an environmental assessment is necessary under the Environmental Protection Act.

Following advice from the EPA that a standard Scheme Amendment does not require formal environmental assessment, Regulation 47 of the Regulations requires the Local Government to arrange advertising for a period of at least 42 days, by the following means:

- Notice in a newspaper circulating in the scheme area;
- Notice in the offices of the Local Government;
- Notice to each public authority that the Local Government considers is likely to be affected by the amendment;
- Notice on the Local Government's website; and
- As otherwise directed by the WAPC and in any other way considered appropriate by the Local Government.

## Statutory Environment

- Planning and Development (Local Planning Schemes) Regulations 2015 – Division 3 – Process for standard amendments to local planning scheme.
- Planning and Development Act 2005 – Section 75 – Amending Scheme.
- Planning and Development Act 2005 – Section 81– Proposed scheme or amendment to be referred to EPA.
- Former Town of Narrogin Town Planning Scheme No.2.

## Policy Implications

Nil

## Financial Implications

The costs associated with the advertisement and notices are to be borne by the applicant as per the Planning and Development (Local Planning Schemes) Regulations 2015 – Section 48. The cost for a Standard Scheme Amendment is \$4,200.00 in accordance with the Shire's schedule of fees and charges. The applicant has paid 50% of the total cost and the remainder will be paid after the advertising period prior to the matter being presented to Council for its further consideration.

## Strategic Implications

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

## Voting Requirements

Simple Majority

### OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0919.005

Moved: Cr Ward                      Seconded: Cr Schutz

That, with respect to the proposed Scheme Amendment No.36 at Lot 51 (No. 1) Grant Street, Narrogin, to add an Additional Use (No. A34) to facilitate a Motor Vehicle Repair Station, Council:

1. Pursuant to Section 75 of the Planning and Development Act 2005, adopt the Standard Scheme Amendment to the Town of Narrogin's Town Planning Scheme No. 2 by:
  - a. Adding an Additional Use (No. A34) at Lot 51 (No. 1) Grant Street, Narrogin for a 'Motor Vehicle Repair Station'; and
  - b. Amending the table in section 2.3 of the scheme text.
2. Prepare a notice to the Western Australian Planning Commission of the proposed Standard Scheme Amendment No. 36 to the Former Town of Narrogin Town Planning Scheme No.2.
3. Pursuant to Section 81 of the Planning and Development Act 2005, give written notice to the Environmental Protection Authority for the determination of their assessment.
4. Adopt the proposed scheme amendment for the purpose of advertising in accordance to the Planning and Development (Local Planning Schemes) Regulations 2015, Section 47 (2) for a period of 42 days, subject to the determination of the Environmental Protection Authority's assessment outcome.

**CARRIED 8/0**



Dale Stewart  
Chief Executive Officer  
Shire of Narrogin  
c/o emdrs@narrogin.wa.gov.au

Attention: Azhar Awang

Dear Azhar

**Scheme Amendment No. 36 to the Shire of Narrogin Town Planning Scheme No. 2: Lot 51 (No. 1) Grant Street, Narrogin**

I refer to recent correspondence and discussions regarding the above.

On behalf of our client, Mark Staporek, Edge Planning & Property seek the Council's adoption of an amendment to Town Planning Scheme No. 2 to add Additional Use No. A34 to facilitate a Motor Vehicle Repair Station on Lot 51 Grant Street.

In support of the request, please find attached an electronic copy of the documentation. Hard copies will be provided as required. Our client will arrange payment of the Shire's scheme amendment processing fee.

Please contact me on 0409107336 or [steve@edgeplanning.com.au](mailto:steve@edgeplanning.com.au) should you have any questions, seek clarification or require additional information.

On behalf of our client, Edge Planning & Property trust the Shire will positively consider the request and we look forward to Council's adoption of the amendment.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Steve Thompson", written over a light blue circular scribble.

Steve Thompson  
**SENIOR PARTNER**

20 August 2019



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# **Shire of Narrogin Town Planning Scheme No. 2 Scheme Amendment No. 36**

**Lot 51 (No. 1) Grant Street, Narrogin**

Prepared by Edge Planning & Property for Mark Staporek

[www.edgeplanning.com.au](http://www.edgeplanning.com.au)

August 2019

**PLANNING AND DEVELOPMENT ACT 2005  
RESOLUTION DECIDING TO AMEND A LOCAL PLANNING SCHEME**

**SHIRE OF NARROGIN TOWN PLANNING SCHEME No. 2**

**AMENDMENT No. 36**

RESOLVED that the local government in pursuance of Section 75 of the *Planning and Development Act 2005*, amend the above Town Planning Scheme by:

1. Including Lot 51 on Diagram 78364 Grant Street, Narrogin as Additional Use No. A34 in the Additional Use Zone Table (clause 2.3) as follows:

CODE NO.	PARTICULARS OF LAND (AS SHOWN ON SCHEME MAP)	BASE ZONE/ AREA	ADDITIONAL USE	CONDITIONS
34	Lot 51 Grant Street	Other Commercial	Motor Vehicle Repair Station	No change or extension of use without the special approval of Council

2. Amending the Scheme Map accordingly.

The Amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. The amendment is consistent with the Local Planning Strategy (draft) which allocates the site as 'Commercial/Business'.
2. The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment.
3. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

Dated this ..... day of .....20.....

.....  
CHIEF EXECUTIVE OFFICER

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6	Draft Shire of Narrogin Local Planning Strategy – Strategic Land Use Plan (Narrogin Town and Surrounds)	

## PROPOSAL TO AMEND A TOWN PLANNING SCHEME

- |  |   |
|--|---|
| <b>1. LOCAL GOVERNMENT:</b>                    | Shire of Narrogin   |
| <b>2. DESCRIPTION OF LOCAL PLANING SCHEME:</b> | Town Planning Scheme No. 2  |
| <b>3. TYPE OF SCHEME:</b>                      | District Scheme (Narrogin townsite)   |
| <b>4. SERIAL NUMBER OF AMENDMENT:</b>          | 36  |
| <b>5. PROPOSAL:</b>                            | <ol style="list-style-type: none"> <li>1. Including Lot 51 on Diagram 78364 Grant Street, Narrogin within Additional Use No. A34.</li> <li>2. Amending the Scheme Map accordingly.</li> </ol> |

## REPORT BY THE SHIRE OF NARROGIN

### 1. INTRODUCTION

The Shire of Narrogin seeks the support of the Western Australian Planning Commission (WAPC) and the approval of the Hon. Minister for Planning to add Lot 51 Grant Street, Narrogin (the 'site') within Additional Use No. A34 to facilitate a motor vehicle repair station.

The purpose of this report and associated plans are to explain and set out the planning merits of the Amendment. More detailed planning and investigations will occur at the Development Application stage and as required at the Building Permit stage.

The site is shown in Attachment 1. The site is suitable for commercial, business and light industrial uses given its current zoning, former uses and that it is adjacent to commercial development (see Attachments 2 and 3). Amending the site's zoning will reflect former uses that have operated from the site.

### 2. BACKGROUND

#### 2.1 Property Address and Cadastral Details

A copy of the Certificate of Title is provided in Attachment 4. Cadastral details for the site are summarised below in Table 1:

Lot	Diagram	Volume	Folio	Area	Owner
51 Grant Street, Narrogin	78364	1888	443	1519m <sup>2</sup>	Mark Staporek & Dominique Buemi

#### 2.2 Regional Context

The site is situated in the Shire of Narrogin. The Narrogin townsite is located 192 kilometres south-east of Perth. Narrogin is a sub-regional centre in the southern Wheatbelt Region and it provides a range of services and facilities to residents and visitors.

## 2.3 Local Context

The site is located approximately 300 metres from the Narrogin town centre (see Attachment 2). Attachment 3 shows the Context Plan which outlines the site's context. The site adjoins and is generally surrounded by commercial, light industrial, residential and public open space. The mix of uses in the area is reflected in the Existing Scheme map which shows a range of zones. This includes nearby Additional Use A15 for a service station.

The site has been used for various commercial and light industrial uses and has gained various local government approvals. For instance, the site has previously been a workshop, boiler maker, sale and service of agricultural machinery, and a warehouse, showroom and steel supplies retailer.

## 2.4 Physical Characteristics

The Amendment site is outlined in Attachment 1 and has the following characteristics and features:

- it contains a large hip and ridge tin roof and brick building constructed in the 1980s;
- it contains generous gravel parking areas;
- it has a gentle gradient, having an elevation of approximately 342 – 346 metres AHD (Australian Height Datum);
- there are no natural surface water or drainage features; and
- it is not on the Department of Water and Environmental Regulation's Contaminated Site Database.

The site's physical features present no constraints to the Amendment.



Photo 1: Lot 51, Grant Street, Narrogin



## 2.5 Services

The site is provided with standard 'hard' infrastructure including reticulated (scheme) water, reticulated sewerage, power, telecommunications, drainage and sealed roads. The site has two road frontages in Grant Street and Gordon Street, and also backs onto a Right of Way.

## 2.6 Heritage

There is no registered Aboriginal heritage site on the subject land area as set out on the Department of Planning, Lands and Heritage Affairs heritage inquiry system. While noting this, land developers have an obligation under the *Aboriginal Heritage Act 1972* to protect places and objects in Western Australia that are important to Aboriginal people because of the connections to their culture.

Additionally, the site does not contain any structure or place of non-indigenous heritage significance on the *Shire of Narrogin Municipal Inventory* or on the Shire's Heritage List.

## 2.7 Council Resolution

The Council at its Ordinary Council Meeting held on 27 February 2019 in part resolved the following at Resolution 0219:004:

'That, with respect to the Application for Planning Consent – Heavy Diesel Mechanic at Lot 51 (No.1) Grant Street, Narrogin, Council support the application subject to:

1. The applicant submitting a written undertaking within 10 working days stating that a Scheme Amendment will be prepared by a qualified Planning Consultant.
2. Within three (3) months of the letter of approval, the applicant is to submit the Scheme Amendment to the Council to support an Additional Use class – Motor Vehicle Repair Station on the subject property.
3. Advertising the proposal in accordance with clause 6.3 of the Former Town of Narrogin Town Planning Scheme No.2.
4. In the event that no negative submissions are received during the advertising period, Council authorise the Chief Executive Officer to issue planning approval for the proposed Heavy Diesel Mechanic Workshop at Lot 51 (No.1) Grant Street, Narrogin subject to the following conditions'.

The full Council resolution is provided in Attachment 5.

This Amendment documentation has been prepared in response to the Council resolution.

## 3. PLANNING FRAMEWORK

### 3.1 Overview

The following section will outline how the proposed Amendment suitably addresses relevant planning policies, strategies, plans and the *Shire of Narrogin Town Planning Scheme No. 2*. In summary, the Amendment is consistent with the State, regional and local planning framework.

## 3.2 State Planning Framework

The following strategies and policies are of relevance to the Amendment:

- *State Planning Strategy 2050* - sets a broad strategic plan for Western Australia built on sustained growth and prosperity. The Strategy highlights the importance of job creation and supports developing strong and resilient regions. The Strategy also supports the availability of project-ready industrial land which is a key component for economic development. Table 2 - A strategic approach to economic development - outlines the aspiration that 'Suitable land is allocated and zoned for enterprises, business and industry, including project ready industrial lands, buffer and infrastructure'. The Amendment is consistent with the Strategy given it promotes commercial and light industrial development, centrally located, in an established sub-regional centre.
- *State Planning Policy 1 State Planning Framework Policy (2006)* - identifies that the primary aim of planning is to provide for the sustainable use and development of land.
- *State Planning Policy No. 2.9 Water Resources (2006)* - development is required to adopt water sensitive urban design principles.
- *State Planning Policy No. 3 (2006)* - the Policy sets out the principles and considerations which apply for urban growth and settlement in Western Australia. The Policy promotes a sustainable settlement pattern, promoting development on 'brownfield' (previously developed) land, supports building on existing communities and seeks convenient access to employment and services. The Amendment is consistent with SPP 3 given it provides opportunities for employment and business activity.
- *State Planning Policy 3.7 Planning in Bushfire Prone Areas (2015)* - the site is not a Bushfire Prone Area as shown at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.
- *State Planning Policy 4.1 State Industrial Buffer Policy (1997)* – the Policy seeks to provide a consistent state-wide approach for the protection and long-term security of industrial zones, other utilities and special uses. It also seeks to provide for the safety and amenity of surrounding land uses. As outlined in this report, it is expected that impacts of the motor vehicle repair station can be effectively contained on the site and as reflected in the Council's resolution on 27 February 2019 (see Attachment 5). This is consistent with the intent of the Policy.
- *EPA Guidance Statement 3 – Separation Distances between Industrial and Sensitive Land Uses*. Motor vehicle repair station is not included in Guidance Statement 3. The closest use is 'service station' which has an indicative buffer of 50 metres. Guidance Statement 3 notes that gaseous, noise, and odour risk impacts can occur from a service station.

## 3.3 Regional Planning Framework

### 3.3.1 Wheatbelt Regional Planning and Infrastructure Framework (2015)

The Framework identifies Narrogin as a sub-regional centre and a focus for growth, services and facilities. The Framework supports a diverse economic base and supports commercial and industrial development in appropriate locations.

### 3.3.2 Wheatbelt Regional Investment Blueprint (2015)

The Blueprint establishes priorities for economic development and growth of the Wheatbelt region and provides an analysis of local, regional, national and global factors

influencing the region. A strategic economic growth plan and proposed transformational projects are set out. The Blueprint also supports growing the region's population, promoting development in regional centres and a vibrant economy.

Complementing the Blueprint is the *Wheatbelt South Sub-Regional Economic Strategy* (2014).

### 3.3.3 *Greater Narrogin Region Growing Our Community: An Economic Development and Implementation Strategy* (2015)

The Strategy's vision is 'To see prosperity and growth for the Greater Narrogin Region by encouraging workforce relocation, business growth, attracting new residents and providing attractive community amenities' (page 9). The Strategy supports improving the range of local employment opportunities and adopting a flexible approach to facilitating development.

## 3.4 Local Planning Framework

### 3.4.1 *Local Planning Strategy for the Narrogin, Pingelly and Wickepin Area* (2007)

The Local Planning Strategy (LPS) was prepared for the Shire of Wickepin and it covers the local government areas of Narrogin, Pingelly and Wickepin. The LPS was endorsed by the WAPC on 27 March 2007.

Of relevance to the Amendment is the LPS classifies Narrogin as a regional centre and a focus for development and economic activity is promoted.

### 3.4.2 *Draft Shire of Narrogin Local Planning Strategy* (2019)

The draft LPS, while not endorsed by the WAPC, provides a holistic approach to planning for the Shire of Narrogin.

Attachment 6 shows the Strategic Land Use Plan (Narrogin Town and Surrounds). The Strategic Land Use Plan allocates the site as 'Commercial/Business' and is located within a Dog Kennel Buffer. Accordingly, the Amendment is consistent with the draft LPS and consistent with the Dog Kennel Buffer.

The draft LPS notes the importance of the commercial/business sector to employment. The draft LPS supports growing and diversifying the economy and encouraging commercial and industrial development in appropriate locations. An action (page 23) includes 'Ensure that the permissibility of land usage in Local Planning Scheme No.3 is sufficiently flexible and applied accordingly to facilitate diversification of the Shire's economy.'

### 3.4.3 *(Former) Town of Narrogin Town Planning Scheme No.2 (FT-TPS) No.2*

The *Shire of Narrogin Town Planning Scheme No. 2* (TPS2) was gazetted on 17 June 1994 and has been subject to several amendments. It is the principal statutory tool for achieving the Shire's aims and objectives, with respect to the development in the former Town of Narrogin, mainly from a land use, development control and infrastructure coordination perspective.

The site is currently zoned 'Other Commercial'. As outlined on the Existing Scheme Map, there are a wide range of nearby zones including other Additional Use zones. The land immediately adjoining the Amendment site is zoned 'Other Commercial'.

There are various commercial and associated uses that are permissible in the 'Other Commercial' zone including motor vehicle and marine sales premises and warehouse.

Clause 1.8 Interpretation defines Motor Vehicle Repair Station as 'means land and buildings used for the mechanical repair and overhaul of motor vehicles including tyre recapping, retreading, panel beating, spray painting and chassis reshaping.'

Motor vehicle repair station is not listed in the Development Table for the Other Commercial zone and therefore, under clause 2.2.4 of TPS2, it is a prohibited use. A Scheme Amendment is required to formalise the land use on the site which is proposed via adding Additional Use (A34).

The Amendment is consistent with TPS2 objects of the Scheme in sub-clause 1.3.4 which in part states 'To enable the Town of Narrogin to continue its role as a regional centre providing shopping, commercial, industrial...services to the surrounding region.'

Adding the additional use of motor vehicle repair station to the 'Other Commercial' zone on Lot 51 Grant Street is consistent with the approach adopted for nearby Additional Use zone (A15) which is for a service station.

#### *3.4.4 Draft Shire of Narrogin Local Planning Scheme No. 3*

The Town of Narrogin together with the Shire of Narrogin initiated a review of their respective town planning schemes as a joint Town Planning Scheme No. 3. The draft Scheme was advertised for public comment in 2012. Following WAPC endorsement of the LPS, it is expected the draft Scheme will be progressed.

The draft Scheme proposes to rezone the site to 'Service Commercial' and classifies 'Motor Vehicle Repair' as a 'D' use where discretionary approval is required from the Shire. On this basis, the proposed Motor Vehicle Repair Station use is consistent with the draft Scheme.

#### *3.4.5 Local Planning Policies*

The Council has endorsed several Local Planning Policies. Various policies are of relevance to the future use and development of the site including advertising signage.

#### *3.4.6 Shire of Narrogin Strategic Community Plan 2017 – 2027*

The Strategic Community Plan sets the community's vision for the future and it is the principal strategic guide for the Council's future planning and activities. The plan supports growth and progress locally and regionally. The Council seeks to promote Narrogin as a prosperous community, to support existing businesses and to attract new businesses.

### 3.5 Planning Framework Implications for the Amendment

Common themes of the planning framework and their implications for the Amendment include:

- supporting sustained growth, job creation and economic development including in Narrogin which is a designated sub-regional centre;
- addressing land use compatibility; and
- various strategies allocate the site for commercial/business or related uses.

Based on the above, the requested additional use of motor vehicle repair station is consistent with the planning framework and consistent with the principles of orderly and proper planning.

### 4. AMENDMENT PROPOSAL

The intent of the Amendment is to add Additional Use (A34), for the use of Motor Vehicle Repair Station, to the existing zoning of 'Other Commercial' for Lot 51 Grant Street.

Amending the site's zoning will formalise previous related uses on the site including sale and service of agricultural machinery and boiler making.

Future development and uses will be subject to gaining necessary approvals from the local government including development approval.



Photo 2: Front facade

## 5. PLANNING CONSIDERATIONS AND PLANNING JUSTIFICATION

### 5.1 Overview

This section brings together an assessment of the site's attributes, the site's context and the planning framework in considering key planning matters and justifying the Amendment.

### 5.2 Appropriate Location for a Motor Vehicle Repair Station

The site is appropriate for a motor vehicle repair station for reasons including:

- it is consistent with the planning framework including that the draft Scheme proposes that 'Motor Vehicle Repair' is a 'D' use in the Service Commercial zone;
- the area contains a mix of land uses including other Additional Use sites;
- adjoining lots are commercial uses and not residential properties;
- the site has been previously used for a wide range of uses including sale and service of agricultural machinery;
- it is an ideal location to establish a business given it is centrally located, it is near the regional road network and is a corner lot;
- the site has generous on-site car parking;
- traffic impacts will be low and can readily be accommodated on local roads;
- it is appropriately serviced;
- the site has no environmental assets and future development will not create any adverse environmental impacts; and
- the site is not located in a bushfire prone area.

Accordingly, the Amendment raises limited planning issues. As noted in the Council's decision on 27 February 2019, condition 4, Planning approval was issued for the proposed temporary development for a period of 12 months pending the outcome of the proposed scheme amendment.

### 5.3 Compatibility with Adjoining and Nearby Land Uses

The proposed motor vehicle repair station use will be compatible with adjoining and nearby land uses/development which are predominately commercial/business in nature (see Attachments 2 and 3). The site is well setback from residential properties noting the proposed use is considered to be light industry. Light industrial uses, if effectively managed, can be located adjoining residential properties. The site's compatibility with adjoining and nearby uses was reflected in the Council's decision on 27 February 2019 to issue planning approval for a Heavy Diesel Mechanic Workshop (see Attachment 5).

Accordingly, the zoning will complement and not conflict with adjoining and nearby land uses. The proposed Additional Use (A34) represents a logical and sound planning outcome for the site which reflects former usage and the proposed planning direction as set out by the draft Scheme.

### 5.4 Environmental Impact

The Amendment will create manageable environmental impacts. For instance, the site has been previously cleared of native vegetation, the site is connected to the reticulated sewerage system and the site is connected to the Shire's stormwater system. Additionally, the site is near the town centre which facilitates some journeys to be made



by cycling and walking. Other impacts such as noise and light-spill can be effectively controlled through Shire planning conditions.

### 5.5 Managing Bushfire Risks

The site is not classified as a Bushfire Prone Area as outlined at <https://maps.slip.wa.gov.au/landgate/bushfireprone>. While noting this, a range of measures will assist to lower bushfire risks including provision of appropriate water supplies, nearby fire hydrants, low-fuel areas around buildings and multiple access/escape routes.

### 5.6 Vehicular Access and Car Parking

The site has frontage to Grant Street and Gordon Street. Vehicular access is appropriate and complies with sight distance standards which will facilitate safety for road users.

Traffic impacts from the existing commercial operation along with the proposed motor vehicle repair station will be modest and can readily be accommodated on local roads. The existing road network and intersections have sufficient capacity to address traffic generation from existing and proposed uses on the site.

It is likely that the traffic generation from the proposed motor vehicle repair station may be lower than the traffic generated by various previous uses.

The site has generous on-site car parking.

The site is centrally located and is highly accessible. There are accordingly various opportunities to promote walking and cycling to/from the site given it is near the town centre.



Photo 3: Generous on-site parking

## 5.7 Servicing

The site is already appropriately serviced. It is not envisaged that upgrading of services is required to facilitate the Amendment.

## 5.8 Supporting the Local Economy

As previously outlined, the proposed Additional Use (A34) zoning is consistent with the planning framework. Approval and implementation of the Amendment will assist to encourage additional commercial activity on the site, assist with job creation and have various economic benefits. This includes it will support local employment, assist in a more sustainable local economy and it will add to Narrogin's overall viability, vitality and prosperity as a sub-regional centre.

## 5.9 Planning Justification

The planning justification for the Amendment is summarised below in Table 2:

Strategic	Land Use Planning	Environment, Landscape and Heritage	Transport and Servicing	Economic and Community
<p>The Amendment is consistent with the State, regional and local planning framework including that it promotes job creation and development in a proposed 'Service Commercial' zone.</p> <p>Future development will reinforce Narrogin as a sub-regional centre.</p>	<p>The site is well located for commercial/light industrial development including it is compatible with adjoining and nearby uses.</p> <p>It is a 'brownfield' (already developed) site.</p> <p>The site is suitable and capable for commercial, business and light industrial uses.</p> <p>Development will be effectively controlled through TPS2 provisions.</p>	<p>The site contains no environmental assets and will not create adverse environmental impacts.</p> <p>The site is not classified as bushfire prone.</p> <p>There are no landscape impacts and there are opportunities to upgrade the landscaping.</p>	<p>Traffic impacts can be readily accommodated on local roads.</p> <p>Car parking can be contained on-site.</p> <p>The site is appropriately serviced.</p>	<p>It will promote job creation by supporting development near the Narrogin town centre and assist to diversify and grow the local economy.</p> <p>The proposal will assist in enhancing Narrogin as a regional centre and assist in creating jobs in a highly accessible location.</p> <p>The proposal will assist to enhance Narrogin through adding to its overall viability, vitality and prosperity and adding to the range of services that can be provided.</p>

In view of the above, the Amendment is consistent with the planning framework and the principles of orderly and proper planning.



## 6. CONCLUSION

This report confirms that the Amendment is consistent with the planning framework, it respects the local context and the site is suitable to accommodate the Additional Use (A34) of motor vehicle repair station.

The support of the WAPC and the Hon. Minister for Planning is requested to approve the Amendment adding the Additional Use (A34) of motor vehicle repair station to Lot 51 Grant Street, Narrogin.

**PLANNING AND DEVELOPMENT ACT 2005**

**SHIRE OF NARROGIN**

**TOWN PLANNING SCHEME No. 2**

**AMENDMENT No. 36**

The Shire of Narrogin under and by virtue of the powers conferred upon it in that behalf by the *Planning and Development Act 2005* hereby amends the above town planning scheme by:

1. Including Lot 51 on Diagram 78364 Grant Street, Narrogin as Additional Use No. A34 in the Additional Use Zone Table (clause 2.3) as follows:

<b>CODE NO.</b>	<b>PARTICULARS OF LAND (AS SHOWN ON SCHEME MAP)</b>	<b>BASE ZONE/ AREA</b>	<b>ADDITIONAL USE</b>	<b>CONDITIONS</b>
34	Lot 51 Grant Street	Other Commercial	Motor Vehicle Repair Station	No change or extension of use without the special approval of Council

2. Amending the Scheme Map accordingly.



**EXISTING SCHEME MAP**

**Legend**

Cadastre with Lot number

R Codes

Additional uses **A15**

**LPS Zones**

Car park

Other commercial

Recreation

Shops and offices

Single residential

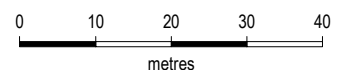


**Department of Planning,  
Lands and Heritage**

**Town of Narrogin**

Town Planning Scheme No. 2

Amendment No. 36






Produced by Geospatial Research and Modelling,  
Department of Planning, Lands and Heritage, Perth WA  
Base Information supplied by Western Australian  
Land Information Authority SLIP 1096-2018-1



**PROPOSED SCHEME AMENDMENT MAP**

**Legend**

-  Cadastre with Lot number
-  Additional uses **A34**
- LPS Zones and Reserves Amendments
-  Other commercial



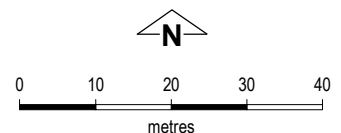
Department of Planning,  
Lands and Heritage

**Town of Narrogin**

Town Planning Scheme No. 2

Amendment No. 36

Produced by Geospatial Research and Modelling,  
Department of Planning, Lands and Heritage, Perth WA  
Base Information supplied by Western Australian  
Land Information Authority SLIP 1096-2018-1



**COUNCIL ADOPTION FOR ADVERTISING**

Adopted for advertising by resolution of the Council of the Shire of Narrogin at the Ordinary Meeting of the Council held on the

.....

.....

SHIRE PRESIDENT

.....

CHIEF EXECUTIVE OFFICER

**COUNCIL RECOMMENDED/SUBMITTED FOR APPROVAL**

This Standard Amendment was supported for submission to the Minister for Planning for approval by resolution of the Shire of Narrogin at the Ordinary Meeting of the Council held on the ..... and the Common Seal of the Shire of Narrogin was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....

SHIRE PRESIDENT

.....

CHIEF EXECUTIVE OFFICER

**WAPC RECOMMENDED/SUBMITTED FOR APPROVAL**

.....

DELEGATED UNDER S.16 OF THE  
*PLANNING AND DEVELOPMENT ACT 2005*

DATE.....

**APPROVAL GRANTED**

.....

MINISTER FOR PLANNING  
*S.87 OF THE PLANNING AND DEVELOPMENT ACT 2005*

DATE.....

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# ATTACHMENT 1

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# AMENDMENT SITE PLAN

Lot 51 (No. 1)  
Grant Street  
Narrogin  
Shire of Narrogin

## Legend

-  Amendment Site
-  Contours (5m)
-  Western Power Powerpole
-  Western Power Distribution Overhead Powerline High Voltage 1kV - 33kV
-  Western Power Distribution Overhead Powerline Low Voltage <1kV
-  Western Power Distribution Underground Cable
-  Western Power Pillar
-  Underground Water Pipe
-  Underground Sewer Pipe



REV	DESCRIPTION	DATE	APPROVED
A	AMENDMENT SITE	190317	YMMDD



Edge Planning & Property  
134 Hare Street, Mount Clarence  
Albany, WA 6330  
P: 0898261000  
E: shire@edgeplanning.com.au  
M: 0899 107 326

DRAWING NUMBER  
EP 190317 01  
REV A

Issued for design intent only. All areas and dimensions are subject to detail design & survey.



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# ATTACHMENT 2

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# LOCATION PLAN

Lot 51 (No.1) Grant Street  
Narrogin  
SHIRE OF NARROGIN



Edge Planning & Property  
134 Hare Street, Mount Clarence  
ALBANY WA 6330  
W: [www.edgeplanning.com.au](http://www.edgeplanning.com.au)  
E: [steve.thompson@edgeplanning.com.au](mailto:steve.thompson@edgeplanning.com.au)  
M: 0409 107 336

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# ATTACHMENT 3

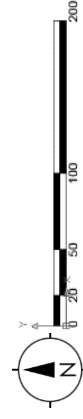
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# CONTEXT PLAN

Lot 51 (No. 1)  
Grant Street  
Shire of Narrogin

- Legend**
- Amendment Site
  - Contours



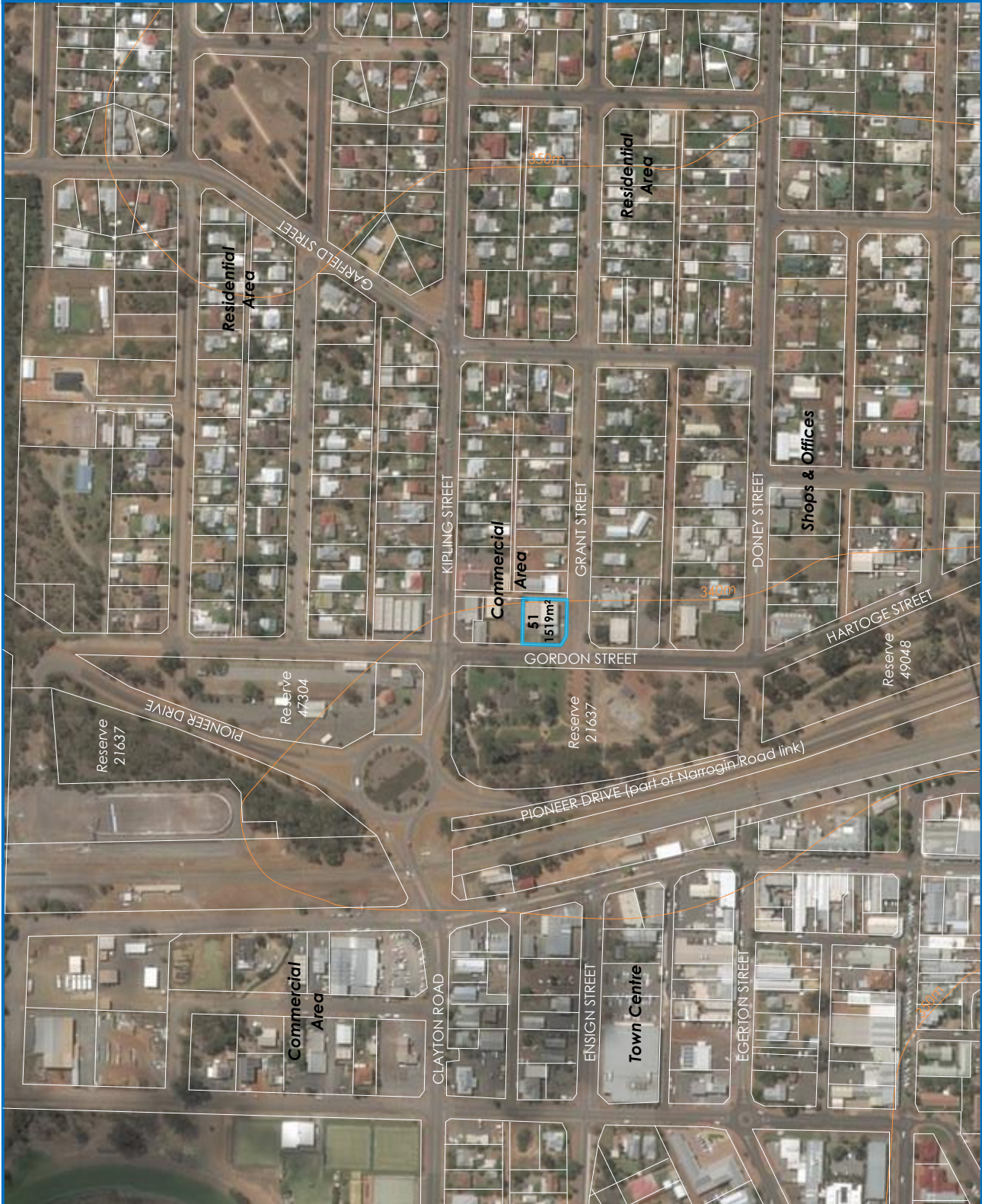
REV	CONTEXT PLAN DESCRIPTION	190317 Y1M0DD	APPROVED
A			



DRAWING NUMBER  
**EP 190317 02**

REV **A**

Issued for design intent only. All areas and dimensions are subject to detail design & survey.



---

# ATTACHMENT 4

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WESTERN



AUSTRALIA

REGISTER NUMBER <b>51/D78364</b>	
DUPLICATE EDITION <b>2</b>	DATE DUPLICATE ISSUED <b>2/11/2005</b>

**RECORD OF CERTIFICATE OF TITLE**  
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME 1888 FOLIO 443

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 51 ON DIAGRAM 78364

**REGISTERED PROPRIETOR:**  
(FIRST SCHEDULE)

MARK EDWARD STAPOREK  
DOMINIQUE MAREE BUEMI  
BOTH OF 99 FORREST STREET, NARROGIN  
AS JOINT TENANTS

(T M699546 ) REGISTERED 9/7/2014

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:**  
(SECOND SCHEDULE)

- EASEMENT BENEFIT - SEE PLAN 3771 AND SECTION 167A OF TLA.
- \*M699547 MORTGAGE TO NATIONAL AUSTRALIA BANK LTD REGISTERED 9/7/2014.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
\* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

**STATEMENTS:**

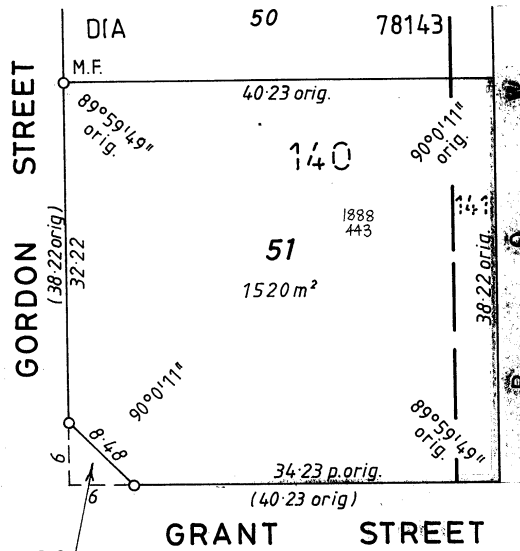
The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1888-443 (51/D78364)  
PREVIOUS TITLE: 141-155A  
PROPERTY STREET ADDRESS: 1 GRANT ST, NARROGIN.  
LOCAL GOVERNMENT AUTHORITY: SHIRE OF NARROGIN

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING M699547

Town or District.	Number of Lot or Location.	Field Book.	Scale.	Certificates in which Land is Vested.	Area
NARROGIN	LOTS 12 & 13 OF PTN. TOWN LOTS 140 & 141	59727	1:500	Vol. 141.. Fol. 155A	1538 m <sup>2</sup> TOTAL

LIMITED IN DEPTH TO 609.6 METRES



DEDICATED TOWN PLANNING & DEVELOPMENT ACT SEC 28 (2)

IN ORDER FOR DEALINGS  
 Subject to sec. 28(2) T.P. & D. act.  
 Done 7/8/90  
 for INSPECTOR OF PLANS AND SURVEYS

DIA 78364



<p align="center"><b>CERTIFICATE</b></p> <p>I hereby certify that this survey was performed by me personally (or under my own personal supervision, inspection and field check) in strict accordance with the Licensed Surveyors (Guidance of Surveyors) Regulations, 1961.</p> <p>Date <u>3/7/1990</u> <u>Brian S. Schaefer</u>          Licensed Surveyor 0626/90</p>		<p align="center">Approved by State Planning Commission</p> <p align="center">PLANNING 81824          URBAN DEVELOPMENT</p> <p align="center">10 JUL 1990</p> <p align="center">81824</p> <p>Date <u>11-7-90</u> For Chairman <u>Bob J. Smith</u></p>	
<p>Approved</p> <p align="center">APPROVED</p> <p align="center">Inspector of Plans and Surveys</p> <p>Examined <u>Alfame 6.8.90</u> Date <u>30.10.90</u></p>	<p>On</p> <p>Plan <u>3771</u></p> <p>Diagram</p> <p>Index Plan <u>BUCHANAN, B.J. 31. 11.37.</u></p>	<p>Registered</p> <p>\$90.00</p> <p>4038, 4039</p> <p>16-7-90</p>	<p>Diagram No</p> <p align="center"><b>78364</b></p>

CP 31057/2/89-2m R.A.F. DKT DIA 75171

ORIGINAL

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# ATTACHMENT 5

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**10.1.2 APPLICATION FOR PLANNING CONSENT - HEAVY DIESEL MECHANIC AT LOT 51 (NO. 1) GRANT STREET, NARROGIN**

File Reference	A213400
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Brett Rowe
Previous Item Numbers	Nil
Date	14 February 2019
Author	Eric Anderson – Planning Officer
Authorising Officer	Azhar Awang – Executive Manager Development & Regulatory Services
Attachments	<ol style="list-style-type: none"> <li>1. Location Plan</li> <li>2. Email advising of Town Planning requirements</li> <li>3. Application for Planning Consent and Plans</li> </ol>

**Summary**

Council is requested to consider the application for planning consent for a proposed Heavy Diesel Mechanic at Lot 51 (No. 1) Grant Street, Narrogin.

**Background**

In early January 2019 the Shire of Narrogin received a customer enquiry from a potential applicant seeking advice to establish a 'Heavy Diesel Mechanic' workshop at the subject property. The subject property is zoned 'Other Commercial' and measures 1,520m<sup>2</sup> with a dual frontage onto Gordon and Grant Street. Following a review of the Former Town of Narrogin – Town Planning Scheme (FT-TPS) No. 2 and a review of the assessment file records to determine if any non-conforming use right existed, it was considered that there was insufficient evidence of the existence of a non-conforming use right on site. The applicant and current owner were subsequently advised on 9 January 2019, that the proposal for a Heavy Diesel Mechanic workshop under the current zoning is a prohibited use and therefore would not be supported (Attachment 2). A follow up meeting on 17 January 2019 was held with the current owner of the premises at the Shire office in the presence of, the Shire's Planning Officer and the Executive Manager Development and Regulatory Services.

History of Use

To understand the history of the site and to demonstrate that no non-conforming use right exists, the following overview is provided.

On 17 June 1994 the FT-TPS No. 2 (current scheme) was published in the Government Gazette, coming into effect thereafter.



The Shire of Narrogin records show that the last sale of the property prior to the implementation of the FT-TPS NO. 2 was on 10 October 1990. The following year an application was lodged for the upgrading and addition to the workshop with a new Colorbond shed replacing the existing workshop. The zoning of the property at the time was 'Commercial'.

The proposed and subsequent approved use of the premises was for the sale and service of agricultural machinery. In the minutes of the Health, Building and Town Planning Committee held on 19 March 1991 it was noted that the workshop aspect of the premises would be operating as a non-conforming use as it was in a 'Commercial' zoned area. The new shed was located in the same location as the previous shed with a rear setback from Gordon Street (East Side) reduction from 7.5m to 4.8m being granted on 35 March 1991 (building permit).

On 22 February 1996 planning approval was granted for a wash bay cover extending to the North of the existing workshop. A rear Setback reduction (taken from Grant Street) was granted on the North side reducing it to 1.53m. The conditions of that approval were;

- “1. The cover may be constructed with a setback to the rear (northern boundary) of approximately 1.53m.*
- 2. A brick parapet wall is to be constructed to adjoin the covered bay in the rear (northern) aspect to maintain a setback of approximately 1.53m.*
- 3. Landscaping to be applied to the existing parts of the lot both front and rear to enhance the appearance of the lot and premises.*
- 4. The brick parapet wall is to be constructed in accordance with the relevant codes and approvals and is to meet the required Fire Rating Level.*
- 5. Plans and specification for the project are to be amended accordingly and to be re-submitted to Council for approval.”*

The property was sold on 22 May 2003 (after the gazettal of FT-TPS No. 2) for the purpose of establishing an employment enterprise. It was then on sold on 1 September 2005 and on 23 November 2007 planning approval (DA32/07-08) was issued for the use of a 'Warehouse, showroom and steel supplies retailer' subject to compliance with the following conditions:

1. “The premises shall be kept neat and tidy condition at all times to the satisfaction of the Town of Narrogin;
2. Storage of equipment, machinery and materials to the satisfaction of the Director Technical and Environmental Services;
3. No “General Industry” activities to be undertaken on the property;
4. Commercial activities thereon the property to comply with the requirements of the Environmental Protection (Noise) Regulations 1997.
5. All signage shall be subject to a separate planning application being submitted and approved prior to the erection of such signage;
6. Fencing to comply with the requirements of the relevant Town of Narrogin local laws;
7. No street trees shall be removed, cut back, pruned or interfered with in any way, without the prior approval of the Director Technical and Environmental Services;

8. Parking bays and ground treatment to be installed satisfaction of the Director Technical and Environmental Services within six months of the date of planning approval;
9. All vehicles to be parked in an orderly manner within the identified parking area, as per the approved plans to the satisfaction of the Director Technical and Environmental Services”.

The aforementioned approval is the most recent planning approval that has been granted by the Shire of Narrogin. It would be considered that the non-conforming use that existed from the Gazettal date of TPS-NO. 2 upon the issuing of planning approval on 23 November 2007 would have been extinguished with the latter mentioned approval.

## Comment

### Zoning

Lot 51 (No.1) Grant Street, Narrogin is zoned “Other Commercial” under FT-TPS No. 2. The proposed use Heavy Diesel Mechanic Workshop falls within the definition of Motor Vehicle Repair Station which is defined as:

*“Means land and buildings used for the mechanical repair and overhaul of motor vehicles including tyre recapping, retreading, panel beating, spray painting and chassis reshaping”.*

Such use is not listed in the Development Table and therefore under clause 2.2.4 of the FT-TPS No.2 is a prohibited use.

### Non-Conforming Use

Non-conforming use is defined as:

*“Means a use of land which, through lawful immediately prior to the coming into operation of this Scheme, is not in conformity with the Scheme”.*

The question at hand is whether the Shire has the ability to consider the proposal as falling within the definition of non-conforming use after the non-conforming has been changed to another use.

Part IV of the FT-TPS No. 2 on Non-Conforming Uses of Land, the following clause relating to the discontinuance of a non-conforming use.

Clause 4.2 states:

*“Subject to clause 4.3, if a non-conforming use is discontinued or changed after the gazettal date, a person shall not thereafter use the land or any building or structure thereon or in which the nonconforming use was carried on for a purpose not permitted by the Scheme”.*

Clause 4.3 states:

*“The Council may upon such conditions as it thinks fit permit the change of a non-conforming use to another non-conforming use if in its opinion the latter use is less prejudicial to the amenity of the area”.*

Clause 4.6 states:

*“When a non-conforming use of any land or building has been discontinued for a period of six months or more such land or building shall not thereafter be used otherwise than in conformity with the provisions of the Scheme”.*

Based on the above clauses and the change of land uses that have occurred prior to and after the gazettal of FT – TPS No. 2, the non-conforming use is considered to be extinguished and no longer applicable. Any changes to permit land uses that are not permitted will require a Scheme Amendment to rezone the land.

### Draft Town Planning Scheme No 3

The Draft Town Planning Scheme No. 3 which is the joint document of the former Town and Shire of Narrogin Local Planning Schemes has been approved by the Shire of Narrogin for consent to the Western Australian Planning Commission to readvertise the Draft Local Planning Scheme due to the significant changes during the public submission period.

The Draft Scheme proposed to rezone the land to “Service Commercial” and classified “Motor Vehicle Repair” as a “D” use where discretionary approval is required from the Council. On this basis it is considered that the proposed Heavy Diesel Mechanic would be consistent with the Draft Scheme. However, the joint Town Planning Scheme No. 3 is still in a draft form and therefore cannot be applied to the proposal. In order to allow the proposal to be established on the subject property, a Scheme Amendment will be required to rezone the land to allow an additional use class ‘Motor Vehicle Repair’ to be permitted on the site.

As the non-conforming use has been extinguished, Council does not have the power to approve any prohibited use which is contrary to the FT-TPS No.2, unless a Scheme Amendment is undertaken to allow an additional use to be permitted on the subject property.

Based on the above assessment, it is recommended that Council refuse the planning application for a Heavy Diesel Mechanic workshop on the subject property as this is contrary to FT – TPS No. 2.

In all of the above assessment, the emphasis of the development to be approved is subject to a Scheme Amendment.

Should Council wish to support the proposed development, it is suggested that the following actions and conditions be applied:

1. The applicant / owner submit a written undertaking within 10 working days stating that a Scheme Amendment be prepared by a qualified Planning Consultant.
2. Within three (3) months of the letter of approval, the applicant/owner is to submit the Scheme Amendment to the Council to support the initiation to permit an Additional Use class – Motor Vehicle Repair Station on the subject property.
3. Advertise the proposal in accordance with clause 6.3 of the Former Town of Narrogin Town Planning Scheme No. 2.
4. In the event that no negative submissions are received during the advertising period, Council authorise the Chief Executive Officer to issue planning approval for the proposed Heavy Diesel Mechanic Workshop at Lot 51 (No. 1) Grant Street, Narrogin subject to the following conditions:
  - a. The proposal is temporary for a period of 12 months to allow the Scheme Amendment to be approved by the WAPC, after which time the approval will be reconsidered by Council for further extensions pending on the outcome of the Scheme Amendment.
  - b. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application

(made before or within 21 days after the expiry of the approval) to the Shire, is granted by it in writing.

- c. The development hereby approved shall occur generally in accordance with the submitted plans in support of the application and these shall not be altered or modified without the prior written approval of the Shire of Narrogin.
- d. All drainage run-off associated with the development shall be contained on site or connected to the Shire's stormwater drainage system to the satisfaction of the Shire of Narrogin.
- e. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
- f. The existing landscaping shall be upgraded and reticulated to the satisfaction of the Chief Executive Officer.
- g. Landscaping areas are to be maintained at all times to the satisfaction of the Chief Executive Officer.
- h. Bins and storage areas shall be screened from public view to the satisfaction of the Chief Executive Officer.
- i. Any outside lighting to comply with Australian Standard AS4282-1997 for the control of obstructive effects of outdoor lighting and not spill into any adjacent residential premises.
- j. All parking associated with the activity approved shall be wholly contained on site to the satisfaction of the Chief Executive Officer.
- k. All car parking dimensions are to comply with Appendix IV of the Town of Narrogin Town Planning Scheme No. 2.
- l. A signage application is required to be submitted to the Shire of Narrogin should the applicant seek to erect signage on the abovementioned property.
- m. Areas for the loading and unloading of goods are to be clearly marked and clear of all streets.

### **Consultation**

A meeting was held at the Shire of Narrogin on 17 January 2019 between the current owner of the premises and the Shire's Planning Officer and the Executive Manager Development and Regulatory Services.

### **Statutory Environment**

Former Town of Narrogin Town Planning Scheme No. 2.

### **Policy Implications**

Nil

### **Financial Implications**

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

## Strategic Implications

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

## Voting Requirements

Simple Majority

### OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0219.003

Moved: Cr Ward                      Seconded: Cr Wiese

That, with respect to the Application for Planning Consent – Heavy Diesel Mechanic at Lot 51 (No. 1) Grant Street, Narrogin, Council refuse the proposed development for the following reasons:

1. The proposed use which is defined as “Motor Vehicle Repair Station” is a prohibited use under the current zoning “Other Commercial”; and
2. The proposed use is contrary to the Former Town of Narrogin Town Planning Scheme No. 2.

### FORESHADOWED MOTION

Cr Seale foreshadowed that if the motion was lost he would be moving an alternate motion to accept the proposed development.

The Presiding Person put the original motion which was

**LOST 0/7**

### FORESHADOWED MOTION AND COUNCIL RESOLUTION 0219.004

Moved: Cr Seale                      Seconded: Cr Bartron

That, with respect to the Application for Planning Consent – Heavy Diesel Mechanic at Lot 51 (No. 1) Grant Street, Narrogin, Council support the application subject to:

1. The applicant submitting a written undertaking within 10 working days stating that a Scheme Amendment will be prepared by a qualified Planning Consultant.
2. Within three (3) months of the letter of approval, the applicant is to submit the Scheme Amendment to the Council to supporting an Additional Use class – Motor Vehicle Repair Station on the subject property.

3. Advertising the proposal in accordance with clause 6.3 of the Former Town of Narrogin Town Planning Scheme No. 2.
4. In the event that no negative submissions are received during the advertising period, Council authorise the Chief Executive Officer to issue planning approval for the proposed Heavy Diesel Mechanic Workshop at Lot 51 (No. 1) Grant Street, Narrogin subject to the following conditions:
  - a. The proposal is temporary for a period of 12 months to allow the Scheme Amendment to be approved by the WAPC, after which time the approval will be reconsidered by Council for further extensions pending on the outcome of the Scheme Amendment.
  - b. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire, is granted by it in writing.
  - c. The development hereby approved shall occur generally in accordance with the submitted plans in support of the application and these shall not be altered or modified without the prior written approval of the Shire of Narrogin.
  - d. All drainage run-off associated with the development shall be contained on site or connected to the Shire's stormwater drainage system to the satisfaction of the Shire of Narrogin.
  - e. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
  - f. The existing landscaping shall be upgraded and reticulated to the satisfaction of the Chief Executive Officer.
  - g. Landscaping areas are to be maintained at all times to the satisfaction of the Chief Executive Officer.
  - h. Bins and storage areas shall be screened from public view to the satisfaction of the Chief Executive Officer.
  - i. Any outside lighting to comply with Australian Standard AS4282-1997 for the control of obstructive effects of outdoor lighting and not spill into any adjacent residential premises.
  - j. All parking associated with the activity approved shall be wholly contained on site to the satisfaction of the Chief Executive Officer.
  - k. All car parking dimensions are to comply with Appendix IV of the Town of Narrogin Town Planning Scheme No. 2.
  - l. A signage application is required to be submitted to the Shire of Narrogin should the applicant seek to erect signage on the abovementioned property.
  - m. Areas for the loading and unloading of goods are to be clearly marked and clear of all streets.

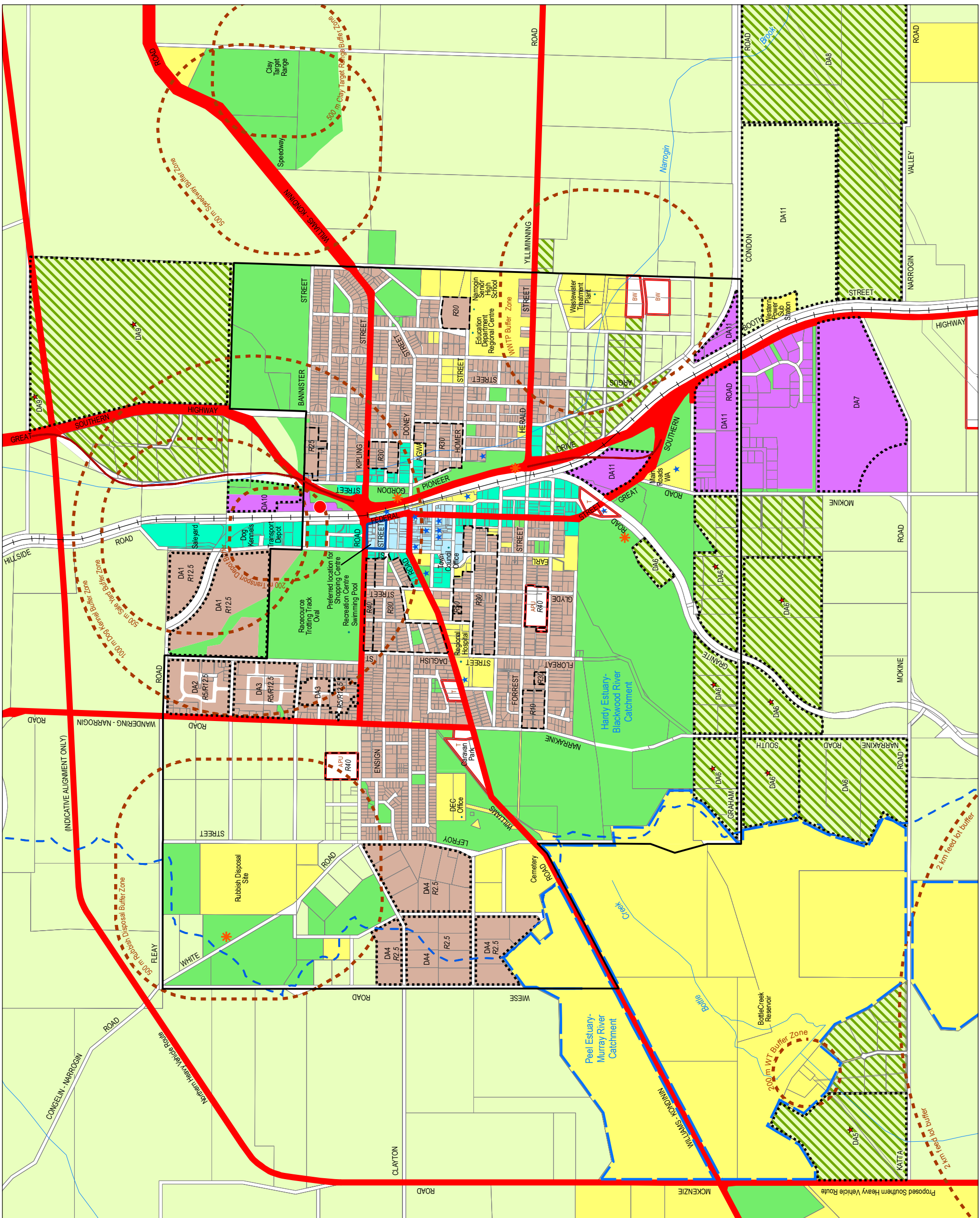
**CARRIED 8/0**

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# ATTACHMENT 6

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kilometres

Produced by Data Analytics,  
Department of Planning, Lands and Heritage,  
on behalf of the Western Australian Planning Commission.  
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Base information supplied by  
Western Australian Land Information Authority  
SLUP-1096-2018-1

**Legend**

**Landuse**

- Residential
- Rural Living
- Possible long term rural residential - subject to further detailed planning
- Town Centre
- Commercial/Business
- Industrial
- Infrastructure/Public Uses
- Recreation/Conservation
- Rural
- Special Zone
- Tourism
- APU
- MU
- BW
- Star
- Asterisk
- Red dot
- T-bar
- Thick red line
- Dashed brown line
- Blue dashed line
- Blue solid line
- Dashed blue line
- Dotted black line
- Solid black line



#### 10.1.4 COMMUNITY CHEST APPLICATIONS ROUND ONE 2019/2020

File Reference	15.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	16 September 2019
Author	Loriann Bell – Administrative Support Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
<b>Attachments</b> 1. Community Chest Guidelines 2. Community Chest Applications Round One 2019/2020	

#### Summary

Council is requested to consider the applications received for the 2019/2020 Round 1 Community Chest in accordance with the Community Chest Guidelines.

There were no requests for in-kind support.

#### Background

The 2019/2020 Budget was adopted by Council at the Ordinary Meeting held on 24 July 2019, with an allocation of \$25,000 to the Community Chest for new applications and \$16,000 for unacquitted grants from 2018/2019 (total \$41,000).

Eligible incorporated not for profit organisations were invited to apply for up to \$2,500 cash or in-kind for supported projects, programs or events which benefit the general Narrogin community and must be completed and acquitted by 30 June 2020.

Nine applications requesting cash totalling \$22,500 were received for a range of projects including equipment and facility upgrades, reticulation, specialised sporting equipment, a community event and scooter workshops at Narrogin Skatepark.

#### Comment

The Community Chest Reference Group met on 10 September 2019 to review the nine applications received in Round 1 of the 2019/2020 Community Chest. Two applications were not supported at all, one was partially supported and one was supported, but to be funded via the Shire's Festivals and Events Budget, as a one-off seed funding.

Applications totalling \$13,500 from the 2019/2020 Community Chest Budget of \$25,000 (for new applications) were recommended for endorsement, leaving a balance of \$11,500 (for new applications) for Round 2 in February 2020.

The amount of \$2,500 was recommended for the Narrogin Gliding Club's October Fly In Day from the Festivals and Events Budget.

The following applications were received:

#### Accessibility WA

Accessibility WA requested \$2,500 to purchase a reverse cycle air conditioner for installation in the Activity Hub, located at 99 Federal Street Narrogin.

Accessibility WA is a Wheatbelt based service provider operated by Upper Great Southern Family Support Association Inc providing homebased support, respite and community care for people living with a disability.

Accessibility WA runs the Community Connection Program which is attended by up to 17 clients, every Wednesday and Thursday from 10:00 am – 3:00 pm at the Activity Hub. The Program offers a range of activities which are tailored to meet the individual client goals.

The applicant has indicated the premises has no heating or cooling and with client safety being of paramount concern, it is not appropriate to have doors open in the warmer weather.

The application is recommended not to be supported due to not adequately meeting the following criteria:

- Demonstrated substantial community support for the project;
- Demonstrated capacity to manage and be accountable for the funds and the project;
- Provide a detailed project budget showing expenditure and income including requested grant amount;
- Demonstrate the extent of community involvement and the contribution in cash or in-kind by the organisation;
- Demonstrated cash, donated and in-kind contributions to the proposed project; and
- Where alternate sources of funding are available.

The Shire does not make financial provisions for maintenance, repairs or upgrades to buildings or property which are privately owned or are the property of the State Government. Occupiers and Lessees are encouraged to liaise with the owner of the property to facilitate a suitable arrangement which addresses the health, safety and comfort of its occupants.

#### Narrogin Croquet Club Inc

The Narrogin Croquet Club Inc (NCC) requested \$2,500 to upgrade the clubroom kitchen and interior of the original clubhouse located at Lot 1561 Clayton Road, Narrogin.

The NCC provide a necessary service to the Narrogin community not just through the social, accessible and inclusive game of croquet, but by making the clubrooms available for meetings and special occasion events coordinated by external groups.

In the 12 months preceding this application, members of the NCC constructed an extension to the clubhouse to enable greater numbers of people to attend the club for games and social events. This work was made possible through a generous member donation, various fundraising activities and volunteer labour by the members.

In 2017/2018, NCC received \$2,500 from the Community Chest prior to Round 2 in an “out of rounds” request for financial support to construct a retaining wall between the two courts. This was supported by Council at the Ordinary Council Meeting held on 22 November 2017.

In 2018/2019, the NCC submitted an unsuccessful application for \$3,578.88 to undertake a program of asbestos removal from the building. This was not supported on the basis that the Club received Community Chest funds in the previous financial year round, and the request exceeded the maximum amount of \$2,500. Furthermore, the building is registered in the Shire’s Asbestos Register and its condition is monitored through a scheduled management program.

The Community Chest Reference Group was alerted to the possible financial implications of supporting a request for funding for further upgrades to a property which comprises a collection of small outbuildings and which have undergone previous upgrades. It is noted that the established and well outfitted clubrooms of the Narrogin Bowling Club are located on the adjacent property. On balance, the Reference Group believed that the relatively small value of the request was not compromising further council deliberations as to the principals of co-location and future asset management.

It should be noted that Council included in the 2019/2020 Budget, an amount of \$5,817 for the installation of roller doors at the Club premises.

#### Highbury District Community Council Inc

The Highbury District Community Council Inc (HDCC) requested \$2,500 to install a reticulation system in Wilbur Park.

Wilbur Park is situated at the Highbury Hall on Burley Street, Highbury and is the location of the Highbury Anzac Memorial. Annually the HDCC coordinate the Anzac Commemoration Service which is held in Wilbur Park and is attended by approximately 100 people who travel to Highbury from across Western Australia, interstate and overseas.

The HDCC has undertaken to supply and plant approximately 400 square metres of lawn at Wilbur Park, this will be serviced by the reticulation system. They have indicated they will service/repair and maintain the reticulation system, and have requested the Shire to include Wilbur Park in Highbury’s scheduled Parks and Gardens mowing program.

In the 2017 Highbury Townscape Plan, which was endorsed by Council at the Ordinary Council Meeting held 28 March 2018, it was recommended that a program of incremental street tree planting be undertaken. At the request of the HDCC, the Shire provided a quantity of advanced trees in 2018/2019 which were planted and cared for by way of a reticulation system which was supplied and installed by volunteers from the Highbury Tennis Club and the HDCC.

The Highbury Tennis Club Inc occupies a portion of the property on the corner of Wilson Street and Burley Street where Wilbur Park is located. They received \$2,500 in the 2018/2019 Round 2 Community Chest for a reticulation project for a small parcel of land which forms part of the Tennis Club grounds and which is maintained by the Club’s members.

#### Moorditj Youth Foundation

Moorditj Youth Foundation Aboriginal Corporation (MYFAC) are seeking \$2,500 to run a series of scooter workshops at the Narrogin Skatepark over six weeks during November and December 2019.

MYFAC is a Narrogin based not for profit established in 2013, to provide advocacy and liaison services in the areas of health and community services for Aboriginal youth aged 0-25 years. The total project

cost is \$7,000 and MYFAC will partner with Avon Community Services (ACS) who will contribute \$4,500.

When considering the application from MYFAC, Council are requested to note the Eligibility Criteria which stipulates eligibility to incorporated associations. Unlike other Community Chest applicants, MYFAC is not registered as an incorporated association with ASIC, but rather, incorporated with the Office of the Registrar of Indigenous Corporations (ORIC) which was formed under the Corporations (Aboriginal and Torres Strait Islander) Act 2006.

#### Narrogin Gliding Club Inc

Narrogin Gliding Club Inc (NGC) requested \$2,500 to host the inaugural Narrogin Gliding Club October Fly-In.

NGC is the one of the premier gliding clubs of Western Australia and is situated at the Narrogin Airfield about 10 km west of Narrogin, 20 minutes from Williams and just over an hour from Perth. They operate on Saturdays, Sundays and public holidays from the leased Shire of Narrogin premises located at the Narrogin Airfield.

The application is recommended not to be supported from the Community Chest Budget.

Community events are vital to small communities, and the costs associated with coordinating and delivering an inaugural event cannot be easily accurately estimated, but should be supported, via the Shire's Festivals & Events Budget, which has an allocation of \$40,700.

#### Narrogin and Districts Little Athletics Centre Inc

Narrogin and Districts Little Athletics Centre Inc (NDLAC) requested \$2,500 to deliver coaching clinics to youth aged 8-17 years.

NDLAC submitted a successful application for this event in the 2018/2019 Community Chest, however, they did not receive the letter from the Shire advising them of the outcome of the application due to the Shire's record of addresses not being current.

The cost of coaches to train athletics club members could be considered to be a recurrent or operational expense, therefore the application for \$2,500 for a coaching clinic for youth aged 8 -17 is recommended not to be supported due to not adequately meeting the following criteria:

- Provide copies of quotes for materials and services to deliver the project;
- Demonstrated cash, donated and in-kind contributions to the proposed project; and

What will not be funded:

- Recurrent expenditure (salaries and operational costs).

### Narrogin Primary School P&C Inc

The Narrogin Primary School P&C (NPS P&C) requested \$2,500 to support the proposed project 'Flash the Flush' which will see the senior girls toilet block refurbished.

The Narrogin Primary School has five toilet blocks flagged for future refurbishment with the school's Student Councillors nominating the senior girls block to be the first to be refurbished.

The application for \$2,500 to refurbish the senior girls toilet is recommended not to be supported due to not adequately meeting the eligibility and assessment criteria;

The Shire does not make financial provisions for assistance for maintenance, repairs or upgrades to buildings or property which are privately owned or are the property of the State Government. Occupiers and Lessees are encouraged to liaise with the owner of the property to facilitate a suitable arrangement which addresses the health, safety and comfort of its occupants.

### Narrogin Restoration Group Inc

Narrogin Restoration Group Inc (NRG), located at 61 Fairway Street, Narrogin are seeking \$2,500 to assist with setting up the Pioneers Farm Kitchen.

NRG operate a museum complex staffed by volunteers, on a premises leased from the Shire of Narrogin. The museum exhibits machinery and other sundry items which relate to the regions' agricultural history.

The NRG have been gifted a building whose design and construction is typical of the pioneer settlers era, and they are proposing to transport it from its current location in Dudinin to their premises at 61 Fairway Street, Narrogin, where it will be erected and set up as a replica kitchen to complement existing museum exhibits and displays.

### Narrogin Sporting Shooters Club Inc

The Narrogin Sporting Shooters Club Inc (NSSC) have requested \$2,500 to purchase an Electronic Target System for use by its members at the firing range located on Contine Road, Narrogin.

The NSSC offers the inclusive sport of target shooting to all ages and abilities in a friendly and supportive atmosphere. The current target system recording requires sportspeople to be on the firing range to retrieve target information. The installation of the electronic system will eliminate the need for this activity and enable a safer environment for participants.

The application for \$2,500 to purchase an Electronic Target System is recommended to be supported subject to the Applicant providing quotes to support the amount requested.

Online research conducted by the Administration suggest that Electronic Target Systems may be able to be purchased in Australia from as little as \$1,200.

## **Consultation**

Consultation took place with the Community Chest applicants, the Chief Executive Officer and the Community Chest Reference Group.

## Statutory Environment

Narrogin Croquet Club Inc:

- Proposed kitchen improvements at the Narrogin Croquet Club are required to meet all food handling/hygiene requirements.

Narrogin Restoration Group Inc:

- Former Town of Narrogin – Town Planning Scheme (FT-TPS) No. 2.
- Building Code of Australia

## Policy Implications

The project is in keeping with the Council's adopted Townscape Plan for Highbury.

## Financial Implications

The expenditure is wholly contained in the 2019/2020 Budget, General Ledger number 2110810 comprising the sum of \$41,000 of which \$25,000 is for new applications and \$16,000 for unacquitted grants from the 2018/2019 Round 2 Community Chest.

Highbury District Community Council Inc:

- Mowing maintenance of the grassed will need to be included in the annual Highbury Town site/Parks Maintenance /Operations Budget;
- The HDCC have undertaken to provide garden maintenance support with weeding the grassed area, and to service and maintain the reticulation system through their regular busy bee events.

Narrogin Croquet Club:

- In the 2019/2020 Capital Expenditure Budget, an amount of \$5,817 has been allocated for the installation of roller doors at the Club premises.

The following applicants requested advance payments:

- Narrogin and Districts Little Athletics Centre Inc; and
- Narrogin Sporting Shooters Club Inc.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.1	Growth in revenue opportunities
Strategy:	1.1.2	Promote Narrogin and the Region
Outcome:	1.2	Increased Tourism
Strategy:	1.2.1	Promote, develop tourism and maintain local attractions

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

Outcome:	2.1	Provision of youth services
Outcome:	2.2	Build a healthier and safer community
Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2	Engage and support community groups and volunteers
Strategy:	2.3.3	Facilitate and support community events
Strategy:	2.3.4	Provide improved community facilities (e.g. library/recreation)
Outcome:	2.4	Cultural and heritage diversity is recognised
Strategy:	2.4.2	Support our Narrogin cultural and indigenous community

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

## Voting Requirements

Simple Majority

### **OFFICERS' AND WORKING GROUP'S RECOMMENDATION AND COUNCIL RESOLUTION 0919.006**

Moved: Cr Seale                      Seconded: Cr Schutz

That, with respect to the Community Chest applications, round one 2019/2020, Council resolve:

1. To support –
  - a. Narrogin Croquet Club Inc – Club kitchen upgrade – with a contribution of \$2,500 and advise them that appropriate building approvals should be obtained from the Shire of Narrogin prior to any work commencing; and proposed improvements to the kitchen should be assessed by the Shire's Senior Environmental Health Officer prior to purchasing materials or commencing work and following completion.
  - b. Highbury District Community Council Inc – Wilbur Park reticulation – with a contribution of \$2,500 and request them to seek the advice of the Executive Manager Technical and Rural Services with regards to the most suitable type of grass and edging materials and reticulation type prior to purchase, supply and planting.

- c. Moorditj Youth Foundation – Scooter clinics – with a contribution of \$2,500.
  - d. Narrogin Restoration Group Inc – Pioneers Farm Kitchen – with a contribution of \$2,500 and request them to obtain: any and all transport permits and approvals in writing prior to transporting the building to the site at 61 Fairway Street; all Shire of Narrogin relevant building and planning approvals, in writing, prior to commencement of any works; and comply with all environmental health requirements relating to the kitchen, food handling and preparation where required.
  - e. Narrogin Sporting Shooters Club Inc – Electronic Target System – with a contribution up to \$2,500 and request them to provide the Shire Administration with a written quote upon which funds will be paid in advance.
  - f. Narrogin and Districts Little Athletics Centre Inc – Coaching clinic – for the maximum amount of \$1,000, and request them to provide the Shire Administration with a written quote upon which funds may be paid in advance.
2. To not support –
    - a. Accessibility WA – Reverse cycle air-conditioner – due to the property being privately owned; and
    - b. Narrogin Primary School P&C Inc – Senior girls toilet refurbishment – due to the property being an asset of the State Government.
  3. To support, from the Council’s Festivals & Events Budget, the –
    - a. Narrogin Gliding Club Inc – October Fly In Day Event – for the requested amount of \$2,500 as a one-off seed funding support from the Shire’s Festivals & Events Budget.

**CARRIED 8/0**



## SHIRE OF NARROGIN – 2019/2020 COMMUNITY CHEST FUNDING GUIDELINES

**Applications close 4:30 pm Friday 30 August 2019**

### Information for Applicants

The Shire of Narrogin provides funding assistance to community organisations for events or projects which benefit the general Narrogin community. Eligible incorporated not for profit organisations are invited to apply for up to \$2,500 cash or in-kind for supported projects, programs or events which must be completed and acquitted by 30 June 2020.

### WHAT MAY 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 project 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](mailto:enquiries@narrogin.wa.gov.au) by **4:30 pm Friday 30 August 2019**

APPLICATION FORM

1. APPLICANT DETAILS

Name of Organisation

Accessibility - Community Connections Program.

Contact Person

Jade Atkinson + Tracey Gordon

Address

99 Federal Street Narrogin

Position

S. Workers

Phone

Jade - 0407482006

Mobile

Tracey - 0417987522

Email

(Jade) - JadeyPool1@hotmail.com.

Organisation's ABN trizzi\_1961@hotmail.com

16121614620

Is your organisation registered for GST?

Yes  No

Is your organisation incorporated?

Yes  No

If yes, please attach a copy of Certificate of Incorporation

Yes  No

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding?

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

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


3. PROJECT DETAILS

What is the name of your proposed project or event?

Reverse Cycle air conditioner
-------------------------------

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

We would like to put in a Reverse Cycle Air con as, Working with People with Disability in our, Little Hub its freezing in winter + Hot in summer, as we cant open door for air flow as we do have some clients that do runners on us. the Baptist church own our Building.
---

How will your project / event benefit the Narrogin community?

By keeping our client calm + collective during our time here, Twice a week, we are here our Biggest day is a wednesday with 15-17 clients.
--

Estimated project start date

a.s.a.p

Estimated project completion date

a.s.a.p

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash Please.

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

Yes  No

Please tell us how the Community Chest funds will be used

We would like to put in Reverse Cycle Air Conditioner in our Hub.

In-kind contributions:

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

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

Contributions	Estimated value \$
Total In-kind	\$



**Project Budget – Total Project Income and Expenditure**

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

*\*Income and \*Expenditure amounts must be equal*

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

**5. ADVERTISING AND PROMOTION**

How will the project/event be advertised and promoted?

**Acknowledgement of Shire of Narrogin sponsorship**

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

Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:

	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page
	Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers
	Display the Shire of Narrogin flag or banner at your event if possible. ( <i>Available upon request from Administration Support Officer</i> )
	Verbal announcements at event
	Other ( <i>please describe</i> )

**6. FUNDING CONDITIONS**

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

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

Our organisation (*insert name below*)

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**

Tracey Gordon + Jade Atkinson.

**Position**

Support workers

**Signature**

Gordon      Atkinson

**Date**

Extracted from ASIC's database at AEST 10:39:52 on 22/08/2019

<b>Business name:</b> Accessibility WA	
<b>Status:</b> Registered	
<b>Registration date:</b> 16/09/2014	
<b>Renewal date:</b> 16/09/2020	
<b>Address for service of documents:</b> PO BOX 453 Narrogin WA 6312 Australia	
<b>Principal place of business:</b> 114 Federal St Narrogin WA 6312	
<b>Holder(s) details:</b>	<b>Holder name:</b> UPPER GREAT SOUTHERN FAMILY S UPPORT ASSN INC
	<b>Holder type:</b> Other Unincorporated Entity
	<b>ABN:</b> 16 121 614 620
<b>Organisational Representative Details:</b>	<b>Name:</b> Lindsay Sims
	<b>Start date:</b> 16/09/2014
<b>Debtor representative(s):</b> not applicable	
<b>Notified successor(s):</b> not applicable	
<b>Regulator:</b> Australian Securities and Investments Commission	



Extracted from ASIC's database at AEST 11:57:07 on 23/08/2019

**Business Name Summary**

Name: ACCESSABILITY WA

Registration Number:

Registered State:

Registration Date: 16/09/2014

Status: Registered

Type: Business Names

Regulator: Australian Securities & Investments Commission

Extracted from ASIC's database at AEST 10:40:30 on 22/08/2019

<p>Name: UPPER GREAT SOUTHERN FAMILY SUPPORT ASSN IN C ABN: 16 121 614 620 Regulator: Australian Securities and Investments Commission Business name(s): Accessibility WA Greenability WA</p>
---

## Current details for ABN 16 121 614 620

### ABN details

Entity name:	ACCESSABILITY WA INC.
ABN status:	Active from 21 Apr 2000
Entity type:	Other Incorporated Entity
Goods & Services Tax (GST):	Registered from 01 Jul 2000
Main business location:	WA 6312

### Australian Charities and Not-for-profits Commission (ACNC)

ACCESSABILITY WA INC. is registered with the Australian Charities and Not-for-profits Commission (ACNC) [as follows](#):

ACNC registration	From
Registered as a charity <a href="#">view ACNC registration</a>	03 Dec 2012

### Business name(s)

Business name	From
Greenability WA <a href="#">view</a>	18 Sep 2014
Accessability WA <a href="#">view</a>	16 Sep 2014

### Trading name(s)

From 1 November 2023, ABN Lookup will not display trading names and will only display registered business names. For more information, click [help](#).

Trading name	From
UPPER GREAT SOUTHERN FAMILY SUPPORTASSOCIATION INCORPORATED	21 Apr 2000

### Charity tax concession status

ACCESSABILITY WA INC. is a Public Benevolent Institution endorsed to access the following tax concessions:

Tax concession	From
GST Concession	01 Jul 2005
FBT Exemption	01 Jul 2005
Income Tax Exemption	01 Jul 2000

### Deductible gift recipient status

ACCESSABILITY WA INC. is endorsed as a Deductible Gift Recipient (DGR) from **01 Jul 2011**. It is covered by **Item 1** of the table in section 30-15 of the *Income Tax Assessment Act 1997*.

#### Important

Please read [Deductible Gift Recipient \(DGR\)](#) information before making a gift.

ABN last updated: 09 Apr 2019

Record extracted: 23 Aug 2019

### Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see [disclaimer](#).

**1. APPLICANT DETAILS**

**Name of Organisation**

NARROGIN CROQUET CLUB (INC)

**Contact Person**

ELLEN SPRIGG

**Address**

P.O. Box 248 NARROGIN 6312

**Position**

PRESIDENT

**Phone**

04 17173519

**Mobile**

04 17173519

**Email**

ellensprigg@westnet.com.au

**What financial year are you applying in?**

2019/2020

**Are you applying for Round 1 or Round 2?**

Round 1  Round 2

**Organisation's ABN**

190 159 55074

**Is your organisation registered for GST?**

Yes  No

**Is your organisation incorporated?**

Yes  No

**If yes, please attach a copy of Certificate of Incorporation**

Yes  No

A1004618E

2. **PREVIOUS COMMUNITY CHEST FUNDING**

Has your organisation previously received Community Chest funding?

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

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

2017 - FENCING BETWEEN 1ST AND 2ND
COURTS FOR SAFETY AND VISITORS

3. **PROJECT DETAILS**

What is the name of your proposed project or event?

IMPROVEMENTS TO KITCHEN AREA AND INTERIOR OF ORIGINAL CLUB HOUSE
--

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

* SCRAPE DOWN SEAL AND PAINT CEILING. * CLEAN DOWN WALLS AND PAINT. * EXHAUST FAN OVER STOVE/URN AREA TO DISPENSE AREA OF STEAM AND COOKING ODOURS. * HOT WATER SYSTEM
---

**How will your project / event benefit the Narrogin community?**

BY UPDATING KITCHEN AND CLUB HOUSE IT WILL MAKE VISITING NARROGIN CROQUET CLUB A MORE APPEALING AND AESTHETICALLY ATTRACTIVE CLUB TO VISIT. EASIER TO KEEP CLEAN, NEAT AND TIDY FOR MEMBERS AND VISITORS.  
E.G. OUR MAIN TOURNAMENT "GUNS 'N' ROSES" ATTRACTS VISITORS FROM METROPOLITAN AREA, ALBANY, BUNBURY, BUSSELTON GNOWANGERUP, KATANNING AND YORK.  
WE ALSO HAVE "WA GOLF CROQUET SQUAD" VISITING TO USE OUR GREENS AND FACILITIES FOR PRACTISE.

**Estimated project start date**

OCTOBER 2019

**Estimated project completion date**

NOVEMBER/DECEMBER 2019

**4. PROJECT BUDGET DETAILS**

**Is your request for cash or in-kind support?**

CASH

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

Yes  No  HAVE LIMITED FUNDS AVAILABLE.

**Please tell us how the Community Chest funds will be used**

- \* PAINT CEILING AND WALLS OF ORIGINAL CLUB HOUSE/KITCHEN AREA
- \* INSTALL EXHAUST FAN OVER URN/STOVE AREA
- \* INSTALL HOT WATER SYSTEM

**In-kind contributions:**

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

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

Contributions	Estimated value \$
38 Hours @ \$25 per hour	950-00
REMOVE SHELVING, PIN UP BOARDS, FRIDGE, FURNITURE - PRIOR TO PAINTING THEN REPLACE.	
Total In-kind	\$ 950-00

### Project Budget – Total Project Income and Expenditure

QUOTE FROM R.S. BROWN 1900-00  
 SCRAPE DOWN CEILING, SEAL & PAINT  
 CLEAN & PAINT WALLS  
 (QUOTE ATTACHED)

EXHAUST FAN & INSTALLATION 200-00  
 BKS - BLAKE STOTT  
 ELECTRICAL

HOT WATER SYSTEM 1375-00  
 QUOTE ATTACHED.

---

3475-00

BASED ON LAST YEARS FIGURES  
 "GUN 'N' ROSES"  
 CROQUET CHALLENGE

---

3008-00  
 1951-00

---

4959-00

PUR BACK INTO CLUB  
 FOR EXTENSION AND  
 RUNNING OF CLUB.



TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	2,500	Materials	
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	
Applicant's cash contribution		Venue hire	
<i>38 hrs @ \$25 per hr</i> In-kind (volunteer, donated labour)	950	Labour/contractor costs	
Sponsorship		Advertising	
Donations (cash/materials from others- please list)		Catering costs	
		PAINTING	1900-00
		EXHAUST FAN & INSTALLATION	200-00
		HOT WATER SYSTEM	1350-00
Other grants		Entertainment	
Sales (stall fees, event tickets/food/merchandise)		Office/administration	
Other income (please list)		Other expenditure (please list)	
<b>TOTAL *INCOME</b>	<b>\$3450</b>	<b>TOTAL *EXPENDITURE</b>	<b>3450-00</b>

*\*Income and \*Expenditure amounts must be equal*

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



**5. ADVERTISING AND PROMOTION**

**How will the project/event be advertised and promoted?**

WORD OF MOUTH BY PEOPLE VISITING CLUB FOR FUNCTIONS OTHER THAN CROQUET CLUB DAYS.  
 E.G. "PROBUS" HAD MEETING AND EVENING MEAL AT OUR FACILITY.  
 STAFF FROM NARROGIN HIGH SCHOOL HAD CHRISTMAS WIND UP.  
 CROQUET CHALLENGE EVENT HELD OVER 6 WEEKS ATTRACTED VARIOUS PEOPLE OUTSIDE OF REGULAR CROQUET MEMBERS  
 WE ARE A PRO ACTIVE CLUB WELCOMING VISITORS.

**Acknowledgement of Shire of Narrogin sponsorship**

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

Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:

<input checked="" type="checkbox"/>	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page
<input type="checkbox"/>	Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers
<input checked="" type="checkbox"/>	Display the Shire of Narrogin flag or banner at your event if possible. (Available upon request from Administration Support Officer)
<input checked="" type="checkbox"/>	Afix Community Chest sign on project (available on request)
<input checked="" type="checkbox"/>	Verbal announcements at event
<input type="checkbox"/>	WILL ATTACH SHIRE OF NARROGIN LOGO IN Other (please describe) CLUB HOUSE ACKNOWLEDGING ASSISTANCE BY SHIRE

**6. FUNDING CONDITIONS**

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

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

Our organisation (*insert name below*)

NARROGIN 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**

ELLEN SPRIGG

**Position** (*President or Vice President*)

PRESIDENT

**Signature**



**Date**

14-08-2019



# Stewart sizzles for Souths

**FOOTBALL**  
Michael Trail

Kade Stewart returned to the WAFL in tenacious style last Saturday, racking up 13 final-quarter possessions and a crucial goal in South Fremantle's win over Swan Districts.

The former Wanderer finished with 28 possessions at Steel Blue Oval in Bassendean, named among the best on ground for the Bulldogs alongside fellow Katanning product Haiden Schloithe, who collected 26 touches.

Stewart earned praise from South Fremantle league coach Todd Curley for his vital role in the 8.5 (53) to 7.7 (49) win.

"He was good, especially with ball in hand," Curley said.

Wagin's Kyle Hamersley picked up 30 touches in his first match for the Bulldogs' reserves side.

South Fremantle were too strong for Swan Districts in the reserves, easily collecting the four points with a 10.12 (72) to 5.8 (38) win.

Hamersley tallied four inside-50s and 10 marks to accompany his 30 disposals.



Kade Stewart, of South Fremantle, gets a hand ball away against Swan Districts at Steel Blue Oval. Picture: Gary Day

Sixteen possessions, four tackles and two inside-50s earned Boddington's Jarrod Salmeri best-afield honours in his debut for the Bulldogs' colts side.

Fellow former Boddington Eagle George Wessels laid seven tackles and amassed 13 touches for the Bulldogs in their four-point loss to the Swans.

Also in the colts, Katanning's Dontay Bolton and Wagin's Nathan Spooner snagged a goal each in their first match for the red and whites.



Duke I. Picture: Rodney Johnson

## Duke I pip Riff Raff to claim crown

**8 BALL**  
Rodney Johnson

On Saturday, March 30, the Narrogin and District 8 Ball Association held grand finals at the New Cornwall Hotel.

With a great turnout the C-grade started with Outcasts playing Corny Reprobates. After some very good close games Corny Reprobates were able to win the premiership 8-7.

In the B-grade Inyaypop played Eagles. In a close competition it was 3-all after the singles, then 5-4 after the doubles; it came down to the second of singles with Inyaypop showing better control and winning 8-5.

In the A-grade Duke I and Riff Raff did battle.

Riff Raff were able to win the first two frames, then Duke won four of the next four frames.

Riff Raff then won two games of doubles.

Duke I won the next followed by Riff Raff to keep the game in the balance. Duke I then won the next two singles frames and securing the win 8-5.

Many of the frames in all grades saw many close frames with them going down to a black-ball game.

At the conclusion of the games the association presented its awards.

## Sharp shooters descend for Guns 'n' Roses challenge

**CROQUET**  
Tony Hughes-Owen

Thirty croquet players from various metropolitan and country clubs visited Narrogin last weekend for the local croquet club's annual Guns 'n' Roses tournament.

The competitors, including members of the WA State squad, arrived on Friday, April 5, to play 15 rounds over that evening, Saturday and Sunday.

Each game saw a Gun (low handicap player) matched with a Rose (on higher handicaps) playing



Tony Hughes-Owen with the Guns, Peter Pekaar, Janine McHardy, Kim Reynolds, and winning Gun, Dale Jury, Ellen Sprigg, Brian Butler (at rear), Sheila Twine, Maggie Cussell and Terry Brown. Picture: Peter McKenna

against a similar pair, with the players changing partners each round.

The weekend was a great success, played in perfect weather on excellently prepared greens with

both the visitors and locals treated to a feast of entertaining croquet.

The outright top Gun this year was Dale Jury, of the Bunbury-based Moorabinda Club, with three other Guns in Kim Reynolds (Bunbury Central Club), Janine McHardy (Forrest Park Club, Perth) and Peter Pekaar (Como Club, Perth) all on the same number of wins needing a countback of net hoops.

Roses section winner was Brian Butler (Como Club), with runners-up Maggie Cussell (Gosnells Club), Sheila Twine (Halle Head Club) and Terry Brown (Gosnells Club).



Ribbon winners at the LiveLighter Dryandra Pony Club tetraathlon. Picture: Dryandra Pony Club

## Riders impressive at pony club event

**TETRATHLON**  
Eliza Dowling

The LiveLighter Dryandra Pony Club tetraathlon drew more than 150 people from across the State to Cuballing on March 16 and 17.

Sixty riders with friends and families enjoyed an active weekend, many of them competing in a tetraathlon for the first time.

The four phases of tetraathlon involve running, shooting laser pistols, swimming and cross-country riding. All but the swimming phase were held at the Dryandra Regional Equestrian

Park with the swimming being held for the first time at the Pingelly swimming pool.

The Dryandra Pony Club members competed strongly. In the 95cm, Dan Wiese came second to Georgia Goss and was quickly followed by brother, Bill, in third and sister, Emma, in fourth. Josie Skerritt took out fifth place in her first competition at 95cm.

In the 80cm, Holly Dowling came second in the individual event as well as second in the pairs with Marley Atwell. Danece Bairstow came in third. In the 65cm, Lottie Dowling came first

in the individual event and in the pairs, with partner, Max Skerritt, and Christina Smith took out second. For these two riders, along with new member, Kate Spencer, it was the first time they had competed at that height.

Ben Fell-Smith completed the 1km run in 3min, 28sec. Dan Wiese completed the 2km run in 7 min, 20sec. Fell-Smith also won the 100m swim in 1min, 28sec.

Georgia Goss won the 200m swim in 2min, 59sec. Lauren Basola won the 12-and-under shooting. Sister, Hannah, won the 13-and-over-shoot.

Not an expert?  
No worries!  
**FOOTY TIPPING IS BACK!**

**REGISTER NOW**  
thegame.com.au

**\$50,000**  
MAJOR PRIZE



Original

# QUOTATION

56

FROM R.V. BROWN, PAINTING SERVICES, 30 FALCON  
ST, NARROGIN DATE 27/7/2019.  
 TO ELLEN SPRIGG, NARROGIN CROQUET CLUB,  
Narrogin TELEPHONE NO: \_\_\_\_\_

WE HAVE PLEASURE IN SUBMITTING THE FOLLOWING QUOTATION FOR YOUR CONSIDERATION

Paint ceiling and walls to the interior of Narrogin Club house, ceiling to be peeled back then apply "peel back" then another two coats of ceiling white. Walls - two coats of acrylic lo-sheen

\$ 1,900.00

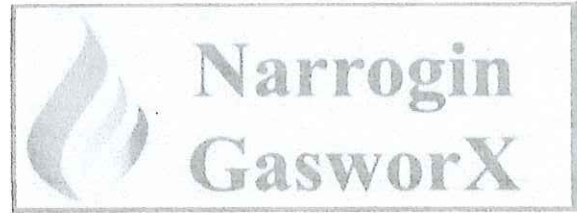
This quote includes labour, paint and materials & g.s.t.

NOTE IS VALID UNTIL Dec 2019

SIGNED R Brown

PLEASE DO NOT HESITATE TO CONTACT US FOR ADDITIONAL INFORMATION OR TO PLACE AN ORDER

Monday, 8 July 2019



Quote Number : 190708III

To: Narrogin Croquet Club  
[malanbar@westnet.com.au](mailto:malanbar@westnet.com.au)

---

## QUOTATION

---

Code	Description	Quantity	Unit Price	Amount (AUD)
6942501710016	Bosch HydroPower 10H TF250-8GLP	1.00	795.45	\$ 795.45 GST
506	Installation - Approximate	1.00	454.55	\$ 454.55 GST

---

Subtotal \$ 1,250.00

---

GST (10%) \$ 125.00

---

**TOTAL (\$AUD) \$ 1,375.00**

---

**Narrogin GasworX**  
24 Fairway Street, Narrogin WA 6312  
Ph: (08) 9881 2005  
[www.narrogingasworx.com.au](http://www.narrogingasworx.com.au)  
ABN: 53 392 206 545

---



135554/A/049412

NARROGIN CROQUET CLUB INC  
BOX 248  
NARROGIN WA 6312

Our reference: BRR/CIR  
Phone: 13 92 26  
Client ID: 19 015 955 074

28 October 2016

*Still current Aug 2018*

Hello,

It seems that some of your Australian business number (ABN) details are out of date. You are legally required to let us know within 28 days if any of your registration details change. To make sure the Australian Business Register is correct, please contact us to update the following details:

- No authorised contact listed

If you need to update your details or you're no longer in business and need to cancel your ABN, you can:

- > access our online services using your AUSKey
- > call us.

Don't write on the extract and return it to us as this will cause delays.

If you still need your ABN and your details are correct and complete, you don't need to do anything. However, as part of a regular review we may contact you in the future to talk about your circumstances and confirm you are still entitled to an ABN.

If you call us we need to know we're talking to the right person before we can discuss your ABN information. We'll ask you for details only you, or an authorised person, would know. An authorised person is someone you've told us can share information or make decisions for you. It will help if you quote your ABN, which you can find at the top of this letter.

Your information is used by government agencies to plan and invest in infrastructure that helps support the Australian community. It's also a valuable resource in disaster planning and recovery.

Other businesses and the community also use details on the Australian Business Register to confirm business information. It's a community asset that you play an important role in helping to keep accurate.

Yours faithfully,

**John Dardo**

Deputy Registrar of the Australian Business Register

**UPDATE YOUR DETAILS**

To cancel your ABN or update your details you can access our online service at [abr.gov.au](http://abr.gov.au) using your AUSKey. If you don't have an AUSKey, but would like to register for one, go to [abr.gov.au/AUSkey](http://abr.gov.au/AUSkey)

**FOR MORE INFORMATION**

Call us on **13 92 26** between 8.00am and 6.00pm, Monday to Friday.





# Notice of special resolution to change rules

Associations Incorporation Act 2015 s 30

## Purpose

Use this application form to lodge the changes made to an incorporated association's rules (also commonly known as the constitution) by special resolution of its members in accordance with the *Associations Incorporation Act 2015* (the Act).

## Instructions

- Type directly into this form electronically before printing and signing it or hand print neatly using an ink pen in block letters.
- Tick  where appropriate and attach additional pages if space in this form is insufficient.
- Attach a full copy of the rules if the association is using its own rules
- An incomplete application cannot be processed

Please do not staple the documents

## OFFICE USE ONLY

Date received  
**24 May 2019**

Job Number  
**1744083**

## SECTION A: INCORPORATED ASSOCIATION PARTICULARS

1. What is the name of the incorporated association?

**NARROGIN CROQUET CLUB INCORPORATED**

2. What is the incorporated association's registration number (IARN)

**A1004618E**

## SECTION B: SUBJECT OF THE SPECIAL RESOLUTION

3. Date of the meeting where changes were passed by special resolution?

**07 May 2019**

*If it has been more than ONE MONTH since the resolution was passed, it will be necessary to include details of why further time to lodge this application should be granted. For example, any mitigating circumstances. (An additional fee applies)*

4. The association will be using

No            the PRESCRIBED MODEL RULES: Complete **Section C**.

Yes            its OWN RULES: Complete **Section D** and attach a complete copy of the rules to this form.



NARRGIN GOLF CROQUET DOUBLES 2018/19  
WINNERS: NOEL SIMS & MALCOLM POULTNEY  
RUNNERS-UP : KATHY & ALLAN BRADLEY







NARROGIN CROQUET CLUB

P.O. Box 248

Narrogin 6312

14<sup>th</sup> August, 2019

Chief Executive Officer

Shire of Narrogin

89 Earl St

Narrogin 6312

To Dale Stewart

Re: - Grant Application for Community Chest

Please find enclosed an application from the Croquet Club for Community Chest Grant. As a club we would like to improve the kitchen area/ original club house. By painting both ceiling and walls, install an exhaust fan and install a hot water system.

In the past year we have added an extension to accommodate an increase in membership which enables social events to be held. The extension was possible through a lot of volunteer work, various fund raising events plus an extremely generous donation from the family of one of our members which enabled us the finish off the extension and make it secure with roller doors.

We are a pro active inclusive club. Our membership is 35 financial members.

Our extension has enabled us to hold several social occasions, Christmas wind up for staff from the High School – they arranged games of Croquet which enable them to have an idea of what Croquet is about and enjoy the facilities.

The Probus Club held their January meeting in our extension (40 people),

we demonstrated the game of Croquet and several Probus people joined in.

The Accessibility Group came and had a morning playing croquet, because of

<b>Shire of Narrogin RECEIVED</b>	
Directed to	<u>Loiann</u>
<b>15 AUG 2019</b>	
Ref No	<u>IFM1918136</u>
Property File	_____
Subject File	<u>B.I.I</u>
Ref	_____

wet weather finished off with Bingo made possible under cover with our extension.

As a club we have been able to have social events New Year and Australia Day BBQ.

Although our membership are aging we are an important integral group providing a necessary service to the Community of Narrogin in particular the opportunity for more senior people to be active in a sport that keeps them mobile and provides social interaction with like minded people.

The planned improvements will make the club house more up to date and provide a better facility for both members and visitors.

The funds we raised last year through our "Guns 'n' Roses" Tournament, Croquet Challenge and good old fashion cake stall have all been ploughed back into our extension and to ensure we have enough funds to meet regular expenses of running a club. We have a very efficient Treasurer who keeps our finances in order.

Hoping you will consider our application favourably.

Any queries, please contact any of the people listed below.

Yours sincerely

Ellen Sprigg.



Narrogin Croquet Club

Ellen Sprigg (President) Barbara Poultney (Secretary) Lyn McPharlin (Treasurer)

0417 173 519

0428 962 662

0408 815 363

Phil de Gruchy (Vice President)

0427 457 480

## 1. APPLICANT DETAILS

### Name of Organisation

Highbury District Community Council Inc

### Contact Person

Mitchell Wray

### Address

PO Box 350 Narrogin WA 6313

### Position

President

### Phone

0400 668 775

### Mobile

0400 668 775

### Email

Highburywa6313@gmail.com

### What financial year are you applying in?

2019

### Are you applying for Round 1 or Round 2?

Round 1

Round 2

### Organisation's ABN

84 686 541 952

### Is your organisation registered for GST?

Yes

No

### Is your organisation incorporated?

Yes

No

### If yes, please attach a copy of Certificate of Incorporation

Yes

No

**2. PREVIOUS COMMUNITY CHEST FUNDING**

**Has your organisation previously received Community Chest funding?**

Yes	No
-----	----

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

Year: 2016
We purchased new oven, 2 x microwaves and heater cost \$2500.00

**3. PROJECT DETAILS**

**What is the name of your proposed project or event?**

Retic the Community (Wilbur Park) Park
--

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

<p>The proposed project is to reticulate Highbury's Wilbur Park (ANZAC Park), in order to appropriately landscape the site for community use and events.</p> <p>HDCC will hold various busy bees/ community events to prepare the site ready to receive the reticulation. After the reticulation is installed at the community park will be maintained by the HDCC in conjunction with the Shire of Narrogin.</p> <p>As the attached quoted is larger than the grant amount, the HDCC will contribute the remaining funds to make the project possible.</p>
---



**How will your project / event benefit the Narrogin community?**

The reticulation project at Wilbur Park will allow the community to hold events such as cinema nights, picnics, markets, ANZAC services and fundraising events, just to name a few.

Events such as those listed above provide people in small communities with a sense of belonging and engagement within their local community. The reticulation of Wilbur Park will bring community people together through such events.

**Estimated project start date**

September 2019

**Estimated project completion date**

October 2019

**4. PROJECT BUDGET DETAILS**

**Is your request for cash or in-kind support?**

Cash

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

Yes No

**Please tell us how the Community Chest funds will be used**

The Community Chest funds will be spent on reticulation materjals and installation in the Highbury Communities Wilbur Park (ANZAC Park). The reticulation will allow the communities park to be landscaped properly with grass and other small shrubs in order to hold community events.

**In-kind contributions:**

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

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

<i>Contributions</i>	<i>Estimated value \$</i>
<i>Volunteer work (preparation of the site)</i>	<i>\$625.00</i>
<i>Volunteer work (installation of reticulation)</i>	<i>\$300.00</i>
<i>Total In-kind</i>	<i>\$900.00</i>

**Project Budget – Total Project Income and Expenditure**

*\*PLEASE SEE ATTACHED QUOTE.*

<b>TOTAL PROJECT INCOME</b>	<b>\$</b>	<b>TOTAL PROJECT EXPENDITURE</b>	<b>\$</b>
**Amount of Community Chest Funds requested in cash	\$2,500.00	Materials	\$1,600.00
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	\$150.00
Applicant's cash contribution	\$450.00	Venue hire	
In-kind ( <i>volunteer, donated labour</i> )		Labour/contractor costs	\$900.00
Sponsorship		Advertising	
Donations ( <i>cash/materials from others- please list</i> )		Catering costs	
		Other Trades	\$300.00
Other grants		Entertainment	
Sales ( <i>stall fees, event tickets/food/merchandise</i> )		Office/administration	
Other income ( <i>please list</i> )		Other expenditure ( <i>please list</i> )	
<b>TOTAL *INCOME</b>	<b>\$2,950.00</b>	<b>TOTAL *EXPENDITURE</b>	<b>\$2,950.00</b>

*\*Income and \*Expenditure amounts must be equal*

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



## 5. ADVERTISING AND PROMOTION

### How will the project/event be advertised and promoted?

This project will be promoted through the community's flyers/ maildrop.  
It will also be promoted through the community's various social media sites.

### Acknowledgement of Shire of Narrogin sponsorship

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

Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:

X	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page
X	Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers
X	Display the Shire of Narrogin flag or banner at your event if possible. <i>(Available upon request from Administration Support Officer)</i>
	Afix Community Chest sign on project <i>(available on request)</i>
X	Verbal announcements at event
	Other <i>(please describe)</i>

**6. FUNDING CONDITIONS**

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

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

Our organisation (*insert name below*)

Highbury District Community Council

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**

Mitchell Wray

**Position** (*President or Vice President*)

President

**Signature**



**Date**

29/08/2019.

**Berty Bee's Gardening &  
Outdoor Maintenance**

13 Piesse Street

Williams WA 6391

Australia

Phone: 0439 000 059

bertybeesgardening@gmail.com

ABN: 44 102 163 286

Quote: 1

Quote

Quote date: 28/08/2019

**Bill to:**  
Highbury District Community Council

**Expiry:**  
26/11/2019

ITEM	DESCRIPTION		UNITS	UNIT PRICE (inc GST)	TAX TYPE	AMOUNT (inc GST)
	Reticulation design, supply and installation for Wilbur Park Highbury.	Qty	1	2,500.00	GST	2,500.00
	Valve cut in performed by qualified plumber	Qty	1	300.00	GST	300.00
	Trench digger hire	Qty	1	150.00	GST	150.00

GST: \$268.18  
**TOTAL (inc GST): \$2,950.00**





ASSOCIATIONS INCORPORATION ACT 1987  
SECTION 9 (1)

Registered No. **1004206**

## Certificate of Incorporation

This is to certify that

**HIGHBURY DISTRICT COMMUNITY COUNCIL  
INCORPORATED**

has this day been incorporated under the  
Associations Incorporation Act 1987

Dated this **5th** day of **October 1994**

.....  
FOR THE COMMISSIONER FOR CORPORATE AFFAIRS

28 August 2019

Mitch Wray  
Highbury District Council  
PO Box 350  
NARROGIN WA 6312

Dear Mitch

Thank you for the opportunity to provide our support for the installation of new reticulation to Wilbur Park in Highbury.

The Highbury Tennis Club supports the Highbury District Council's application to the Shire of Narrogin for \$2,500 for the Project.

The reticulation of Wilbur Park forms part of the overall beautification of the Highbury area and aligns with the recent Strategic Planning undertaken by the Highbury District Council, that has been endorsed by the Shire.

Kind regards

Lauren Blight

**President Highbury Tennis Club**

APPLICATION FORM

1. APPLICANT DETAILS

Name of Organisation

Moorditj Youth Foundation Aboriginal Corporation

Contact Person

Malcolm Jetta (manager)

Address

43 Federal St Narrogin

Position

(manager)

Phone

0431176882

Mobile

Email

malcolm@moorditjyouth.com.au

Organisation's ABN

56919723217

Is your organisation registered for GST?

Yes  No

Is your organisation incorporated?

Yes No

If yes, please attach a copy of Certificate of Incorporation

Yes No



2. **PREVIOUS COMMUNITY CHEST FUNDING**

Has your organisation previously received Community Chest funding?

Yes

~~No~~

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

3. **PROJECT DETAILS**

What is the name of your proposed project or event?

Narrogin Youth scooter Camp

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

The scooter lessons and competition will be ran over 6 weeks. 5 weeks of lessons and camp at the end. Free style now will attend Narrogin for 2 hr sessions on Friday evenings in Nov/Dec at Narrogin skate Park. These workshops are fun, informative and motivational. They cover all aspects of the sport, as well as equipment maintenance and personal safety.

How will your project / event benefit the Narrogin community?

These workshops are more than just helping teach skills, youth engagement is the main focus. I believe this project will help our Narrogin youth engage in a program in a creative way and help achieve positive outcomes for the community. Also promotes a healthy life style.

Estimated project start date

15<sup>th</sup> - 11 - 19

Estimated project completion date

20<sup>th</sup> - 12 - 19

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash

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

Yes  No

Please tell us how the Community Chest funds will be used

The total cost of the workshops and competition will be \$3500. The Community Chest Funds will be used to pay Freestyle Now for the sessions.

In-kind contributions:

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

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

Contributions

Estimated  
value \$

Labour

\$3000

Total In-kind

\$ 3000

**Project Budget – Total Project Income and Expenditure**

<b>TOTAL PROJECT INCOME</b>	<b>\$</b>	<b>TOTAL PROJECT EXPENDITURE</b>	<b>\$</b>
**Amount of Community Chest Funds requested in cash	\$2500	Materials	\$3500
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	
Applicant's cash contribution		Venue hire	
In-kind ( <i>volunteer, donated labour</i> )		Labour/contractor costs	
Sponsorship		Advertising	
Donations ( <i>cash/materials from others- please list</i> )		Catering costs	\$500
Other grants		Entertainment	
Sales ( <i>stall fees, event tickets/food/merchandise</i> )		Office/administration	
Other income ( <i>please list</i> )		Other expenditure ( <i>please list</i> )	
Funded By Avon Community Services	\$4500	Labour	\$3000
<b>TOTAL *INCOME</b>	<b>\$7000</b>	<b>TOTAL *EXPENDITURE</b>	<b>\$7000</b>

*\*Income and \*Expenditure amounts must be equal*

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

5. **ADVERTISING AND PROMOTION**

How will the project/event be advertised and promoted?

The program will be advertised via Instagram and Facebook.  
It will be advertised within our majority Youth and Avon Community Services Youth Centres and supporting agencies.

**Acknowledgement of Shire of Narrogin sponsorship**

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

Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:

<input checked="" type="checkbox"/>	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page
<input checked="" type="checkbox"/>	Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers
<input checked="" type="checkbox"/>	Display the Shire of Narrogin flag or banner at your event if possible. ( <i>Available upon request from Administration Support Officer</i> )
<input checked="" type="checkbox"/>	Verbal announcements at event
	Other ( <i>please describe</i> )



**6. FUNDING CONDITIONS**

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

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

Our organisation (*insert name below*)

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.

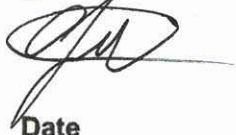
**Print Name**

Cameron Jetta

**Position**

Chairperson

**Signature**



**Date**

7/8/2019.



Australian Government

Office of the Registrar of Indigenous Corporations

# CERTIFICATE OF REGISTRATION OF AN ABORIGINAL AND TORRES STRAIT ISLANDER CORPORATION



This is to record that

## **Moorditj Youth Foundation Aboriginal Corporation**

**Indigenous Corporation Number: 7948**

is a corporation registered under the  
*Corporations (Aboriginal and Torres Strait Islander) Act 2006.*

The date of registration is 27 September 2013

*L Rogge*

**Lorraine Rogge**

Delegate of the Registrar of Aboriginal and Torres Strait Islander  
Corporations

Certificate issued under section 32-1(c)



**CORPORATIONS (ABORIGINAL AND TORRES STRAIT ISLANDER) ACT 2006**

## APPLICATION FORM

### 1. APPLICANT DETAILS

Narrogin Gliding Club  
Incorporated

**Contact Person: Adrian Grose**

**Address:**

**Position: Treasurer**

**Phone**

**Mobile: 0403900544**

**Email: treasurer@narroginglidingclub.org.au**

**Organisation's ABN: 62 361 330 746**

**Is your organisation registered for GST? Yes**

**Is your organisation incorporated? Yes**

**If yes, please attach a copy of Certificate of Incorporation**



**2. PREVIOUS COMMUNITY CHEST FUNDING**

**Has your organisation previously received Community Chest funding?**

No

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

**3. PROJECT DETAILS**

**What is the name of your proposed project or event?**

Narrogin Gliding Club October Fly-In

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

NGC has invited light and recreational aircraft operators from all over Western Australia to visit the airfield on October 20<sup>th</sup> for a social gathering to foster relations between the gliding movement and powered aviation. We also will be offering short air experience glider flights for any visitors who are interested.

**How will your project / event benefit the Narrogin community?**

NGC will be catering morning tea, lunch and afternoon tea for visitors. NGC sources all such provisions from local businesses. We may also need crowd management items which we will also source locally. NGC is considering providing a shuttle service into the town of Narrogin for visitors who would prefer a more substantial meal than the basic barbecue meal planned for the airfield. This year's event will be a trial exercise; however it is hoped that this could become an annual event with potential to become a regional air show in future years. Air shows can be open to the general public and could potentially attract visitors from outside the district and with the potential for utilisation of local overnight accommodation shopping and other local businesses.

**Estimated project start date**

Planning has commenced.

**Estimated project completion date**

20<sup>th</sup> October 2019

**4. PROJECT BUDGET DETAILS**

**Is your request for cash or in-kind support?**

Cash

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

No

**Please tell us how the Community Chest funds will be used**

Our primary uses will be for catering supplies, transport to and from town and hardware such as ropes, bunting, signs, etc..

**In-kind contributions:**

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

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

<i>Contributions</i>	<i>Estimated value \$</i>
<i>Total In-kind</i>	\$

## Project Budget – Total Project Income and Expenditure

<b>TOTAL PROJECT INCOME</b>	<b>\$</b>	<b>TOTAL PROJECT EXPENDITURE</b>	<b>\$</b>
**Amount of Community Chest Funds requested in cash	\$2500	Materials	\$1000
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).	0	Hire of equipment:	\$500
Applicant's cash contribution	0	Venue hire	
In-kind ( <i>volunteer, donated labour</i> )		Labour/contractor costs	
Sponsorship	0	Advertising	
Donations ( <i>cash/materials from others- please list</i> )	0	Catering costs	\$500
Other grants	0	Entertainment	
Sales ( <i>stall fees, event tickets/food/merchandise</i> )	0	Office/administration	
Other income ( <i>please list</i> )		Other expenditure ( <i>please list</i> )	
		Signage	\$500
<b>TOTAL *INCOME</b>	\$2500	<b>TOTAL *EXPENDITURE</b>	\$2,500.00

*\*Income and \*Expenditure amounts must be equal*

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

## 5. ADVERTISING AND PROMOTION

### How will the project/event be advertised and promoted?

We have already advertised the event through social medial and direct contact.

### Acknowledgement of Shire of Narrogin sponsorship

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

Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:

<input checked="" type="checkbox"/>	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page
<input checked="" type="checkbox"/>	Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers
<input checked="" type="checkbox"/>	Display the Shire of Narrogin flag or banner at your event if possible. ( <i>Available upon request from Administration Support Officer</i> )
<input checked="" type="checkbox"/>	Verbal announcements at event
	Other ( <i>please describe</i> )

**6. FUNDING CONDITIONS**

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

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

Our organisation *Narrogin Gliding Club Incorporated*

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

**Print Name**

Adrian Grose

**Name**

Greg Cream

**Position**

Treasurer

**Position**

Vice President Narrogin Gliding Club

**Signature**



**Signature**



**Date**

30/08/2019

**Date**

4/9/2019



# Certificate of Incorporation

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

---

These are to Certify that

..

..

..

**THE NARROGIN GLIDING CLUB**

..

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

Dated this **fifteenth** day of **February**, 19 **65**.

*J. Marfalone*  
**REGISTRAR OF COMPANIES.**

83967/5/64-500



## 1. APPLICANT DETAILS

### Name of Organisation

Narrogin & Districts Little Athletics Club Inc

### Contact Person

Claire Levesque

### Address

PO Box 1034 Narrogin WA 6317

### Position

President

### Phone

0448338640

### Mobile

0448338640

### Email

narrogindlac@gmail.com

### What financial year are you applying in?

2019/2020

### Are you applying for Round 1 or Round 2?

Round 1

Round 2

### Organisation's ABN

33527097802

### Is your organisation registered for GST?

Yes

No

### Is your organisation incorporated?

Yes

No

### If yes, please attach a copy of Certificate of Incorporation

Yes

No

**2. PREVIOUS COMMUNITY CHEST FUNDING**

**Has your organisation previously received Community Chest funding?**

Yes	<b>No</b>
-----	-----------

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


**3. PROJECT DETAILS**

**What is the name of your proposed project or event?**

Community come and try /sprints day
-------------------------------------

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

To hold a 4 year clinic for children age from 8years -17 years. Teaching and coaching kids is different athletics sports along with injury prevention and heathy eating. This will held during the school holidays to allow for greater participation.
---

## How will your project / event benefit the Narrogin community?

The event will allow the wider community to come together to learn new skills, make new friends and gain some fitness and learn about healthy eating and injury prevention.

### Estimated project start date

September 2019

### Estimated project completion date

November 2019

## 4. PROJECT BUDGET DETAILS

### Is your request for cash or in-kind support?

Cash

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

Yes  No

### Please tell us how the Community Chest funds will be used

#### Grant Application

The costs for 2 people (2 coaches, 1 athlete & 1 coach, etc) to come down and run a clinic.

A high profile athlete the coach fee could vary slightly.

Item	Cost	Notes
Accommodation	\$400.00	1 night @ \$200 x 2 people
Travel	\$301.08	193km each way @ \$0.78/km
Coach Fees	\$1,080.00	4hr clinic + 5hrs travel @ \$60/hr x 2 coaches

Meal Allowance	\$120.00	Lunch/Dinner/Breakfast @ \$20/meal x 2 people
Come-and-Try Day	\$600.00	Community Engagement, sausage sizzle, promotion
<b>TOTAL</b>	<b>\$2,501.08</b>	

**In-kind contributions:**

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

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

<i>Contributions</i>	<i>Estimated value \$</i>
<i>Total In-kind</i>	

**Project Budget – Total Project Income and Expenditure**

<b>TOTAL PROJECT INCOME</b>	<b>\$</b>	<b>TOTAL PROJECT EXPENDITURE</b>	<b>\$</b>
**Amount of Community Chest Funds requested in cash	2500.00	Materials	
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	
Applicant's cash contribution		Venue hire	
In-kind ( <i>volunteer, donated labour</i> )		Labour/contractor costs	1080.00
Sponsorship		Advertising	
Donations ( <i>cash/materials from others- please list</i> )		Catering costs	600.00
Other grants		Entertainment	
Sales ( <i>stall fees, event tickets/food/merchandise</i> )		Office/administration	350.00
Other income ( <i>please list</i> )		Other expenditure ( <i>please list</i> )	820.00
<b>TOTAL *INCOME</b>	2500.00	<b>TOTAL *EXPENDITURE</b>	2500.00

*\*Income and \*Expenditure amounts must be equal*

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

## 5. ADVERTISING AND PROMOTION

### How will the project/event be advertised and promoted?

FB book,  
Newspaper  
Flyers  
Signage  
WA little Athletic website

### Acknowledgement of Shire of Narrogin sponsorship

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

Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:

X	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page
X	Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers
X	Display the Shire of Narrogin flag or banner at your event if possible. <i>(Available upon request from Administration Support Officer)</i>
X	Afix Community Chest sign on project <i>(available on request)</i>
X	Verbal announcements at event
	Other <i>(please describe)</i>



## 6. FUNDING CONDITIONS

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

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

Our organisation (*insert name below*)

NDLAC – Claire Levesque

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 or Vice President*)

President

### **Signature**

*Levesque*

### **Date**

30/08/2019



**ASIC**

Australian Securities & Investments Commission

Association

NARROGIN & DISTRICTS LITTLE ATHLETICS CENTRE INC.

Extracted from ASIC's database at AEST 13:35:34 on 30/08/2019

**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

## 1. APPLICANT DETAILS

### Name of Organisation

Narrogin Primary School P & C Association Inc

### Contact Person

Filipa Walmsley

### Address

PO Box 1154, Narrogin, 6312

### Position

Secretary

### Phone

-

### Mobile

0407 471 097

### Email

Filipa@westnet.com.au

### What financial year are you applying in?

2019/2020

### Are you applying for Round 1 or Round 2?

Round 1

Round 2

### Organisation's ABN

57676500984

### Is your organisation registered for GST?

Yes

No

### Is your organisation incorporated?

Yes

No

### If yes, please attach a copy of Certificate of Incorporation

Yes

No

**2. PREVIOUS COMMUNITY CHEST FUNDING**

**Has your organisation previously received Community Chest funding?**

<b>Yes</b>	<b>No</b>
------------	-----------

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

\$2000 in 2017 for our annual Triathlon event.

**3. PROJECT DETAILS**

**What is the name of your proposed project or event?**

'Flash the Flush' Senior Girls Toilet Block Blitz
---

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

<p>Our school toilets are unpleasant facilities to use. They are dated, unwelcoming and in need of rejuvenation. There are many reasons for students to visit the toilets, some not obvious such as much needed quiet time etc...</p> <p>Anecdotal evidence from our students indicates that many are waiting until they get home to use a toilet because they find our school toilets so unappealing.</p> <p>We have 5 toilet blocks that we will progressively refurbish including the senior girls and boys, junior girls and boys and disabled.</p> <p>Our student councillors decided to commence with the Senior Girls toilets.</p> <p>We will paint the inside of the toilet block, install new handwash trough and tapware with soap dispenser for each tap, replace broken floor and wall tiles, install new light fittings, install inspirational quotes on stall doors, provide indoor plants (2-3), provide space for student artwork.</p>
--

**How will your project / event benefit the Narrogin community?**

Return some pride in our school to our NPS students.  
Out of school hours and vacation care currently uses our school as their base and they also use these toilet facilities with some children coming from other schools.  
We will endeavour to employ local tradespeople.  
We will endeavour to purchase consumables locally.  
Improved physical and mental health of our students.

**Estimated project start date**

September 2019

**Estimated project completion date**

October 2019

**4. PROJECT BUDGET DETAILS**

**Is your request for cash or in-kind support?**

Cash

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

Yes **No**

**Please tell us how the Community Chest funds will be used**

To offset some of the cost from Mr Josh Wilkie's works.

**In-kind contributions:**

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

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

<i>Contributions</i>	<i>Estimated value \$</i>
<i>Repair stall doors x 6</i>	<i>\$400</i>
<i>Cleaning/Prep for painting</i>	<i>\$1600</i>
<i>Painting</i>	<i>\$1600</i>
<i>Inspirational Quotes for stall doors</i>	<i>\$500</i>
<i>New light fittings installation</i>	<i>\$200</i>
<b><i>Total In-kind</i></b>	<b><i>\$4,300</i></b>

**Project Budget – Total Project Income and Expenditure**



TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	2,500	Materials	4,500 including 3 x soap dispensers, paint, cleaning chemicals, new locks as/if required, filler for walls and doors, new light fittings as/if required, 2-3 indoor plants
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).	-	Hire of equipment:	-
Applicant's cash contribution	1,950	Venue hire	-
In-kind ( <i>volunteer, donated labour</i> )	4,300	Labour/contractor costs	3,850
Sponsorship	-	Advertising	-
Donations ( <i>cash/materials from others- please list</i> )	-	Catering costs	400
Other grants	-	Entertainment	-
Sales ( <i>stall fees, event tickets/food/merchandise</i> )	-	Office/administration	-
Other income ( <i>please list</i> )	-	Other expenditure ( <i>please list</i> )	-

<b>TOTAL *INCOME</b>	8,750	<b>TOTAL *EXPENDITURE</b>	8,750

*\*Income and \*Expenditure amounts must be equal*

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

## 5. ADVERTISING AND PROMOTION

### How will the project/event be advertised and promoted?

We have a very active and well followed Facebook page with over 320 followers and we will be doing regular posts with photos of our progress.

Our school newsletter is distributed fortnightly to the families of over 300 students and we normally have a column for P & C News and photos can be attached to this.

We have recently spoken about this project at our Father's Day Breakfast that attracted over 200 Dads and students.

### Acknowledgement of Shire of Narrogin sponsorship

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

Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:

√	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page
	Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers
	Display the Shire of Narrogin flag or banner at your event if possible. <i>(Available upon request from Administration Support Officer)</i>
√	Afix Community Chest sign on project <i>(available on request)</i>
√	Verbal announcements at event
	Other <i>(please describe)</i>

**6. FUNDING CONDITIONS**

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

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

Our organisation (*insert name below*)

Narrogin Primary School P & C 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**

Brenton Hayes

**Position** (*President or Vice President*)

President

**Signature**



**Date**

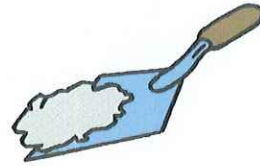
30/08/2019



# Josh WILKIE

ABN 58476253561

Bricklaying - Paving - Limestone Blocks - Tiling  
Fencing - Dingo - Trenching - Post Holes



"Have Trowel will Travel"

P.O. Box 111, Narrogin W.A. 6312

## QUOTATION

Mobile 0427 214 073

To Narrogin Primary School

29 / 08 / 2019

I have pleasure in submitting the following Quotation for your consideration:	
DETAILS	AMOUNT
Preparation	
Plumbing	
Supply and install one trough basin to the girls toilet block	
Cabinet below basin	
Tapware	
	\$3,500.00
TOTAL	\$3,500.00
GST	\$350.00
TOTAL AMOUNT	\$3,850.00

This quotation is valid for 30 days after the date above  
 Quotation accepted (please sign here)

**Signature:** \_\_\_\_\_

# Australian Business Register

Australian Business Number(ABN) : 57 676 500 984

Legal Name : NARROGIN PRIMARY SCHOOL PARENTS  
AND CITIZENS ASSOCIATION INC

Trading Name : NARROGIN PRIMARY SCHOOL PARENTS  
AND CITIZENS ASSOCIATION INC

ABN Status : Registered

ABN Registration Date : 1 July 2000

Postal Address : 61 EARL ST  
NARROGIN WA 6312

Business Address : WILLIAMS ROAD  
NARROGIN WA 6312

Type of Entity : State Government

Industry Code (ANZSIC) : 81120

*Please turn over ...*





# Certificate of Incorporation

*Associations Incorporation Act 1895-1982  
Section 3 (3)*

---

These are to Certify that ..

NARROGIN PRIMARY SCHOOL PARENTS AND CITIZENS' ASSOCIATION  
INCORPORATED

has this day been incorporated as an Association under the provisions of  
the Associations Incorporation Act, 1895-1982.

Dated this Twenty First day of August 19 84 .



DEPUTY COMMISSIONER FOR CORPORATE  
AFFAIRS.

**1. APPLICANT DETAILS**

**Name of Organisation**

NARROGIN RESTORATION GROUP (INC)

**Contact Person**

DENNIS K. FERRALL

**Address**

LOT 1 BRADBELL ST / PO. BOX 146 CURALLING. 6311

**Position**

PRESIDENT

**Phone**

08 988 36361

**Mobile**

0487 308 474

**Email**

dennisg42@gmail.com

**What financial year are you applying in?**

2019 / 2020

**Are you applying for Round 1 or Round 2?**

Round 1  Round 2

**Organisation's ABN**

N/A

**Is your organisation registered for GST?**

Yes  No

**Is your organisation incorporated?**

Yes  No

**If yes, please attach a copy of Certificate of Incorporation**

Yes  No

**NARROGIN  
RESTORATION  
GROUP (INC)  
Association  
Summary**

<b>Name:</b>	NARROGIN RESTORATION GROUP (INC)
<b>Registration number:</b>	A0823267F
<b>State of registration:</b>	Western Australia
<b>Registration date:</b>	16/02/2005
<b>Status:</b>	Registered
<b>Type:</b>	Associations

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding?

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

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


3. PROJECT DETAILS

What is the name of your proposed project or event?

LADIES PIONEER KITCHEN
------------------------

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

TRANSPORT DUDININ - NARROGIN DONATED BUILDING TYPICAL OF ERA OF PIONEER SETTLERS ON FARMING LAND. RESITE & RENOVATE LADIES TO SET UP DEPICTING EARLY SETTLERS KITCHEN WORKING DEMONSTRATION
---

How will your project / event benefit the Narrogin community?

BE ON PUBLIC DISPLAY AT OUR MUSEUM COMPLEX TO DEPICT EARLY CONDITIONS FOR FUTURE DAY GENERATIONS
---

**How will your project / event benefit the Narrogin community?**

A DISPLAY ADDED TO OUR  
CURRENT MUSEUM FOR  
PUBLIC VIEWING.

**Estimated project start date**

SEPTEMBER 2019

**Estimated project completion date**

JUNE - 2020

**4. PROJECT BUDGET DETAILS**

**Is your request for cash or in-kind support?**

CASH

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

Yes  No

**Please tell us how the Community Chest funds will be used**

TO PAY FOR REMOVAL OF  
DONATED BUILDING AND  
RESITING AND RENOVATION  
AND ADDITIONAL FEATURES.

**In-kind contributions:**

N/A.



TOTAL PROJECT INCOME	\$	TOTAL PROJECT EXPENDITURE	\$
**Amount of Community Chest Funds requested in cash	2500	Materials	3500
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).	NIL	Hire of equipment:	1500
Applicant's cash contribution		Venue hire	-
In-kind (volunteer, donated labour)	4000	Labour/contractor costs	2000
Sponsorship		Advertising	-
Donations (cash/materials from others- please list)		Catering costs	-
N.E.C.	600		
Other grants	NIL	Entertainment	-
Sales (stall fees, event tickets/food/merchandise)	N/A	Office/administration	700
Other income (please list)		Other expenditure (please list)	
NRG. CASH SHORTFALL	600	PERMITS	
		APPROVAL.	
<b>TOTAL *INCOME</b>	<b>\$7700</b>	<b>TOTAL *EXPENDITURE</b>	<b>\$7700</b>

\*Income and \*Expenditure amounts must be equal

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



5. **ADVERTISING AND PROMOTION**

**How will the project/event be advertised and promoted?**

PLAQUE DEPICTING SHIRE.  
ASSISTANCE.

**Acknowledgement of Shire of Narrogin sponsorship**

It is a requirement of funding approval that the words “Sponsored by the Shire of Narrogin” and the Shire’s logo be displayed at /on your project/event.  
Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:

<input type="checkbox"/>	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page
<input type="checkbox"/>	Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers
<input type="checkbox"/>	Display the Shire of Narrogin flag or banner at your event if possible. <i>(Available upon request from Administration Support Officer)</i>
<input type="checkbox"/>	Afix Community Chest sign on project <i>(available on request)</i>
<input type="checkbox"/>	Verbal announcements at event
<input type="checkbox"/>	Other <i>(please describe)</i>

**6. FUNDING CONDITIONS**

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

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

Our organisation (*insert name below*)

NARROGIN RESTORATION 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**

DENNIS K. FERRELL

**Position** (*President or Vice President*)

PRESIDENT

**Signature**



**Date**

28/8/2019.

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

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

Contributions	Estimated value \$
MATERIALS	700.
COMMUNITY CHEST	2500
DONATED BUILDING	500
VOLUNTEER LABOUR	4000.
Total In-kind	\$7000

**Project Budget – Total Project Income and Expenditure**

INCOME	EXPEND.	
\$ 2700	\$7700	← VARIOUS. EG. MATERIALS MACHINE HIRE APPROVALS LABOUR



# NARROGIN RESTORATION GROUP(inc)

61 Fairway St  
Narrogin. WA 6312

Reg No. A0823267F

1<sup>st</sup> August 2019

## Preamble to Application for Community Chest Funding To Shire of Narrogin

The application made herein is to the Shire of Narrogin's 2019 Community Chest Grant. The Narrogin Restoration Group is a "not For profit" incorporated group of volunteer members dedicated to the preservation, restoration, and display of memorabilia associated with the Narrogin district and the agricultural industry, that has been the main activity of the progression of the town since inception.

We currently have a Museum complex on Land we have on lease from the Shire, which houses agricultural machinery, tractors, military vehicles and machines, stationery engines and many other sundry items akin to the agricultural industry. We also have in progress a workable Blacksmith Shop donated to our group from the Main Roads Department who wish it to be restored in Narrogin as heritage to main roads who played a big part in the early development of the Narrogin district. We are part way through establishing this building on concrete footings we have poured having transported it from the Main Roads location. When completed it will be in a workable condition suitable to be shown on open days held usually annually at our museum complex

The subject of our Application for the "Community Chest" grant is a project being undertaken by our members and principally by our lady members who wish to establish the replica of a "Pioneers Farm Kitchen". We have been given an old building from a farm in the Dudinin district that typifies the early pioneer buildings that were used as settlers took up land in the eastern wheatbelt. We plan to move this building to our complex, resurrect and renovate it so the ladies can do their installing items typical of the era, to be a working demonstration for public viewing and education as the conditions the early Lady settlers had to deal with.

Hence our application to assist with this project which our group deems to be important to future generations. Having viewed other country town museums we see a big interest to the general public in these early memorabilia displays.

NOT DRAWN TO SCALE

FEDERAL ST  
CYCLONE PERIMETER FENCE

STREAM  
ENGINE

FAIRWAY ST

P.A GATE

DOUBLE GATE

FENCE

PROPOSED STORE  
SITED

TRACTOR MUSEUM

EARTH BANK

PROPOSED  
BLACKSMITH

PERIMETER FENCE

L P P M  
WC.

MEETING ROOM

PROPOSED  
PIONEER  
KITCHEN

SEPTIC  
LEACH DRN.

CONCRETE  
VERANDAH

DOUBLE GATE

OPEN AREA

CYCLONE PERIMETER FENCE

J CANDY SHED

RAMP

LOADING  
RAMP.

CYCLONE FENCE

APPLICATION FORM

1. APPLICANT DETAILS

Name of Organisation

Narrogin Sporting Shooters Club INC

Contact Person

Dwayne Franks

Address

64 Doney St Narrogin

Position

Secretary

Phone

0418 907 831

Mobile

0418 907 831

Email

Narrogin narroginshooters@gmail.com

Organisation's ABN

45957577524

Is your organisation registered for GST?

Yes  No

Is your organisation incorporated?

Yes No

If yes, please attach a copy of Certificate of Incorporation

Yes No





Government of **Western Australia**  
Department of Mines, Industry Regulation and Safety  
Consumer Protection

**DUPLICATE**

**WESTERN AUSTRALIA**  
*Associations Incorporation Act 2015*  
(Section 10)

IARN: A1000234A

# Certificate of Incorporation

This is to certify that

**NARROGIN SPORTING SHOOTERS CLUB INC.**

is an association incorporated under the  
*Associations Incorporation Act 2015*

The date of incorporation is the  
first day of March 1990

David Hillyard  
Commissioner for Consumer Protection

**CERTIFICATE**

2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest funding?

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

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


3. PROJECT DETAILS

What is the name of your proposed project or event?

Electronic target system
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Please provide a brief description of project / event (maximum of 100 words)

Install electronic target that reports shot position and value to a shooter who can be 1000 yards away.
---

How will your project / event benefit the Narrogin community?

Remove the need for manually pulled targets & increased safety by removing the need to have sports people on the firing range. The software connects all targets together and provides a single access point for viewing targets.
---

Estimated project start date

1-10-19

Estimated project completion date

31-12-19

4. PROJECT BUDGET DETAILS

Is your request for cash or in-kind support?

Cash

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

Yes  No

Please tell us how the Community Chest funds will be used

funds will be used to purchase the hardware and the install will be completed by the clubs volunteers.

In-kind contributions:

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

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

Contributions	Estimated value \$
Volunteer Labour	\$ 800
Total In-kind	\$ 800

**Project Budget – Total Project Income and Expenditure**

<b>TOTAL PROJECT INCOME</b>	<b>\$</b>	<b>TOTAL PROJECT EXPENDITURE</b>	<b>\$</b>
**Amount of Community Chest Funds requested in cash	\$2500	Materials	\$3000
**Amount of Community Chest funds requested in-kind (e.g. Shire Hall hire fee waived if applicable /required).		Hire of equipment:	
Applicant's cash contribution	\$500	Venue hire	
In-kind ( <i>volunteer, donated labour</i> )	\$800	Labour/contractor costs	\$800
Sponsorship		Advertising	
Donations ( <i>cash/materials from others- please list</i> )		Catering costs	
Other grants		Entertainment	
Sales ( <i>stall fees, event tickets/food/merchandise</i> )		Office/administration	
Other income ( <i>please list</i> )		Other expenditure ( <i>please list</i> )	
<b>TOTAL *INCOME</b>	<b>\$3800</b>	<b>TOTAL *EXPENDITURE</b>	<b>\$3800</b>

*\*Income and \*Expenditure amounts must be equal*

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



5. **ADVERTISING AND PROMOTION**

How will the project/event be advertised and promoted?

Narrogin Shooters Facebook page.  
Steelos Guns and Outdoors.  
Signage at the range.

**Acknowledgement of Shire of Narrogin sponsorship**

It is a requirement of funding approval that the words "Sponsored by the Shire of Narrogin" and the Shire's logo be displayed at /on your project/event. Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Narrogin sponsorship:

<input checked="" type="checkbox"/>	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Narrogin page
<input type="checkbox"/>	Display Shire of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers
<input checked="" type="checkbox"/>	Display the Shire of Narrogin flag or banner at your event if possible. <i>(Available upon request from Administration Support Officer)</i>
<input type="checkbox"/>	Verbal announcements at event
<input checked="" type="checkbox"/>	Other <i>(please describe)</i>

**6. FUNDING CONDITIONS**

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

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

Our organisation (*insert name below*)

Narrogin Sporting Shooters 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**

Dwayne Franks

**Position**

Secretary

**Signature**



**Date**

30-8-19



## 10.1.5 CREATION OF ‘NATURAL’ AND MUSLIM BURIAL AREAS AT THE NARROGIN CEMETERY

File Reference	5.4.12
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	16 September 2019
Author	Wendy Russell – Executive Support Officer
Authorising Officer	Azhar Awang – Executive Manager Development and Regulatory Services
Attachments	1. Map of Cemetery with recommended sites marked.

### Summary

This report considers the feasibility of implementing and maintaining a ‘Natural Burial’ site and a Muslim burial site at the Narrogin Cemetery and recommends supporting the proposal.

### Background

At the Ordinary Council Meeting held on 24 April 2019, Mrs Mary Miller made a presentation to Council on Natural Burials. She also submitted a list of 61 signatures from members of the community who were in support of investigating the feasibility of Natural Burials in Narrogin.

### Comment

There are a lot of views on what constitutes a ‘Natural’ or ‘Green’ burial so it is necessary to define ‘Natural Burial’. The Australian Natural Burial Project defines a ‘Natural Burial’ as the:

*“Return of human remains as directly as possible to the earth, while adhering to all legal, cultural and practical requirements. Non-embalmed remains are contained within a minimal-resource, bio-degradable coffin or shroud, and buried at the minimum legal depth to promote natural decomposition.”*

There are several main practices, generally accepted by Cemetery Boards and Shires in Western Australia, which set a natural burial apart from a standard burial. These are:

- No embalming
- Bio-degradable coffin
- Shallow burial
- Natural setting
- No monumental works.

### No Embalming

The chemicals used in the embalming process are specifically aimed at stopping the natural process of breakdown.

Advice received from the local funeral directors (Dawsons Funeral Home) is that bodies are no longer routinely embalmed unless there is going to be a significant delay before the funeral.

### Bio-degradable Coffin

Most standard coffins use particle board cores, chemical varnishes and other non-bio-degradable materials.

The Shire of Narrogin Cemetery Local Law 2016 Part 1- Preliminary 1.5 Definitions states:

*“coffin means a coffin or other receptacle used for the transportation of a dead body to the grave site, or the receptacle used for the burial of a dead body in a grave;”*

Biodegradable coffins are now available through our local funeral home, alternatively, silk or cotton shrouds can be used provided the transport of the body is in a ‘leak-proof’ container.

### Shallow burial

Natural processes are optimised in the upper areas of the soil profile. The standard depth of a natural burial is 1.5 metres.

Shire of Narrogin Cemetery Local Law 2016 Part 5- Interments 5.3 states:

- “(3) A person shall not bury a dead body within the cemetery so that the distance from the top of the coffin to the original surface of the ground is –*
- (a) subject to paragraph (b), less than 1600mm, unless that person has the permission of the CEO; or*
  - (b) in any circumstances less than 750mm.*
- (4) The permission of the Board in subclause (3) shall not be granted unless in the opinion of the CEO exceptional circumstances require granting of that permission.”*

The difference between the recommended depth of ‘Natural Burials’ of 1.5 metres and the minimum depth of 1.6 metres currently permissible, without CEO approval, in the Narrogin Cemetery is nominal and would not significantly delay the decomposition process. The Local Law provides the opportunity for the CEO to approve the shallower burial.

### Natural Setting

To further support the concept of natural burial, some cemeteries offer burials within a bush setting, while others offer natural burials that will, with the introduction of native seedlings, re-habilitate native bush.

The Narrogin Cemetery has recently had a large area cleared for future burials. If Council decide to proceed with setting aside an area for natural burials, the area suggested by the author, is in the south-west corner of the newly cleared area (Attachment 1). This area is adjacent to remaining bush and away from the main area of the cemetery allowing for a more natural setting.

This site has been selected due to its proximity to the remaining bushland in the cemetery reserve, which is preserved for posterity, due to the presence of some rare and endangered flora and fauna.

The area selected is sufficient for 20 graves, which should be sufficient for many years into the future. There is also room to extend the area, if the need for it increases, without impacting on the rest of the cemetery



Photos of the area in the south-west corner of the cemetery.

#### No Monumental Works

Most natural burial sites have a no-monument rule and floral tributes are only allowed at the time of the funeral. As an alternative, the names of those interred may be recorded on a communal memorial of some kind at the entrance to the area along with GPS locators and other means of memorialisation.

#### Grant of Right of Burial

Currently prior to an interment of a body in a grave a 'Grant of Right of Burial' for the plot is required. A 'Grant of Right of Burial' confers upon the holder, tenure on the grave for 25 years with a right of renewal for a further 25 years. This tenure gives the Grantee the right to place monumental work on the grave in accordance with the Shire of Narrogin Cemetery Local Law 2016 as well as allowing for the interment of another body.

Issuing a 'Grant of Right of Burial' for a plot at a natural burial site, where there are to be no monuments and only single interments could lead to problems. The Metropolitan Cemeteries Board (MCB) has overcome this by issuing a 'Natural Burial Agreement' clearly setting out what can and cannot be done in the Natural Burial Area.

#### Current 'Natural Burial' Sites

The MCB has 'Natural Burial Areas' at the Fremantle Cemetery and the Pinnaroo Valley Memorial Park. The Fremantle 'Natural Burial' area was opened in June 2010 and since then, 83 grave sites have been purchased. The Pinnaroo 'Natural Burial' area was opened in October 2014 with a total of 26 grave sites being purchased.

The Bunbury Cemetery Board has a 'Natural Burial Area' that was opened in 2010 and there have been 2 interments and 1 reservation at their site.

Although there has not been a huge take up of this option, it is becoming more popular as people become more concerned about the environment.

Below are pictures of the entrance to a 'Natural Burials' area and a memorial wall from the MCB brochure 'Natural Burials'. This type of entrance/memorial would be cost effective and fit in with the environment.



### Muslim Burials

During discussions with Ben Steicke (Dawsons Funeral Home) he mentioned that there may soon be a need for a Muslim section in the Narrogin Cemetery. A traditional Muslim burial does not utilise embalming or coffins, it should take place as soon as possible after death with the body being wrapped in a shroud and the body buried ensuring the face is pointing towards Mecca.

In order for the deceased to be facing Mecca, which in Australia is west of north-west; the direction of the grave will be closer to north-south with the head of the deceased lying on the northern end, rather than east-west (traditional Christian graves). There is an app available for the phone called 'Qibla Compass' that provides the directions for the orientation of the grave.

It is preferred that Muslim burial areas, where possible, are away from other burial areas. Should the Council decide to proceed with setting aside an area for Muslim burials the area suggested is in the north-west corner of the newly cleared area (Attachment 1).

The Muslim community in Narrogin at present is quite small and the need for a burial site arguably is not great, but setting aside an area now demonstrates that the Shire is being proactive and will ensure that we are not found lacking should the need arise.

The area selected is sufficient for 20 graves, which should be sufficient for many years into the future. There is also room to extend the area, if the need for it increases, without impacting on the rest of the cemetery.

## Summary

Existing Local Laws allow the burial of an unembalmed body in a bio-degradable/environmentally friendly coffin to take place in the Narrogin Cemetery at the request of the deceased family in liaison with the Funeral Director and the Shire of Narrogin staff.

At the current rate of interments in the Narrogin Cemetery, 20-25 per year, the newly cleared areas will allow for a life of 50-75 years. Allocating two areas at the western end of the cemetery for specific burials will not adversely affect the life of the cemetery.

## **Consultation**

Consultation has occurred with the following:

- Executive Manager Development and Regulatory Services
- Executive Manager Technical and Rural Services
- Dawsons Funeral Home – Ben Steicke
- Metropolitan Cemeteries Board – Brad Smith
- Bunbury Cemetery Board – Anne Dixon
- Shire of Busselton – Christine McGrath
- Shire of Katanning – Cherrie Campbell

## **Statutory Environment**

- Cemeteries Act 1986: Part V — Management of cemeteries and Part VIII — Local laws, by-laws and regulations
- Shire of Narrogin Cemetery Local Law 2016

## **Policy Implications**

Nil

## **Financial Implications**

The areas proposed have already been cleared. There would be costs of approximately \$2,000 involved in creating a memorial wall for the Natural Burial area and survey work to determine the orientation of the graves in the Muslim burial area.

The works in creating the memorial wall would only occur following the first interment and could be contained within the current Cemetery Maintenance Budget.

The current fee for the interment of a body, as set in the fees and charges is \$1,500. This charge currently does not differ with the depth or location of the grave being dug.

The costs incurred by the Shire, include the contractor, who obviously charges for digging a grave, and the sand and staff time involved in the backfilling of the grave. These costs would remain similar for both of the new areas so, in the opinion of the author, there is no need to vary the fees currently set. Whilst it could be argued that there is less work in digging a grave at lesser depth, mobilisation and demobilisation are still the same and there would also be more work in time with ensuring care around planted trees.

## Strategic Implications

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

It is not anticipated that there will be a high demand for either of these areas, but, if there is, there is the option to easily extent the areas allocated with minimum impact on the rest of the cemetery.

## Voting Requirements

Simple Majority

### OFFICERS' RECOMMENDATION

That, with respect to the creation of a 'Natural Burial Area' and a Muslim Burial Area at the Narrogin Cemetery, Council:

1. Allocate the areas indicated on Attachment 1 as 'Natural Burial' and Muslim burial areas;
2. Note that the Administration will need to arrange survey work on the orientation of the grave sites for the Muslim Burial area; and
3. Request that Mrs Miller and the community in general be advised of the decision.

### COUNCIL RESOLUTION 0919.007

Moved: Cr Bartron                      Seconded: Cr Seale

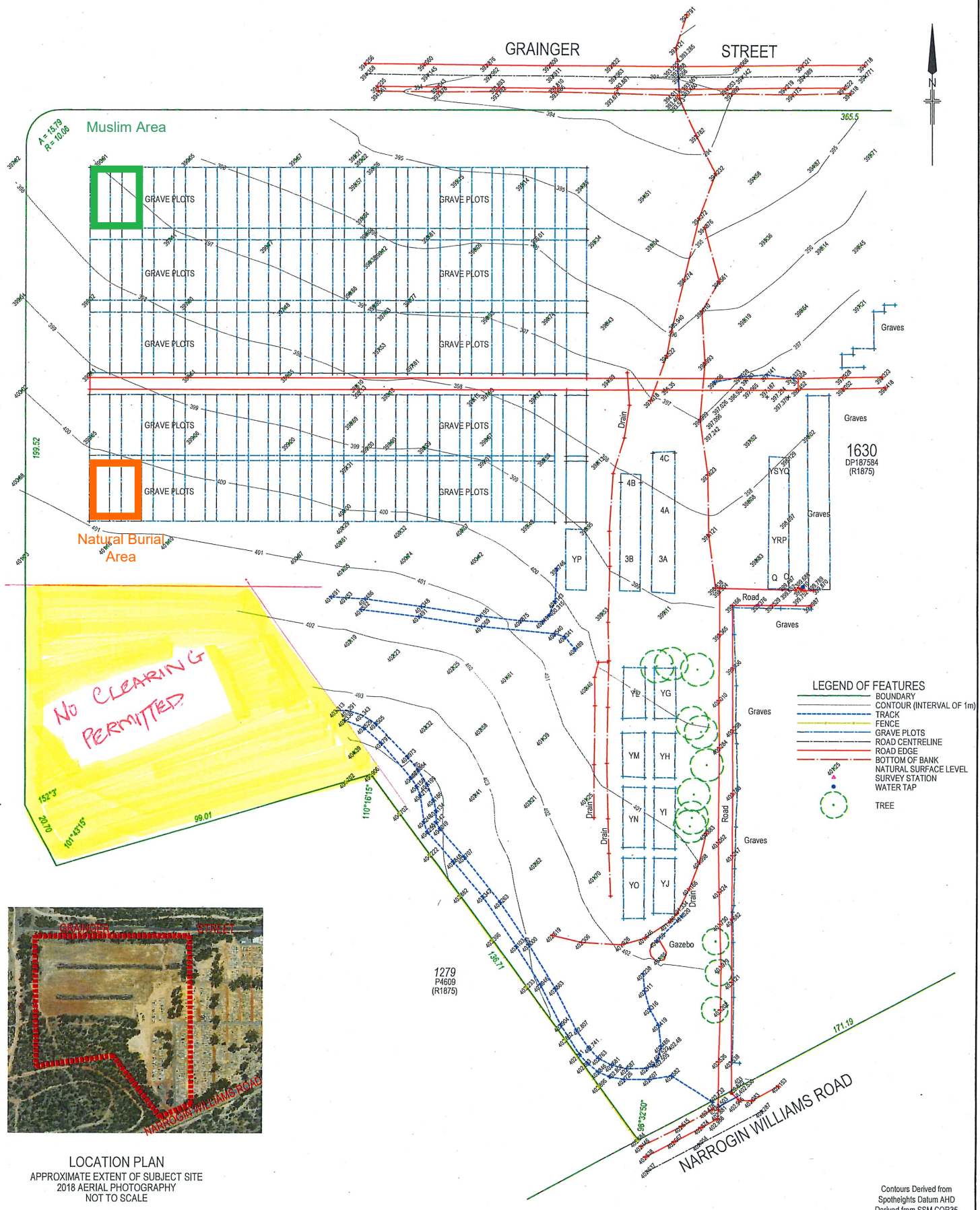
That, with respect to the creation of a 'Natural Burial Area' and a Muslim Burial Area at the Narrogin Cemetery, Council:

1. Allocate the areas indicated on Attachment 1 as 'Natural Burial' and Muslim burial areas;
2. Note that the Administration will need to arrange survey work on the orientation of the grave sites for the Muslim Burial area;
3. Request that Mrs Miller and the community in general be advised of the decision; and
4. Request the Administration to engage with the first respondent to the petition as to thoughts about the development of the area.

**CARRIED 8/0**



Reason for change: To add a fourth component to the resolution to provide guidance to the Administration about landscaping and general amenity of the proposed Natural Earth Burial area..



**LEGEND OF FEATURES**

- BOUNDARY
- CONTOUR (INTERVAL OF 1m)
- TRACK
- FENCE
- GRAVE PLOTS
- ROAD CENTRELINE
- ROAD EDGE
- BOTTOM OF BANK
- NATURAL SURFACE LEVEL
- SURVEY STATION
- WATER TAP
- TREE

Contours Derived from Spotheights Datum AHD  
Derived from SSM COR35

DATUM HORIZONTAL - MGA250 VERTICAL - AHD	SCALE 1:750 0 10 20 30 40 50 All distances in metres unless stated otherwise
COPYRIGHT OF ALL THIS PLAN IS RESERVED BY BROWN McALLISTER SURVEYORS AND REMAINS THE PROPERTY OF THE AFOREMENTIONED AND SHALL BE RETURNED UPON REQUEST. USE OF ALL OR PART OF THIS PLANS RESTRICTED WITHOUT PRIOR WRITTEN PERMISSION.	ALL AREAS AND DIMENSIONS ARE SUBJECT TO SURVEY AND EXAMINATION THE BOUNDARIES WERE NOT RE-ESTABLISHED AS PART OF THIS SURVEY THEREFORE THIS PLAN DOES NOT GUARANTEE THEIR ACCURACY EXISTING BOUNDARY DIMENSIONS AND LOT AREAS HAVE BEEN TAKEN FROM LANDGATE RECORD DP187584 FIELD INSPECTION IS RECOMMENDED FOR LOCATION OF SERVICES PRIOR TO ANY EXCAVATION

No.	DETAILS	DATE	DRAWN	CHECKED
2	INFORMATION UPDATED ON PLAN	22/03/2019	J.HUMPHREYS	T.PIZZI
1	INFORMATION UPDATED ON PLAN	04/05/2017	R.COLELLA	P.GOW
0	APPROVED AND ISSUED TO CLIENT	04/05/2017	R.COLELLA	P.GOW

**FEATURE SURVEY OF PORTION OF LOT 1630 ON DP187584 (R1875) - NARROGIN CEMETERY**  
 № 152 WILLIAMS ROAD, NARROGIN

DRAFTING BY  
**P.H. & K.E. GOW**  
 LICENSED SURVEYOR  
 P.O. Box 580  
 Narrogin W.A. 6312  
 Phone (08) 9881 5140  
 Fax (08) 9881 5575

SHEET	A2
SURVEYED	P.GOW - 18/03/2019
FIELD NOTES	
DRAWN	J.HUMPHREYS - 22/03/2019
CHECKED	
REFERENCE	17551-1F_rev2

## 10.2 TECHNICAL AND RURAL SERVICES

### 10.2.1 WANDRRA AGRN 743 - ROAD STORM DAMAGE DEBRIEFING REPORT

File Reference	28.2.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	22 February 2017 Item: 10.1.010 Resolution: 0217.013
Date	3 May 2019
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	Nil

#### Summary

The purpose of this report is for Council information and to provide Council with an analytical overview of the storm event known by Main Roads WA (MRWA) and the Office of Emergency Management (OEM) as AGRN 743 and how it was managed by the Shire's administration and works crew. The author has included comment from the Manager Operations, Construction Foreman, Finance Department and the Consultant – Greenfields Technical Services who facilitated the claim on behalf of the Shire. These comments are unedited to reflect true opinions.

#### Background

On 10 & 11 January 2017 a severe storm hit Narrogin and most parts of South Western Australia. The storm caused extensive flood damage to the Shire's gravel road network. As a result of this storm and the damage that was caused throughout the State, it was declared a natural disaster under Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) on 13 February 2017 to which Local Governments (LG) could submit a claim for funds to repair roads and other assets using contractors and consultants and later, in-house labour and plant.

Staff of the day, including the Manager Operations, Technical Officer and the Maintenance Foreman, took video recordings and photos of the damage to the gravel road network during and after the storm event as a record of all damage caused by the storm and later, in conjunction with consultant staff, to be able to comprehensively demonstrate to MRWA and the OEM proof of all defects as a requirement of the claim process.

## Comment

Operational staff had to carry out urgent “opening up works” to some storm-affected roads so school buses and other vehicles could use the road safely prior to full restoration works commencing.

Administration submitted a contractor based estimate model for \$5,014,683 that was accepted on 19 April 2017 by the Main Roads Regional Manager. The submission was based on the estimated time it would take to repair all identified storm damage defects using contractor personnel and machinery at contractor rates which were formulated by consultant Greenfields Technical Services on past approved claims and experience.

During this process, there was a relaxation of the regulations by the Federal Government – National Disaster Relief and Recovery Arrangements (NDRRA) whereby LG in-house works estimates were allowed to be submitted. This relaxation was introduced due to the shortage of contractors available to LGs that were engaged for storm damage restoration works throughout the State.

Management thought at the time that it was possible to repair the storm damaged roads with in-house labour and plant. It was believed that the Shire had the necessary road maintenance experience and the plant to make the repairs utilising overtime and weekend work, without unduly detracting from day to day activities. It was also considered that in-house staff produced good quality works and that they may produce a superior quality of work to that of a civil contractor as it was the Shire road assets that were being repaired.

There was also some in trepidation of large State or National civil companies winning a tender for the storm damage repair works with non-local companies carrying out the works and funds leaving the region. With an in-house submission, local employees, local contractors and local suppliers would receive payment from the claim for materials and services, which in-turn would dramatically assist the local Narrogin and district’s economy.

An in-house submission estimate valued at \$3,829,250 was accepted on 31 July 2017 by MRWA and presented an estimated saving of \$1,185,433 over the contractor based submission. This was estimated to be based on two important components: no profit or risk margins, and no mobilisation/accommodation factors. This was, notwithstanding, that the Shire’s estimate was based on significant overtime hours.

After the Shire’s in-house claim was accepted, the procurement process was initiated for local contractors to “push” and extract gravel from identified local gravel pits so gravel re-sheeting could occur to identified damaged roads. Physical works commenced on 21 August 2017 with the completion of physical works on 15 February 2019. It should be noted that from the time the event occurred, until physical works commenced, a period of approximately eight months had passed. The author believes this was due to a number of factors:

- The complex nature of the claim process (red tape);
- The rules being changed during the claim process i.e. the allowance for LGs to submit in-house claims;
- Insufficient Main Roads staff resources to facilitate the process in an acceptable period of time; and
- The additional scrutiny that was placed on LGs in-house submissions compared to that of a LGs contractor based submission. Both models of submissions should have been treated the same.

Due to the complex and time consuming nature of administering the process and considering administration staffs' full work schedules, it was deemed prudent to administer the process via a consultant whose fees were fully recoupable through the WANDRRA process. Suitably experienced and qualified WALGA preferred suppliers were asked to supply rates to administer the process with Greenfields Technical Services having the most competitive rates and very positive reference checks. In hindsight, the author found Greenfields to be a very competent facilitator for a highly complex and time consuming claim process and, on numerous occasions, MRWA assessors commented on the quality and professionalism of Consultant Greenfields. The author's opinion is that the Shire would not have been able to administrate a claim of this size without the assistance of a consultant, due to the complex, detailed and time consuming nature of the process and other work and customer commitments.

### **Statistics and Facts**

- WANDRRA storm event AGRN 743 occurred on 10 January 2017 and was declared a natural disaster by the Office of Emergency Management (OEM) on 13 February 2017;
- This storm effected many neighbouring LGs with predominantly flooding wash outs on the Narrogin rural gravel road network;
- 57 roads were affected to varying degrees;
- The Shire originally submitted a contractor model damage estimate of \$ 5,014,683;
- OEM then advised the LG sector that they would relax the contractor model to include in-house submissions from LG's. The Shire submitted an in-house damage estimate for \$3,829,250 that was accepted. This was a potential \$1,185,433 cost saving to the Federal Government;
- As soon as the Shire's in house estimate was accepted by the OEM, works commenced on 21 August 2017 and finished 15 February 2019 – an 18 month campaign;
- The storm damage works were conducted during the 2017/18 and 18/19 financial years on top of adopted and budgeted works programs;
- This necessitated the need for the outdoor work force to work many weekends, public holidays and RDO's during this time which impacted on staffs' family time and life;
- Total labour hours of 16,447 inclusive of 6,717 hours of overtime;
- There were up to 72 weekends worked during this time;
- There were 16,586 plant hours (including towed implements and side tipping trailers);
- There were 107 km of gravel re-sheeting to Shire rural gravel roads plus four major culvert repairs along with other minor culvert repairs, heavy grading and associated drainage works;
- The cost to push gravel, pay local staff and contractors meant that the majority of funds being spent was done locally, supporting the local economy, rather than the contract model, where it was possible that a State-wide advertised tender could possibly have been awarded to a large non-local State or National civil company;
- The benefit of using the in-house labour model meant that the Shire kept control of the project including the standard of the work, with Shire employees providing a high standard of work and commitment; and
- Total final expenditure for in-house works was \$2,537,911. Some \$1,352,478 less than the estimate approved for an in-house bid, and some \$2,476,772 less than the originally approved contractor model estimate. This represents a saving to the Federal Government of \$2,476,772 over the original contractor basis estimate, or *exactly 50% of the original approved campaign budget.*



The benefits of our in-house submission vs tendered large civil companies, possibly from State-wide or National are:

- Can keep control of spending – cash flow;
- Can stop works if required without incurring penalties – cash flow;
- Can closely control the standard and quality of works; and
- Funds kept local for local staff and local contractors to potentially be spent in local businesses rather than large State companies and staff spending funds outside Narrogin and the region.

Large Perth-based or State civil companies, with superior numbers of staff and plant, may have been able to complete the works sooner, if they were available, than in-house staff. However the greatest problem and concern with this, was cash flow to pay these companies and the unacceptable lag time for reimbursement of claim funds from MRWA and the OEM that was experienced throughout the whole claim process.

### **Staff & Plant Charges**

Staff wages to carry out storm damage works for our WANDRRA claim were charged at the normal hourly works crew rate plus approved 93% overheads for 2018/19 and 115% for 2017/18.

Plant depreciation and other plant running costs were able to be claimed through the WANDRRA process. The plant rates that were submitted to and accepted by MRWA as part of the claim included these additional allowable running costs.

As a result of using Shire plant to carry out the storm damage repairs to Shire roads over the 2017/18 and 2018/19 financial years, an amount of \$85,000 has been deposited to the Shire's Plant Reserve Account to compensate the depreciation of the Shire's plant for these works. This is in addition to the amount of the Shire's own funding to the Plant Replacement Reserve Account as identified in the adopted 10 Year Plant Replacement Program. This was an allowable expenditure to reflect the additional consumption (use) of these assets.

### **Consultant's Comment**

#### Initial Damage Assessment & Pick-Up

- The Shire commenced the initial damage assessment and pick-up prior to engaging Greenfield.
- Whilst the Shire collected significant data, various elements of the data were disjointed and some of the key attributes necessary for a WANDRRA claim were not captured.
- This resulted in Greenfield re-assessing much of the road damage and hence there was some unnecessary duplication between the Shire's initial assessment and Greenfield's subsequent assessment.
- *Suggested Action in Future Claims:* Engage a qualified and experienced consultant prior to spending any significant time self-assessing the asset damage.

#### Damage Restoration Cost Estimate

- Greenfield originally prepared a cost estimate to complete the reinstatement works using a contractor. This was approved relatively quickly and without undue delays by MRWA.
- Subsequently, NDRRA changed the rules permitting Shires to complete the reinstatement works using their own resources. The caveat was that this was only approved where the Shire could demonstrate that there was a cost advantage. Additionally, the templates required to be used to



prepare a damage reinstatement cost estimate for the use of Shire resources involved a significantly greater amount of time.

- The cost estimate template required for Shire-own labour was suited to a typical capital construction project and not flood damage restoration works. Specifically, this was because the estimate template required the damage repair costs to be calculated based on quantities of material (e.g. m2 of forming and shaping, m3 of base course and rock) rather than on unit rates for specific types of flood damage repair activities (e.g. remove silt from drain lines \$/lm).
- Additionally, determining an accurate estimate for Shire-own resources was challenging. Specifically manipulating the Shire's accounting software package to produce reports containing all key information took time at the beginning of the works. In two separate instances during the restoration works, the internal cost of Shire resources changed causing some confusion.
- In future flood damage claims, the system has changed again and will now be administered by DFES using different templates and processes.

#### WANDRRA Claims Process

- The claims process for Shire-own labour versus contractor labour is significantly different. The key differences are in the way the claim templates are set out requiring the quantity of materials (e.g. m3 of base course, m2 of forming and shaping) to be recorded rather than just hours for defect restoration as would be the case with a contractor.
- It would be preferable that the Shire send through paperwork to the consultant (e.g. construction / restoration paperwork, timesheets etc.) on a road-by-road basis rather than sending through several roads at once. At times, the sporadic nature of the information being received resulted in some delay due to competing internal priorities.
- Photos: it is critical that photos of the completed defects are taken from a similar view point to the original defect photos. This has caused delays on multiple occasions.
- It is critical to code Shire works accurately to ensure that all flood damage works are kept separate in General Ledger (GL) reports.
- Feedback on MRWA:
  - Being one of the first Shires to use the MRWA-developed process for reimbursement of Shire-resource costs, there were many elements of the process that were developed as the works progressed.
  - Specifically, MRWA did not have a standard format for reimbursement claims. Greenfield attempted on multiple occasions to engage with MRWA to agree a standard format but little agreement was forthcoming. This resulted in numerous instances where claims were delayed in being processed due to ongoing queries from MRWA.
  - Additionally, trivial requests such as the order that invoices appeared in claims (alphabetical versus work sequence) were made resulting in delays to approval of claims.
  - Additionally, during one claim review, MRWA challenged the validity of the damage assessment and whether specific repairs were required. This was inappropriate as once the damage assessment is formalised, this is a key document in the restoration process which is used to plan works. If the Shire cannot have confidence in the validity of the damage assessment, then it is very difficult to complete repair works with a sufficient level of confidence that reimbursement will be forthcoming.
  - MRWA seemed to have limited resources reviewing WANDRRA claims for reimbursement due to the scale of the AGRN 743 event. This resulted in various delays in receiving approval of claims.

## General Comments

- There has been a significant cost saving by completing the damage restoration works using Shire resources rather than contractor resources.
- However, the recommended prerequisites for Shires to use their own labour in completing flood damage restoration works are:
  - Having access to a skilled, competent and experienced Shire workforce with road construction and repair knowledge (not all Shires have this).
  - Balancing the normal demands on a Shire crew with the additional demands of completing flood damage works. Often, the value of flood damage works will match or exceed the normal value of a Shire's annual capital works program.
- The Shire of Narrogin's works have taken approximately 18 months to complete. A contractor could be expected to complete the same amount of works in 6 – 9 months. The Shire of Narrogin temporarily halted flood damage works in several instances to focus on other priorities.
- Whilst the difference in time between a contractor and the Shire work crew is not really an issue, I do see a risk where if an asset takes 24 months to repair (i.e. event occurred in Jan 2017 and works were only completed in early 2019), the funding body may question how essential the "essential public asset" captured in the damage assessment really is if the Shire can afford to leave it damaged for almost two years.

## Manager Operations Comment

- "Scheduling of works, sourcing of gravel for carting times and regular plant maintenance and servicing were all things that worked well.
- MRWA constantly changing their requirements did not work well for us.
- Staff morale was excellent due to the extra money they were making. There is not a big opportunity in LG for this to occur normally.
- Would definitely take on the work again due to the fact that we managed the quality of work ourselves and everyone got to earn a bit extra.
- Our staff would do it again for the opportunity to earn more money.
- Our plant held up well. There were no significant breakdowns apart from the vandalism to the roller. We have a stringent servicing and maintenance program in place to ensure that this continues."

## Construction Foreman Comment

"Things that worked well- Scheduling of the works, i.e. starting on the eastern side of the Shire and working our way across to the western side, completing each road and not jumping from each side of the Shire and loosing time and days. Also the carting of gravel, having 10 gravel pits that were for multiple roads, which cut down the carting and turnaround time, which allowed us to cart in more material per day.

Things that didn't work well- Photos- not being told that the after photos had to match the before photos until we were sending claims 7-8 in for payment. If I knew this from the start I would have got the photos to match and wouldn't have had to go out an extra 2-3 times to retake photos, which made to submission of payments take a little longer.

How was staff moral during the time, considering their additional work load- O/T – Staff morale was excellent throughout the WANDRRA works, as I let staff know by either Monday or Tuesday of the weekend works ahead, this allowed them to prepare for the weekend or work out their plans if they

were unavailable. All staff made themselves available on most weekends, which was great because everyone was doing their bit to help out and not leave it to the same crew.

Would you do it again or prefer a contractor to do it...why? - Yes we would do it again, as we have successfully completed our first WANDRRA claim and I believe we would know what we are in for if another event was to happen. I believe it ran very smoothly, considering the amount of work that had to be done and with the staff and equipment we have.

Would our staff like to do it again? Why? - Yes, our staff would like to do it again. As they all earned some extra funds for the hours they put in, also they gained more experience in operating plant and knowing the process of how to fix roads, culverts and drainage. Also the work carried out was completed to a high standard, which I believe will show the staff that this is how we expect all our jobs to be left once finished.

How did our plant hold up?- Our plant held up exceptionally well, with myself and the operators keeping a close eye on the equipment and carrying out the pre starts correctly. Plant hours were reported back to me, once something was close to needing a service, I booked it in with Geoff and he completed the service in a timely manner. This ensured the piece of plant was not out of action for too long so we could continue completing the works.

Other comments?- I just want to say thank you to Council for having faith in the outdoor staff to complete such a big and intense claim, this allowed the outdoor staff to show other councils and yourselves what we are capable of if everyone chips in and helps and what great planning can produce, Thank you."

Finance Department Comment from Executive Manager Corporate and Community Services:

"I want to highlight 2 things:

- Creating individual costing accounts for each road and project type and each section was painful but very necessary to meet the acquittal. It is a learning we should highlight if LGs are going to do what we have done. I wonder if the rules could be changed so we didn't have to go to such detail.
- Cash flow was the biggest issue. It took too long for our money to come in after we finished the work. It wasn't a real problem for us, but it took too long to get our money back in the door. This could affect other LGs ability to take on the work like we did."

Finance Department Comment from Manager Finance

"I definitely agree with Frank in that the individual costing accounts assisted. There was a lot of work initially to setup the system to ensure it ran smoothly throughout the process. It was quite painful setting up the hundreds of jobs for each SLK, with some jobs having more than 10 accounts but again this did assist further down the track.

Again, I agree with Frank in that lag time between spending money, having claims put together, then having them approved and finally paid is very costly. We are currently (8 May 2019) still over \$800k out of pocket that we are waiting on payment for. There are not too many Shire's that would be able to cover this kind of money, plus this also means that we cannot afford to have as much in our term deposits and therefore we are losing interest income.

On a minor scale there was a bit of time wasted with staff having to get copies of paperwork that had already been supplied.

Other than the above the staff at Greenfields were always pleasant to deal with."

## Author's Conclusion

### Acknowledgements

Firstly I would like to acknowledge that I am part of a very skilled, supportive and harmonious team here at Narrogin inclusive of my own very hard working and dedicated depot team lead by Manager Operations, John Warburton.

Assistance, guidance and advice was given on numerous occasions by my colleagues in our Finance Department with special thanks to Executive Manager, Frank Ludovico and Manager Finance, Nicole Bryant.

Former CEO Aaron Cook and current CEO Dale Stewart were very supportive throughout the process and were always available to support and advise.

I would also acknowledge present and past Elected Members to whom I reported the status of the repair works throughout the process and thank them for their patience and support.

Consultants Greenfields Technical Services – Josh Kirk and Cheryl Bougourd who facilitated the administration side of our claim, a very sincere thank you to them as the claim administration process was complex, time consuming and frustrating however they both remained professional at all times.

### Would We Do It The Same Next Time?

Well, hopefully there is not a next time, however it is inevitable that there will be another storm affecting Narrogin and its gravel road network. It is comforting to know there is financial assistance available to LG to help put the roads back together.

For an outlay of \$153,400 of Council contribution funds, the Federal Government has reimbursed the Shire \$2,384,511 to repair its storm-damaged road assets to the pre damaged condition.

Our Consultant commented that a large civil contractor could have completed the same or similar works between 6-9 months. If this was the case, and a contractor could solely commit to this via being locked in by contract to stay in Narrogin and not deviate to other works, then this well may be the way to go next time as I would like to see our gravel road network repaired sooner, than later. This being said, no local contractors are resourced to be able to complete a project of this scale within 6-9 months, so it would be State or National companies that, I assume, would be successful with a tender for these works. A company such as this would support some local business i.e. accommodation, fuel, hotel and food, however, the vast majority of payment to contractors would leave our region and not support our local economy, to the extent our in-house claim has done on this occasion.

Shire staff completed the identified storm reinstatement repair works on top of an adopted works program, to a high standard, which in the authors opinion, is an exceptional effort and competitive with any contractor.

The rules have also changed since WANDRRA AGRN 743, whereby the Department of Fire and Emergency Services (DFES) now is the responsible governing body (replacing the OEM) to facilitate such disasters. MRWA will still provide technical support to DFES in the claim approval process which worries the author due to the Shire's frustrating experience with unacceptable time delays in the claim approval process.

Now, 20% of an approved claim is available up front for a LG to assist cash flow, which is a significant improvement, as some LGs had to take out loans to fund their storm damage repair works. The biggest

single improvement they could make would be to expedite assessment and payment times. In some instances, this process took three months or more which was totally unacceptable and put considerable financial strain on our cash flow.

If there was another declared storm event and there was 20% funds of an approved claim available up front, and MRWA could absolutely guarantee that each and any claim would only take two weeks to facilitate and pay, then I would recommend tendering these works out to an experienced and reputable contractor. If the delay between the reimbursement of claims could not be addressed, then I would recommend that the Shire conduct the works in-house, so cash flow concerns could be addressed by stopping and starting works to coincide with reimbursements of payment, however, not ideal.

I believe we have proven that we have the skilled team, plant and resources (at present) to manage the reinstatement repairs in the field and cover our financial tasks in administration, with support of an experience consultant to manage the claim process.

I would certainly use a consultant to facilitate the claim again, as it is fully claimable and Shire staff do not have the capacity to accommodate the complex and time-consuming administrative work load.

### **Consultation**

Council has been consulted continuously throughout the process at briefing sessions. The community has been kept aware of the progress of the effected road repairs via weekly postings to the Shire's website and Facebook, the Narrogin Observer through the Narrogin Narrative.

### **Statutory Environment**

WANDRRA is jointly funded by the Commonwealth and Western Australian Governments under the Natural Disaster Relief and Recovery Arrangements. WANDRRA is administered by the Department of the Premier and Cabinet (DPC), with assistance from other agencies.

### **Policy Implications**

Procurement for goods and services was compliant with Council policy Section 3 – Financial Management and at 3.1 Purchasing.

### **Financial Implications**

Expenditure regarding staff, plant, materials and consultants: \$2,537,911.

Amount of funds recouped from MRWA claims 1-13 for eligible expenses: \$2,384,511.

Council Expenditure – Contribution as required by the LG for eligibility of a WANDRRA claim (trigger point): \$153,400.

Allowable Plant Depreciation from recouped funding of \$85,000 deposited to the Shire's Plant Reserve Account.

WANDRRA AGRN 743 Claim Info			
Claim #	Amount \$	LGA \$153,400	Paid \$
1	66,695	16,674	50,021
2	191,829	47,957	143,872
3	231,630	57,908	173,723
4	445,983	30,861	415,121
5	585,134		585,134
6	16,006		16,006
7	77,179		77,179
8	184,952		184,952
9	173,629		173,629
10	77,112		77,112
11	453,903		453,903
12	28,859		28,859
13	5,000		5,000
<b>TOTAL</b>	<b>2,537,911</b>	<b>153,400</b>	<b>2,384,511</b>

As of 12 September 2019, claim 11 and 12 have still not been accessed or paid by MRWA which highlights the need for MRWA to further recourse this process. It also again confirms the problem faced by LG with cash flow with totally unacceptable claim payment timelines. Claim 13 is an estimate and is currently being facilitated by the consultant and comprises of minor reconciled costings.

### Strategic Implications

In the opinion of the author there are key learnings for all LGs, the State Government and Federal Government from this exercise and in particular the opportunities for maximising local expertise, utilising local knowledge and retaining local dollars.

The estimate is that the Federal Government saved 50% of the initial approved damage value, permitting the Shire of Narrogin, as one of the first LGs, to perform the works in-house. Whilst arguably a risk for both the Federal Government and the Shire of Narrogin, the processes put in place ensured that these risks never eventuated and the project was extremely successful and extremely beneficial to the local economy and the Shire's workforce.

These learnings should be communicated at local, state and national forums.

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	1. Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.3 An effective well maintained transport network
Strategy:	1.3.1 Maintain and improve road network in line with resource capacity
Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.4 A well maintained built environment
Strategy:	3.4.1 Improve and maintain built environment



## Voting Requirements

Simple Majority

### **OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0919.008**

Moved: Cr Wiese                      Seconded: Cr Walker

That the report on WANDRRA AGRN 743 Storm Damage to Narrogin Roads be received and the Council:

1. Thank the Administration for an efficient and effective management of the project;
2. Thank the Works Crew for the delivery and quality of the project, particularly given the requirement to continue with the normal works program and the impact that this had on family time and additional commitment to working significant amounts of overtime and weekends;
3. Seek to promote the success of the project and advocate for continuation of Local Government being able to use in-house bids, through local, state and national forums such as Local Government Week, the National Roads Congress, the Central Country Zone of WALGA and the Australian Local Government Association National Congress;
4. Note the impact that negative cash flow and delayed assessment and recoup payments has had, particularly on smaller and regional LGs and the need to adequately resource the agencies that administer the claim process in a more timely manner;
5. Request the CEO to develop a 'Lessons Learnt and Outcomes' presentation, including the saving to the taxpayer of \$2,476,772 on the original private contractor estimates; and
6. Recognise the retention of funds locally due the work being performed by Shire employees and local contractors and therefore spent locally.

**CARRIED 8/0**

At the suggestion of Councillor Wiese, it was noted that the Chief Executive Officer would add references in the proposed presentation with respect to delays in approvals by those assessing the request for in-house works, that led to some reputational damage of the organisation, and commentary on to what extent the Shire had to utilise local contractors to undertake WANDRRA works, or normal works during the campaign.

## 10.2.2 2019/20 ROADS TO RECOVERY (RTR) - ADDITIONAL FUNDS

File Reference	28.4.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	September 2019
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	Nil

### Summary

Council is requested to consider additional RTR grant funding of \$71,797 being expended on Piesseville Tarwonga Road for road renewal and the 2019/20 Budget being amended to include this funding.

### Background

Roads to Recovery is a Federal Government grant whereby Shires receive a five year allocation of funds to improve road safety and condition on LG roads. Our Shire's allocation for the period 2019/20 to 2023/24 is \$1,875,471 of which \$303,297 is allocated in this year's Budget.

On Monday 2 September 2019, this item was presented to the Road Reference Group for support with the item supported.

### Comment

Original correspondence to the Shire from the Minister of Transport, regarding the Shire's five year allocation of RTR funding, in late 2018, advised that the Shire's allocation from 2019/20 - 2023/24 would be \$1,500,377. The adopted Ten Year Road Program and 2019/20 budget was based on 20% of this figure being spent annually to acquit funds over the five year period.

Later correspondence from the Minister advised that the Federal Government was increasing LGs five year amounts for RTR and that the Shire of Narrogin would receive an additional \$375,094 over the life of the program increasing the Shire's allocation to \$1,875,471.

In late July 2019, administration from RTR in Canberra advised the Shire's administration that the Shire must acquit at least 20% of its allocation annually. This means that we will need to expend another \$71,797 on road maintenance or construction this financial year.

After reviewing the Ten Year Road Program to identify where this funding could be best spent, without requiring any in-house labour, due to the work force being fully booked for this financial year, Piesseville Tarwonga Road presented as a suitable project. The Manager Operations advises that due to a section of Piesseville Tarwonga Road not being registered in the Shire's Road Asset Maintenance and

Management (RAMM) program it was not recorded in this year's budget for resealing although it should have been as it is needed. In this year's budget half of Piesseville Tarwonga Road is listed for resealing however the full section requires resealing and other correctional work. The full \$71,797 could be expended here.

Additional sealing of the gravel section of Dongolocking Road was also considered however this would require the works crew to carry out formation works and as previously mentioned they are fully booked for the year and some maintenance tasks would need to drop off to facilitate this. \$71,797 would not finish the seal works on Dongolocking Road and leave it short by 800 metres. Dongolocking Road is scheduled to be completed the following financial year 2020/21.

### Consultation

Consultation has occurred with the following:

- Chief Executive Officer
- Manager Operations
- Road Reference Group

### Statutory Environment

- Governance for Roads to Recovery funding is regulated under specifications contained in the Federal Grant funding for Roads to Recovery funding requirements.
- Statutory Requirements for a Local Government Budget amendment are contained in the Local Government Act 1995 Part 6 Division 4 s6.8 (1) requires the Local Government not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure – (b) is authorised in advance by resolution (“additional purpose” means a purpose for which no expenditure estimate is included in the LG’s annual budget).
- Requires an absolute majority of Council.

### Policy Implications

Council Policy 3.11 Significant Accounting Policies relates.

### Financial Implications

There are no negative financial implications but rather to the positive whereby additional RTR grant funding of \$71,797 needs to be expended on road maintenance.

### Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.3	An effective well maintained transport network
Strategy:	1.3.1	Maintain and improve road network in line with resource capacity

### Voting Requirements

Absolute Majority



### 10.2.3 WHEATBELT SECONDARY FREIGHT NETWORK PROGRAM - FORMALISATION OF COMMITMENT

File Reference	28.8.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Item 10.2.1, 22 May 2019 Res. 0519.005
Date	10 September 2019
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
<b>Attachments</b> <ol style="list-style-type: none"> <li>1. Program Governance Plan</li> <li>2. Program Delivery Plan</li> <li>3. Multi Criteria Analysis Methodology</li> <li>4. Map Showing Identified Regional Roads</li> </ol>	

#### Summary

The following report is based on a report template as sent from the Chair Person of the Wheatbelt South Regional Road Group and Brookton Shire President - Katrina Crute to 42 Local Governments (LG) within the Wheatbelt North and South Regional Road Groups. The EMTRS advises Council that the Wheatbelt Secondary Freight Network (WBSFN) is another grant funding opportunity for the Shire to take advantage of to improve nominated road assets for the benefit of the farming community and businesses. It is similar to the current Regional Road Group grant funding however only 7% of the project cost is required to be contributed by the LG compared to 33% with Regional Road Group grant funding.

It is requested by the WBSFN Steering Committee that the associated 42 LGs formalise their commitment to the WBSFN Program, to be eligible for future funding and project consideration, via a formal resolution of Council.

#### Background

The 42 LGs of the Wheatbelt region have worked collaboratively for over four years to secure funding to improve secondary freight network routes on LG roads in the Wheatbelt. The WBSFN Program has successfully been allocated \$70 million of Federal Government funding – Roads of Strategic Importance (ROSI) and State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the LGs whose assets are being upgraded. The available \$87.5 million will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.

## Comment

Attached is the Program Governance Plan (PGP) (Attachment 1) which identifies how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG) and LGs. The PGP will provide a framework and guidelines for all members of the WBSFN Program to operate within. The PGP will be used to communicate to all stakeholders how the program will be governed. This PGP should be read in conjunction with the attached Program Delivery Plan (Attachment 2) and the Multi-criteria Analysis (MCA) (Attachment 3) methodology documents that provide operational details about how on-ground capital works will be delivered for Stage 1 and beyond.

Now that the initial funding for the delivery of on-ground capital works for Stage 1 has been confirmed, it is proposed that all 42 LGs formalise their commitment to WBSFN Program, to be eligible for future funding and project consideration. It is requested by the WBSFN Steering committee that this formal commitment from all 42 Councils be via a formal resolution of Council, which will entail the presentation and acknowledgement of the following WBSFN program documents:

- Project Governance Plan
- Program Delivery Plan
- Multi Criteria Analysis Methodology

The 42 Council resolutions will be collated as addendums to a formal agreement that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WBSFN program formalising the ongoing commitment to the program.

In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding. Prioritisation of the Wheatbelt Secondary Freight Network routes will be via a MCA developed to score each route based on the available data submitted by LGs and the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. The criteria upon which each route will be assessed in the MCA includes:

Data Set	Description
ROSMA KSI Rate	ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.
Seal Width	The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road.
Road Condition	Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition
ADT Counts	Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.



ESA Counts	An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.
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On-ground works for the WBSFN program are expected to commence in financial year 2020/21 and be staged over a 3 to 5 year period depending upon Federal Government stipulations.

For the year 2019/20 the WBSFN have identified 2 x pilot projects to begin on-ground works and refine project delivery methodologies and processes. These will be \$1 million dollars each and have been identified for the following Shires:

- Wheatbelt North
  - Shire of Victoria Plains
  - Lancelin to Meckering Route
  - Mogumber - Yarawindah Road
  - Project value \$1M
- Wheatbelt South
  - Shire of Quairading
  - Cunderdin to Kweda Route
  - Cunderdin - Quairading Road
  - Project Value \$1M

Officers from LGs with prioritised projects will be essential to ensure successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will allow members of the PTT to undertake both informal and formal training of LGA staff to upskill and improve their technical capacity. Where possible neighbouring LGs will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

- Individual Shires will provide the following to the Steering Committee for approval before any funding will be released
  - Scope
  - Budget
  - Methodology
  - Delivery
- WBSFN 5 Year Plan incorporated in their LTFP.
- Individual Shires incorporate into Council Budgets Annually.

Funding will be distributed to LGs via MRWA in accordance with the Program Governance Plan.

As per Attachment 4, maps showing identified regional roads, the roads identified for Narrogin are:

- Narrogin Harrismith Road
- Narrogin Wandering Road
- Piesseville Tarwonga Road
- Herald Street (Town)
- Wagin Wickepin Road
- Wickepin Harrismith Road
- Clayton Road (Town)

- Narrakine Road (Town)
- Lefroy Street (Town)

It is worth noting that these roads are Regional Road Group (RRG) roads as identified on the 2030 RRG road list. This will mean that the Shire's ten year road program will need to be revised annually and presented to the Road Reference Group for support and Council for adoption should Council resolve to commit to the WBSFN Program. Revision will be required to include WBSFN roads as they are prioritised by the WBSFN Steering Committee. This may well free up proposed funding for RRG roads identified in the Shire's ten year road program to be spent on other RRG roads.

### Consultation

- Chief Executive Officer
- Council via previous reports

### Statutory Environment

- Local Government Act 1995 Section 3.18 Performing Executive Functions
- The WBSFN Program is regulated via the Program Governance Plan (Attachment 1)

### Policy Implications

Nil

### Financial Implications

Local Governments with projects approved over the course of the WBSFN program will be required to contribute approximately 7% of each individual project's total cost. The remaining funding will be provided by Federal Government 80% and State Government 13%.

This will affect future budgets where by Council will need to consider approving funds of 7% of the cost of a road project for that financial year, in the budget, to attract grant funding of 93% for road asset improvement.

### Strategic Implications

<i>Shire of Narrogin Strategic Community Plan 2017-2027</i>	
<i>Objective</i>	<i>1. Economic Objective (Support growth and progress, locally and regionally)</i>
<i>Outcome:</i>	<i>1.3 An effective well maintained transport network</i>
<i>Strategy:</i>	<i>1.3.1 Maintain and improve road network in line with resource capacity</i>
<i>Outcome:</i>	<i>1.4 Agriculture opportunities maintained and developed</i>
<i>Strategy:</i>	<i>1.4.1 Support development of agricultural services</i>

## Voting Requirements

Simple Majority

### **OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0919.010**

Moved: Cr Ward                      Seconded: Cr Schutz

That, with respect to Wheatbelt Secondary Freight Network Program – Formalisation of Commitment, Council:

1. Formalise their commitment to the Wheatbelt Secondary Freight Network (WBSFN) Program enabling them to be eligible for future funding and project consideration.
2. Receive the following WBSFN Program documents which outline how the WBSFN Steering Committee propose to administer the WBSFN Program:
  - Program Governance Plan;
  - Program Delivery Plan; and
  - Multi Criteria Analysis Methodology.
3. Endorse the processes and procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WBSFN Steering Committee to make decisions in accordance with in the Program Governance Plan.

**CARRIED 8/0**



# WSFN

WHEATBELT SECONDARY  
FREIGHT NETWORK

# PROGRAM GOVERNANCE PLAN

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## **1 Program Governance Outline**

### **1.1 Program Overview**

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads WA Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost-effective access to business. The WSFN project is developing a submission, with the supporting evidence and documentation required, to seek the addition of a program of road improvements across the network be added to the Infrastructure Australia (IA) Priority List.

The efficiency of supply chains serving industries in the Wheatbelt region is determined by the performance of the weakest link. Failure to maintain and improve productivity of the secondary freight network will reduce the international competitiveness of the Wheatbelt agricultural sector, which underpins employment and economic activity in the region. Transport links need to be addressed if the production of this sector is to be supported.

### **1.2 Goals**

The 42 Local Governments (LGs) that collectively manage roads that comprise the Wheatbelt Secondary Freight Network are seeking to:

1. Efficiently deliver Stage 1 pilot projects funded through the Federal Government Roads of Strategic Importance (ROSI) program with State and Local Government co-contributions;
2. Develop a prioritised program of works for Stage 1 based on available funding (approximately \$87.5 million in funding for on-ground works), priority and deliverability.
3. Complete an "IA Stage 4 Business Case" submission covering the unfunded work needed to develop the WSFN to meet to industry requirements and submit this to Infrastructure Australia for inclusion on the Infrastructure Priority List (IPL).

### **1.3 Background**

The 42 LGs of the Wheatbelt region have worked collaboratively for over 4 years to identify and now secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt.

The 42 LGs have worked collaboratively with a number of State Government Departments to develop this plan and secure the Federal funding and this level of collaboration is unprecedented. In order to ensure ongoing success it is imperative that governance to deliver this program be established to administer the available funds and deliver the agreed outcomes in a transparent, reportable manner to the satisfaction of all parties; Local Governments, States Government and the Commonwealth.

\$70 million of Federal funding (ROSI) has been allocated and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded.

The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.



In addition to this the Shire of Koorda has received a REDS grant of \$100k for 2019/20 to engage a project manager for this project.

#### **1.4 Purpose of the Program Governance Plan**

The purpose of this Program Governance Plan (PGP) is to identify how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG), their respective Sub-Groups and Local Governments. It will address who has responsibility for decision making on specific components. The PGP will provide a framework and guidelines for all members of the WSFN program to operate within. It also outlines how key administrative roles associated with program management such as stakeholder engagement, funding acquittal, project development and delivery and general correspondence will be undertaken. The PGP links all administrative tasks into a single concise document that members of the program governance team can regularly refer to.

The PGP will be used to communicate to all stakeholders how the program will be governed. It also provides a reference from which the governance of the program can be evaluated at any point in time and modified or improved as required.

The process and procedures outlined in this PGP will enable Wheatbelt North and Wheatbelt South RRGs and the WSFN Steering Committee to make decisions in accordance with in the PGP. This approach would mitigate the need for every decision to be considered by all 42 Shires and would therefore enable swifter decision making.

#### **1.5 Governance and Delivery**

Given this funding is for Local Governments and all improvements are on Local Government assets it is appropriate that Local Government representatives determine program prioritisation, project selection, and appropriate standards and are responsible for design and delivery of the works.

It is proposed to split the Local Government responsibilities for this program delivery into three areas;

- Governance
  - Provide sound governance
  - Overall program management
  - Administration
- Management
  - Design and scoping of projects.
  - Delivery of individual identified projects
- Administration
  - Funding breakdown.
  - Funding acquittal.
  - Program agreements.

#### **1.6 Formal Agreement**

This PGP should be read in conjunction with the Program Delivery Plan and the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how the work will be delivered.

As outlined later in the PGP it is proposed that all 42 Local Governments are to formalise their commitment to WSNF Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which will entail the presentation and acknowledgement of the following WSNF program documents:

- Project Governance Plan
- Program Delivery Plan
- MCA Methodology.

The 42 Council resolutions will be collated as addendums to a formal agreement (either a Deed of Agreement / Memorandum of Understanding, with exact terminology to be confirmed) that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSNF program formalising the ongoing commitment to the program.

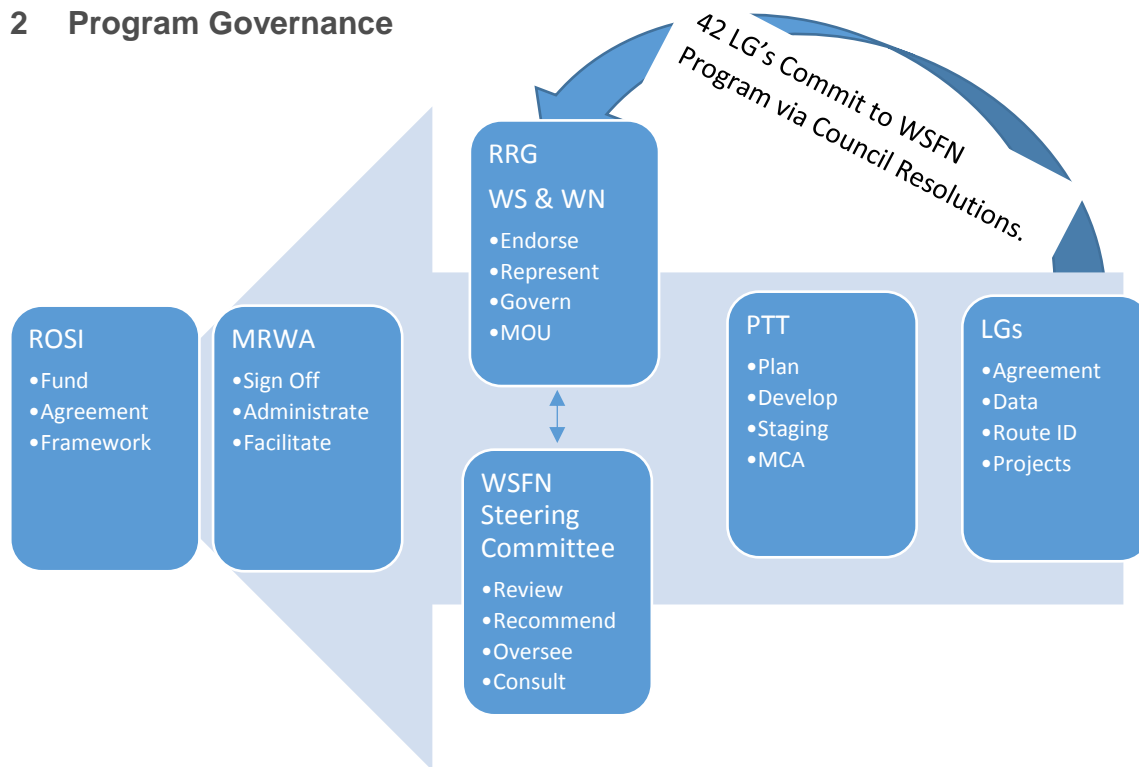
The following provides an overview of the delegations and approval processes for each relevant stakeholder group associated with WSNF program governance and delivery.

<b>Document</b>	<b>WSFN Steering Committee</b>	<b>LG</b>	<b>RRG</b>
<b>Formal Agreement</b>	Prepare & Submit	Commit	Approve
<b>Governance Plan</b>	Prepare & Submit	Receive	Approve
<b>Program Delivery Plan</b>	Prepare & Submit	Receive	Endorse
<b>Preliminary MCA</b>	Prepare & Submit	Receive	Approve
<b>Annual Report</b>	Prepare & Submit	Receive	Receive
<b>Staging Plan</b>	Prepare & Submit	Receive	Endorse
<b>Annual Program Budget</b>	Prepare & Submit	Receive	Endorse
<b>Specific Projects</b>	Approve	Commit	Receive

The Program Delivery Plan will be a “live” document that will evolve as the program and its various projects are delivered. It is envisaged that this document incorporate various learnings undertaken over the course of the program.

In submitting Program Proposal Reports to the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development, that are required to enable payments from the Commonwealth to be made, Main Roads WA will confirm that the Program Delivery Plan and Annual Program Budget have been developed in accordance with the approved Governance Plan and that the projects have been delivered in accordance with the plans and budgets as amendment from time to time.

## 2 Program Governance



### 2.1 Federal Government

The Australian Federal Government intends to invest \$4.5 billion over ten years to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities.

The WSFN Stage 1 prioritised program and on-ground capital works, up to a value of \$87.5 million, will be completed through the provision of Federal Government ROSI funds (\$70 million) along with matching State Government funds (\$11.7 million) and Local Government (\$5.8 million) co-contributions. The envisaged timeframe for this is 3 – 5 years subject to funding arrangements outlined by the Federal Government.

The Federal Government will:

- Provide guidance regarding program delivery and funding arrangements for WSFN program in-line with the ROSI requirements.
- Note Agreement between the 42 Local Governments of Wheatbelt North & Wheatbelt South Regional Road Groups (RRGs) regarding on-going support for investment in the WSFN and governance arrangements.
- Note a 5 year Staging Plan.
- Approve annual program plan through the Program Proposal Report (PPR).
- Provide funding to WA State Government via Main Roads WA in alignment with agreed milestones.

### 2.2 State Government (Main Roads WA)

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Federal Government and the WSFN. MRWA

will review the processes undertaken by RRGs, WSNF and associated LGs and approve when satisfied that these process have been complied with.

Federal and State Government funding will be managed through Main Roads WA. Main Roads WA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA Wheatbelt Regional Manager to sign off on individual projects.
- MRWA Wheatbelt Regional Manager to ensure the various projects are delivered in accordance with the project plan
- MRWA to administer funds.
- Reporting implementation of the WSNF Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.

### **2.3 Wheatbelt North and Wheatbelt South Regional Road Groups**

The WSNF Program will use existing governance structures and decision-making processes within the Wheatbelt North (WN) and South (WS) Regional Road Groups.

The RRGs will make decisions in accordance with agreed processes and procedures based upon advice from WSNF Steering Committee and the PGP. Its specific roles and responsibilities will entail:

- WS & WN RRGs to enter into a formal agreement representing all 42 LGs confirming their inclusion in WSNF program.
- Receive and acknowledge Steering Committee decisions.
- Endorse Governance Plan under which the Steering Committee will operate.
- Approve Multi Criteria Assessment as recommended by Steering Committee
- Receive and Note the Annual Report as presented by Steering Committee
- Endorse the Program Staging Plan.
- Endorse the Annual Program Budget

Should WN & WS when approving programs not come to an agreed position it will be referred to mediation group comprising of RDA-W, WALGA and MRWA.

### **2.4 WSNF Steering Committee**

The purpose of the Steering Committee is to provide oversight and governance to the program.

The Steering Committee is made up of the following members:

#### **Voting Delegates**

- 2 x Wheatbelt North Regional Road Group (WN RRG) Elected Members
  - Chairperson plus 1 other delegate
- 2 x Wheatbelt South Regional Road Group (WS RRG) Elected Members
  - Chairperson plus 1 other delegate

#### **Non-Voting Delegates**

- WSNF Program Technical Director (ex-officio from LG)
- WA Local Government Association (WALGA)
- Regional Development Australia - Wheatbelt (RDA-W)
- Main Roads WA - Wheatbelt Region (MRWA-WR)

- Wheatbelt Development Commission (WDC)

*The Elected members are nominated to the Steering Committee for a two year term at the first RRG meeting following the LG elections. The Chairperson shall be elected at the first WSNF Steering Committee meeting following the LG elections.*

*Should the Steering Committee be unable to reach an agreed position it will be referred to mediation group comprising senior officers appointed by RDA-W, WALGA and MRWA.*

The Steering Committee would work to set the goals and outcomes for the program in order for the Program Technical Team (refer Section 2.5) to develop a program brief and manage the consultant engagement process. Key roles would include:

- Set the goals and outcomes for the program.
- Provide political representation with State and Federal governments as well as their relevant authorities and departments.
- Identify funding opportunities and sources.
- Provide communication and consultation back to the WN and WS RRGs.
- Provide a collaborative approach to program delivery across multiple organisations.

The Steering Committee will recommend decisions to RRGs and approve the commitment of funds to individual LGs in accordance with agreed processes and procedures outlined in WSNF Governance Plan.

Specific roles and responsibilities of the Steering Committee will be to:

- Review and recommended to RRGs
  - proposed routes within each sub-group.
  - approved Multiple Criteria Analysis process.
  - prioritisation of the 80 routes in accordance with the agreed Multi Criteria Assessment
  - work programs for future years and project prioritisation plans.
- Approve projects and allocation of project funding on an annual basis against agreed scope and budget with individual Shires.
- Consult and communicate with their respective sub-groups and member LGs.
- Ensure relevant information is presented to each RRG meeting for consideration.
- Prepare annual reports of achievements in the previous year
- Report on decisions made and program progress to Regional Road Groups and Main Roads

## **2.5 Program Technical Team**

The PTT would be a technical working group consisting of the WSNF Program Technical Director and Project Manager as well as a Technical Advisor from each RRG.

The PTT will also have the ability to co-op specific technical resources as and when is required.

The role of the PTT will be to undertake a multi-organisational approach to deliver all the components of the program. Key responsibilities will entail.

- Engage consultants as required to deliver the program outcomes.
- Prioritise the 80 routes in accordance with the agreed Multi Criteria Assessment.
- Prepare work programs for future years.
- Prepare annual reports of achievements in the previous year.
- Prepare scope for future works to ensure consistency along identified routes.
- Allocate budgets against agreed scopes with individual Shires.
- Report on decisions made and program progress to Steering Committee and Working Group.

### **2.5.1 Program Technical Director**

It is proposed that this role is undertaken by a representative of a Local Government within the Wheatbelt Regional Road Groups. Their roles and responsibilities will entail:

- Technical Member of the Steering Committee.
- Chairperson and coordination of PTT.
- Review of Project Brief and Budget as prepared by the Project Manager and present to Steering Committee.
- Oversee Project Manager in conjunction with employing LG.

The Steering Committee will make a recommendation to the RRGs to approve the appointment of Program Technical Director for an initial period of 3 years commencing October 2019, and every 2 years thereafter, outside of an election cycle.

### **2.5.2 Project Manager**

The Project Manager will form part of the Program Technical Team and will be an integral key to successful program delivery. The complexity and scale of this program is significant and well beyond the technical and financial capabilities of the Wheatbelt Local Government staff on an individual basis. Engaging an external Project Manager with the skills and expertise required to work with the PTT, relevant LG officers as well as technical consultants will ensure a cohesive and collaborative environment is established for optimum outputs.

The Project Manager will direct the work of the external technical consultants and will be the main contact for communication between the PTT and external consultants.

Key roles of the Project Manager will be to undertake streamlined planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of Stage 1 priority projects with relevant LGs. The activities include:

- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop a route staging plan.
- Collection of additional, more detailed road condition and traffic data and project scope refinement.



- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of Stage 1 priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

The Shire of Koorda will be the auspice of the funding of the Project Manager for a nominal period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

## **2.6 LGs**

- 42 Local Governments are to formalise their commitment to WSN Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which will entail the presentation and acknowledgement of the follow WSN Program documents:
  - Program Governance Plan
  - Program Delivery Plan
  - MCA Methodology.
- Provide necessary data to PTT to be utilised as part of MCA process and Staging Plan.
- Assist PTT with development of Staging Plan by identifying routes and assessing deliverability within the timeframes and parameters of the WSN Program.



# WSFN

WHEATBELT SECONDARY  
FREIGHT NETWORK

## PROGRAM DELIVERY PLAN

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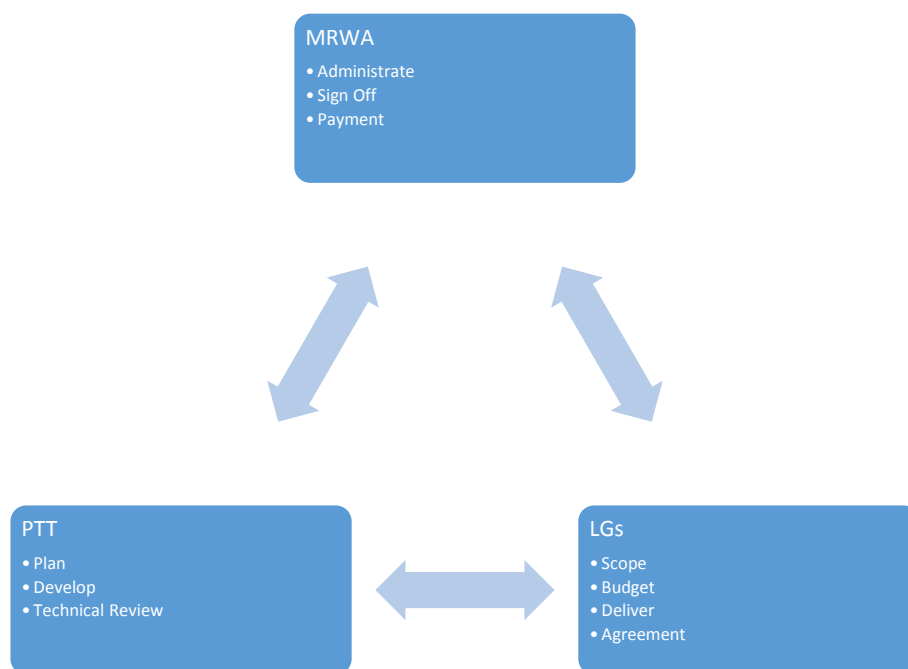
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## 1 Program Delivery

The program delivery structure aims to utilise existing resources across the LGs of the Wheatbelt RRG with input from other key program Working Group member organisation representatives. It also outlines the engagement of a Lead Consultant to undertake project management of the external technical consultancy components of the project.

The WSFN has a strong project management and governance experience, which has been working on this project since 2017. The program has thus far been coordinated by the Working Group, with Garrick Yandle, CEO Shire of Kulin, (previously Executive Manager of Infrastructure with the Shire of Dandaragan) undertaking the role of Program Manager. The Working Group has been in close consultation with all member organisations, key stakeholders, as well as the design consultant and various state government regulatory authorities and potential funding bodies.

As part of the on-going delivery of the program the Working Group consists of the following:



### 1.1 MRWA

Funding is to be channelled through Main Roads WA to each LG undertaking works. Main Roads will therefore process payments that are demonstrated to be in line with the agreed program management procedures.

- MRWA WR Manager to sign off on individual LGA Projects.
- MRWA to administer funds through the RRG Local Government Interface Manager (LGIM).
- MRWA WR Manager to ensures the various plans are being implemented

- Acquittal and review process for Certificates of Completion and Progress Payments is proposed to be.
  - Progress Payment Certificate - First 50% (once project is approved)
  - Completion Certificate - Final 50% (once project is completed)

## **1.2 Program Technical Team**

The PTT would be a technical working group consisting of the WSNF Program Technical Director and Project Manager as well as a Technical Advisor from each RRG.

The PTT will also have the ability to co-op specific technical resources as and when is required.

The role of the PTT will be to undertake a multi-organisational approach to deliver all the components of the program. Key responsibilities will entail.

- Engage consultants as required to deliver the program outcomes.
- Prioritise the 80 routes in accordance with the agreed Multi Criteria Assessment.
- Prepare work programs for future years.
- Prepare annual reports of achievements in the previous year.
- Prepare scope for future works to ensure consistency along identified routes.
- Allocate budgets against agreed scopes with individual Shires.
- Report on decisions made and program progress to Steering Committee and Working Group.

### **1.2.1 Program Technical Director**

It is proposed that this role is undertaken by a representative of a Local Government within the Wheatbelt Regional Road Groups. Their roles and responsibilities will entail:

- Technical Member of the Steering Committee.
- Chairperson and coordination of PTT.
- Review of Project Brief and Budget as prepared by the Project Manager and present to Steering Committee.
- Oversee Project Manager in conjunction with employing LG.

The Steering Committee will make a recommendation to the RRGs to approve the appointment of Program Technical Director for an initial period of 3 years commencing October 2019, and every 2 years thereafter, outside of an election cycle.

### **1.2.2 Project Manager**

The Project Manager will form part of the Program Technical Team and will be an integral key to successful program delivery. The complexity and scale of this program is significant and well beyond the technical and financial capabilities of the Wheatbelt Local Government staff on an individual basis. Engaging an external Project Manager with the skills and expertise required to work with the PTT, relevant LG officers as well as technical consultants will ensure a cohesive and collaborative environment is established for optimum outputs.

The Project Manager will direct the work of the external technical consultants and will be the main contact for communication between the PTT and external consultants.

Key roles of the Project Manager will be to undertake streamlined planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of Stage 1 priority projects with relevant LGs. The activities include:

- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop a route staging plan.
- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of Stage 1 priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

The Shire of Koorda will be the auspice of the funding of the Project Manager for a nominal period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

### **1.3 LGs**

Officers from LGs with prioritised projects will be essential to ensure successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will allow members of the PTT to undertake both informal and formal training of LGA staff to upskill and improve their technical capacity. Where possible neighbouring LGs will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

- Individual Shires will provide the following to the Steering Committee for approval before any funding will be released
  - Scope
  - Budget
  - Methodology
  - Delivery
- WSNF 5 Year Plan incorporated in their LTFP.
- Individual Shires incorporate Project Budgets into Council Budgets Annually.
- Funding will be distributed to LGs via MRWA in accordance with Governance Plan.



## 2 Project Administration

As the WSFN Program and each individual LG project will be funded from three funding sources (Federal, State and Local Governments) it is important to clarify specific aspects with regards to the funding administration and delivery processes.

The Steering Committee put in separate funding submissions for a range of funding sources for both Management (administration, planning and design) Stage, as well as Capital Works Stage of the program. The program has been successful in obtaining funding from the following sources, as well as the required co-contribution from local governments:

Funding Source	Funding Amount	Stage
<b>Regional Economic Development Grant</b>	\$100K	Management
<b>Local Government Co-contribution</b>	\$252K 42 LGs x \$6K each	Management
<b>Federal Government</b>	\$70M	Capital Works
<b>WA State Government</b>	\$11.7M	Capital Works
<b>Local Government</b>	\$5.8M Individual LGs on project by project basis	Capital Works

### 2.1 Project Management Funding

The Project Manager is funded by the successful Regional Economic Development (RED) Grant through the WDC and acquitted by the Shire of Koorda. This specifically entails \$100K for a Project Manager to undertake project management.

The Project Manager will be initially contracted by the Shire of Koorda for a period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

Previously 42 local governments were asked to financially contribute to the WSFN project via a budget allocation of \$6,000 which was proposed to be part of a co-contribution towards BBRF. With the unsuccessful BBRF bid, it is proposed that the \$6,000 in financial contributions from each of the 42 local governments totalling \$252,000 be allocated to combine with the RED funding of \$100,000 to become project management pool of approximately \$350,000.

Funding Source	Funding Amount
<b>RED Grant</b>	\$100,000
<b>Local Government Co-contribution</b>	\$252,000
<b>In Kind Contribution (approximately)</b>	\$100,000
<b>Project Management Total</b>	\$452,000

This would contribute towards the overall project management requirements associated with the delivery of Stage 1 Priority Works over the course of an estimated 3 year delivery timeframe. Funding would contribute towards the following nominal requirements:

Role	Annual Funds	Comments
<b>Project Manager</b>	Nominal \$100,000 per annum of wages, plus superannuation and vehicle allowance and potentially accommodation	\$300,000 across 3 years
<b>Project Administration and Communications Officer</b>	Nominal \$20,000 per annum of wages only	\$60,000 across 3 years

Given the delivery of Stage 1 is likely to go over 5 years, then additional funding will be required for the Project Manager position. It is proposed that this additional funding be sourced via LGs contributing towards the PM as part of the LGs individual project budgets. A nominal figure for each project will be determined via the Steering Committee. As an example, a figure of 0.5% of total program funding (\$87.5M) would contribute approximately \$430K towards funding the Project Manager position. For each \$1M project approximately \$5,000 would be required to funding the Project Manager position. Individual LGs would still need to fund their own design, project management and project delivery of their individual projects.

Additional costs of vehicle and housing also likely to be required for the project manager position over the course the 5 years of delivery. The additional funding from each project would also contribute towards these additional costs.

Total project manager costs over 5 years are likely to be around \$750,000.

It is envisaged that a LG will advertise and employ the Project Manager over a 3 year period to work on the project on a part time basis. LGs with a desire to fulfil this role will be invited to make a submission to the WSFN Steering Committee for consideration. As indicated this contract will initially be managed by the Shire of Koorda for a period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

## 2.2 Capital Works Funding Administration

### 2.2.1 Funding Breakdown

The Australian Government will invest \$4.5 billion, including \$1 billion of additional funding committed in the 2019-20 Budget, to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities.

Stage 1 priority program prioritisation and on-ground works, up to a capital value of \$90M, will be completed through the provision of Federal Government ROSI funds (\$70 million) along with matching State Government funds (\$11.7M) and Local Government (\$5.8M) co-contributions. The envisaged timeframe for this is 3 – 5 years.

Funding Source	Funding Ratio	Funding Amount
<b>Federal (ROSI)</b>	80%	\$70M
<b>State</b>	13.3%	\$11.7M
<b>LGA (Own Source)</b>	6.7%	\$5.8M
<b>Total</b>	100%	\$87.5M

The Federal Government's role will:

- Provide framework and guidelines for funding WSNF program via ROSI.
- Note Agreement with 42 LGs of WR RRG regarding WSNF.
- Note 5 year Staging Plan.
- Approve annual project plan.
- Provide funding to LG via WA State Government.

### 2.2.2 Funding Acquittal

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Federal Government and the WSNF. MRWA will review the processes undertaken by RRGs, WSNF and associated LGs and approve when satisfied that these process have been complied with.

Federal and State Government funding will be managed through Main Roads WA. Main Roads WA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA Wheatbelt Regional Manager to sign off on individual projects.
- MRWA Wheatbelt Regional Manager to ensure the various projects are delivered in accordance with the project plan
- MRWA to administer funds.
- Reporting implementation of the WSNF Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.
- Acquittal and review process for Certificates of Completion and Progress Payments is proposed to be.
  - Progress Payment Certificate - First 40% (once project is approved).
  - Progress Payment Certificate - First 40% (once project is commenced).
  - Completion Certificate - Final 20% (once project is completed).

### 2.3 Project Delivery

The following provides an overview of the key components associated with planning, development, scoping, prioritisation and delivery of on-ground works. It outlines how the Working Group, Steering Committee, PTT and LGs will work together towards successful project delivery.

Stage	Details
<b>1. Program Staging Plan</b>	<ul style="list-style-type: none"> <li>▪ PTT will develop a staging plan for program delivery.</li> <li>▪ Relevant LGs will be informed of their proposed project and indicative budget, scope and year of delivery.</li> <li>▪ Identification of Funds required for a 4 year program set in advance by project priority lists.</li> <li>▪ Funding to be limited according to individual LG ability to deliver works.</li> </ul>
<b>2. Project Scoping and Approval</b>	<ul style="list-style-type: none"> <li>▪ Stage 1 priority projects will be determined via the MCA process.</li> <li>▪ Projects will be scoped and a preliminary budget developed by the PTT in-conjunction with individual LGs.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Projects prioritisation will be undertaken via an MCA process by the PTT with input from relevant consultants as required.</li> <li>▪ PTT will make recommendations to the Steering Committee for endorsement.</li> <li>▪ The Steering Committee will then forward endorsed recommendations through to the relevant WN or WS RRG.</li> </ul>
<b>3. Detailed Scoping, Design and Budget Development</b>	<ul style="list-style-type: none"> <li>▪ LGs will develop detailed budgets and designs (if necessary) for nominated Stage 1 priority projects.</li> <li>▪ LGs are to include projects in their annual budget for the proposed year.</li> <li>▪ LGs to be responsible for all relevant approvals.</li> <li>▪ PTT to work with LGs to verify budgets.</li> </ul>
<b>4. Delivery</b>	<ul style="list-style-type: none"> <li>▪ LGs will be responsible for tendering, project management and delivery of each project in the proposed year.</li> <li>▪ PTT to work with LGs to provide technical assistance and advice during delivery.</li> <li>▪ Incorporate into annual capital works program.</li> <li>▪ Works already funded from other sources are not eligible for funding under this program.</li> <li>▪ Cannot use existing funding sources, other than own sources funds, as co-contribution (ie not RRG or Roads to Recovery or Blackspot or Commodity Route funding sources)</li> </ul>



# WSFN

WHEATBELT SECONDARY  
FREIGHT NETWORK

# MULTI-CRITERIA ANALYSIS METHODOLOGY

In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding. A preliminary prioritisation of the Wheatbelt Secondary Freight Network routes was performed to provide an initial example of the future process and assist in identifying high-value routes. A simple multi-criteria analysis (MCA) was developed to score each route on the available data. This was undertaken as part of the Business Case development and funding submission process.

The objective of the MCA is therefore to accurately reflect the relative need for upgrade works for each route across the network. To achieve this, the MCA must be based on clear and justifiable scoring system that uses good-quality and verifiable data.

Following the Preliminary MCA development the WSNF team have been able to obtain additional more detailed data from the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. This data will be distributed to the WSNF Steering Committee via Main Roads WA. The additional data will be incorporated as part of the development of a Revised MCA.

This document summarises the Revised MCA methodology of prioritising the 80 Secondary Freight Routes of the WSNF program.

The criteria upon which each route will be assessed in the MCA includes:

- Average Daily Traffic
  - as submitted by LGAs
  - which would actually be “peak season” traffic
- Equivalent Standard Axles / per day
  - as submitted by LGAs
  - which would actually be “peak season” traffic
- Seal Width
  - Linearly relates to percentage of road below minimum 7M requirement for seal width.
- Road Safety
  - ROSMA as per RARF data
  - KSI
- Road Condition Data
  - as submitted by LGAs
  - Simple Condition Grading Model - IPWEA, 2015, IIMM, Sec 2.5.4

### **Input Data**

Data will be collated from a range of sources as summarised below. These data sources fall under two general categories, relating either to the condition or utilisation of each route (see further explanation below):



Category	Data Set	Description
Condition	ROSMA KSI Rate	ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.
Condition	Seal Width	The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road.
Condition	Road Condition	Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition
Utilisation	ADT Counts	Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.
Utilisation	ESA Counts	An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.

## MCA Process

The MCA will use a three-step process to incorporate all routes into a final ranking system:

- Each set of data is scored on a consistent scale (e.g. 1 to 5) based the range of results in the data set. For example, if average daily traffic counts (ADT) range from a minimum of 100 to a maximum of 600 then the following scores could be applied (example only):

ADT Range	ESA Range	Seal Width (m)	ROSMA (KSI)	Road Condition	Score
100 – 199	0 - 25	> 8	0	Excellent: only planned maintenance required	1
200 – 299	25 – 50	7 - 8	0.2	Good: minor maintenance required plus planned maintenance	2
300 – 399	50 - 75	6 - 7	1	Fair: significant maintenance required	3
400 – 499	75 – 100	5 - 6	1.5	Poor: significant renewal/rehabilitation required	4
500 - 600	> 100	< 5	2	Very Poor: physically unsound and/or beyond rehabilitation	5

- The scores for each set of data are then combined using weightings (%) to reflect the importance of each set of results in establishing the need for works (example below). This system will be supported by a descriptive justification for the weighting applied to each set of data:

Data Set	Example Score	Weighting	Final Score
A	2	10%	0.2
B	3	20%	0.6
C	4	30%	1.2
D	1	40%	0.4
<b>Total</b>		<b>100%</b>	<b>2.4 out of 5</b>

3. The final score for all routes are then compared to rank the routes according to a simple priority system e.g. high, medium and low.

### Application of Weightings

The weightings applied to each set of data must be reflective of the actual need for upgrade/repair works. At a high level, the need for the works stems from:

1. The current condition of the route and how far this is from an ideal standard
2. How much the route will be utilised, primarily by heavy vehicles

Anecdotal feedback to-date has been that heavy vehicles generally choose routes based on travel time, irrespective of road condition. The result being that particular routes will quickly deteriorate if they are not maintained to a high standard – at significant cost to the affected Local Government. As an initial base it is therefore proposed that Condition and Utilisation categories collectively each receive equal weightings of 50%. This initial system is illustrated below:

Category	Suggested Category Weighting	Data Sets	Individual Weighting
Condition	50%	KSI Rate Seal Width Road Condition	To be developed (sum to 50%)
Utilisation	50%	ADT ESA	To be developed (sum to 50%)

It is noted that a higher weighting has been applied to ESA counts as this is reflective of the number of freight vehicles. Freight vehicles account for the majority of road costs and potential benefits through reduced VOC and repairs/reconstruction costs, these costs are generally proportional to total ESA numbers.

Under this system a highly utilised route in moderate condition may be prioritised over a route that is in poor condition but is seldom used. In refining and finalising the MCA weightings, agreement will need to be reached on what weightings approach will achieve the best value-for-money considering the root causes of costs and the expected future utilisation of each route.

The criteria will be weighted according to relevance to the overall investment decision and these totals to produce the upgrade priorities for each route. The route prioritisation will be produced and presented using a high-level four stage project implementation schedule.

### **Project Funding**

Funding will be considered for the highest priority projects and will proceed provided the relevant Local Governments commit to providing the necessary match funding (one third of the States 20%).

Some routes will have more challenges than others (environmental, land, heritage, utilities etc.) but this does not change the prioritisation. It may, however, impact on the year of delivery as more time may be required to get to delivery stage. In this case appropriate development funding will be provided to these high priority projects.

Once a route is funded a route specific project plan will be developed in accordance with the project management plan and each Local Government involved in development and delivery will sign up to a detailed scope of what is to be delivered and an associated agreed fixed budget will be allocated.

### **Additional Pavement Condition Data**

It is proposed that TSD or FWD data is used to determine pavement condition. These data sets can be obtained through undertaking tests on all 80 of the identified routes. This data provides an indication of the nature and status of the existing road pavement including an indication of the relative residual life of the pavement in terms of equivalent standard axles (ESAs). The life of a pavement is always measured in ESAs and it is possible to determine the relative residual life of a pavement in terms of ESAs. When combined with ADT predictions a residual pavement life in terms of years can be ascertained. These surveys can be commissioned by the project through existing Main Roads contracts and data provided to Shires for all 80 routes.

Condition	TSD Pavement Condition	The collection of Traffic Speed Deflectometer data provides information on the pavement condition and remaining residual life of a road and is therefore reflective of future maintenance and/or reconstruction costs.
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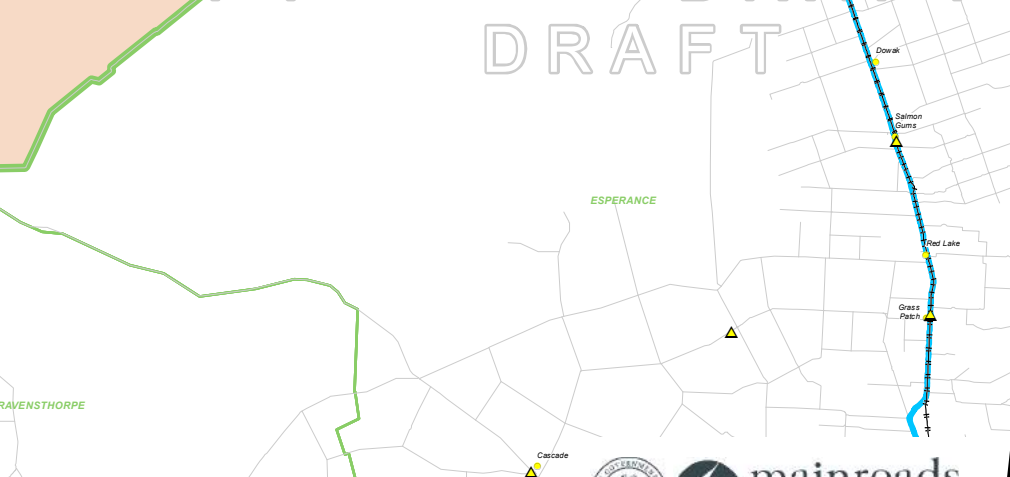
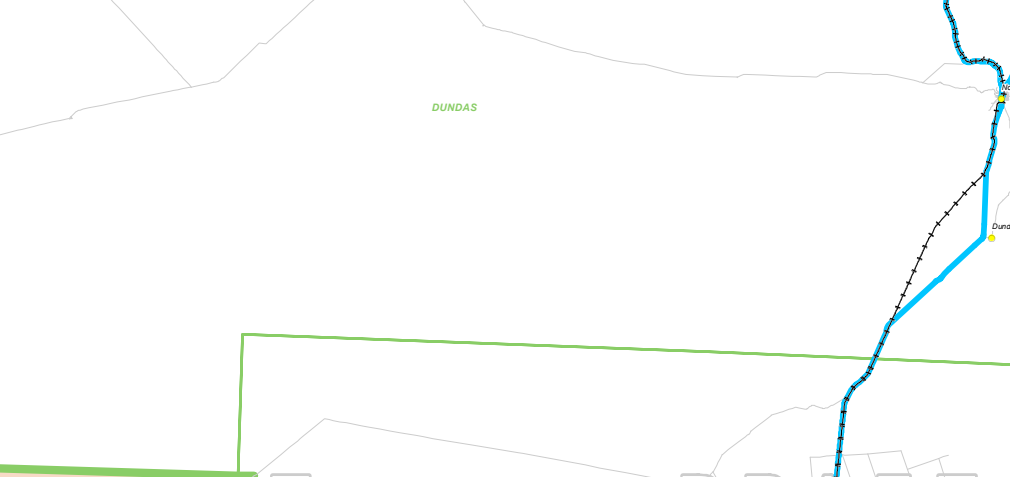
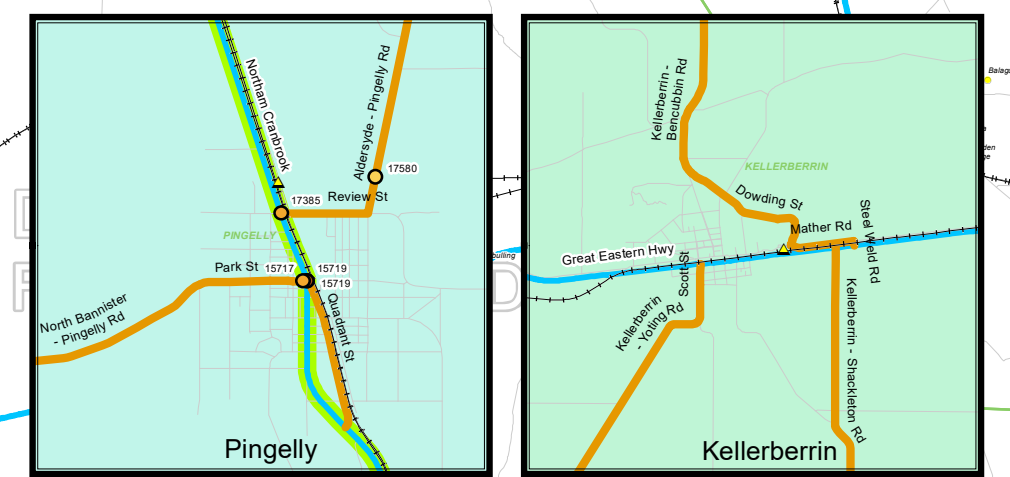
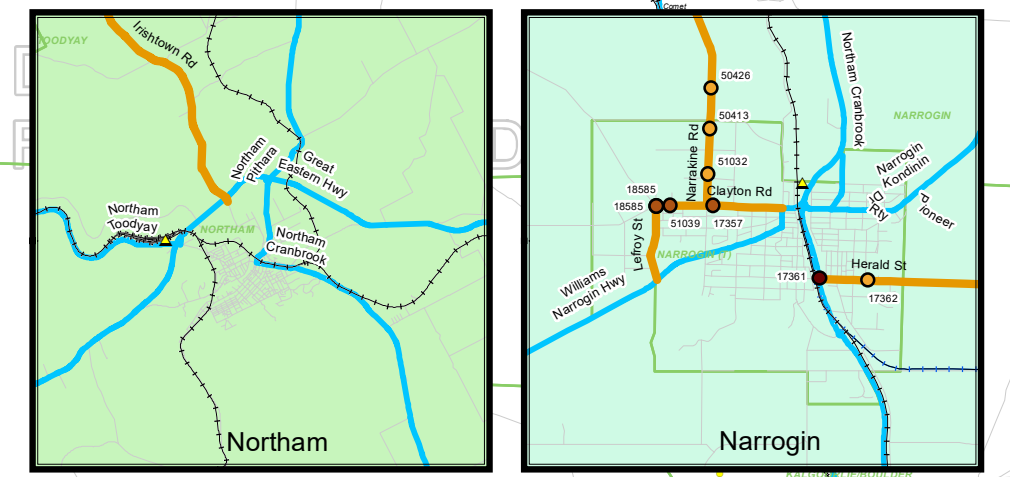
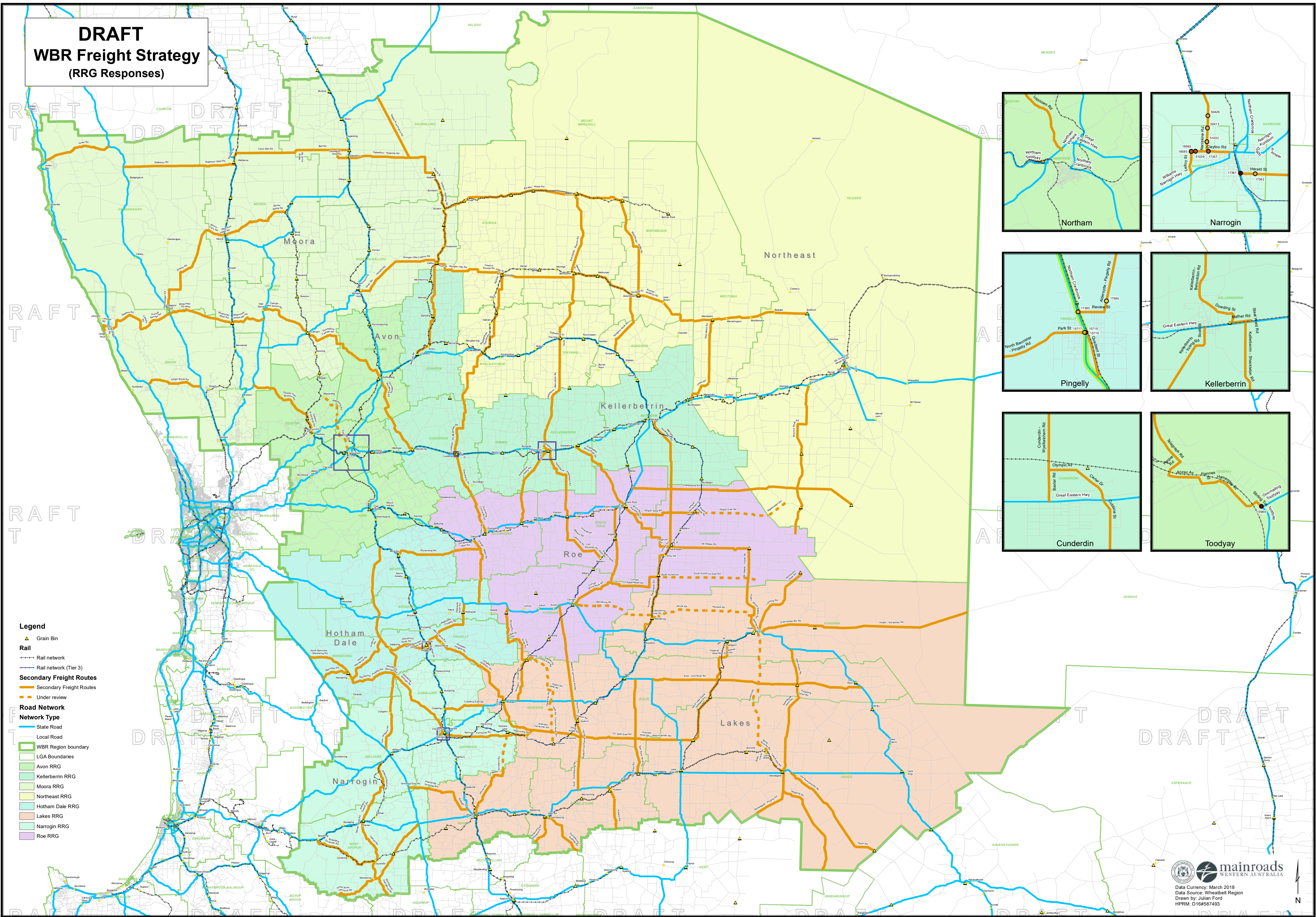
Undertaking the TSD investigation and analysing the data is likely to take between 6-9 months and would unlikely be available until after April 2020.

This will be used to:

- To refine and update Prioritisation List for Priority 2-5 projects and subsequent Staging Plans.
- Provide further clarity on Priority 1 projects if require.



**DRAFT**  
**WBR Freight Strategy**  
 (RRG Responses)



- Legend**
- ▲ Grain Bin
  - Rail**
  - Rail network
  - Rail network (Tier 3)
  - Secondary Freight Routes**
  - Secondary Freight Routes
  - Under review
  - Road Network**
  - Network Type**
  - State Road
  - Local Road
  - WBR Region boundary
  - LGA Boundaries
  - Avon RRG
  - Kellersberrin RRG
  - Moora RRG
  - Northeast RRG
  - Hotham Dale RRG
  - Lakes RRG
  - Narrogin RRG
  - Roe RRG



## 10.3 CORPORATE AND COMMUNITY SERVICES

### 10.3.1 SCHEDULE OF ACCOUNTS PAID – AUGUST 2019

<b>File Reference</b>	12.1.1
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
<b>Applicant</b>	Shire of Narrogin
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	31 August 2019
<b>Author</b>	Agatha Prior – Finance Officer Accounts
<b>Authorising Officer</b>	Frank Ludovico – Executive Manager Corporate & Community Services
<b>Attachments</b>	1. Schedule of Accounts Paid – August 2019 (separate cover).

#### Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid – August 2019.

#### Background

Pursuant to Local Government Act 1995, Section 6.8 (2)(b), where expenditure has been incurred by a Local Government, it is to be reported to the next Ordinary Meeting of Council.

#### Comment

The Schedule of Accounts Paid – August 2019 is presented to Council for notation. Below is a summary of activity.

<i>August 2019 Payments</i>		
<i>Payment Type</i>	<i>\$</i>	<i>%</i>
Cheque	5,320.89	0.65
EFT (incl Payroll)	692,852.91	85.18
Direct Debit	109,517.31	13.46
Credit Card	5,215.68	0.64
Trust	610.00	0.07
<b>Total Payments</b>	<b>813,516.79</b>	<b>100.00</b>

<i>Local Spending</i>	<i>\$</i>	<i>%</i>
Local Suppliers	165,664.13	20.36
Payroll	352,686.73	43.35
<b>Total</b>	<b>518,350.86</b>	<b>63.72</b>

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

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

### Consultation

Manager Finance

### Statutory Environment

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

### Policy Implications

Nil

### Financial Implications

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

### Strategic Implications

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

### Voting Requirements

Simple Majority

#### **OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0919.011**

Moved: Cr Wiese                      Seconded: Cr Ballard

That, with respect to the Schedule of Accounts Paid for August 2019, Council note the Report as presented.

**CARRIED 8/0**



### 10.3.2 MONTHLY FINANCIAL REPORTS – AUGUST 2019

File Reference	12.8.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	12 September 2019
Author	Nicole Bryant – Manager Finance
Authorising Officer	Frank Ludovico – Executive Manager Corporate & Community Services
Attachments	1. Monthly Financial Report for the period ended 31 August 2019.

#### Summary

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

The 2019/20 Budget was officially adopted by Council on 24 July 2019. Throughout the year variations occur. It is the purpose of this report to bring these to the attention of the Council.

#### Background

Council is requested to review the August 2019 Monthly Financial Reports.

It is proposed to amend the 2019/20 Budget to reflect various adjustments to the General Ledger with an overall effect to the budget as detailed below. Due to the nature of these variations, they fall outside the Annual Budget Review.

#### Comment

The August 2019/20 Monthly Financial Reports are presented for review.

#### Consultation

Executive Manager Corporate and Community Services.

#### Statutory Environment

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

Local Government Act 1995 s 6.8 (1) requires the Local Government not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure –

(b) is authorised in advance by resolution \*

“additional purpose” means a purpose for which no expenditure estimate is included in the Local Government’s annual budget.

- Requires an absolute majority of Council

### Policy Implications

Nil

### Financial Implications

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

### Strategic Implications

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

### Voting Requirements

Simple Majority

#### **OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0919.012**

Moved: Cr G Ballard                      Seconded: Cr Wiese

That, with respect to the Monthly Financial Reports for August 2019, Council note the Reports as presented.

**CARRIED 8/0**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**FOR THE PERIOD ENDED 31 AUGUST 2019**



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

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**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**MONTHLY SUMMARY  
INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 August 2019  
Prepared by: Manager Finance  
Reviewed by: Executive Manager Corporate & Community Services

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 1.

**SIGNIFICANT ACCOUNTING POLICES**

**GOODS AND SERVICES TAX**

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

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

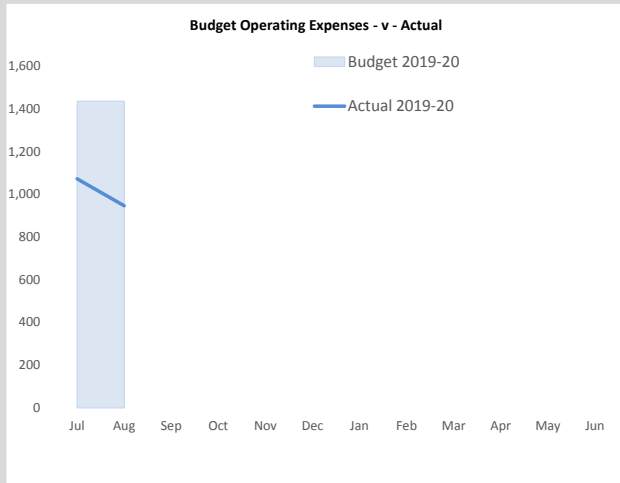
**ROUNDING OFF FIGURES**

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

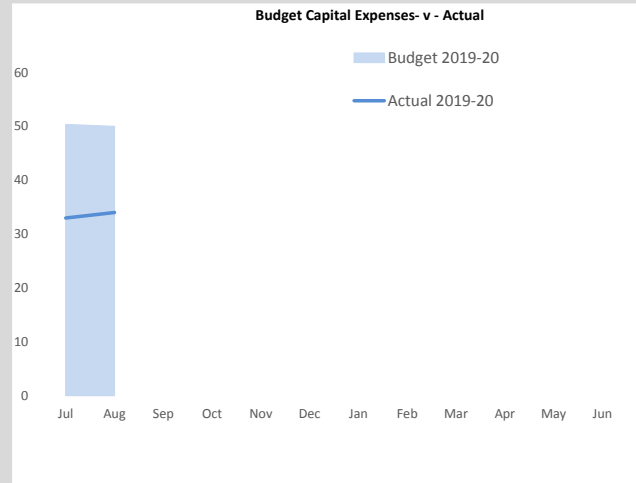
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**MONTHLY SUMMARY INFORMATION  
GRAPHS**

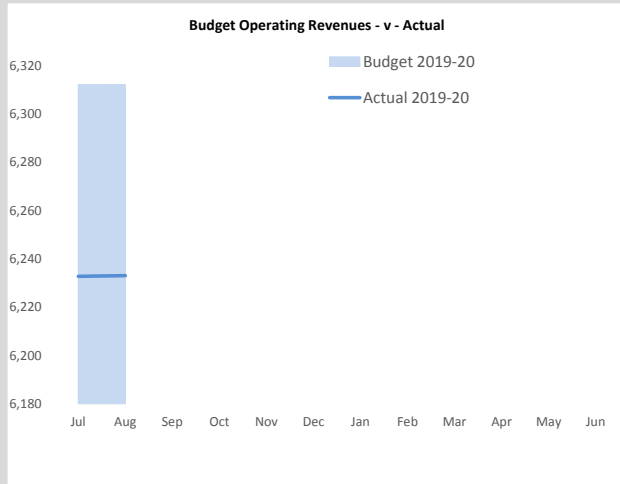
**OPERATING EXPENSES**



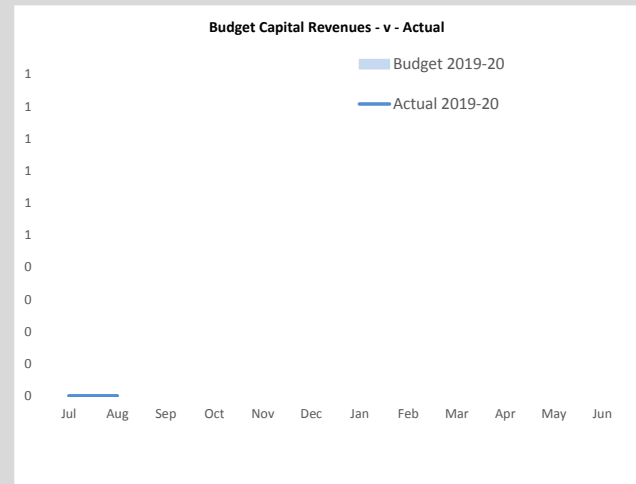
**CAPITAL EXPENSES**



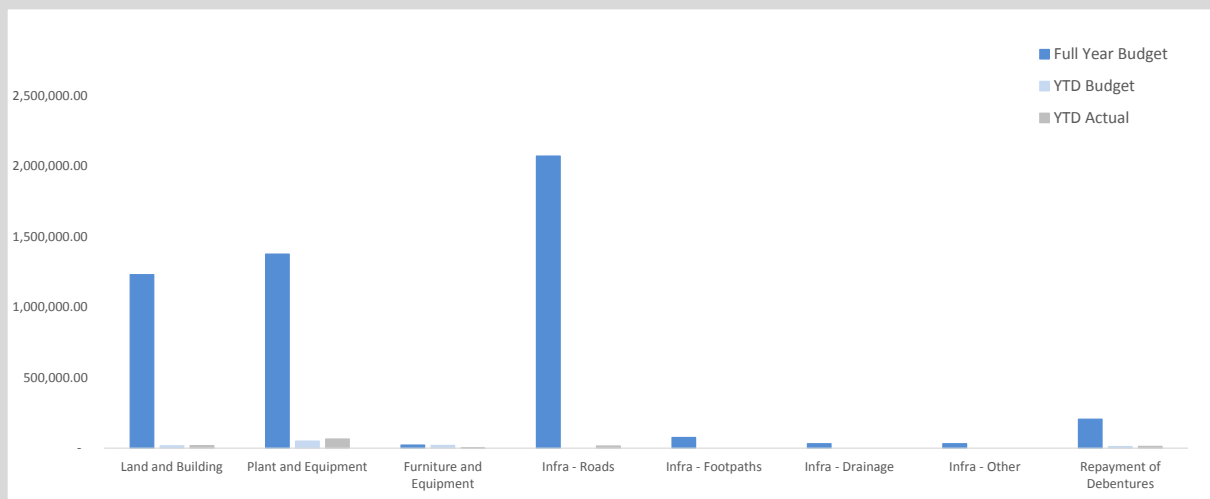
**OPERATING REVENUE**



**CAPITAL REVENUE**



**CAPITAL EXPENSES BY ACTIVITY**



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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2019**

**STATUTORY REPORTING PROGRAMS**

	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus(Deficit)	\$ 4,001,532	\$ 3,944,125	\$ 3,944,125	\$ 0	% 0%	
<b>Revenue from operating activities</b>						
General Purpose Funding - Rates	4,943,620	4,934,996	4,814,282	(120,714)	(3%)	
General Purpose Funding - Other	1,354,841	307,269	304,178	(3,091)	(1%)	
Governance	1,850	306	0	(306)	(100%)	
Law, Order and Public Safety	79,900	11,392	2,820	(8,572)	(304%)	
Health	23,500	6,412	5,215	(1,197)	(23%)	
Education and Welfare	1,370,538	323,216	366,758	43,542	12%	▲
Housing	8,240	1,372	1,268	(104)	(8%)	
Community Amenities	1,092,366	863,766	894,341	30,576	3%	
Recreation and Culture	75,254	12,536	3,413	(9,123)	(267%)	
Transport	408,913	220,855	209,571	(11,285)	(5%)	
Economic Services	283,619	47,262	44,641	(2,621)	(6%)	
Other Property and Services	110,762	28,962	63,834	34,872	55%	▲
	<b>9,753,404</b>	<b>6,758,344</b>	<b>6,710,320</b>	<b>(48,024)</b>	<b>(1%)</b>	
<b>Expenditure from operating activities</b>						
General Purpose Funding	(255,567)	(49,065)	(37,069)	11,996	(32%)	
Governance	(724,720)	(175,352)	(94,292)	81,060	(86%)	
Law, Order and Public Safety	(766,873)	(141,251)	(124,903)	16,348	(13%)	
Health	(280,251)	(52,970)	(42,431)	10,539	(25%)	
Education and Welfare	(1,573,105)	(273,307)	(397,394)	(124,087)	(31%)	▼
Housing	(34,441)	(6,961)	(4,721)	2,240	47%	
Community Amenities	(1,574,917)	(265,024)	(212,301)	52,723	25%	▲
Recreation and Culture	(3,475,525)	(675,128)	(429,007)	246,121	57%	▲
Transport	(4,086,406)	(676,122)	(587,810)	88,312	15%	▲
Economic Services	(812,368)	(145,873)	(114,817)	31,056	27%	▲
Other Property and Services	(38,082)	(35,012)	(6,342)	28,670	452%	▲
	<b>(13,622,254)</b>	<b>(2,496,065)</b>	<b>(2,051,088)</b>	<b>444,977</b>		
<b>Operating activities excluded from budget</b>						
Add back Depreciation	3,450,264	575,024	484,799	(90,225)	(19%)	▼
Adjust (Profit)/Loss on Asset Disposal	97,004	16,168	16,365	197	1%	
Adjust Employee Benefits Provision (Non-Current)	0	0	0	0		
Adjust Deferred Pensioner Rates (Non-Current)	0	0	0	0		
Movement in Leave Reserve (Added Back)	0	0	283	283	100%	
Adjust Rounding	0	0	0	0		
<b>Amount attributable to operating activities</b>	<b>(321,582)</b>	<b>4,853,471</b>	<b>5,160,679</b>	<b>307,207</b>		
<b>Investing Activities</b>						
Non-Operating Grants, Subsidies and Contributions	914,743	220,467	206,433	(14,034)	7%	
Purchase of Investments	0	0	0	0		
Land Held for Resale	0	0	0	0		
Land and Buildings	(1,230,335)	(17,511)	(18,807)	(1,297)	(7%)	
Plant and Equipment	(1,376,633)	(50,003)	(65,477)	(15,474)	(24%)	▼
Furniture and Equipment	(22,500)	(20,000)	(353)	19,648	5574%	▲
Infrastructure Assets - Roads	(2,072,295)	0	(15,867)	(15,867)	(100%)	▼
Infrastructure Assets - Footpaths	(76,000)	0	0	0		
Infrastructure Assets - Road Drainage	(32,000)	0	0	0		
Infrastructure Assets - Other	(698,942)	(12,744)	(20,639)	(7,895)	(38%)	
Infrastructure Assets - Parks and Gardens	0	0	0	0		
Infrastructure Assets - Bridges	(31,040)	0	0	0		
Proceeds from Disposal of Assets	667,898	40,317	35,193	(5,124)	(15%)	
Proceeds from Sale of Investments	0	0	0	0		
<b>Amount attributable to investing activities</b>	<b>(3,957,104)</b>	<b>160,526</b>	<b>120,484</b>	<b>(40,043)</b>		
<b>Financing Activities</b>						
Proceeds from New Debentures	0	0	0	0		
Proceeds from Advances	0	0	0	0		
Repayment of Debentures	(166,657)	(8,382)	(8,382)	0	0%	
Self-Supporting Loan Principal	0	0	0	0		
Transfer from Reserves	1,413,724	0	0	0		
Advances to Community Groups	0	0	0	0		
Transfer to Reserves	(969,913)	0	(3,568)	(3,568)	(100%)	
<b>Amount attributable to financing activities</b>	<b>277,154</b>	<b>(8,382)</b>	<b>(11,950)</b>	<b>(3,568)</b>		
<b>Net Capital</b>	<b>(3,679,950)</b>	<b>152,145</b>	<b>108,534</b>	<b>(43,611)</b>		
<b>Total Net Operating + Capital</b>	<b>(4,001,532)</b>	<b>5,005,616</b>	<b>5,269,213</b>	<b>263,597</b>		
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>8,949,741</b>	<b>9,213,337</b>	<b>263,597</b>		

**KEY INFORMATION**

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

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

The material variance adopted by Council for the current year is \$5,000 or 10% whichever is the greater.

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY****NET CURRENT ASSETS****FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 AUGUST 2019****SIGNIFICANT ACCOUNTING POLICIES****CURRENT AND NON-CURRENT CLASSIFICATION**

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

**EMPLOYEE BENEFITS**

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

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

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

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

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

**PROVISIONS**

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

**INVENTORIES**

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

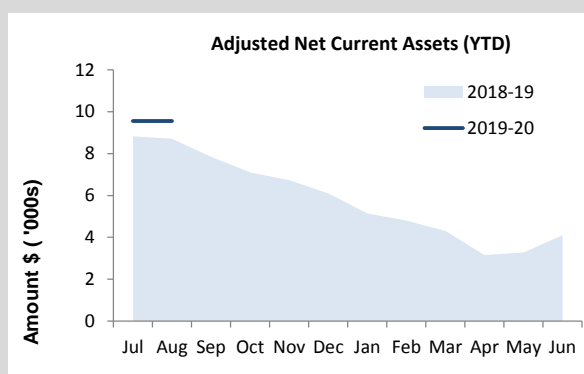
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 AUGUST 2019

OPERATING ACTIVITIES  
ADJUSTED NET CURRENT ASSETS

	Previous Period Actual	Year to Date Actual
Adjusted Net Current Assets	31 Jul 2019	31 Aug 2019
	\$	\$
<b>Current Assets</b>		
Cash Unrestricted	3,117,988	4,212,626
Cash Restricted (Reserves)	4,233,146	4,233,146
Receivables - Rates and Rubbish, ESL, Excess Rates	6,286,621	4,617,830
Receivables - Other	726,333	1,056,113
Inventories	15,342	21,462
	14,379,430	14,141,177
<b>Less: Current Liabilities</b>		
Payables	(610,891)	(479,015)
Loan Liability	(162,476)	(158,276)
Provisions	(549,544)	(549,544)
	(1,322,911)	(1,186,834)
<b>Net Current Asset Position</b>	13,056,519	12,954,343
Less: Cash Restricted	(4,223,137)	(4,233,146)
Add Back: Component of Leave Liability not Required to be funded	335,146	335,146
Add Back: Current Loan Liability	162,476	158,276
Adjustment for Trust Transactions Within Muni	(958)	(1,281)
<b>Net Current Funding Position</b>	9,330,046	9,213,337

**SIGNIFICANT ACCOUNTING POLICIES**

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



**KEY INFORMATION**

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

**Year YTD Actual**

**Surplus(Deficit)**

**\$9.21 M**

**Last Period Actual**

**Surplus(Deficit)**

**\$9.33 M**

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

<u>Cash Unrestricted</u>	<u>Investment Value \$</u>	<u>Maturity Date</u>	<u>Rate</u>	<u>Institution</u>	<u>Investment %</u>
Municipal Fund	1,000,000	29/09/2019	1.60%	Bankwest	50%
Municipal Fund	1,000,000	29/10/2019	2.10%	Westpac	50%
	<u>2,000,000</u>				<u>100%</u>
<u>Cash Restricted (Reserves)</u>					
Reserve Fund	2,000,000	29/05/2020	1.80%	NAB	50%
Reserve Fund	2,000,000	29/05/2020	2.10%	Westpac	50%
	<u>4,000,000</u>				<u>100%</u>
<u>Total Investment Holdings via Entity</u>					
Bankwest	1,000,000				17%
NAB	2,000,000				33%
Westpac	3,000,000				50%
	<u>6,000,000</u>				<u>100%</u>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 AUGUST 2019**

**EXPLANATION OF**  
**MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from The material variance adopted by Council for the current year is an Actual Variance exceeding 10% and a value greater than \$15,000.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Education and Welfare	43,542	12%	▲	Timing	HCP Recurrent Grant funding higher than anticipated
Other Property and Services	34,872	55%	▲	Permanent	Private works income higher than anticipated
<b>Expenditure from operating activities</b>					
Education and Welfare	(124,087)	(31%)	▼	Timing	CHSP expenditure higher than anticipated, expenditure estimated evenly over 12 months
Community Amenities	52,723	25%	▲	Timing	Waste collection, disposal and recycling expenditure lower than anticipated, expenditure estimated evenly over 12 months
Recreation and Culture	246,121	57%	▲	Timing	NRRC, parks and gardens and community chest expenditure lower than anticipated, expenditure estimated evenly over 12 months
Transport	88,312	15%	▲	Timing	Maintenance and depreciation expenses lower than anticipated, expenditure estimated evenly over 12 months
Economic Services	31,056	27%	▲	Timing	Tourism and area, building control and other economic services expenditure lower than anticipated, expenditure estimated evenly over 12 months
Other Property and Services	28,670	452%	▲	Timing	Plant operation costs and administration overheads lower than anticipated
<b>Investing Activities</b>					
<b>Financing Activities</b>					

**KEY INFORMATION**

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

▲ Favourable variance

▼ Unfavourable variance

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 AUGUST 2019**

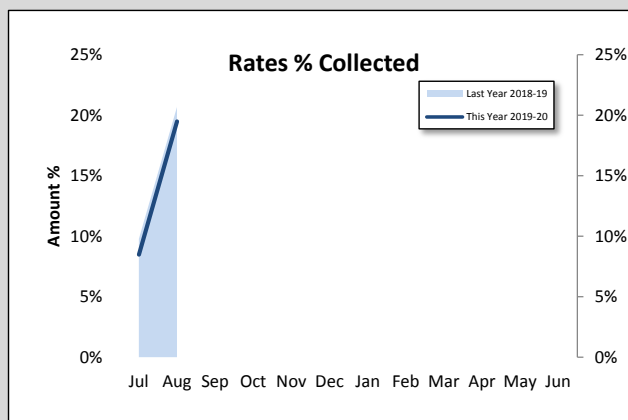
**OPERATING ACTIVITIES  
RECEIVABLES**

Rates Receivable	30 Jun 18	31 Aug 19
	\$	\$
Opening Arrears Previous Years	586,296	586,296
Levied this year		3,194,497
Movement in Excess Rates		(125,866)
Domestic Refuse Collection Charges		473,024
Domestic Services (Additional)		3,842
Commercial Collection Charge		44,583
Commercial Collection Charge (Additional)		45,540
Total Rates and Rubbish (YTD)	5,359,227	5,381,271
Less Collections to date	(5,359,227)	(1,162,823)
<b>Net Rates Collectable</b>	<b>586,296</b>	<b>4,804,745</b>
% Collected	90.14%	-27.54%
Pensioner Deferred Rates		(178,661)
Pensioner Deferred ESL		(8,254)
<b>Total Rates and Rubbish, ESL, Excess Rates</b>		<b>4,617,830</b>

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	315,192	649,489	3,629	31,365	999,675
Percentage	32%	65%	0%	3%	
<b>Balance per Trial Balance</b>					
Rates Pensioner Rebate Claims					93,650
GST Input					0
Provision For Doubtful Debts					(38,020)
<b>Total Receivables General Outstanding</b>					<b>1,055,305</b>
<b>Amounts shown above include GST (where applicable)</b>					

**KEY INFORMATION**

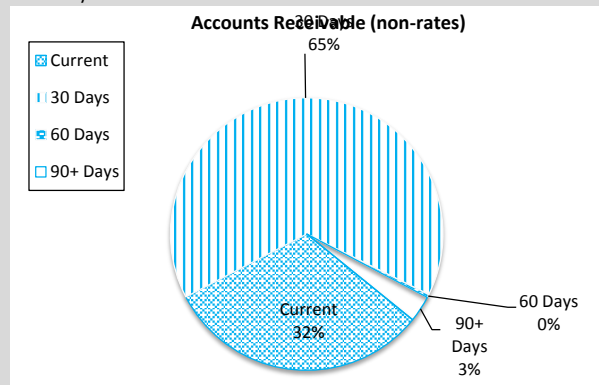
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.



Collected	Rates Due
<b>-28%</b>	<b>\$4,617,830</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



<b>Debtors Due</b>
<b>\$1,055,305</b>
<b>Over 30 Days</b>
<b>68%</b>
<b>Over 90 Days</b>
<b>3%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 AUGUST 2019**

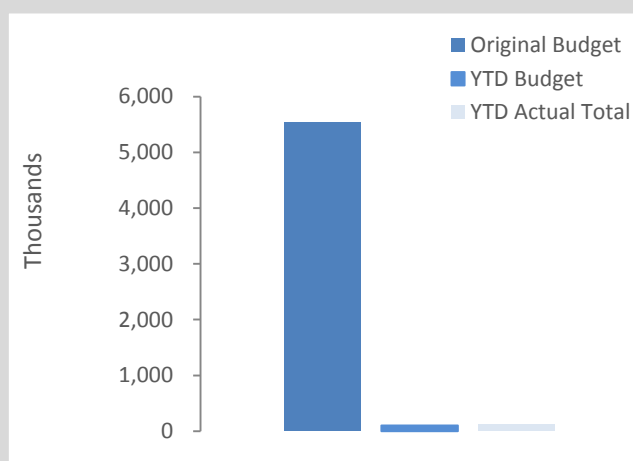
**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Original Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land and Buildings	1,230,335	17,511	18,807	(1,297)
Plant & Equipment	1,376,633	50,003	65,477	(15,474)
Furniture & Equipment	22,500	20,000	353	19,648
Roads	2,072,295	0	15,867	(15,867)
Footpaths	76,000	0	0	0
Road Drainage	32,000	0	0	0
Other Infrastructure	698,942	12,744	20,639	(7,895)
Parks and Gardens	0	0	0	0
Bridges	31,040	0	0	0
<b>Capital Expenditure Totals</b>	<b>5,539,745</b>	<b>100,258</b>	<b>121,142</b>	<b>(20,885)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**


















































Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$5.54 M</b>	<b>\$.12 M</b>	<b>2%</b>

To be read in conjunction with Strategic Projects Tracker

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 AUGUST 2019**

**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

	Original Budget	YTD Budget	YTD Actual	Variance Under(Over)
	\$	\$	\$	\$
<b>Capital Expenditure</b>				
<b>Land and Buildings</b>				
 Building Renovation Administration	180,000	0	0	0
 SES Training / Meeting Room	0	0	0	0
 Kitchen Upgrade	5,986	5,985	3,446	2,539
 Accessibility Access Upgrades	50,000	0	0	0
 Smith St Public Toilets (Coles Carpark) Capital	50,000	0	0	0
 Harris St Public Toilets (Museum) Capital	10,000	0	0	0
 May Street Public Toilet Upgrade	70,000	0	0	0
 Thomas Hogg Public Toilet Upgrade	0	4,761	0	4,761
 Memorial Park Public Toilets Capital	119,719	0	4,611	(4,611)
 Town Hall (Federal St) Building Capital	8,000	0	0	0
 John Higgins Community Complex Building Capital	22,000	0	0	0
 Nomans Lake Hall Building Capital	6,500	0	0	0
 NRRC Building (Capital)	15,000	0	0	0
 NRRC Building Capital 2018-19	20,000	0	0	0
 Croquet Clubrooms Building Capital	11,633	0	0	0
 Library Building (Capital)	7,000	0	0	0
 Library - Stage 2	120,000	0	0	0
 Railway Station Building (Capital)	57,015	6,765	6,150	615
 Caravan Park Campers Kitchen Building Capital	20,000	0	0	0
 Caravan Park Renovations	58,862	0	1,400	(1,400)
 Accommodation Units (NCP)	394,000	0	3,200	(3,200)
 Visitor Information Bay Upgrade (Williams Road)	4,620	0	0	0
	<b>1,230,335</b>	<b>17,511</b>	<b>18,807</b>	<b>(1,297)</b>
<b>Plant and Equipment</b>				
 Fire Shed (Highbury)	30,000	0	0	0
 Lifting Ramp - NO05	5,000	0	0	0
 CCTV Upgrade	30,000	0	0	0
 009NGN 2019 Toyota Camry Altise	28,000	0	0	0
 NGN219 CATS Vehicle 2020	27,000	0	0	0
 NGN00 EMDRS Vehicle 2019(3)	42,317	42,317	37,239	5,078
 NGN00 EMDRS Vehicle 2020(1)	42,317	0	0	0
 NGN00 EMDRS Vehicle 2020(2)	42,317	0	0	0
 NRRC Fire Extinguisher Upgrades	15,248	0	0	0
 CCTV Installation Old Courthouse Museum	7,687	7,686	6,988	698
 Diesel Locomotive (Railway Yard)	5,000	0	0	0
 ONO EMTRS Vehicle 2019 (3)	36,498	0	0	0
 ONO EMTRS Vehicle 2019 (4)	36,498	0	0	0
 ONO EMTRS Vehicle 2020 (1)	36,498	0	0	0
 ONO EMTRS Vehicle 2020 (2)	36,498	0	0	0
 N001 MO Vehicle 2019(3)	36,243	0	0	0
 N001 MO Vehicle 2020(1)	36,243	0	0	0
 N001 MO Vehicle 2020(2)	36,243	0	0	0
 NO3 2019 UD 6 Wheeler Nissan Diesel Tip Truck	226,000	0	0	0
 NO237 2019 Caterpillar CW34NN Rubber Tyred Roller	165,000	0	0	0
 NO1193 2019 JCB 4CX PC Backhoe Loader	195,000	0	0	0
 NGN93 Mitsubishi Triton Single Cab 2019 (Leading Hand) (PA018B)	26,000	0	0	0
 Mobile (trailer Mounted) Visual Display Unit	25,000	0	21,250	(21,250)
 NGN2 2019 Holden Trax (BC) (PA006B)	25,000	0	0	0
 1NGN CEO Vehicle 2019(4)	56,000	0	0	0
ONGN EMCCS Vehicle 2019(2)	34,676	0	0	0



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 AUGUST 2019**

**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS (CONTINUED)**

% of Completion

	Original Budget	YTD Budget	YTD Actual	Variance Under(Over)
ONGN EMCCS Vehicle 2020(1)	34,676	0	0	0
ONGN EMCCS Vehicle 2020(2)	34,676	0	0	0
002 NGN MF Vehicle 2020	25,000	0	0	0
	<b>1,376,633</b>	<b>50,003</b>	<b>65,477</b>	<b>(15,474)</b>
<b>Furniture and Equipment</b>				
Airconditioner Upgrade - DRS	20,000	20,000	0	20,000
Town Hall Airconditioner	2,500	0	353	(353)
	<b>22,500</b>	<b>20,000</b>	<b>353</b>	<b>19,648</b>
<b>Infrastructure - Roads</b>				
Cooramining Road - Renewal (Rural)(Grant Funded)	144,651	0	0	0
Earl Street - Renewal (Local)	30,000	0	0	0
Ensign Street - Renewal (Local)	98,158	0	0	0
Lock Road - Renewal (Rural)	70,680	0	0	0
Whinbin Rock Road - Renewal (Rural)	87,406	0	0	0
Dongolocking Road - Upgrade (Rural)	218,500	0	0	0
Birdwhistle Road - Renewal (Rural)	108,133	0	0	0
Narrogin Valley Road - Renewal (Rural)	99,149	0	0	0
Chomley Road - Renewal (Rural)	108,133	0	0	0
Lavator Road - Renewal (Rural)	7,938	0	0	0
Street Tree Capital	20,000	0	15,867	(15,867)
Northwood Street - Renewal (Local) (R2R)	30,000	0	0	0
Havelock Street - Renewal (Local) (R2R)	24,600	0	0	0
Lock Street - Renewal (Local) (R2R)	19,000	0	0	0
Congelin - Narrogin Road - Renewal (Local) (R2R)	28,000	0	0	0
Tarwonga Road - Renewal (Local) (R2R)	33,021	0	0	0
Highbury West Road - Renewal (Rural) (R2R)	40,000	0	0	0
Piesseville - Tarwonga Road - Renewal (Local) (R2R)	75,000	0	0	0
Wilson Street - Renewal (Local) (R2R)	12,474	0	0	0
Narrogin-Harrismith Road - Renewal (Local) (R2R)	41,202	0	0	0
Clayton Road - Renewal (Local) (RRG)	738,027	0	0	0
Tarwonga Road - Renewal (Rural) (RRG)	38,223	0	0	0
	<b>2,072,295</b>	<b>0</b>	<b>15,867</b>	<b>(15,867)</b>
<b>Infrastructure - Footpaths</b>				
Ensign St Footpath Construction	22,000	0	0	0
Argus Street Footpath Construction	35,000	0	0	0
Park Street Footpath Construction	19,000	0	0	0
	<b>76,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Drainage</b>				
Drainage - Butler Street	32,000	0	0	0
	<b>32,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Other</b>				
White Road Refuse Site	6,000	0	95	(95)
Bin Surrounds	20,000	0	0	0
Drainage Engineering consultancy - stormwater diversion	20,000	0	0	0
Cemetery Upgrade	47,410	0	7,293	(7,293)
CBD Design - Colour Palette and signage	1,153	1,153	0	1,153
CBD Design - Heritage Walk Signage (Stage 2)	38,500	0	0	0
Memorial Park Capital	18,000	0	0	0
Gnarojin Park Cultural Heritage Management Plan	20,000	0	0	0
Gnarojin Park Electrical Design Work	30,000	0	0	0
Gnarojin Park Landscape Design	89,720	0	0	0
Town Hall Furniture	8,500	0	0	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 AUGUST 2019**

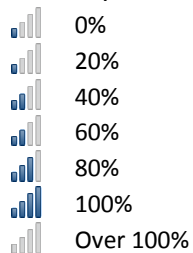
**INVESTING ACTIVITIES  
CAPITAL ACQUISITIONS (CONTINUED)**

**% of Completion**

	<b>Original Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Variance Under(Over)</b>
NRRC Infrastructure Other (Capital)	70,068	0	2,021	(2,021)
Foxes Lair	4,592	4,591	0	4,591
McKenzie Park - Playground Equipment	7,000	7,000	11,231	(4,231)
Highbury Tennis Court	75,000	0	0	0
Yilliminning Rock Camping Area	18,000	0	0	0
Wilbur Park (Highbury) - Gazebo	15,000	0	0	0
Park Furniture	12,000	0	0	0
Clayton Road Storm Water Catchment Dam	35,000	0	0	0
Public Art Strategy - Stage 1	25,000	0	0	0
Gnarojin Park Hydrology Report	25,000	0	0	0
Aerodrome Infrastructure Other (Capital)	45,000	0	0	0
Banner Poles	10,000	0	0	0
Local Tourism Planning Strategy	28,000	0	0	0
Economic Development Strategy	30,000	0	0	0
	<b>698,942</b>	<b>12,744</b>	<b>20,639</b>	<b>(7,895)</b>
<b>Infrastructure - Parks &amp; Gardens</b>				
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Bridges</b>				
Footbridge Refurbishment	31,040	0	0	0
	<b>31,040</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>5,539,745</b>	<b>100,258</b>	<b>121,142</b>	<b>(20,885)</b>

**Capital Expenditure Total**

**Level of Completion Indicators**



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

Variance is calculated on:  
YTD Budget vs YTD Actual

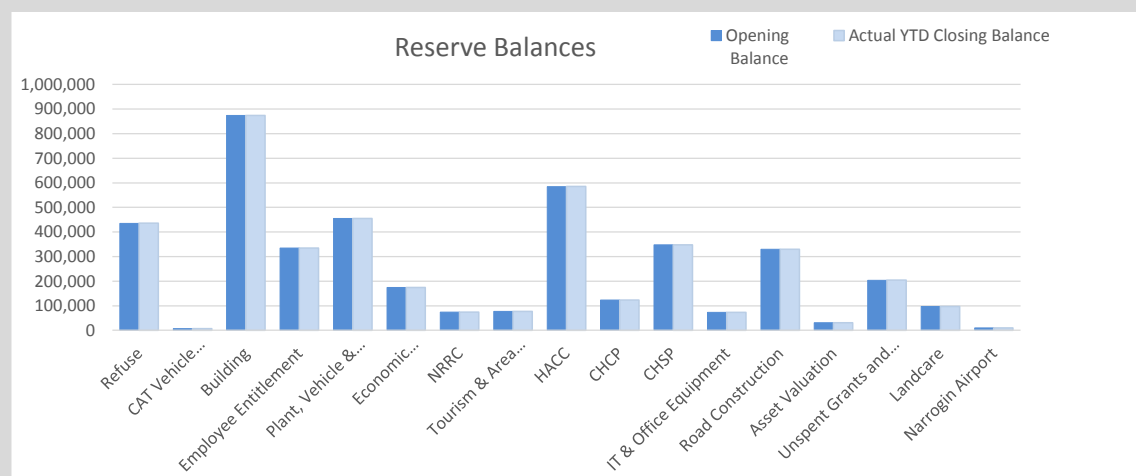
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED FOR THE PERIOD ENDED 31 AUGUST 2019

OPERATING ACTIVITIES  
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening Balance	Current Budget Interest Earned	Actual Interest Earned	Current Budget Transfers In (+)	Actual Transfers In (+)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Refuse	435,109	7,385	367	77,000	0	46,000	0	473,494	435,476
CAT Vehicle Replacement	6,655	116	6	6,000	0	12,000	0	771	6,661
Building	873,681	14,828	737	16,685	0	550,000	0	355,194	874,418
Employee Entitlement	334,863	5,683	283	20,000	0	0	0	360,546	335,146
Plant, Vehicle & Equipment	454,959	7,722	384	425,000	0	557,300	0	330,381	455,343
Economic Development	174,049	2,954	147	50,000	0	18,000	0	209,003	174,196
NRRC	73,927	1,255	62	80,000	0	0	0	155,182	73,989
Tourism & Area Promotion	77,202	1,310	65	0	0	0	0	78,512	77,267
HACC	584,487	9,463	493	0	0	98,240	0	495,710	584,980
CHCP	122,909	2,594	104	0	0	83,117	0	42,386	123,013
CHSP	347,664	7,231	293	205,228	0	123,249	0	436,873	347,957
IT & Office Equipment	72,563	1,232	61	5,000	0	0	0	78,795	72,624
Road Construction	329,405	5,591	278	0	0	0	0	334,996	329,683
Asset Valuation	31,309	0	26	0	0	0	0	31,309	31,335
Unspent Grants and Contributions	203,773	819	171	0	0	49,067	0	155,525	203,944
Landcare	97,024	1,647	82	0	0	0	0	98,671	97,106
Narrogin Airport	10,000	170	9	15,000	0	0	0	25,170	10,009
	<b>4,229,578</b>	<b>70,000</b>	<b>3,568</b>	<b>899,913</b>	<b>0</b>	<b>1,536,973</b>	<b>0</b>	<b>3,662,518</b>	<b>4,233,146</b>

KEY INFORMATION







## 10.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

### 10.4.1 PROVISION OF MUTUAL AID FOR RECOVERY DURING EMERGENCIES – MEMORANDUM OF UNDERSTANDING (MOU)

File Reference	14.5.1
Disclosure of Interest	The Author has no Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	11 September 2019
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Local Government MOU

#### Summary

Council is asked to endorse the Local Government MOU as detailed in Attachment 1 to:

- Facilitate the provision of mutual aid between partnering Local Governments (LG) during emergencies and post incident recovery.
- Enhance the capacity of our communities to cope in times of difficulty.
- Demonstrate the capacity and willingness of participating LGs to work co-operatively and share resources within the region.

#### Background

At the WALGA Central Country Zone meeting held on 15 March 2019, discussion was held on the potential for a partnering agreement for the provision of mutual aid for recovery during emergencies.

The meeting agreed to refer the concept of a Memorandum of Understanding for the Provision of Mutual Aid during Emergencies and Post Incident Recovery (MOU), to Member Councils for comment and the matter be listed for consideration at the in-person Zone meeting on Friday 30 August 2019. To assist in the consideration of this issue is the draft of an MOU prepared for the South West Country Zone.

The WALGA Central Country Zone meeting held on 30th August 2019 in Beverley, considered the draft MOU, where it resolved:

*“That, subject to any amendment, the Memorandum of Understanding for the Provision of Mutual Aid during Emergencies and Post Incident Recovery be adopted for a period of three years from the date of signing, subject to it being considered and endorsed by each Local Government.”*



## Comment

A similar MOU has operated in the South West of WA by twelve (12) LGs without any issues arising, so it is recommended that Council agree to be part of the cooperative approach of assisting other LGs in the Central Country Zone in emergency events by endorsing the attached MOU.

## Consultation

There was some preliminary consultation with the Chief Bushfire Control Officer, with no issues arising, but no other community consultation or engagement as undertaken or is considered necessary.

## Statutory Environment

There are no statutory provisions relevant to this matter.

## Policy Implications

There are no current policies relevant to this matter.

## Financial Implications

Should Council respond to a request from a LG in the Central Country Zone, the Shire costs would relate to staff salary/wages whilst assisting in the emergency and any loss, damage or cost associated with the provision of support (i.e. plant, equipment, Protective clothing etc.), unless otherwise agreed in writing.

In many instances the loss of plant and equipment would be covered under Council's insurance, however there may be an insurance excess on particular plant or equipment that the Shire may have to meet.

The LG requesting the assistance will be responsible for all incidental cost associated with the provider's personnel and equipment such as catering, accommodation, OHS, transport, fuel and storage.

## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	2. Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.2 Build a healthier and safer community
Outcome:	2.3 Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2 Engage and support community groups and volunteers
Objective	3. Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.3 Efficient use of resources
Strategy:	3.3.1 Increase resource usage efficiency

Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation
Strategy:	4.1.1 Continually improve operational efficiencies and provide effective services

### Voting Requirements

Simple Majority

#### **OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0919.013**

Moved: Cr Seale                      Seconded: Cr Schutz

That, with respect to partnering agreement for the provision of mutual aid for recovery during emergencies that will promote cooperation between the Central Country Zone Local Governments in emergency events, Council authorise the Shire President and CEO to sign and/or affix the common seal, as required, to the Memorandum of Understanding (MOU) in Attachment 1, subject to the following suggested amendments:

1. That the words West Australian Natural Disaster Relief and Recovery Arrangement (WANDRRA) be amended to Disaster Recovery Funding Arrangements Western Australia (DRFA WA) wherever they appear; and
2. That there be a signing page added for signatories to the MOU.

**CARRIED 8/0**

## Local Government MoU

This Memorandum of Understanding is made on the [date] day of [month] [year].

### Parties to the Agreement

**Shire of Beverley,**  
**Shire of Brookton**  
**Shire of Corrigin**  
**Shire of Cuballing,**  
**Shire of Dumbleyung,**  
**Shire of Kulin,**  
**Shire of Lake Grace,**  
**Shire of Narrogin,**  
**Shire of Pingelly,**  
**Shire of Quairading,**  
**Shire of Wagin,**  
**Shire of Wandering,**  
**Shire of West Arthur,**  
**Shire of Wickepin,**  
**Shire of Williams**

Hereinafter called the 'partnering LGs' 'parties' or 'partners'

### Aim

This Memorandum of Understanding (MOU) sets out a basic framework for cooperation between the Local Governments named, to promote cooperation in a disaster event which affects one or more of the partnering LGs.

The guiding principle of this MOU is that any support given to a partnering LG in a particular emergency event shall be voluntary and of a level that will not unduly compromise the operability of the partnering LG providing the support.

### Purpose

To facilitate the provision of mutual aid between partnering LGs during emergencies and post incident recovery.

To enhance the capacity of our communities to cope in times of difficulty.

To demonstrate the capacity and willingness of participating LGs to work co-operatively and share resources within the region.

### Partnering Objectives

Partners to this MOU, in times of community distress due to an emergency incident, agree where possible to:

1. Provide whatever resources may reasonably be available within the capacity of that LG to respond to the emergency incident if requested;
2. Provide at its absolute discretion, whatever resources may be available within the means of that LG to assist with post incident recovery in the community.

### Allocation of Resources

1. This MOU acknowledges that the allocation of a partnering LG's personnel and plant resources is an operational issue, and as such is the responsibility of the CEO of the LG seeking to offer aid.
2. This MOU seeks to demonstrate that the CEO's commitment to supporting other LGs in need is supported by the Elected Members of each participating Council.

### Responsibilities

The partners to this MOU recognise their responsibilities to have adequate arrangements in place in order to be in a position to respond to non-natural and natural disasters.

This MOU recognises that each LG will have its own LEMPs in place in accordance with the *Emergency Management Act 2005*. However, the intention of this MOU is to improve the efficiency of joint response to a disaster, share experiences, enhance cooperation between partnering LGs and improve regional resilience to disaster events.

The parties acknowledge that the provisions of this document are not intended to create binding legal obligations between them.

The parties acknowledge that:

1. nothing in this document authorises a party to incur costs or expenses on behalf of the other party; and
2. a party has no authority to act for, or to create or assume any responsibility obligation or liability on behalf of, the other party.

### Partnering Expectations

1. To provide where possible both physical and human resources to assist with the immediate response and recovery. Ongoing protracted assistance may be needed, this

may be subject to further negotiation and agreement in writing between the partners concerned.

2. Where possible, and if appropriate, the affected LG must utilise internal resources and local contractors before requesting assistance from another LG. This will ensure LGs are not seen to be competing with local businesses or offers of assistance.
3. All requests for support will be made through the Incident Controller (IC) of the designated Hazard Management Agency (HMA) for the incident, in consultation with the designated Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC).
4. All equipment provided must be covered by the partners own insurance, each LG is responsible for ensuring insurance policies allow for the provision of mutual aid.
5. Each individual Council will be responsible for continued salary and any workers compensation insurance for their own staff regardless of where they are operating during the disaster event.
6. Each LG will be responsible for any loss, damage or cost associated with the provision of support unless otherwise agreed in writing.
7. The LG requesting support will be responsible for all incidental costs associated with the provider's personnel and equipment such as catering, accommodation, OHS issues, transport, fuel and storage.

### Cost Recovery

The West Australian National Disaster Relief and Recovery Arrangement (WANDRRA) guidelines provide for the reimbursement of expenditure incurred by partnering LGs during a disaster event. Each partnering LG is responsible for maintaining an accurate record of its expenditure during an event.

In the event the emergency is declared a Disaster, State and Commonwealth funding assistance will be sought in compliance with relevant State and Commonwealth Policies.

The affected partnering LG area will claim these costs accordingly under the WANDRRA guidelines.

In the event a partnering LG's resources and/or equipment are required to assist another partnering LG, these costs would not be claimable via WANDRRA. Therefore, any intended claim for reimbursement is a matter between partnering LGs.

### **Duration and Amendment**

The MOU will come into effect at the date which all parties have signed the agreement.

This MOU can be reviewed at any time but cannot be amended except with the written consent of all partners.

### **Term**

Unless mutually extended, terminated or parties withdraw, this MOU will expire on [date to be inserted].

### **Withdrawal**

Any partner may withdraw from this MOU by giving 90 days written notice to the partnering LG's and the State Emergency Management Committee.

### **Notices**

Communications in relation to this MOU should be addressed to:

The Executive Officer, Central Country Zone of WALGA,



The Shire President and Chief Executive Officer declared an Impartiality Interest in the following item.

#### 10.4.2 CHRISTMAS AND NEW YEAR RETAIL TRADING HOURS 2019

<b>File Reference</b>	8.1.3
<b>Disclosure of Interest</b>	The Chief Executive Officer is currently a non paid Board Member of the Narrogin Chamber of Commerce and therefore declares an Impartiality Interest.
<b>Applicant</b>	Narrogin Chamber of Commerce
<b>Previous Item Numbers</b>	Nil
<b>Date</b>	17 September 2019
<b>Author</b>	Dale Stewart – Chief Executive Officer
<b>Authorising Officer</b>	Dale Stewart – Chief Executive Officer
<b>Attachments</b>	1. Letter and list of dates from the Narrogin Chamber of Commerce Inc.

#### Summary

Council is being requested to consider the endorsement of the proposed extended retail trading hours for the month of December 2019, as requested by the Narrogin Chamber of Commerce (Inc) (NCC).

#### Background

Each year the NCC requests that Council make an application to the Department of Mines, Industry Regulation and Safety (DMIRS) to extend the business operating hours for the Christmas period, being the month of December. If approved by Council, officers then make application to the DMIRS for this to be considered and formally approved.

#### Comment

As in previous years, it is presented to Council to endorse the proposed dates and times for the Christmas trading hour's extension for the month of December 2019. The dates and times have been developed by the NCC, in consultation with its members and was resolved in consultation by the NCC Executive Officer with the Committee after its meeting of 9 September 2019.

Should Council approve the attached dates and times, application is then made to the DMIRS for formal approval. Once the approval has been received from the DMIRS, the Christmas trading hours will be advertised by the NCC.

It should be noted that the increase in operating hours does not commit any business to opening extended hours, however provides the ability to do so, if they choose.

#### Consultation

Discussion has been held with:

- Executive Officer of the NCC – Kerry Bryant

## Statutory Environment

The Retail Trading Hours Act 1987 applies to retail shops in Western Australia south of the 26th parallel. It sets out the trading hours and rules covering various categories of retail outlets.

The trading hours of the following store types are not covered by the Act:

- restaurants
- cafes
- takeaway food shops
- short-term markets (set up and dismantled in one day); and
- shops on Rottnest Island.

## Policy Implications

There are no current or future policy implications relative to this matter.

## Financial Implications

There are no known meaningful financial implications relative to this matter.

## Strategic Implications

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

## Voting Requirements

Simple Majority

### **OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0919.014**

Moved: Cr Walker                      Seconded: Cr Seale

That with respect to the extended retail trading hours for the month of December 2019, Council endorse the proposed hours for 2019, as per the request of the Narrogin Chamber of Commerce Inc., consistent with Attachment 1.

**CARRIED 8/0**

## NARROGIN CHRISTMAS/NEW YEAR RETAIL TRADING HOURS 2019/2020

Day and Date	Trading Hours
<b>Sunday 1 December 2019</b>	<b>10.00 am to 5.00 pm</b>
Monday 2 December 2019	8.00 am to -6.00 pm
Tuesday 3 December 2019	8.00 am to -6.00 pm
Wednesday 4 December 2019	8.00 am to -6.00 pm
Thursday 5 December 2019	8.00 am to 9.00pm
Friday 6 December 2019	8.00 am to -6.00 pm
Saturday 7 December 2019	8.00 am to 5.00pm
<b>Sunday 8 December 2019</b>	<b>10.00 am to 5.00 pm</b>
Monday 9 December 2019	8.00 am to -6.00 pm
Tuesday 10 December 2019	8.00 am to -6.00 pm
Wednesday 11 December 2019	8.00 am to -6.00 pm
Thursday 12 December 2019	8.00 am to 9.00 pm
Friday 13 December 2019	8.00 am to -6.00 pm
Saturday 14 December 2019	8.00 am to 5.00 pm
<b>Sunday 15 December 2019</b>	<b>10.00 am to 5.00 pm</b>
Monday 16 December 2019	8.00 am to -6.00 pm

Tuesday 17 December 2019	8.00 am to -6.00 pm
Wednesday 18 December 2019	8.00 am to -6.00 pm
Thursday 19 December 2019	8.00 am to 9.00 pm
Friday 20 December 2019	8.00 am to -6.00 pm
Saturday 21 December 2019	8:00 am to 5.00 pm
<b>Sunday 22 December 2019</b>	<b>10.00 am to 5.00 pm</b>
Monday 23 December 2019	8.00 am to -6.00 pm
Tuesday 24 December 2019	8.00 am to -6.00 pm
<b>Wednesday 25 December 2019 (PUBLIC HOLIDAY)</b>	<b>CLOSED</b>
<b>Thursday 26 December 2018 (PUBLIC HOLIDAY)</b>	<b>CLOSED</b>
Friday 27 December 2019	8.00 am to -6.00 pm
Saturday 28 December 2019	8.00 am to 5.00 pm
Sunday 29 December 2019	CLOSED
Monday 30 December 2019	8.00 am to -6.00 pm
Tuesday 31 December 2019	8.00 am to -6.00 pm
<b>Wednesday 01 January 2020 (PUBLIC HOLIDAY)</b>	<b>CLOSED</b>

## OFFICERS' RECOMMENDATION

That with respect to Item 10.4.3 Chief Executive Officer's Contract Review, the Council, pursuant to Section 5.23 (2)(a) of the Local Government Act 1995, close the meeting to the public to discuss an employment related matter.

The Chief Executive Officer declared a Financial Interest in the following item however the elected members agreed that the CEO, staff and public could remain while the matter was addressed, such that there was no need to pass a motion to go behind closed doors.

### 10.4.3 CHIEF EXECUTIVE OFFICER'S ANNUAL APPRAISAL

File Reference	Personal File
Disclosure of Interest	The Author has a Financial & Impartiality Interest that requires disclosure being the person's contract of employment.
Applicant	Dale Stewart & Leigh Ballard, Shire President
Previous Item Numbers	Nil.
Date	18 September 2019
Author	Dale Stewart – Chief Executive Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	<ol style="list-style-type: none"><li>1. Confidential Attachment – Contract of Employment (under separate cover)</li><li>2. Confidential Attachment – Appraisal Documents (under separate cover)</li></ol>

#### Summary

The Chief Executive Officer seeks agreement from the Council as to the officer's annual appraisal coordinated by the Shire President.

#### Background

The Chief Executive Officer commenced employment with the Shire of Narrogin on 31 May 2018, on a five-year fixed term performance-based Employment Contract, with an annual requirement for appraisal by the Council.

#### Comment

Clause 3.3 of the Employment Contract, requires the Council and the Chief Executive Officer to agree who the Reviewer of the officer is to be. The Chief Executive Officer is comfortable (agrees) with the Council as a whole being the Reviewer.

Choices for the Council and the Chief Executive Officer to agree on include

- The Council or;
- A committee of the Council so set up or established, or
- A person or body authorised by the Council.

Clauses 3 and 6 deal with the annual review and variations to the officer's Remuneration Package.

### **Consultation**

The Chief Executive Officer has consulted with the Shire President and Deputy Shire President.

The Shire President will be consulting with and seeking feedback from the Elected Members.

The outcome should be a new set of agreed Key Performance Indicators for the coming 12 months together with a review of the annual remuneration package of the Chief Executive Officer.

It is proposed that the Shire President and Deputy Shire President conduct the appraisal for conclusion at the Monthly Briefing Session on 9 October 2019.

### **Statutory Environment**

The Chief Executive Officer's Contract of Employment (Attachment 1), contract law, employment law and relevant taxation law relates.

Section 5.38 of the Local Government Act 1995 requires the local government to review the performance of the CEO at least once per annum.

### **Policy Implications**

Nil

### **Financial Implications**

The provisions of the Chief Executive Officer's Remuneration Package are contained within the Council's Budget and any variations to the Remuneration Package, pursuant to the outcomes of appraisal, must not exceed the value laid out by the State Government, pursuant to the Salaries and Allowances Tribunal Determination of 9 April 2019 available here:

<https://www.sat.wa.gov.au/LocalGovernmentCEOsandElectedMembers/Pages/Local-Govt-CEO-and-Elected-Members-Determination-with-effect-from-1-July-2019.aspx>

That determination set a suggested increase of 1% in the remuneration, fees, expenses and allowances, due to the continuing state of the WA economy.

The total employment package, inclusive of superannuation, salary, vehicle etc, that any Chief Executive Officer on salary band 3 (as per Narrogin) can be paid, is between the range of \$157,920 - \$259,278.



## Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective:	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.2 An employer of choice
Strategy:	4.2.1 Provide a positive, desirable workplace

## Voting Requirements

Simple Majority

### **OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 0919.015**

Moved: Cr Seale                      Seconded: Cr Ward

That with respect to the Chief Executive Officer's Contract of Employment with the Shire of Narrogin, and annual appraisal, the Council, pursuant to Section 5.38 of the Local Government Act 1995, and clauses 3 and 6 of the officer's employment contract:

1. Authorise the Shire President and Deputy Shire President to coordinate the Annual Appraisal and seek feedback from Elected Members under confidential cover and to negotiate any variations to the Officer's Remuneration Package as a result of that appraisal.

**CARRIED 8/0**

**11. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

Nil

**13. CLOSURE OF MEETING**

There being no further business to discuss, the Presiding Member declared the meeting closed at 8.38 pm and pursuant to Resolution 1118.122 of 28 November 2018, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on 23 October 2019, at this same venue.



Shire of  
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*Love the life*

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