



Appendices

Ordinary Council Meeting

Thursday 17 December 2020



Shire of Murray

Minutes

**Local Emergency
Management Committee**

**Second Quarter
Wednesday 11 November 2020**

Local Emergency Management Committee – 11 November 2020

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Notice of Meeting

Minutes of the Local Emergency Management Committee meeting held at the Shire of Murray Civic Centre Lesser Hall at 1915 Pinjarra Road, Pinjarra on Wednesday 11 November 2020. The Chairperson Mr. S Kirkham declared the meeting open the time being 10:00am.

1. ATTENDANCES

Members

S Kirkham	LEMC Chairperson Councillor, Shire of Murray
R Wilson	CBFCO, Shire of Murray
I Francis	LEMC Deputy Chairperson/OIC, WAPOL Pinjarra
D Harnett	OIC, WAPOL Dwellingup
C Hunter	Station Manager, St John Ambulance
C Thompson	Community Representative, Shire of Murray
C Louis	Principal, Pinjarra Primary School
K Jones	Brigade Captain, Pinjarra VFRS
G Cresswell	Emergency Services Superintendent, Alcoa
T Sillitto	Senior District Emergency Services Officer, DoC

Ex-Officio

R Porter	LEMC Executive Officer MRES, Shire of Murray
C Goff	RESSO, Shire of Murray
D Walker	BRPC, Shire of Murray
B Finlay	District Officer – Fire Services, DFES
D Cormack	Maintenance Supervisor, Fulton Hogan

2. ABSENT

Members

G Stevens (Apology)	CESC, Shire of Murray
L McGuirk (Apology)	LRC Director Place and Community, Shire of Murray
S Gunn (Apology - Proxy)	Fire Operations Officer – Perth Hills District, DBCA
P Dwyer (Apology)	Unit Manager, Murray SES
K Laurendi	Senior Ranger Lane Poole Reserve, DBCA
D McLeod	OS&H Rep, Bedingfeld Park Inc Aged Care Facility
M Sutherland	Operations Manager, Water Corporation
P Steven	Manager Environmental Health, Shire of Murray

Ex-Officio

P Stewart (Apology)	District Officer – Emergency Management, DFES
N Elrick (Apology)	District Officer – Natural Hazards, DFES
M Cross (Apology)	DEMA, DFES
S Beaton	Manager EPDR, Department of Health
T Simpson	Local Welfare Coordinator, DoC
J Rawlins	Field Operations Team Leader, Western Power

3. CONFIRMATION OF MINUTES OF MEETING

- 3.1 Confirmation of Minutes of Local Emergency Management Committee Meeting – 11 November 2020

Recommendation

LEMC20/008

Moved: I Francis

That Council receives and notes the Minutes of the Local Emergency Management Committee meeting held on Wednesday 11 November 2020.

CARRIED UNANIMOUSLY 10:0

Please Note: Committee Recommendation LEMC20/008 is only a recommendation to, and not a decision of Council. The Council will consider this recommendation at the 17 December 2020 Ordinary Council Meeting.

- 3.2 Review of Meeting Action Register – **refer to Appendix 1** – R Porter

The current Meeting Action Register was reviewed and all outstanding items were discussed. Refer to **Appendix 1**.

4. BUSINESS ARISING

4.1 Amalgamation of Shire of Murray and Shire of Waroona Local Emergency Management Committees - R Porter

The amalgamation of the Shire of Murray and Shire of Waroona Local Emergency Management Committee has been endorsed by Shire of Murray and Shire of Waroona Councils.

R Porter has created a draft Terms of Reference for the new amalgamated LEMC, which will be submitted to the State Emergency Management Committee (SEMC) for consideration when seeking support for the amalgamation. R Porter advised that the next SEMC meeting was scheduled for first week of December 2020.

R Porter stated that if SEMC supported the proposal then the next LEMC meeting in early 2021 would be the new amalgamated committee. The meeting date, time and venue would be advised closer to the date.

4.2 School and Aged Care Evacuation Plans

Brief discussion was held in regards to evacuation plans for special needs groups as per serial number 03/13 on the Shire of Murray LEMC meeting action register.

R Porter advised that a Bushfire Management Plan was submitted for the Bedingfeld Aged Care Facility as part of their recent expansion and as it was within a Bushfire Prone area and considered a vulnerable use, then a Bushfire Emergency Evacuation Plan (BEEP) would have been a requirement.

R Porter advised that he would follow up obtaining a copy of the BEEP from the Shire of Murray Planning Department and forward it onto the LEMC membership.

Action: R Porter to follow up with the Shire of Murray Planning Department to obtain a copy of the Bushfire Emergency Evacuation Plan (BEEP) and forward it onto the LEMC membership.

The committee requested that the LEMC Executive Officer write a letter to the board of the Bedingfeld Aged Care Facility and Murray District Hospital requesting an updated Evacuation Plan. Particularly in regards to self-evacuation.

Action: R Porter to write to the board of the Bedingfeld Aged Care Facility and Murray District Hospital requesting an updated Evacuation Plan.

5. State EM Preparedness Procedure 7 – LEMC Requirements

5.1 Every Meeting

5.1.1 Confirmation of LEMA Contact Details – refer to Appendix 2 - R Porter

The LEMC Contact Register is attached in **Appendix 2**. Attendees were asked to ensure that all their contact information was up to date.

R Porter advised that DFES Emergency Management had requested Local Government emergency management contacts and their movements for the upcoming fire season. Updated contact details for the CEO, President, LEMC Chairperson, LEMC Executive Officer and Local Recovery Coordinator were provided for both Shire of Murray and Shire of Waroona.

5.1.2 Review any Post-Incident Reports and/or Post-Exercise Reports – R Porter

Nil. SEMC have sent out a template Post COVID-19 Exercise report. If completed then no exercise is required for the 2020-2021 reporting period.

5.1.3 Funding Nominations and Applications Progress – R Porter

AWARE grant funding for 2020-21 opened at 12:00pm on Monday 2 November 2020 and closes at 12:00pm on Friday 11 December 2020.

Projects delivered under the 2020-21 AWARE program will support local government projects that fall into one or more of the following categories:

- Furthering the emergency risk management process
- Facilitating capability-based exercises
- Assisting in reviewing Local Emergency Management Arrangements (LEMA)
- Delivering emergency management training
- Hosting or facilitating emergency management events or forums

\$4,000 is available for furthering emergency risk management processes. Up to \$30,000 is available for other categories.

R Porter advised that the Shires of Murray and Waroona would be submitting a joint application for the Local Emergency Management Arrangements to be completely reviewed as part of the impending LEMC amalgamation. R Porter advised that successful applicants will be notified at the end of December 2020.

5.1.4 Emergency Risk Management (ERM) / Treatment Strategies Progress – R Porter

As part of the State Risk Project a Bushfire Risk Assessment Workshop will be held at the City of Kwinana on Tuesday 17 November 2020 commencing at 9:30am. CBFCO's, DCBFDO's and Local Government staff from Emergency Services, Community Development, Environmental and Building Services have been invited to attend the workshop.

DFES have provided two separate scenarios for Shire of Murray and Shire of Waroona. Risk statements have been chosen, consequence tables have been generated and the WA Risk Register Tool will be completed at the workshop. Treatment strategies will be worked on at a subsequent workshop in the new year.

5.1.5 Review of Local Emergency Management Arrangements – R Porter

Once the Shire of Murray and Shire of Waroona Local Emergency Management Committees are amalgamated, both Local Emergency Management Arrangements will

be combined and a full review completed. The Animal Welfare and Evacuation Plan will be included utilizing the new templates.

5.1.6 Review Business Plan Strategies and Record Key Achievements – R Porter

R Porter advised that we were awaiting approval of the State Strategic Business Plan by SEMC. Once approved it will be distributed to DEMC's and LEMC's.

6. GENERAL BUSINESS

6.1 SoM – BRPC – D Walker

A report was submitted by D Walker as per **Appendix 3**.

6.2 SoM - CBFCO - R Wilson

A decision was made to reduce controlled burns due to fire behavior. The West Murray VBFB recently received a new 3000L truck. The Brigade are currently training on new truck.

Burning on Indigenous land took place in the Shire of Murray recently. It was raised that Evacuation Centre's may need to be opened late at night as seen with the Yarloop fire the biggest run was at 11:30pm.

6.3 St John Ambulance – Station Manager – C Hunter

Police, Ambulance and DBCA had a meeting yesterday to discuss Lane Poole Reserve and the upcoming fire season. 2wd maps have been received and keys are being organised. K Jones advised that Pinjarra VFRS weren't apart of the discussion and haven't received any information.

It was raised that St John Ambulance and Murray SES aren't trained in vertical rescue. Harvey is vertically rescue trained. Otherwise the next closest is Perth. R Porter advised that an R2R can be done if training is required for Shire of Murray. This will need to be monitored and display an evolving/developing trend. Proof will be required to show that the training is needed. B Finlay stated that he will discuss with the matter with DFES Regional Office.

6.4 Pinjarra Primary School – Principle – C Louis

C Louis advised that a Bushfire Prevention meeting was held in Kalamunda. Pinjarra Primary School Evacuation Plans are currently being reviewed following the meeting.

A Risk Assessment of Pinjarra Primary School will be completed on Thursday 3 December 2020. It was raised that other schools need to be included. R Wilson advised that he is meeting with North Dandalup Primary School to discuss their evacuation plan. C Louis and R Wilson will organise a meeting with all schools.

6.5 Fulton Hogan – Network Inspector – D Cormack

D Cormack stated that he is concerned in regards to influx of people that will be travelling south due to COVID-19 travel and border restrictions. Leavers starts on Tuesday 24 November 2020. It is anticipated that an extra 1000 kids will be down south due to the restrictions.

6.6 DoC – Senior District Emergency Services Officer – T Sillitto

T Sillitto advised that an email was sent on Tuesday 27 October 2020 in regards to DoC guidelines for Evacuation Centres. A triage process is being followed for COVID-19.

Local Government will have to deal with issues until DoC arrive and will require appropriate PPE. T Sillitto requested feedback.

Local Governments also received Red Cross Guidelines for Evacuation and COVID-19. T Sillitto advised that DoC Guidelines reflect WA situations and information has been gathered across Australia. It was raised that Local Government welfare plans need to be updated.

T Sillitto stated that the evacuation set up at the Murray Leisure Centre works well and staff have completed required training and exercises.

R Porter advised that COVID-19 safe welfare guidelines were received from WALGA and DoC. Feedback on the guidelines were sent directly to WALGA. R Porter stated that evacuation takes precedent over COVID-19. Local Government and DoC aren't sure who is self-isolating. It was suggested that people who are self-isolating should stay in cars and call a hotline. If people have COVID-19 they should be staying in a hotel to quarantine.

The Manager Murray Aquatic & Leisure Centre – Ben Jordan and Manager Environmental Health – Phil Steven are currently reviewing the maximum occupancy numbers for the MALC and will provide the numbers to DoC.

6.7 DFES – DO Wellington – B Finlay

A report was submitted as per **Appendix 4**.

6.8 SoM – CESC – G Stevens

A report was submitted as per **Appendix 5**.

7. NEXT MEETING

The next Local Emergency Management Committee meeting date, time and venue is to be advised.

8. CLOSE

There being no further business the Chairperson declared the meeting closed the time being 11:22am.



Appendices

**Local Emergency
Management Committee**

**Second Quarter
Wednesday 11 November 2020**



Local Emergency Management Committee Meeting Action Register

Date Raised	Serial N ^o	Item N ^o	Subject	Action	Responsible Officer	Completion Date / Status
8 August 2013	03/13	4.1.2 Appendix 1 Item e	The Shire of Murray LEMC in consultation with and key Hazard Management Agencies (HMA), special needs groups such as local schools, nursing homes and child cares etc are encouraged to establish evacuation plans and communication strategies. This will aid the HMA to manage evacuation and traffic management more effectively.	<p>06/02/14 On behalf of the LEMC send out a letter of correspondence to special needs groups within the Shire of Murray and encourage them to create an evacuation plan.</p> <p>07/02/18 Ongoing. Nursing Home Association to be contacted by Bedingfeld Aged Care Facility. M Cross to follow up the review of the Evacuation Plan. Adequate evacuation plans required for hospitals and aged care facilities. Transport is the biggest issue.</p> <p>07/11/18 To be discussed</p> <p>06/02/19 I Francis offered to contact the Pinjarra Network of School representative to discuss the evacuation plans for the schools in the district.to progress action item Serial No. 03/13.</p> <p>01/05/19 Evacuation Plans received by all Schools within the Murray were sent out to LEMC on 22 February 2019 for review. The Evacuation plans are outdated. M Cross will obtain a evacuation plan template. T Sillitto advised that he will organise evacuation training with Aged Care Facilities in conjunction with DEMA.</p> <p>07/08/19 Any feedback in regards to the School Evacuation Plans is to be sent to C Louis.</p> <p>05/02/20 Bedingfeld Aged Care Facility Evacuation Plan needs to be reviewed. A dementia ward is being added. MOU required. T Sillitto and M Cross will organise an evacuation workshop in liason with Shire of Murray.</p> <p>05/08/20 WAPOL are currently reviewing Aged Care Facility Evacuation Plans/Procedures and</p>	DEMA, DFES, OIC Pinjarra WAPOL, DoC and C Louis	Ongoing



				<p>reporting back to the Commissioner. It is a requirement to have a 24-hour contact point and management plan. Bedingfeld currently have a maximum capacity of 45 people which will change in due course. M Cross will provide Police with Evacuation paperwork.</p> <p>11/11/2020 R Porter advised that a Fire Management Plan was submitted for Bedingfeld and it was listed as Bushfire Prone and vulnerable use. A Bushfire Emergency Evacuation Plan (BEEP) is required. R Porter will follow up to obtain a copy.</p> <p>LEMC Recommendation that the LEMC Executive Officer write a letter to Bedingfeld Aged Care Facility board and Murray District Hospital in regards to Evacuation Plans particularly self-evacuation.</p>		
8 August 2013	04/13	4.1.2 Appendix 1 Item f	<p>The Shire of Murray LEMC to consider conducting a LEMC Evacuation Workshop to further develop evacuation plans for each townsite/settlements. An evacuation plan can be a one or two page generic document which clearly describes items such as location, map, demographics, entry/exit routes, critical infrastructure, possible evacuation centre, key contact numbers, people with special needs or lack of transport, Culturally And Linguistically Diverse (CALD) communities etc. Once developed this information is then made available to the HMA for any possible evacuation planning.</p>	<p>06/02/14 Working Group to be established consisting of P Robinson, D Walker, P Stewart, SoM Community Development Rep & a SoM Tech Services Rep. CEMO to forward template plan.</p> <p>03/02/16 Working Group to be established consisting of P Robinson, D Walker, R Bradshaw, SoM Community Development Rep & a SoM Tech Services Rep.</p> <p>03/08/16 Successful grant funding in this financial year has provided opportunity to develop a Community Evacuation Field Exercise.</p> <p>02/08/17 Community Evacuation Field Exercise planning has commenced.</p>	MRES, CESC, WAPOL, CBFCO and K Jones	Not Started



				<p>07/02/18 Planning deferred until June 2018. Community Evacuation Field Exercise will be held in September 2018.</p> <p>01/08/18 To be discussed.</p> <p>07/11/18 Discussion on capability and resourcing to undertake exercise in conjunction with WAPOL.</p> <p>06/02/19 WAPol can provide a Project Officer. Working Group to be established.</p> <p>05/02/20 Community Evacuation Field Exercise project was cancelled due to deficiencies in staffing. Funding was sent back. G Stevens to organise meeting to list Evacuation Routes.</p> <p>05/08/20 G Stevens met with R Porter, K Jones, R Wilson and I Francis to discuss Evacuation Routes. The next meeting will be held on 17 August 2020.</p>		
27 November 2013	07/13	7.1 Appendix 4	<p>AWARE ERM Report</p> <p><i>Risk Reference 4 – Bushfire</i></p> <p>Conduct a Bushfire Risk Assessment for Bushfire</p>	<p>06/02/14 Awaiting SEMC Secretariat & DFES funding opportunities. Likely to occur during to 2015/16 financial year.</p> <p>04/05/16 A budget submission has been provided for Council to consider funding the development of a Bushfire Risk Management Plan.</p> <p>03/08/16 The budget submission to develop a Bushfire Risk Management Plan was not supported at Council.</p> <p>02/11/16 As above. No financial capacity to undertake this project at this time.</p> <p>07/02/18 As above. AWARE Funding for risk management will be available shortly for Local Government only.</p>	<p>CESC BRPC</p>	In Progress



				<p>01/08/18 Successful in obtaining DFES BRMP LG Grant funding for a Bushfire Risk Planning Coordinator (BRPC) position to be shared with Shire of Harvey</p> <p>06/02/19 BRMP Process will address the Bushfire Risk within the Shire of Murray.</p> <p>01/05/2019 Working on obtaining DFES BRMP LG Grant funding for the Bushfire Risk Planning Coordinator (BRPC) for 2019/20 financial year. Position will now be a Shire of Murray employee.</p> <p>07/08/19 D Walker is now the BRPC for Shire of Murray, Shire of Waroona and Shire of Harvey. D Walker is currently working on the SoM plan which should be complete by the end of the month. Assessments will be completed early next year. In 2021 mitigation work should be completed.</p> <p>06/11/19 The Shire of Murray BRMP has been sent to be critiqued. D Walker is currently working on the assessments. Once the assessments are completed the BRMP will be sent to the OBRM and presented to Council.</p> <p>11/11/20 R Porter advised that the ERM Risk Assessment Workshops will cover all Hazards.</p>		
27 November 2013	08/13	7.1 Appendix 4	<p>AWARE ERM Report</p> <p><i>Risk Reference 17 – Road Transport Emergency</i></p> <ol style="list-style-type: none"> Community education via safety campaigns Develop a Local Evacuation Plan 	<p>06/02/14 Part 2 linked to Item number 04/13.</p> <p>03/02/16 Responsible Officer changed from C Pearson to P Robinson.</p> <p>01/08/18 Responsible Officer changed from P Robinson to I Francis.</p> <p>05/02/20 SEMC approved a review of the State Risk Project prior to commencing phase 5. The project commenced in 2013 and was designed to gain comprehensive and consistent</p>	OIC Pinjarra WAPOL	Deferred



				<p>understanding of the risks faced at state, district and local levels. The review will assess how to move forward with the knowledge and data collated.</p> <p>11/11/20 R Porter advised that the ERM Risk Assessment Workshops will cover all Hazards.</p>		
27 November 2013	09/13	7.1 Appendix 4	<p>AWARE ERM Report</p> <p><i>Risk Reference 35 – Flood/Flash flooding</i></p> <p>Develop a Local Flood Management Plan</p>	<p>04/05/16 Consultation with DFES to develop the plan. Meeting to be held in June 2016.</p> <p>02/08/17 Ongoing. Discuss further with Water Corp.</p> <p>07/02/18 Ongoing. Invite to the next LEMC meeting DFES.</p> <p>05/02/20 SEMC approved a review of the State Risk Project prior to commencing phase 5. The project commenced in 2013 and was designed to gain comprehensive and consistent understanding of the risks faced at state, district and local levels. The review will assess how to move forward with the knowledge and data collated.</p> <p>11/11/20 R Porter advised that the ERM Risk Assessment Workshops will cover all Hazards.</p>	D/O Natural Hazards DFES Unit Manager Murray SES	Deferred
11 November 2020	01/20	4.2	<p>R Porter to follow up with the Shire of Murray Planning Department to obtain a copy of the Bushfire Emergency Evacuation Plan (BEEP) and forward it onto the LEMC membership.</p>		MRES	Completed
11 November 2020	02/20	4.2	<p>R Porter to write to the board of the Bedingfeld Aged Care Facility and Murray District Hospital requesting an updated Evacuation Plan.</p>		MRES	Not Started



LEMC Membership Contact List

(As at 11 November 2020)

Organisation	Name	Address	Contact Details
Shire of Murray	Cr. Stuart Kirkham (Councillor / LEMC Chairperson)	%/- Shire of Murray PO Box 21 PINJARRA WA 6208	0427 868 306 slkirkham@inet.net.au skirkham@murraycouncillor.wa.gov.au
	Gavin Stevens (Community Emergency Services Coordinator / LEMC Executive Officer)		(08) 9531 7635 / 0421 236 275 Gavin.Stevens@murray.wa.gov.au
	Mr. Robert "Bluey" Wilson (Chief Bush Fire Control Officer)		(08) 9535 8093 / 0417 916 468 robert.wilson@alcoa.com.au backburner61@yahoo.com.au
	Mr. Phil Steven (Manager Environmental Health)		(08) 9531 7735 / 0427 910 062 meh@murray.wa.gov.au
WAPOL (Pinjarra)	Snr Sgt. Ian Francis (LEC / LEMC Deputy Chairperson / Pinjarra – Officer in Charge)	24 George Street PINJARRA WA 6208	(08) 9531 7111 / 0429 051 898 ian.francis@police.wa.gov.au
WAPOL (Dwellingup)	Sgt. Dave Harnett (Dwellingup – Officer in Charge)	55 McLarty Street DWELLINGUP WA 6213	(08) 9538 1057 / 0436 851 564 Dave.harnett@police.wa.gov.au
DBCA – Parks and Wildlife Service	Mr. Kris Laurendi (Senior Ranger – Lane Poole Reserve)	1 Banksiadale Road DWELLINGUP WA 6213	(08) 9538 1078 / 0437 413 485 kristofer.laurendi@dbca.wa.gov.au
Pinjarra Volunteer Fire & Rescue Service	Mr. Ken Jones (Brigade Captain)	Lot 69 Murray Street PINJARRA WA 6208	(08) 9531 2998 / 0409 205 071 kennethjones11@bigpond.com
Department of Communities - Child Protection and Family Support	Mr. Terry Sillitto (Senior District Emergency Services Officer)	25 Adelaide Street FREMANTLE WA 6160	(08) 9411 4610 / 0427 389 375 terry.sillitto@communities.wa.gov.au
Alcoa Australia	Mr. Gary Cresswell (Security Supervisor - Pinjarra)	PO Box 172 PINJARRA WA 6208	(08) 9531 6303 / 0404 800 186 Gary.cresswell@alcoa.com.au
Murray SES	Mr. Paul Dwyer (Unit Manager)	PO Box 341 PINJARRA WA 6208	(08) 9531 3044 / 0410 560 075 pauld58@bigpond.net.au
Water Corporation	Mr. Matthew Sutherland (Operations Manager)	109 Park Road MANDURAH WA 6210	(08) 9423 7209 / 0438 384 237 matthew.sutherland@watercorporation.com.au
St John Ambulance	Ms. Christine Hunter (Station Manager – Pinjarra Sub Centre)	PO Box 123 PINJARRA WA 6208	(08) 9531 3322 / 0428 571 927 christine.hunter@stjohnambulance.com.au
Pinjarra Primary School	Mr. Christian Louis (Principal – Pinjarra Primary School)	Dixon Avenue PINJARRA WA 6208	(08) 9531 1856 / 0447 294 487 Christian.Louis@education.wa.edu.au
Bedingfeld Park Inc Aged Care Facility	Ms. Deborah McLeod (Chief Executive Officer)	PO Box 762 PINJARRA WA 6208	(08) 9531 1622 deborah@bedingfeld.com
Community Representative - Shire of Murray	Ms. Christine Thompson JP (Community Representative)	1 York Road FURNISSDALE WA 6209	0429 447 341 chris.t1@bigpond.com
Ex Officio Committee Members			
Organisation	Name	Address	Contact Details
Shire of Murray	Ms. Chantelle Goff (Ranger Emergency Services Support Officer / Minute Secretary)	%/- Shire of Murray PO Box 21 PINJARRA WA 6208	(08) 9531 7637 / 0413 453 739 resso@murray.wa.gov.au
	Mr. Ron Porter (Manager Ranger and Emergency Services)		(08) 9531 7716 / 0448 875 632 mres@murray.wa.gov.au
	Ms. Leanne McQuirk Director Place and Community Development / Local Recovery Coordinator		(08) 9531 7734 / 0418 922 803 leanne.mcquirk@murray.wa.gov.au
DFES (Fire Services)	Mr. Brett Finlay (District Officer Wellington)	Lot 719 South Western Highway BUNBURY WA 6230	(08) 9780 1904 / 0427 011 386 brett.finlay@dfes.wa.gov.au

Ex Officio Committee Members

Organisation	Name	Address	Contact Details
DFES (Natural Hazards)	Mr. Nick Elrick (District Officer – Natural Hazards – South West)	Lot 719 South Western Highway BUNBURY WA 6230	(08) 9780 1910 / 0428 100 491 nick.elrick@dfes.wa.gov.au
DFES (Emergency Management)	Mr. Peter Stewart (District Officer – Emergency Management – South West)		(08) 9780 1907 / 0409 153 931 peter.stewart@dfes.wa.gov.au
DFES (Emergency Management)	Ms. Merveen Cross (District Emergency Management Advisor - Metropolitan)	91 Leake Street BELMONT WA 6104	(08) 9478 8343 / 0427 996 676 merveen.cross@dfes.wa.gov.au
Department of Communities - Child Protection and Family Support	Ms. Tracy Simpson (Local Welfare Coordinator – Peel District Office)	PO Box 972 MANDURAH WA 6210	(08) 9583 6688 Tracy.Simpson@communities.wa.gov.au
Main Roads WA	Mr. Dave Cormack (Routine Maintenance Works Manager)	Lakes Road MANDURAH WA 6208	0427 770 942 dave.cormack2@fultonhogan.com.au
Western Power	Ms. Joscelynd Rawlins (Field Operations Team Leader)	22 Husband Road MANDURAH WA 6210	(08) 9582 4111 / 0400 200 391 Joscelynd.Rawlins@westernpower.com.au
Atco Gas	Mr. Gordon Davies (Supervisor, Mandurah)	20 Quarry Way GREENFIELDS WA 6210	0414 510 364 gordon.davies@atcogas.com.au
Department of Health	Mr. Scott Beaton (Manager Emergency Preparedness Disaster Response)	Elanora Drive COOLOONGUP WA 6168	(08) 9599 4518 / 0419 904 148 Scott.Beaton@health.wa.gov.au

Bushfire Risk Planning Coordinator Report – November 2020

Bushfire Risk Management Plan

- Draft v1 completed.
- New OBRM template out and to be used for BRM Plans that will be endorsed after 1 December 2020.
- SoM BRM Plan currently being amended to meet the new template guidelines.

Risk Identification and Assessments

- Approximately 65% of the Local Government area has been mapped and risk assessed.
- Some assessments have been conducted by desktop and may be amended once ground proofing has been done.
- Meelon and Blythwood mapped, now mapping west of South West Hwy, Coolup.
- Currently mapping Cultural assets within the Pinjarra townsite.

Stakeholder liaison

- Ongoing and as required.
- Catching up with Dwellingup Captain to look at potential MAF eligible mitigation work in Dwellingup.

DFES Southwest Region / Bushfire Risk Management Officer

- UCL / UMR within Shire of Murray discussed with DFES BRMO (ongoing)

Administration

- Nil

Department of Fire and Emergency Services Report for the Shire of Murray Local Emergency Management Committee Wednesday 11th November 2020

Apologies

DO Peter Stewart, DO Nick Elrick

HIGH THREAT PERIOD

DFES are in the final stages of preparation for the High Threat Period (HTP). This normally starts on the first Thursday of December.

The HTP will see the State Duty Roster include the Level Three Pre-Formed Teams (L3 PFT). This is a multi-agency Level Three IMT and support.

The SW Region will also implement their HTP Roster which incorporates the Regional Duty Coordinator (RDC), On Call Operations Officer and an Administration Support on call 24/7. Additional teams (particularly for Level 2 incidents) are stood up On Call based on the risk at that time (usually weather based).

Several Pre-Season forums and workshops have already commenced with others planned for the near future. DFES SW and Lower South West regions have a planned multi-agency forum scheduled for Thursday 3rd December. This will include DBCA and WA Police Force.

HIGH FIRE SEASON FLEET APPLIANCES

DFES SW region are awaiting on the arrival of seven Light Tankers and four 2.4/3.4 Tankers. These will potentially include a LT stationed at Dwellingup BFB and a 2.4 at West Murray BFB stations.

The arrival of these appliances is dependent upon the end of the state's Northern fire season.

STATE AERIAL FIREFIGHTING FLEET

The following information outlines the State aerial firefighting aircraft types and bases for their service period for the 2020-2021 southern bush fire season.

Jandakot Airport:

1 November 2020, available daily 0900-1800hrs

2 x 2 HELITAKS

1 x Air Attack Supervision (AAS)

1 x 2 FIREBIRD helicopter (utility, all-hazards response)

1 x FIREBIRD helicopter (Air Intel)

1 x Linescanner

1 December 2020, available daily 0900-1800hrs

2 x HELITAKs

Commencement date To Be Advised (DBCA), available daily 0600-1800hrs

2 x Fixed wing water bombers

1 x Light fixed wing (AAS)

1 x Helicopter (AAS)

Serpentine Airfield:

20 December 2020, available daily 0900-1800hrs

1 x Airplane High Volume HELITAK

Bunbury Airport:

Commencement date To Be Advised (DBCA), available daily 0600-1800hrs

2 x Fixed wing water bombers

1 x Light fixed wing (AAS)

1 x Helicopter (AAS)

Busselton Airport:

15 December 2020, available daily 0900-1800hrs

2 x 2 HELITAKS

SEASONAL OUTLOOK

The BOM have released their seasonal outlook for November to January. Access to this forecast is available via this link -

<http://www.bom.gov.au/climate/outlooks/#/overview/video>

- Increased chance of cooler than average day time temperatures with an increased chance of warmer night time temperatures.
- Increased chance of above average rainfall.
- Increased risk of flooding in the South West of the state if we receive a major wet weather event.
- Over the years during a similar outlook we have had many large fires in the W.A.
- Played the BOM Seasonal outlook and then had questions through the chair to DFES.

OTHER ITEMS

- Various information on how COVID may affect operational activities this fire season.
- Current Superintendent Peter Norman will be departing the region for a position with DFES in Cockburn HQ
- The new incoming Superintendent will be Andy Wright who has been working for some time in the South West Region.

Brett Finlay
District Officer Wellington
97801904
0427 011 386

Peter Stewart
District Officer Emergency Management South West
9780 1907
0409 153 931

CESC Murray Waroona – LEMC Report

11th November 2020

Recent activities:

- Exciting additional to the regional capability;
 - 9th Nov 2020 – delivery of a brand new 3.4U fire truck to West Murray BFB. This replaces their old 2.4 which gives them an additional 1000L of water and a significant array of other modern crew protection and truck efficiencies as developed in this current build
 - 6th Nov 2020 – Water bomber reloader training at Wheeler field which say many members of the Murray SES unit come online as a support for the upcoming season.
 - 30th Oct 2020 – the Opening of the Waroona West Fire Station at 566 Peppermint Grove road Wagerup which brings an additional training room and static water source for the region online where one never existed their previously.
- Seasonal Climate Outlook: Key points from BOM for our area are that we have had a lower than average rainfall this year, higher than average winter temperatures meaning our subsoil moisture (despite recent unseasonal rain) is lower than average. This creates a heightened threat outlook for Bushfire.
- Pre-season Briefings are underway: over several weeks I have been joining the DFES MS Teams sessions updating us on Web EOC updates and resources and processes available for the upcoming fire season. Some recent topics covered include;
 - The availability of the Line Scanner Aircraft 24/7 over the high season so we can get night time fire mapping done.
 - An awareness of the state logistics cache which can give us reasonably rapid access to accommodation and incident support in a prolonged incident.
 - The State Operations Centre Meteorologist gave an enhanced understandings of fire weather information available.
 - An app is being released soon to make incident check-ins easier of the fire ground, details pending.
- Planning on moving into the Prohibited Burning Period
 - Prohibited (No Burning): 1st Dec – 31 March
 - Permits required: 1st April – 15th May (subject to extension dependent on conditions)
- Training meeting post Covid lock down to bring preparedness on track for upcoming fire season. Significant number of new members in Murray (68+) we are trying to have made active for upcoming fire season. Murray pre-season forum 14th Nov 2020, Waroona 15th Nov 2020. The 2021 Training calendar setting meeting is coming up on the 8th December 2020 also.
- Vehicle and Station preparation for upcoming season almost complete and the Chief Bushfire Control Officer conducts the burn over and crew protection drills pre-season.
- Enhanced Covid cleaning processes still in place and will be covered more in our pre-season forums.

#lestweforget



Minutes

**Resource Sharing Alliance Committee
11 am 7 December 2020
At the Shire of Murray**

Resource Sharing Alliance Committee – 7 December 2020
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CEO Resource Sharing Committee Minutes 7 December 2020

1. DECLARATION OF OPENING

Meeting opened at 11.02am

2. ATTENDANCE/APOLOGIES

Cr D Bolt	Cr M Walmsley
Cr D McLarty	Cr N Purcell
Cr B Cardilini	Cr L Snell
Mr D Unsworth, CEO Murray/Waroona	

3. DISCLOSURE OF INTERESTS - MEMBERS AND OFFICERS

Nil

4. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

5. CONFIRMATION OF MINUTES

5.1 CEO Resource Sharing Committee Meeting – 8 July 2020

Officer/Committee Recommendation:

Moved: Cr D McLarty
Seconded: Cr L Snell

That the Minutes of the CEO Resource Sharing Committee Meeting held on Monday 8 July 2020 be received and noted.

CARRIED 6:0

6. REPORTS OF OFFICERS

6.1 Alliance Progress Report

File Ref: 1/2393
 Previous Items: N/A
 Applicant: N/A
 Author and Title: Dean Unsworth, Chief Executive Officer
 Voting Requirements: Simple Majority

Officer/Committee Recommendation:

Moved: Cr D McLarty
 Seconded: Cr M Walmsley

That the Resource Sharing Alliance Committee notes the CEO Resource Allocation Progress Report.

CARRIED 6:0

Background

The resource sharing of the Chief Executive Officer between Murray and Waroona commenced on 12 September 2019 for an initial period of up to twelve months. On 28 February 2020 a five-year agreement was implemented to share the Chief Executive Officer.

Under the terms of the Resource Sharing Agreement, the Purpose of the Committee is to:

- (a) regularly review the operation of the Resource Sharing Arrangement;
- (b) regularly review the performance of the CEO in implementing the Resource Sharing Arrangement;
- (c) meet at least three times in each calendar year.

In 2020, meetings have been held on 16 January, 14 May and 8 July.

This report provides an update on progress being made since the last Committee meeting held 8 July 2020.

Report Detail

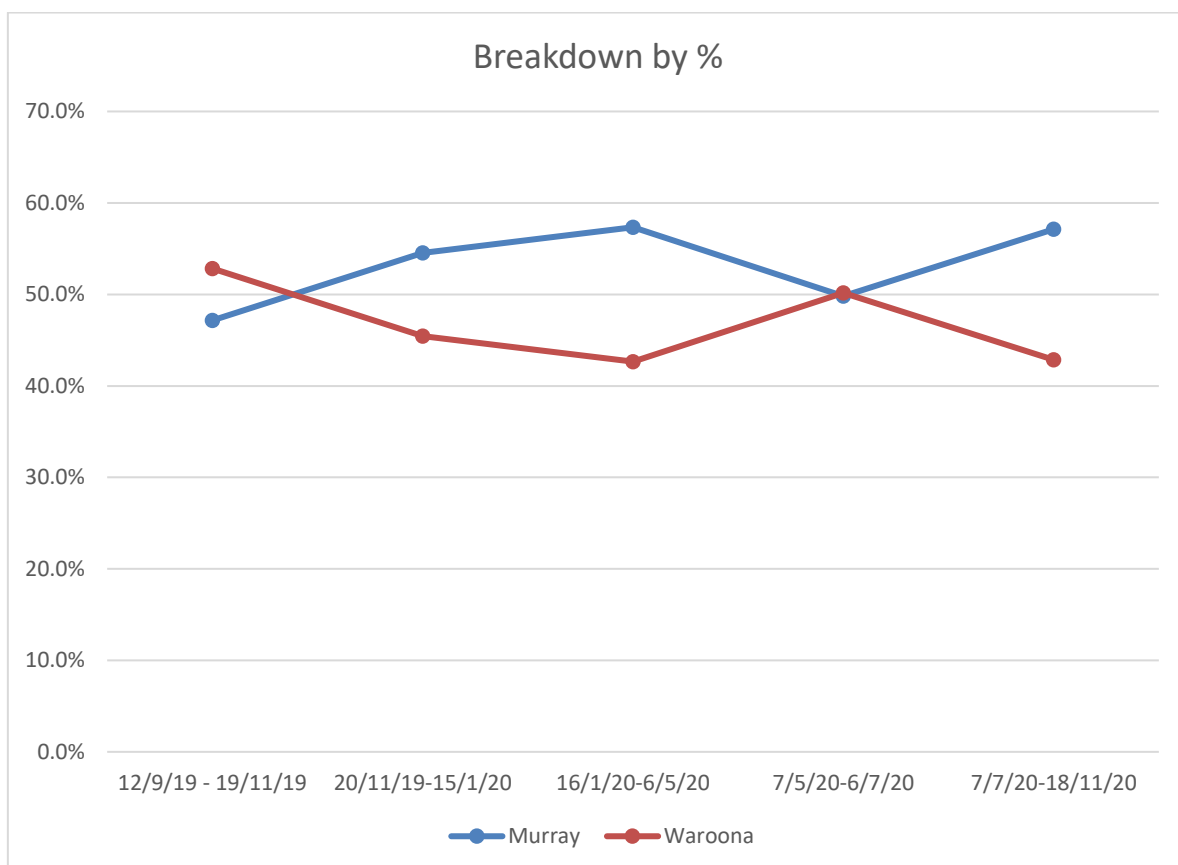
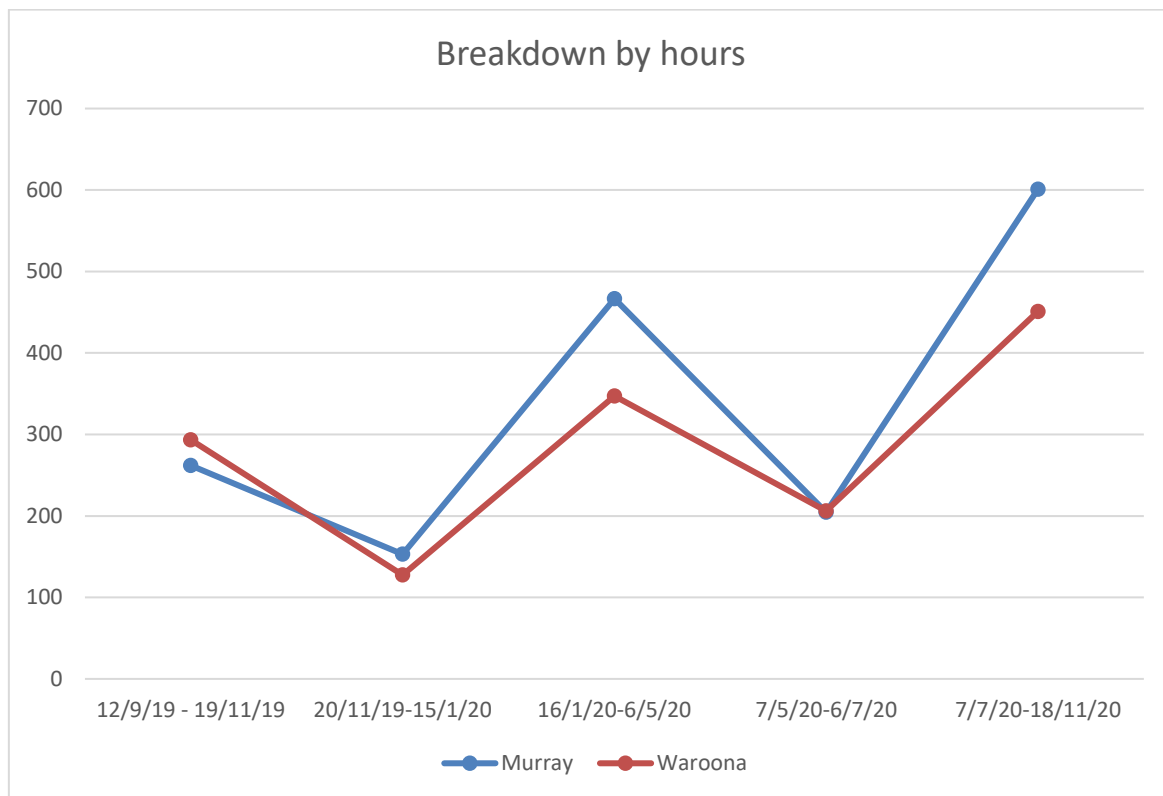
1. Time Allocation Breakdown

The Resource Sharing Agreement has a time allocation breakdown of 60% to Murray and 40% to Waroona, with overall costs allocated accordingly.

The agreement commenced on 12 September 2019.

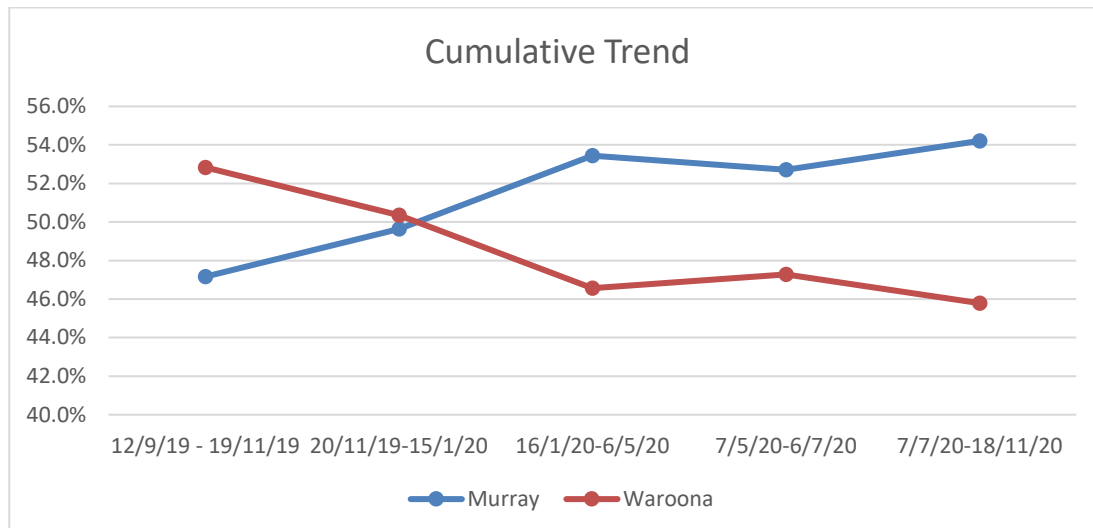
To close of business 18 November 2020 the breakdown of hours is detailed below:

Shire	12/9/19- 19/11/19	20/11/19- 15/1/20	16/1/20- 6/5/20	7/5/20- 6/7/20	7/7/20- 18/11/20	Total hours	Overall %
Murray	262 (47%)	153 (54.5%)	466.5 (57.4%)	204.5 (49.9%)	601 (57%)	1,687	54.2
Waroona	293.5 (53%)	127.5 (45.4%)	347 (42.6%)	206 (50.1)%	451 (43%)	1,425	45.8



Total hours- Cumulative Trend

Shire	12/9/19-19/11/19	20/11/19-15/1/20	16/1/20-6/5/20	7/5/20-6/7/20	7/7/20-18/11/20	Overall %
Murray	262	415	881.5	1,086	1,687	54.2
Waroona	293.5	421	768	974	1,425	45.8



Further update since the last meeting includes:

- A joint workshop was held with all available Councillors from Murray and Waroona on 24 August 2020 facilitated by Craig Salt. Any questions from this workshop can be answered at this meeting.
- The Waroona Director Planning and Economic Development, Mr Leonard Long, departed on 27 October 2020.
- The Shire of Murray's Director Planning & Sustainability, Mr Rod Peake is undertaking the role of Acting Director Planning & Regulatory Services for the Shire of Waroona until such time as a long-term structure in this area is presented to the Committee. This role is currently between 1-2 days per week.
- The Shire of Murray's Investment Attraction Manager, Mr David Arkwright is undertaking the role of Acting Director Place and Community & Economic Development until such time as a long-term structure in this area is presented to the Committee. The role is currently approximately 2 days per week.
- Mr Tony Dowling is undertaking the role as Acting Manager Planning with the Shire of Waroona. This is a temporary appointment through an employment services agency.
- A permanent Manager Planning (proposed joint Manager) will be advertised in late November.
- The Shire of Murray's Manager Building, Mr Dale Burton is providing support to the Shire of Waroona in a Building Maintenance capacity.
- The Shire of Waroona's Building Surveyor, Ms Sylvia Broadbent is providing 1 day per fortnight service to the Shire of Murray.

A verbal update will be provided to the Committee about the short and long-term potential structure options which will significantly assist in the development of a long-term approach for both Shire's which will need to be considered in the first quarter of 2021.

Also, a presentation on potential local government reform will be provided at this meeting.

6.2 Resource Sharing Alliance Key Performance Indicators – Progress Report

File Ref: 1/2401
Previous Items: N/A
Applicant: N/A
Author and Title: Dean Unsworth, Chief Executive Officer
Voting Requirements: Simple Majority

Officer/Committee Recommendation:

Moved: Cr B Cardilini
Seconded: Cr N Purcell

That the Resource Sharing Alliance Committee notes the Resource Sharing Alliance Progress Report.

CARRIED 6:0

Committee Recommendation:

Moved: Cr B Cardilini
Seconded: Cr M Walmsley

That:

- 1. The Committee will hold an Alliance Performance Review internally, prior to April 2021.**
- 2. A review of KPI's be undertaken at the next Alliance meeting; including a Survey Monkey survey of members of the Committee.**

CARRIED 6:0

Introduction

Presented is an update on the Key Performance Indicators (KPI's) for the Alliance, as formally set in May 2020.

Background

In terms of a CEO performance review for the 'Alliance', there is no requirement to undertake this under the Local Government Act or under the Resource Sharing Agreement. Individual performance reviews by both the Shire's of Murray and Waroona will occur prior to the end of May 2021.

	Key Performance Indicator	Progress
1	Align Occupational Safety & Health and Risk Management Strategies.	OSH has been restructured within the Waroona Shire and is now being co-ordinated internally through the senior finance officer and guided by the Manager CEO Strategic Liaison. The Shire of Murray appointed a new full-time OSH officer who will be providing 1 day per week service to the Shire of Waroona and provide high level guidance to the senior finance officer and guide the strategic progress of OSH across both local governments.
2	Develop a Murray-Waroona Sport & Recreation Strategy.	The Shire of Murray Co-ordinator Sport & Recreation is providing assistance to the Waroona equivalent and good progress is being made. An example is the rewriting of the Preston Beach Golf Club funding application to a standard where it can

	Key Performance Indicator	Progress
		<p>now be considered by the Department of Sport & Recreation.</p> <p>With the previous Waroona Director Planning & Economic Development leaving on 30 October, the Murray Co-ordinator has provided further advice and support.</p> <p>In terms of a strategy both Shires are developing their own strategies, however there will be an overarching strategic overview across both. In Waroona, significant work has been done, including the appointment of a consultant, to develop a feasibility into a co-located sports precinct that could incorporate AFL, cricket, golf and bowls.</p> <p>In Murray, business cases have been developed for the South Yunderup and Sir Ross McLarty sports pavilions, and work has commenced on a Sir Ross McLarty Sports Precinct Master Plan.</p>
3	<p>Demonstrate effective and high level Tourism marketing (subject to funding).</p>	<p>At the 14 May Resource Sharing Committee (copy of minutes attached), and then endorsed by both Councils was the following</p> <p><i>That a Tourism Marketing Manager be advertised as soon as possible, based on a 3-5 year contract employed on an approximate \$110,000 cash salary and private use of a vehicle, and a further report be brought back to the Committee after further consideration of the proposal by the Shire of Waroona.</i></p> <ol style="list-style-type: none"> 2. <i>The CEO to benchmark the costs of undertaking the role of a Tourism Marketing Manager on a contract basis, and that a report be brought back to the Committee to consider these costs.</i> 3. <i>If Waroona do not support the 80/20 sharing of a Tourism Marketing Manager, that this employee be engaged on a full-time basis by the Shire of Murray.</i> 4. <i>That the Shire of Murray would purchase a vehicle for the Tourism Marketing Manager through the 2020/21 budget and that the operating costs be built into the employee overhead costs and on-charged as per the 80/20 basis if the Shire of Waroona agree to co-fund this position.</i> <p>However, following further consideration at the Shire of Waroona budget workshop, the following resolution was passed at the 8 July Resource Sharing Committee and then endorsed by both Councils later that month:</p>

	Key Performance Indicator	Progress
		<p><i>Officer/Committee Recommendation:</i></p> <p><i>Moved: Cr Warmsley</i> <i>Seconded: Cr McLarty</i></p> <p><i>That the CEO Resource Sharing Committee notes and supports the operational decision to resource share the Shire of Murray’s Tourism Destination Marketing Manager and the Shire of Waroona’s Corporate Compliance Officer on a non-cash, 1 to 1.5 day a fortnight shared basis.</i></p> <p>With this above recommendation being passed by both Councils, it is not possible to achieve the aspirations within this Key Performance Indicator that was initially proposed at the May meeting. However, the July resource-sharing arrangement that was formally supported has been implemented and is/will provide benefit to both Shires; being:</p> <p>a) The Shire of Waroona Corporate Compliance Officer is providing 1.5 days per fortnight to the Shire of Murray in the governance area which is providing support to the Manager Governance and also allowing for career development for the officer;</p> <p>b) That the Shire of Murray Tourism Marketing Manager will provide 197.6 hours (1 day per fortnight x 24 weeks) to Waroona in the area of digital marketing that will include videos, photos, developing on-line and tourism strategic advice.</p> <p>Rather than this be provided 1 day a fortnight, the best outcome will be for those 197.6 hours be allocated in blocks which in turn will produce a more efficient outcome.</p>
4	Expand joint economic partnership opportunities across Murray and Waroona.	<p>There are a number of joint economic projects being developed that relate to:</p> <ul style="list-style-type: none"> • Water • Workers accommodation • Agriculture development • Trails development • Tourism development (unsuccessful Harvest Highway proposal).
5	Progress the Provision for Water for Murray and Waroona Business Case	Both Shires are working closely with the Peel Development Commission, Department of Water, Water Corporation and a consultant to present a

	Key Performance Indicator	Progress
		study into water availability south of Pinjarra. This is a long-term issue.
6	Demonstrate positive progress of the Initiatives within the Murray-Waroona Resource Sharing Alliance Strategy.	Attached is an updated Alliance Strategy Business Plan progress report. (Appendix 1).

Statutory Environment

Nil

Sustainability & Risk Considerations

Economic - (Impact on the Economy of the Shire and Region)

There are numerous economic benefits that will become evident as the Murray-Waroona Alliance Strategy is further developed.

Social - (Quality of life to community and/or affected landowners)

There are numerous social benefits that will become evident as the Murray-Waroona Alliance Strategy is further developed.

Environment – (Impact on environment’s sustainability)

There are numerous environmental benefits that will become evident as the Murray-Waroona Alliance Strategy is further developed.

Policy Implications

Nil

Risk Management Implications

<i>Risk Level</i>	<i>Comment</i>
Moderate	There is moderate risk to either local government through significant resource sharing.

Conclusion

Feedback is sought on the progress of the Key Performance Indicators as presented within this report.

Also, feedback is sought as to whether the Committee requires an external ‘Alliance’ Performance Review is undertaken by 28 May 2021. Note that the Shire of Murray will be engaging an external consultant for its process, whereas the Shire of Waroona will undertake its CEO performance review internally.

6.3 CEO Annual Leave and Study Process

File Ref: P/UNS002
Previous Items: N/A
Applicant: N/A
Author and Title: Dean Unsworth, Chief Executive Officer
Voting Requirements: Simple Majority

Officer/Committee Recommendation:

Moved: Cr B Cardilini
Seconded: Cr N Purcell

That approval of leave annual, long service or study leave for the Chief Executive Officer be delegated to both Shire Presidents of Murray and Waroona.

CARRIED 6:0

Introduction

In the CEO employment contracts for both Murray and Waroona it states:

9.1 Approval for leave

Leave by you is to be taken at a time, or during periods that are approved by the Council (or, if the Council so resolves, by the President).

Background

It is recommended that the Committee recommends to both Councils that it resolves that the Shire President has the delegated authority to approve leave as opposed to any leave requiring a Council report and Resolution.

7. CONFIDENTIAL REPORTS

Nil

8. GENERAL BUSINESS

8.1 Recruitment – Shire of Waroona

File Ref: 1/2393
Voting Requirements: Simple Majority

Committee Recommendation:

Moved: Cr M Walmsley
Seconded: Cr L Snell

That:

- 1. the CEO prepares a report to be presented to each Council to consider options for the future delivery of Planning, Economic Development, and Place and Community Development functions into the future, following the resignation of the previous Waroona Director Planning & Economic Development;**
- 2. advertising for any proposed senior position be conducted by an external agency as selected by the Chief Executive Officer; and**
- 3. as part of a long-term structure consideration, the shared arrangement component of the Resource Sharing Agreement also be reviewed.**

CARRIED 6:0

9. NEXT MEETING

To be advised

10. CLOSURE

The Chairman closed the meeting at 1.18pm.

NOTE: if a teleconference is held to discuss Alliance issues, Cr B Cardilini has requested that it not be undertaken on a Wednesday.

Concept Design Cost Report

Ravenswood Community Centre



PROJECT NO.:	71930.100330
AUTHORISED BY:	Sharon Yap
DOCUMENT TITLE:	Ravenswood Community Centre
ISSUE DATE:	20 November 2020



ISSUE REGISTER

Revision	Issue Date	Details	Prepared By	Authorised By
			(Name / Position)	(Name / Position)
0	20 November 2020	Concept Design Cost Report	Megawati (Senior QS)	Sharon Yap (State Manager)

DISTRIBUTION

Company	Name	Sent via
Site Architecture Studio	Stephen Hart	Email
Site Architecture Studio	Grace Kocsis	Email

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1. EXECUTIVE SUMMARY

All amounts reported in this cost plan are excluding GST.

Altus Group (hereinafter "AG") was engaged by Site Architecture Studio (hereinafter "SAS") to provide Quantity Surveying services for the proposed new build community centre in Ravenswood.

The Project scope consists of a new build single storey community centre building featuring heat and serve kitchen, outdoor alfresco and outdoor secure playground. We were advised that the Carpark scope is not part of this project budget and therefore is priced separately as an option.

Based on the concept design, our current estimated project cost is summarised below:

Description	AG Estimate
Building Works	\$597,110
Preliminaries & Margin	\$59,800
Total Estimated Construction Cost	\$656,910
Design Contingency (4%)	\$26,300
Construction Contingency (5%)	\$34,200
Professional Fees (10%)	\$71,800
Authority Fees and Charges (1.5%)	\$10,800
Total Estimated Project Cost	\$800,010.00
Option - Carpark	\$87,540
Total Estimated Project Cost Including Carpark	\$887,550.00

The current estimated project cost is \$10 over the budget. A cost summary and detailed breakdown are attached in Appendix A.



2. BASIS OF ESTIMATE

2.1 Information

The estimated project cost has been prepared based on the following information:

- Architectural drawing received on 17 November 2020
- Revised SK03.2 drawing received on 20 November 2020

2.2 Assumptions

Whilst compiling this report, AG has made the following assumptions:

1. Main Works

- Exposed aggregate finish to Outdoor Alfresco
- \$17,355 allowance for flashing, capping and rainwater system
- \$1k provisional allowance for roof safety system
- Assumed all glass wall and glass door elements to be single glazed
- Assumed reverse brick veneer external walls where FC indicated on elevation
- Manual operated roller blind to meeting room window
- Internal walls are assumed to be stud wall with plasterboard lining to both sides with insulation. The walls are measured at 3m high
- All glass walls are assumed to be 2.1m high
- Allowance for automatic shutters to kitchen
- \$350 allowance for acoustic treatment to meeting room
- \$2k allowance for feature wall to function room
- Allowance for tiled floor to wet areas, carpet tiles to meeting room and vinyl floor to all other areas
- \$1.5k allowance for entry mat
- General flushed plasterboard ceiling to corridor and store
- Moisture resistant flushed plasterboard ceiling to all wet areas including kitchen
- Acoustic rated flushed plasterboard ceiling to meeting room and function room
- Allowance for flushed FC including framing to external soffit
- Provisional quantity of 3 access panels
- \$2k allowance for feature ceiling/ lighting to function area
- \$3,050 provisional allowance for built-in fitments to cleaner room, meeting room and storeroom
- \$500 provisional allowance for statutory signage
- \$5k provisional allowance for building signage
- \$1k provisional allowance for directional signage
- \$10k provisional allowance for indoor loose furniture



- \$15k provisional allowance for kitchen equipment
- \$2.5k allowance for incoming gas
- \$155/m2 FECA rate for internal electrical services
- \$120/m2 FECA rate for external electrical services
- \$12,000 provisional allowance for playground equipment
- \$8,000 provisional allowance for playground fencing
- \$8,000 provisional allowance for outdoor alfresco landscaping including softscape and fencing
- \$4,000 provisional allowance for outdoor furniture
- \$3,000 provisional allowance for lighting to playground
- \$2,500 provisional allowance for stormwater drainage
- \$15,000 provisional allowance for Western Power headworks
- \$5,000 provisional allowance for Watercorp headworks
- \$1,000 provisional allowance for NBN headworks
- 10% builder's preliminaries and margin
- 4% design contingency
- 5% construction contingency
- 10% professional fees
- 1.5% authority fees and charges

2. Option - Carpark

- Allowance for carpark lighting, assumed 1 light pole in every 100m2
- \$5k allowance for carpark drainage
- \$500 allowance for statutory signage
- Only allowed wheelstop to disabled bay (1no.)
- 10% builder's preliminaries and margin
- 4% design contingency
- 5% construction contingency
- 10% professional fees
- 1.5% authority fees and charges



2.3 Exclusions

Below is a list of the exclusions:

- GST
- Earthworks (apart from detailed excavation for substructure)
- Client Cost
- Abnormal ground conditions
- Removal of hazardous material
- Dewatering
- Site preparation and clearance
- Fire breaks
- Public art
- Escalation
- Communication related scope
- IT and AV equipment
- Security, i.e. access card, CCTV, etc.
- PV cells and solar energy associated works
- ESD allowance
- Mechanical enclosure, assumed roof mounted condenser
- Grease trap
- Carpark related works only included as an optional cost
- Future ovals
- Wilghi Way extension
- Carpark headworks



3. COST RISKS ASSESSMENT

The project cost risks as identified below:

Id	Description of Risk	Impact on Project (Identification of consequences [1])	L [2]	S [3]	G [4]	Mitigation Actions	Individual/
						(Preventative or Contingency)	Group responsible for mitigation action(s)
1	Final design exceeds cost plan allowances	The cost plan is based on limited information. Therefore, a number of assumptions have been made to complete the cost plan. Because of this, there are possibilities that the final design will exceed the cost plan allowance.	M	M	C	The cost plan will need to be updated as the design progresses to make sure the cost is within the current allowance. Any shortfall will need to be funded from the design contingency or by seeking alternative design solutions.	Client/ Architect/ Quantity Surveyor
2	Latent conditions – Hazardous material removal, asbestos removal, etc.	Latent condition on site may result in budget overrun.	M	M	C	AG has made no allowance in the cost plan for latent conditions. Should the unforeseen latent condition arise, removal and remediation works will be funded from the Contingency.	Project Manager/ Architect/ Quantity Surveyor
3	Fees and other charges exceed allowance in cost plan	The fees and other charges are unknown at this stage. Therefore, the fee allowance in the cost plan may not be sufficient.	M	M	C	The fee and other charges allowance in the cost plan is calculated based on percentage. Any shortfall will be funded from the contingency.	Client



Legend

Rating for Likelihood [L] & Seriousness [S]		Combined Effect for Likelihood & Seriousness					Recommended Actions of Grade of Risks		
L =	Low		Seriousness [S]				Grade [G]	Risk Mitigation Actions	
M =	Medium	Likelihood [L]		Low	Med	Hig h	Ext	A	Mitigation actions, to reduce the likelihood and seriousness, to be identified and implemented as soon as the project commences as a priority.
H =	High		Low	N	D	C	A	B	Mitigation actions, to reduce the likelihood and seriousness, to be identified and appropriate actions implemented during project execution.
E =	Extreme		Med	D	C	B	A	C	Mitigation actions, to reduce the likelihood and seriousness, to be identified and costed for possible action if funds permit.
N/A =	Not Assessed		Hig h	C	B	A	A	D	To be noted - no action is needed unless grading increases over time
								N	To be noted - no action is needed unless grading increases over time

4. APPENDIX A

4.1 Cost Plan Summary and Details

Project: Site Architecture Studio

Details: 2020-11-18_Concept Cost Plan

Building: Ravenswood Community Centre

Auto code	Description	Quantity	Unit	Rate	Subtotal	Factor	Total
1	Substructure	514	m2	143.00	73,500		73,500
	Sub-total for Demolition & Substructure	514	m2	143.00	73,500		73,500
2	Columns	514	m2	43.97	22,600		22,600
3	Upper Floor	514	m2	0.00	0		0
4	Staircase	514	m2	0.00	0		0
5	Roof	514	m2	152.33	78,300		78,300
6	External Wall	514	m2	162.65	83,600		83,600
7	External Door	514	m2	24.12	12,400		12,400
8	Window	514	m2	2.63	1,350		1,350
9	Internal Screen and Borrow Light	514	m2	8.37	4,300		4,300
10	Internal Wall	514	m2	42.80	22,000		22,000
11	Internal Door	514	m2	28.50	14,650		14,650
	Sub-total for Superstructure	514	m2	465.37	239,200		239,200
12	Wall Finishes	514	m2	22.18	11,400		11,400
13	Floor Finishes	514	m2	49.03	25,200		25,200
14	Ceiling Finishes	514	m2	52.92	27,200		27,200
15	Built-In Fitment and Signage (PROVISIONAL)	514	m2	21.81	11,210		11,210
16	Loose Furniture & Equipment (PROVISIONAL)	514	m2	48.64	25,000		25,000
	Sub-total for Finishes, Fitments and Equipment	514	m2	194.57	100,010		100,010
17	Hydraulics Services	514	m2	60.51	31,100		31,100
18	Electrical Services	514	m2	85.60	44,000		44,000
19	Mechanical Services	514	m2	91.05	46,800		46,800
	Sub-total for Services	514	m2	237.16	121,900		121,900
20	Site Preparation (EXCLUDED)	514	m2	0.00	0		0
21	Landscaping & Improvement (PROVISIONAL)	514	m2	70.04	36,000		36,000
22	External Services (PROVISIONAL)	514	m2	10.70	5,500		5,500
23	Headworks Charges (PROVISIONAL)	514	m2	40.86	21,000		21,000
	Sub-total for External Works and Services	514	m2	121.60	62,500		62,500
	Sub-Total Estimated Elemental Cost	514	m2	1,161.69	597,110		597,110
24	Preliminaries & Margin	514	m2	116.34	59,800		59,800
	Sub-Total Estimated Construction Cost	514	m2	1,278.04	656,910		656,910
25	Public Art (EXCLUDED)	514	m2	0.00	0		0
	Total Estimated Elemental Cost	514	m2	1,278.04	656,910		656,910
26	Contingency	514	m2	117.70	60,500		60,500
27	Escalation (EXCLUDED)	514	m2	0.00	0		0
	Total Estimated Construction Cost	514	m2	1,395.74	717,410		717,410

Project: Site Architecture Studio

Details: 2020-11-18_Concept Cost Plan

Building: Ravenswood Community Centre

Auto code	Description	Quantity	Unit	Rate	Subtotal	Factor	Total
28	Professional Fees	514	m2	139.69	71,800		71,800
29	Authority Fees and Charges	514	m2	21.01	10,800		10,800
	Total Estimated Project Cost	514	m2	1,556.44	800,010		800,010
30	OPTION - CARPARK	649	m2	134.88	87,540		0
	Total Estimated Project Cost Including Carpark	1,163	m2	763.16	887,550		0
	EXCLUSIONS						
31	GST						
32	Earthwork, apart from detailed excavation for substructure						
33	Client Cost						
34	Abnormal ground conditions						
35	Removal of hazardous material						
36	Dewatering						
37	Site preparation and clearance						
38	Fire breaks						
39	Public art						
40	Escalation						
41	Communication related scope						
42	IT and AV equipment						
43	Security, i.e access card, cctv, etc						
44	PV cells and solar energy associated works						
45	ESD allowance						
46	Mechanical enclosure, assumed roof mounted condenser						
47	Grease trap						
48	Carpark related works						
49	Future ovals						
50	Wilghiway extension						
51	Carpark headworks						

Project: Site Architecture Studio	Details: 2020-11-18_Concept Cost Plan
Building: Ravenswood Community Centre	

Auto code	Description	Quantity	Unit	Rate	Subtotal	Factor	Total
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1 Substructure

<u>Ground slab including detailed excavation, concrete, reinforcement, and formwork to:</u>							
1	FECA	208	m2	100.00	20,800		20,800
2	UCA and Outdoor Alfresco	306	m2	100.00	30,600		30,600
3	Extra allowance for exposed aggregate to UCA and Outdoor Alfresco	306	m2	35.00	10,710		10,710
4	Extra for moisture barrier	306	m2	7.00	2,142		2,142
5	Extra for termite treatment	306	m2	30.00	9,180		9,180
Substructure							73,432

2 Columns

<u>Allowance for structural steel including treatment to:</u>							
1	FECA	208	m2	80.00	16,640		16,640
2	UCA	98	m2	60.00	5,880		5,880
Columns							22,520

3 Upper Floor

1	Not applicable		Note				0
Upper Floor							

4 Staircase

1	Not applicable		Note				0
Staircase							

5 Roof

<u>Allowance for roof framing including purlins and treatment to:</u>							
1	FECA - metal frame	215	m2	140.00	30,100		30,100
2	UCA (overhang) - metal frame	52	m2	130.00	6,760		6,760
3	UCA (Alfresco) - timber frame	49	m2	80.00	3,920		3,920
<u>Allowance for roof decking to:</u>							
4	FECA - metal decking including sisalation	215	m2	55.00	11,825		11,825
5	UCA (overhang) - metal decking including sisalation	52	m2	55.00	2,860		2,860
6	UCA (Alfresco) - translucent polycarb sheet	49	m2	90.00	4,410		4,410
<u>Other</u>							
7	Allowance for flashing, cappings and rainwater system	1	Item	17,355.00	17,355		17,355
8	Allowance for roof safety system	1	Item	1,000.00	1,000		1,000
Roof							78,230

Project: Site Architecture Studio

Details: 2020-11-18_Concept Cost Plan

Building: Ravenswood Community Centre

Auto code	Description	Quantity	Unit	Rate	Subtotal	Factor	Total
6 External Wall							
	<u>Solid Walls</u>						
1	Cavity double wall comprises of facebrick wall to facade, common brickwall to internal leaf with plasterboard and paint finish, rigid insulation, and antigrffiti coating to external face	90	m2	345.00	31,050		31,050
2	Cavity double wall in reverse brick veneer comprising pre-finished FC cladding to facade, sarking, stud framing and sub framing, rigid insulation, common brickwall to inner leaf wall including plasterboard and paint finish	83	m2	247.00	20,501		20,501
3	Cavity double wall comprises of common brickwall to external leaf including render and paint finish, common brickwall to internal leaf with plasterboard and paint finish, rigid insulation, and antigrffiti coating to external face	66	m2	335.00	22,110		22,110
	<u>Glass Walls</u>						
4	Assumed single glazed		Note				
5	Allowance for glass wall including graming and safety decal	18	m2	550.00	9,900		9,900
	External Wall						83,561
7 External Door							
	<u>Glass Door</u>						
1	Rate includes for frame, hardware and glass infill		Note				
2	Swing single door	3	No	1,500.00	4,500		4,500
3	Swing double door	2	No	2,000.00	4,000		4,000
	<u>Roller Shutters</u>						
4	Allowance for automatic operated roller shutter	3	m2	1,300.00	3,900		3,900
	External Door						12,400
8 Window							
	<u>External Windows</u>						
	<u>Single glazed fixed windows including frame</u>						
1	1200 high window	3	m2	400.00	1,200		1,200
2	Allowance for manual operated roller blind	3	m2	50.00	150		150
	Window						1,350
9 Internal Screen and Borrow Light							
	<u>Allowance for:</u>						
1	Toilet partitions including door hardware, door, and robe hook	3	No	1,200.00	3,600		3,600
2	Urinal partitions	1	No	700.00	700		700
	Internal Screen and Borrow Light						4,300

Project: Site Architecture Studio	Details: 2020-11-18_Concept Cost Plan
Building: Ravenswood Community Centre	

Auto code	Description	Quantity	Unit	Rate	Subtotal	Factor	Total
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10 Internal Wall

<u>Solid Wall</u>							
1	All walls are 3m high		Note				
2	Stud wall including impactcheck lining to both sides and insulation	162	m2	120.00	19,440		19,440
3	Extra allowance for acoustic rating to meeting room	47	m2	10.00	470		470
4	Extra allowance for moisture resistant lining to wet areas	101	m2	5.00	505		505
<u>Glass Wall</u>							
5	Assumed walls at 2.1m high in general		Note				
6	Single glass wall including framing and safety decal	3	m2	500.00	1,500		1,500
Internal Wall							21,915

11 Internal Door

<u>Timber Door</u>							
<u>Solid timber door including frame, hardware and painting</u>							
1	Swing single door	5	No	1,250.00	6,250		6,250
2	Swing double door	2	No	1,450.00	2,900		2,900
<u>Glass Door</u>							
<u>Single glazed door including frame and hardware</u>							
3	Swing single door	1	No	1,300.00	1,300		1,300
<u>Roller Shutters</u>							
4	Allowance for automatic operated roller shutter	3	m2	1,000.00	3,000		3,000
<u>Signage</u>							
5	Allowance for signage	8	No	150.00	1,200		1,200
Internal Door							14,650

12 Wall Finishes

1	Painting to all walls	427	m2	15.00	6,405		6,405
2	Tiles splashback to kitchen, assumed 600mm high	8	m2	120.00	960		960
3	Tiles splashback including waterproofing to wet areas to behind sanitary fixtures (allowed for 1.5m high)	14	m2	120.00	1,680		1,680
4	Extra allowance for acoustic treatment to meeting room	1	Sum	350.00	350		350
5	Extra allowance for feature wall to function area	1	Sum	2,000.00	2,000		2,000
Wall Finishes							11,395

Project: Site Architecture Studio	Details: 2020-11-18_Concept Cost Plan
Building: Ravenswood Community Centre	

Auto code	Description	Quantity	Unit	Rate	Subtotal	Factor	Total
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13 Floor Finishes

1	Tiles flooring including waterproofing to wet areas	41	m2	110.00	4,510		4,510
2	Carpet tiles to meeting room	15	m2	50.00	750		750
3	Vinyl flooring to all other areas	148	m2	75.00	11,100		11,100
4	Vinyl covered skirting	100	m	40.00	4,000		4,000
5	Aluminium skirting	16	m	30.00	480		480
6	Tiles skirting	57	m	50.00	2,850		2,850
7	Allowance for entry mat	1	No	1,500.00	1,500		1,500
Floor Finishes							25,190

14 Ceiling Finishes

Suspended Ceiling							
<u>Allowance for flushed plasterboard including framing, insulation, painting and shadowline</u>							
1	General plasterboard (Corridor and Store)	47	m2	85.00	3,995		3,995
2	Moisture resistant plasterboard (all wet areas including kitchen)	41	m2	90.00	3,690		3,690
3	Acoustic rated plasterboard (Meeting and Function)	116	m2	95.00	11,020		11,020
<u>Allowance for flushed FC including framing, painting and shadowline</u>							
4	To external soffit	49	m2	110.00	5,390		5,390
Other							
5	Allowance for access panel including painting (PROVISIONAL QUANTITY)	3	No	350.00	1,050		1,050
6	Extra allowance for feature ceiling/ lighting to Function area	1	Item	2,000.00	2,000		2,000
Ceiling Finishes							27,145

15 Built-In Fitment and Signage (PROVISIONAL)

<u>Provisional allowance for built-in fitments to:</u>							
1	Cleaner room	4	m2	50.00	200		200
2	Kitchen - included in kitchen equipment PS		Note				
3	Meeting	15	m2	120.00	1,800		1,800
4	Store	30	m2	35.00	1,050		1,050
<u>Fittings</u>							
5	Toilet roll holder	4	No	65.00	260		260
6	Paper tower dispenser	3	No	150.00	450		450
7	Soap dispenser	3	No	100.00	300		300
8	Grabrail	1	No	350.00	350		350

Project: Site Architecture Studio	Details: 2020-11-18_Concept Cost Plan
Building: Ravenswood Community Centre	

Auto code	Description	Quantity	Unit	Rate	Subtotal	Factor	Total
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15 Built-In Fitment and Signage (PROVISIONAL) (Continued)

9	Backrest <u>Provisional allowance for signage:</u>	1	No	300.00	300		300
10	Statutory signage	1	Item	500.00	500		500
11	Building signage	1	Item	5,000.00	5,000		5,000
12	Directional signage	1	Item	1,000.00	1,000		1,000
13	Door signage - included in internal door element		Note				
	Built-In Fitment and Signage (PROVISIONAL)						11,210

16 Loose Furniture & Equipment (PROVISIONAL)

	<u>Provisional allowance for:</u>						
1	Indoor loose furniture	1	Item	10,000.00	10,000		10,000
2	Kitchen equipment	1	Item	15,000.00	15,000		15,000
	Loose Furniture & Equipment (PROVISIONAL)						25,000

17 Hydraulics Services

	<u>Sanitary Ware & Tap Ware</u>						
1	WC	3	No	750.00	2,250		2,250
2	UAT WC	1	No	950.00	950		950
3	Basin	3	No	450.00	1,350		1,350
4	Tapware	3	No	150.00	450		450
5	Urinal	1	No	800.00	800		800
6	Kitchen Sink & Tap	1	No	1,000.00	1,000		1,000
7	Cleaner trough & tap	1	No	500.00	500		500
	<u>Sanitary Plumbing</u>						
8	Allowance for sanitary plumbing	1	Sum	6,000.00	6,000		6,000
9	Allowance for grease trap - EXCLUDED		Note				
	<u>Water</u>						
10	Cold and hot water	1	Sum	11,250.00	11,250		11,250
11	Hot water unit	1	Sum	4,000.00	4,000		4,000
	<u>Gas</u>						
12	Allowance for incoming gas	1	Sum	2,500.00	2,500		2,500
	Hydraulics Services						31,050

18 Electrical Services

	<u>Allowance for Electrical Services to:</u>						
1	FECA	208	m2	155.00	32,240		32,240
2	UCA	98	m2	120.00	11,760		11,760

Project: Site Architecture Studio	Details: 2020-11-18_Concept Cost Plan
Building: Ravenswood Community Centre	

Auto code	Description	Quantity	Unit	Rate	Subtotal	Factor	Total
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18 Electrical Services **(Continued)**

	<u>No allowance for:</u>						
3	Communication related scope		Note				
4	IT and AV equipment		Note				
5	Security, i.e access card, cctv, etc		Note				
6	PV cells and solar energy associated works		Note				
	Electrical Services						44,000

19 Mechanical Services

1	Allowance for Mechanical Services based on FECA rate/m2	208	m2	225.00	46,800		46,800
	Mechanical Services						46,800

20 Site Preparation (EXCLUDED)

1	No allowance for site clearance - to be completed by the Shire		Note				
2	No allowance for fire break - to be completed by the Shire		Note				
	Site Preparation (EXCLUDED)						0

21 Landscaping & Improvement (PROVISIONAL)

	<u>Provisional allowance for:</u>						
1	Playground equipment	1	Item	12,000.00	12,000		12,000
2	Playground fencing	1	Item	8,000.00	8,000		8,000
3	Outdoor alfresco landscaping including softscape and fencing	1	Item	8,000.00	8,000		8,000
4	Outdoor loose furniture	1	Item	4,000.00	4,000		4,000
	<u>Playground</u>						
5	Allowance for sand pit including excavation	50	m2	80.00	4,000		4,000
	Landscaping & Improvement (PROVISIONAL)						36,000

22 External Services (PROVISIONAL)

	<u>Provisional allowance for:</u>						
1	Lighting to playground	1	Item	3,000.00	3,000		3,000
2	Stormwater drainage	1	Item	2,500.00	2,500		2,500
	External Services (PROVISIONAL)						5,500

23 Headworks Charges (PROVISIONAL)

	<u>Provisional allowance for headwork changes:</u>						
1	Western power	1	Item	15,000.00	15,000		15,000
2	Watercorp	1	Item	5,000.00	5,000		5,000
3	NBN	1	Item	1,000.00	1,000		1,000
	Headworks Charges (PROVISIONAL)						21,000

Project: Site Architecture Studio	Details: 2020-11-18_Concept Cost Plan
Building: Ravenswood Community Centre	

Auto code	Description	Quantity	Unit	Rate	Subtotal	Factor	Total
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24 Preliminaries & Margin

1	Allowance for preliminary and margin	10	%	597,110.00	59,800		59,800
	Preliminaries & Margin						59,800

25 Public Art (EXCLUDED)

1	Excluded		Note				0
	Public Art (EXCLUDED)						0

26 Contingency

1	Allowance for design contingency	4	%	656,910.00	26,300		26,300
2	Allowance for construction contingency	5	%	683,210.00	34,200		34,200
	Contingency						60,500

27 Escalation (EXCLUDED)

1	Excluded		Note				0
	Escalation (EXCLUDED)						0

28 Professional Fees

1	Allowance for professional fees	10	%	717,410.00	71,800		71,800
	Professional Fees						71,800

29 Authority Fees and Charges

1	Allowance for Authority Fees and Charges	1.50	%	717,410.00	10,800		10,800
	Authority Fees and Charges						10,800

30 OPTION - CARPARK

	Site Preparation						
1	No allowance for site preparation - assumed will be carried out by the Shire		Note				
	Carpark Paving						
2	Allowance for Bitumen carpark including sub base, kerb and line marking	608	m2	60.00	36,480		36,480
3	Allowance for Bitumen crossover	42	m2	40.00	1,680		1,680
	Carpark Sundries						
4	Allowance for statutory signage	1	Item	500.00	500		500
5	Allowance for wheel stop	1	Item	200.00	200		200
	Carpark Services						
6	Allowance for carpark lighting (assumed 1 light pole in every 100m2)	6	No	3,500.00	21,280		21,280
7	Allowance for carpark drainage	1	Item	5,000.00	5,000		5,000
	Preliminary and Margin						
8	Allowance for preliminary and margin	10	%	65,140.00	6,600		6,600
	Contingency						
9	Design Contingency	4	%	71,740.00	2,900		2,900

Project: Site Architecture Studio	Details: 2020-11-18_Concept Cost Plan
Building: Ravenswood Community Centre	

Auto code	Description	Quantity	Unit	Rate	Subtotal	Factor	Total
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30 OPTION - CARPARK

(Continued)

10	Construction Contingency	5	%	74,640.00	3,800		3,800
	<u>Professional Fees</u>						
11	Professional fees	10	%	78,440.00	7,900		7,900
	<u>Authority Fees and Charges</u>						
12	Authority Fees and Charges	2	%	78,440.00	1,200		1,200
	TOTAL ESTIMATES COST FOR CARPAK OPTION						87,540
	<u>EXCLUSIONS</u>						
13	Headworks						
14	Landscape						
15	Signage						
16	Site preparation						
17	Escalation						
18	GST						
19	Bulk earthwork						
20	Client Cost						
21	Abnormal ground conditions						
22	Removal of hazardous material						
23	Dewatering						
24	Site preparation and clearance						
25	Fire breaks						
26	Public art						
27	Escalation						
28	Future ovals						
29	Wilghiway extension						
	OPTION - CARPARK						87,540
							887,088



RFP Submission – Shire Of Murray

Ravenswood Community Centre

Ausco Ref 4060605





Ausco Modular Pty Limited

ACN 010 654 994 ABN 14 010 654 994

Monday, November 23, 2020

Ms Marlene Renton
Co-ordinator Sport and Recreation
Shire of Murray

Dear Marlene,

RE: Indicative Pricing - Ravenswood Community Centre

Ausco is pleased to provide the following budget RFQ submission to supply and install x1 off modular building at Ravenswood, WA

Ausco Modular Pty Limited has been in operation for over 55 years and has worked closely with industry leaders across the Government, Local Government, Commercial, Oil, Gas, Mining, Rail, Transport, Construction, and Agriculture sectors to develop and create modular solutions ranging from offices, accommodation villages, learning centres, ablutions, toilets, change rooms, lunch rooms to schools and general multi-purpose facilities.

Ausco have a significant history of working with various Shires, Remote Communities and Local Governments across Western Australia, with most recently supply and installation of change rooms for Shire of Busselton and ablution block for City of Mandurah. We would like to develop a similar relationship with the Shire Of Murray.

The Ausco West Australian Perth Hire branch and factory employ over 100 people and are based in the Naval Base suburb south of Perth

The attached quotation is based on the information provided to Ausco. Refer to the Price Schedule and, the installation scope of work provided by Ausco for the scope of this proposal.

Please contact the undersigned if you require any clarification or further information.

Kind Regards,

A handwritten signature in blue ink that reads "Aidan Murray".

Aidan Murray
Bid Manager

m. 0478 325 055

e. aidan.murray@ausco.com.au



CONTENTS

Ausco Modular Documents

- 1.0 Cover Letter
- 2.0 Company Overview
- 3.0 Company History
- 4.0 Benefits of working with Ausco Modular
- 5.0 Safety Systems/Performance

Schedules

- A Ausco Pricing Schedule
- B Inclusions, Exclusions and Clarifications
- C Scope of Works – delivery and installation
- D Indicative layout Drawing 4060605 L01 (B)



2.0 Company Overview

Ausco Modular is an industry leader and pioneer in providing modular facilities across Australia.

Our fundamental capabilities in design and engineering, manufacturing, construction, safety, project management and asset management have been refined over 55 years of firsthand customer experience.

We offer our 360° Service which provides our customers with speed, flexibility, functionality and overall a complete construction service. We aim to set the benchmark for exemplary service from a single source.

When engaging with Ausco Modular you are choosing to work with a global leader. We are a member of the world's largest modular space and secure storage companies, Algeco.

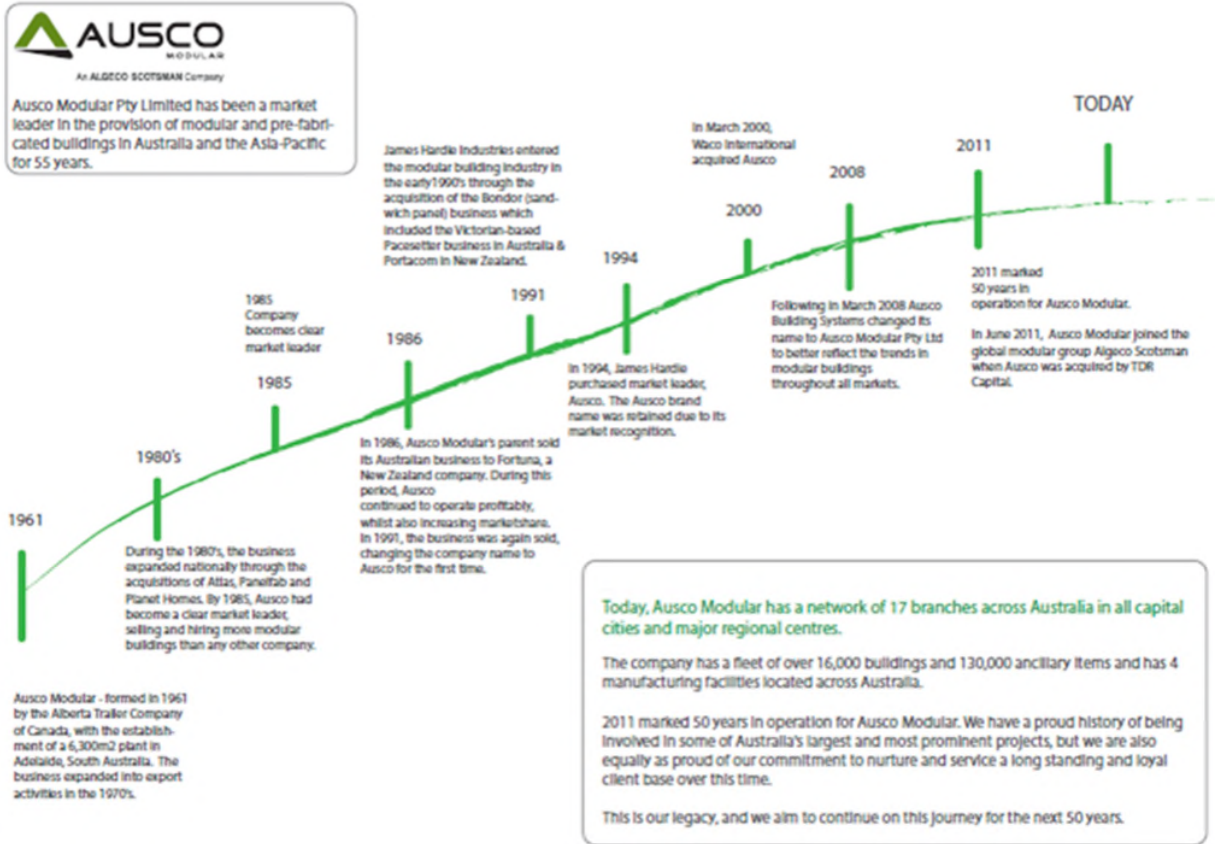
With operations and affiliates in 37 countries, Algeco's global scale and local market expertise enable us to provide exceptional value to our customers. Ausco Modular is a highly experienced and robust modular building company, with an annual turnover of over \$300million.

Our key areas of include:

- **Ability to Deliver** - at any one-time Ausco Modular has the largest off-site construction capacity in Australia. We are a pioneer of modular manufacturing techniques and now further benefit from access to International R&D around scheduling, procurement, operations, quality and lean through the Algeco Group.
- **Designing and engineering** - sophisticated, sustainable, aesthetically stimulating and fully compliant modular facilities with the assistance of our NATA accredited in-house testing facility, the only one of its kind in the industry; and in so doing, challenging existing standards and raising the bar wherever feasible. We have in-house Drafting and Design services if you need something a bit different.
- **Manufacturing** capabilities that are strategically located around Australia to efficiently and effectively manage customer expectations nationally. With a factory-controlled production process that has stringent quality, safety, cost, waste and due diligence controls.
- **Project management expertise** that benefits from over 55 years of working with the operational requirements, OHSEQ compliance and site constraints that is often unique in the provision of modular blended solutions.
- **End to end capability** - entire construction process from planning approvals, design and engineering, manufacturing, project management, on-site construction, furniture and fit out, commissioning and handover, all delivered by experienced personnel.
- **Statement of Business Ethics** - Ausco Modular is committed to the highest level of business ethics and reputation for honesty and integrity is crucial to our success in conducting our business activities. Ausco provides its employees with a Code of Ethics which provides guidance for employees to assist them in carrying out their role and responsibilities and defines the standard the company expects of their employees. Along with policy and procedures regular ethics training is conducted to ensure employees understand their obligations not only to Ausco but to our Clients, Suppliers and Sub Contractors.

3.0 Company History

Ausco Modular's experience stretches over 55 years and encompasses both hire and sale options.



4.0 Benefits of working with Ausco Modular

- > **Ausco Modular is the largest provider** of modular buildings throughout Australia, meaning our experience and capability is second to none. We can call on larger resources and manufacturing facilities than any other building manufacturer.
- > Ausco's **national buying power** and production efficiency means we manufacture buildings at competitive rates. Our national network of prequalified supply agreements ensure Ausco buildings are manufactured economically which provides better value-for-money for our clients.
- > **Supporting local industry.** Ausco employ over 100 people in the Southern suburbs of Perth, along with branches in Kalgoorlie and Karratha. City of Busselton will have the satisfaction and the positive press opportunities, knowing this project has supported local West Australian Industry.
- > **Experience of working in WA.** Ausco has significant experience of working with various Shires, Local Governments and Local communities across Western Australia, along with major sporting code (AFL and A league) teams across Australia. We have maintained a solid working relationship through these various Projects and have exceeded customer expectations



The culture at Ausco supports high level of safety for everything we do. Ausco Modular has **Safety Accreditation** AS/NZ 4801:2001..



Ausco Modular has been independently certified in **Quality Assurance** to AS/NZS ISO 9001 to ensure a Quality Endorsed Standard is achieved from design and manufacture to commissioning and handover.



Ausco Modular has achieved certification in ISO 14001: 2004 **Environmental Management** with environmental programs to reduce landfill through segregation of waste and reduction in greenhouse gases through minimization of power usage and environmentally designed company vehicles.



5.0 Safety System/Performance

Ausco Modular's management and employees are committed to providing a working environment that controls any exposure to health, safety and environmental issues. As a priority, we believe in the process of identifying, assessing and controlling risks and hazards which may affect employees, contractors and visitors. Ausco Modular employs qualified tradespeople across all our factories, all of whom are required to adhere to strict safety protocols.

Our factories have Australian Standard in Health & Safety AS4801. Ausco Modular buildings adhere to the highest safety and quality standards with building designs tested in the company's National Association of Testing Authorities (NATA) accredited engineering laboratory.

Our primary objective is to provide all Ausco Modular employees, contractors and, specifically, our managers, supervisors and team leaders with information, instruction and training in all aspects of environmental health and safety as it relates to our workplaces. Ausco are ensuring that we are following our existing procedures on our normal tasks and completing a risk assessment or a "Take 5" when some unusual variable has been introduced. "Take 5" is a tool that can be used to identify possible controls and solutions for the identified hazards. Ausco modular have an extensive range of standard operating procedures and specific safe work method statements for high risk work activities. Further to this Ausco Modular use a range of escalating risk assessment tools beginning with our personal risk assessment tool "Take 5", this tool can be used at any time but is a requirement when personnel undertake work that may not be covered by a SOP or SWMS.

We induct all workers on-site with training in compliance with Ausco Modular HSEQ values and clients HSEQ core values. Ausco Modular has existing Management Plans (Project Environmental Management Plan (EMP), Project Health and Safety Management Plan (HSMP), Project Quality Management Plan (QMP), Project Execution Plan (PEP) etc.) that can be developed in conjunction with the clients own HSEQ requirements to comply with relevant Statutory requirements. Ausco has established standard SOP's that we utilize for all construction and installation processes.

All staff and subcontractors are encouraged to be aware, speak up and discuss issues. Any opportunities for improvement or issues are raised and acted upon where required. The action / suitable responses are then acted on. The factory staff that see actions and are encouraged that they see results from any issues raised. There is a real team mentality to provide a safe work environment.

As standard practice for Ausco Modular projects, several core safety activities and procedures are undertaken for as required and appropriate:

- Safety Management Plan
- Daily Pre-starts
- Weekly Toolbox Meetings
- Site Rules
- Site Induction
- HSE presence on site during high risk activities
- Weekly site visits & site inspections by HSE Leader



Schedule A Pricing Schedule

	ITEM	DESCRIPTION	PRICE \$
Design	1.0	Engineering and Certification: Engineering of Building and Footings Certificate of Design Compliance Building Permit	\$9,097
Build	2.0	21.0m x 8.4 m Community Centre as per layout 4060605 L01 (B)	\$ 217,694
Transport	3.0	To Ravenswood	\$ 4,235
Install	4.0	Installation as per Scope of Works	\$61,214
	4.1		
	TOTAL excluding GST		\$ 292,413

Schedule B Inclusions, Exclusions and Clarifications

<p>Building</p> <ul style="list-style-type: none"> • Manufactured to region B • 2400mm internal ceiling ht – complexing beams visible • 2-Tone Custom Orb Cladding • Pre-finished plywood internal linings – walls and ceiling • 22mm termiflor floor • Window tint • Security screens to windows • Barrier Door to Alfresco double door • Split A/C • External door - door closers • Gutters and Downpipes • External light over double door • LED lights internally • Fire to NCC 2016 • Computer Data point (x3 off) • Internal Load Center (plastic) • 9Kg Dry Powder Fire Extinguisher • 125L Electric HWS



- Electrical to AS3000
- Plumbing to AS3500

Excludes

- Loose Furniture
- Comms and data
- Racking or shelves
- Fire System
- No allowance for Comms equipment: data rack, patch panels, FOBOT, etc. (Ausco have allowed data points plus data tails in location to be nominated by customer)
- Steps or stairs for building access or egress
- Building eaves

Commercial Clarifications

1. The above pricing does not include GST
2. Refer to the attached pricing schedule and standard building specification for details of the Ausco offer. This quotation is valid for 30 days and is based on Ausco standard specification – please note that this is Budget pricing only and will require confirmation prior to order acceptance.
3. Ausco Modular request 35% deposit, 45 % when building ready to deliver and balance 20% paid at site PC
4. Defects Liability Period 12 months from building delivery
5. Payment terms at 30 days EOM
6. No allowance for BG, retentions or LD
7. No allowance for insurance of the works.

Schedule C Scope of Works – Delivery & Installation

1. Preliminaries;

Ausco Modular has made provision for the following;

- 1.1. Site Project Supervisor
- 1.2. Building Code of Australia: Classification of building
- 1.3. Development and implementation of Ausco Safe Work Method Statement (SWMS) for building delivery and installation
- 1.4. Shire Application for Building Permit - Submission of BA1 or any associated documentation,
- 1.5. Engineering of Building and Footings

2. Ausco Modular Responsible for;

- 2.1. Mobilisation to site
- 2.2. Delivery of building to site location
- 2.3. Delivery of construction materials to site including temporary power, site bin and temporary fencing as required
- 2.4. All necessary transport permits
- 2.5. Supply and install besser block footings (subject to Engineering certification)
- 2.6. Offloading building module on site, using crane
- 2.7. Mechanical and Electrical complexing of building
- 2.8. Installation of building skirt
- 2.9. Installation of downpipes
- 2.10. Installation of verandah
- 2.11. Installation of verandah floor (Concrete)
- 2.12. Connection to site services (within 20m of building)
- 2.13. Builders clean and sweep out only
- 2.14. As-Built Drawings

3. Purchaser Responsible for;

- 3.1. Development Approval - Development Approval application and associated fees. Any conditions in the Development Approval until reviewed and agreed.
- 3.2. Water Corporation Building Fees - Submission of project to the Water Corporation or any associated documentation, fees and levies.
- 3.3. Shire fees for Building permit
- 3.4. BAL Assessment or associated upgrades - Bushfire assessment of site or any required construction upgrades to suit.
- 3.5. MEP Consultation - Mechanical, Electrical and Hydraulic engineering or associated design work.
- 3.6. Traffic Management - Submission, co-ordination, design work or associated fees for the purpose of a traffic management plan or road closure permit.



- 3.8. In-Ground Services - Design, supply and install of any in-ground services to the site and any associated fees or permits.
- 3.9. Verge bonds and repair of any damage caused to ground roadways, driveways, kerbing, underground services and the like, in and around the site, which may need to be traversed by all required vehicles for Ausco to perform the scope of works.
- 3.10. Identify any existing underground services including, power, water, sewer and data
- 3.11. All services required within 20m of building location –power and water
- 3.12. Bulk earthworks, excavation, and compaction of pad to 100kPa (including certificate)
- 3.13. Concrete footpaths and accessways – balustrading, ramps, landings, and stairs
- 3.14. Car park

4. Ausco makes no provision for

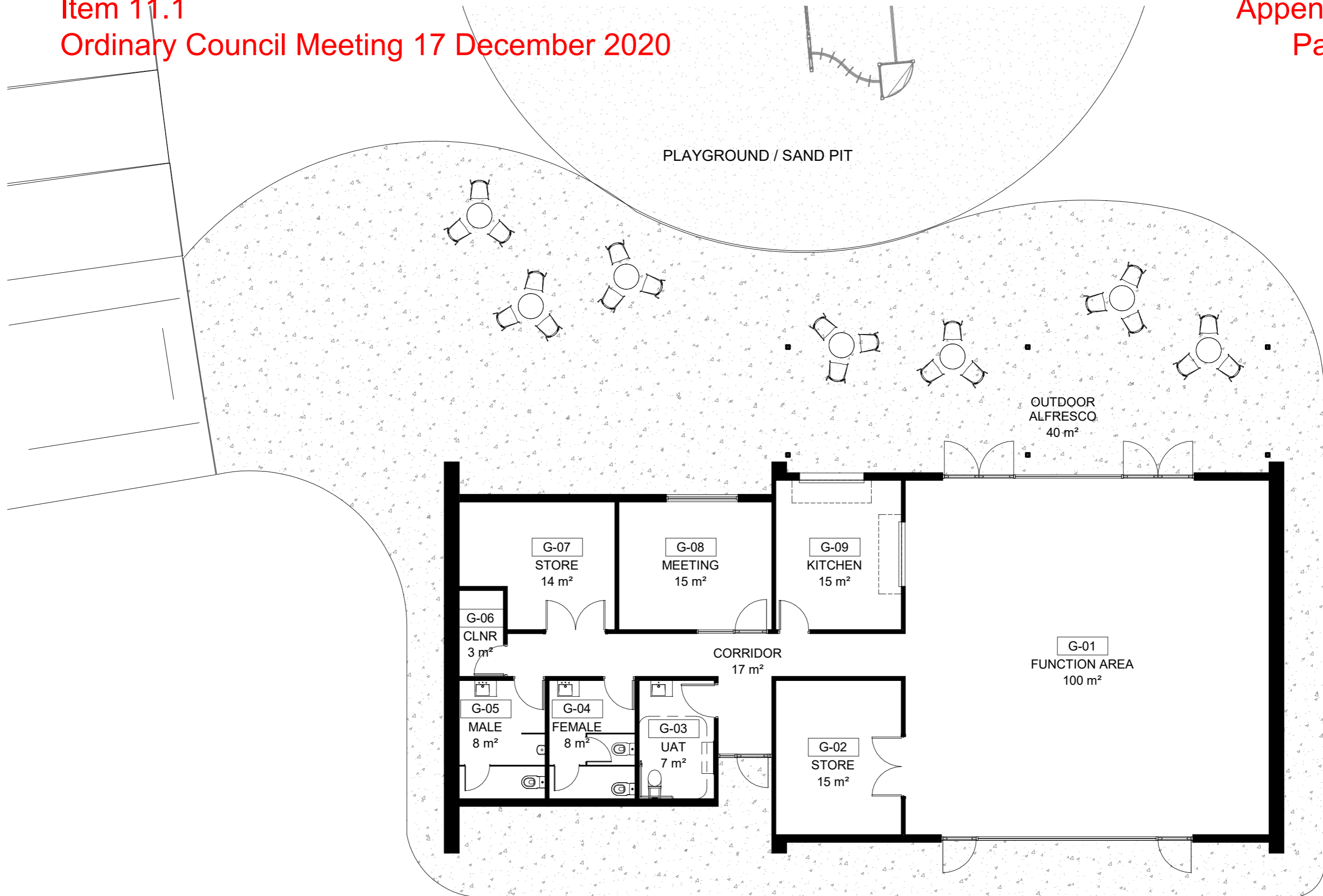
- 4.1. Rock excavation. Any rock is encountered which cannot be removed by mechanical means such as a borer or trencher, will form the basis of a variation for additional costs involved
- 4.2. Sealing of vinyl floors
- 4.3. Tree removal/pruning
- 4.4. Building Tie down (assumed not required as building is in Region A)
- 4.5. Transport Line Lifts

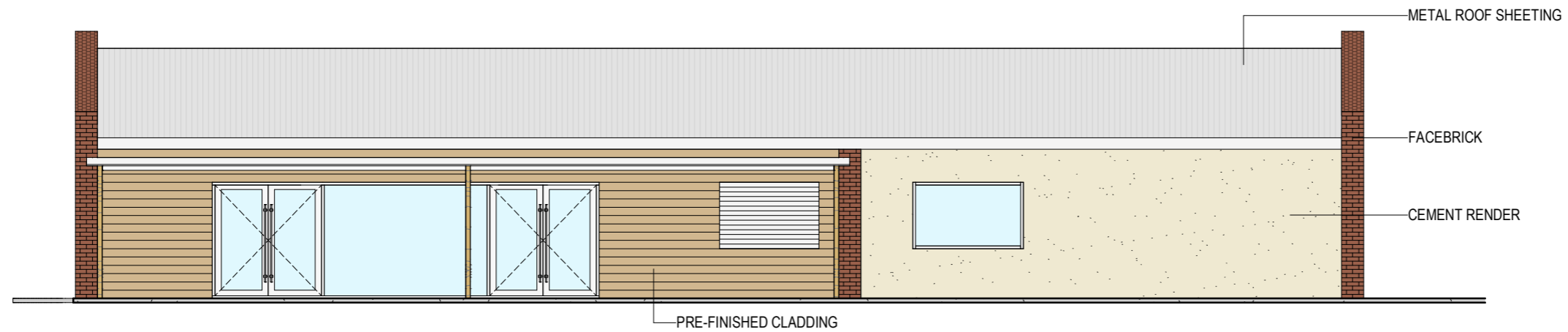
5. Maintenance

- Building materials warranties and conditions apply



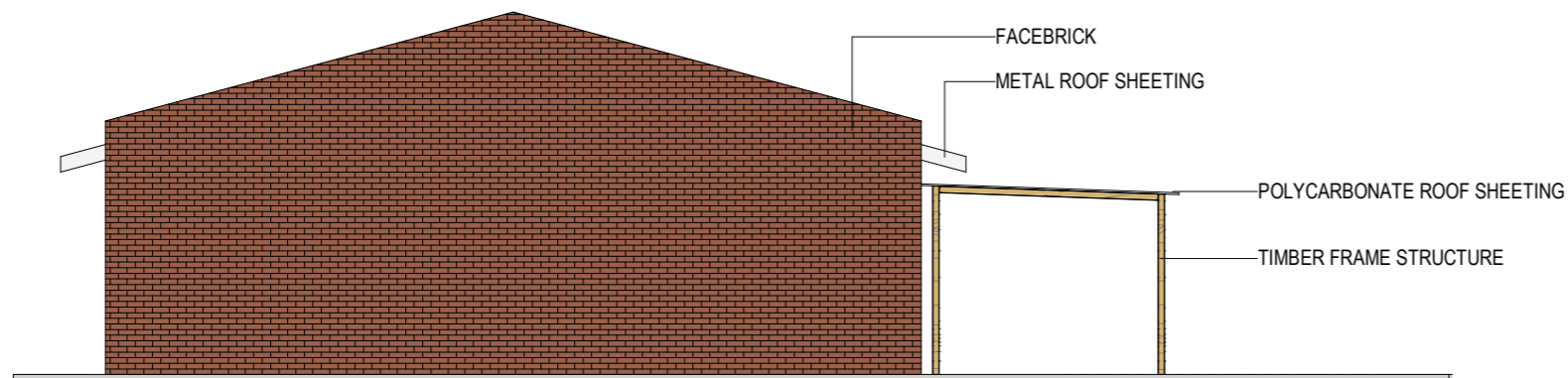






NORTHERLY ELEVATION

1 : 100



EASTERLY ELEVATION

1 : 100

DRAWINGS - ARCHITECTURAL		
Sheet	Content	Rev
A-000	COVER SHEET	A
A-100	FLOOR PLAN	B
A-101	ITEM SCHEDULE	B
A-200	ELEVATIONS	B
A-300	GROUND FLOOR ELECTRICAL	A
A-400	GROUND FLOOR PLUMBING	A
A-500	DETAILS	A

GENERAL NOTES & DISCLAIMERS

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- ALL WORK MUST BE DONE IN ACCORDANCE WITH THE RELEVANT AUSTRALIAN/NEW ZEALAND STANDARD(S) AND THE NATIONAL CONSTRUCTION CODE.
- FURNITURE, PLUMBING, & ELECTRICAL REPRESENTATIONS ARE INDICATIVE. APPEARANCE MAY VARY DEPENDING ON SUPPLIER.
- LOOSE ITEMS TO BE PACKED FOR TRANSPORT.

CLIENT APPROVAL

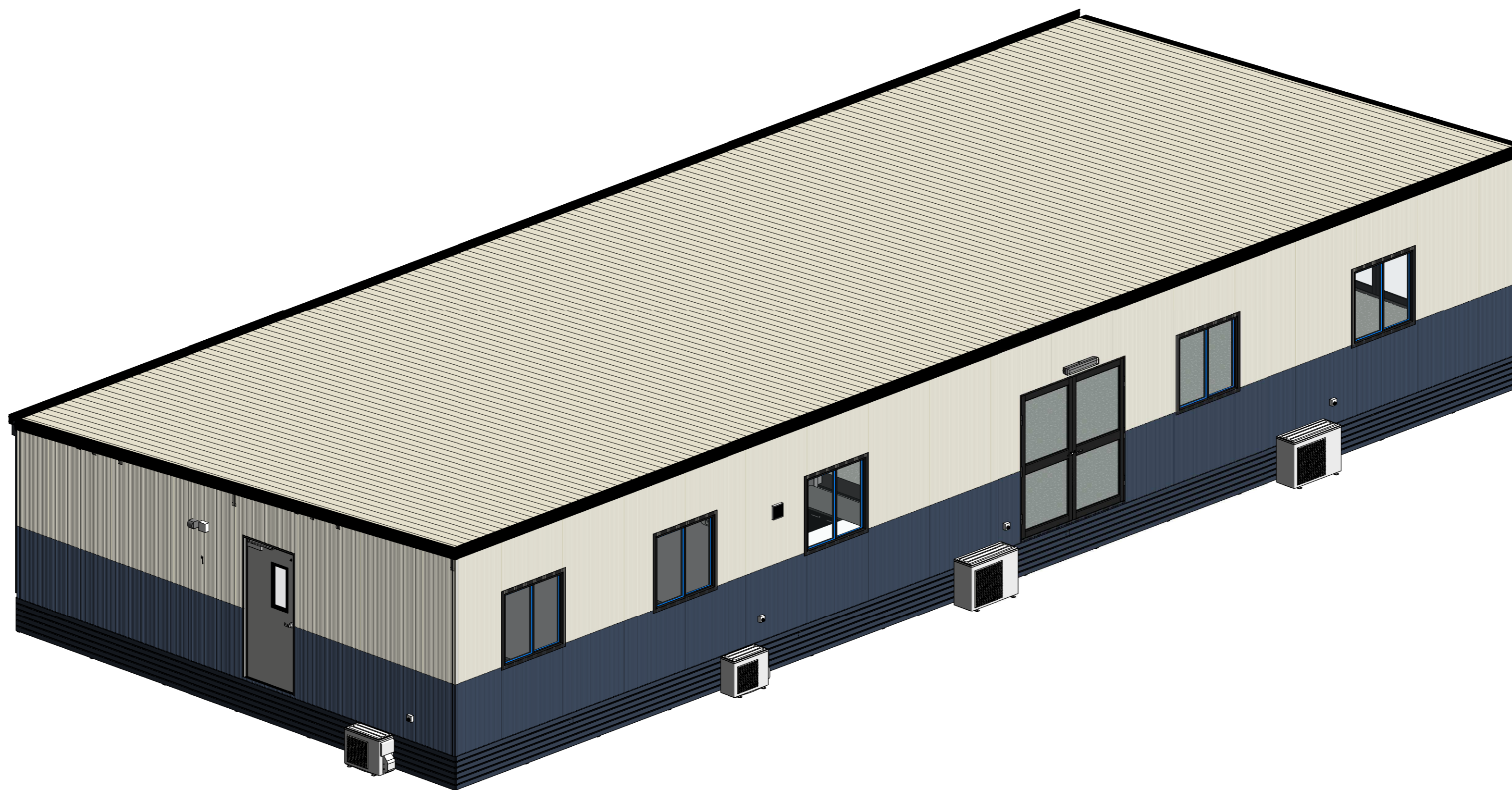
CLIENT: Shire of Murray

APPROVED BY:

COMPANY:

DATE (DD-MM-YYYY):

SIGNATURE:



1. 3D View

NO.	ORIGINAL DESCRIPTION	DATE	DDMMYY	BY
AMENDMENT ISSUE				



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CLIENT:
Shire of Murray

PROJECT:
Ravenswood Community Centre

ADDRESS:
Ravenswood, WA

DRAWING TITLE:
COVER SHEET

PROJECT TYPE	DESIGN LOADING	BUILD FACILITY
SALE	B190	MWP

SCALE @ A2	DRAWN	CHECKED
SD	SD	CH

ESTIMATE NO. **4060605 L01**

PRODUCTION NO.

JOB NO.

DRAWN DATE: **11/29/19** DRAWING NO. **A-000** ISSUE **A**

A2

2011/12/20 12:45:04 PM Revit Model: L:\B\CO\Comm\Projects\4060605 Ravenswood Community Centre\Drawings (PDF & DWG)\Ausco Drawings\4060605 L01.rvt

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CLIENT APPROVAL

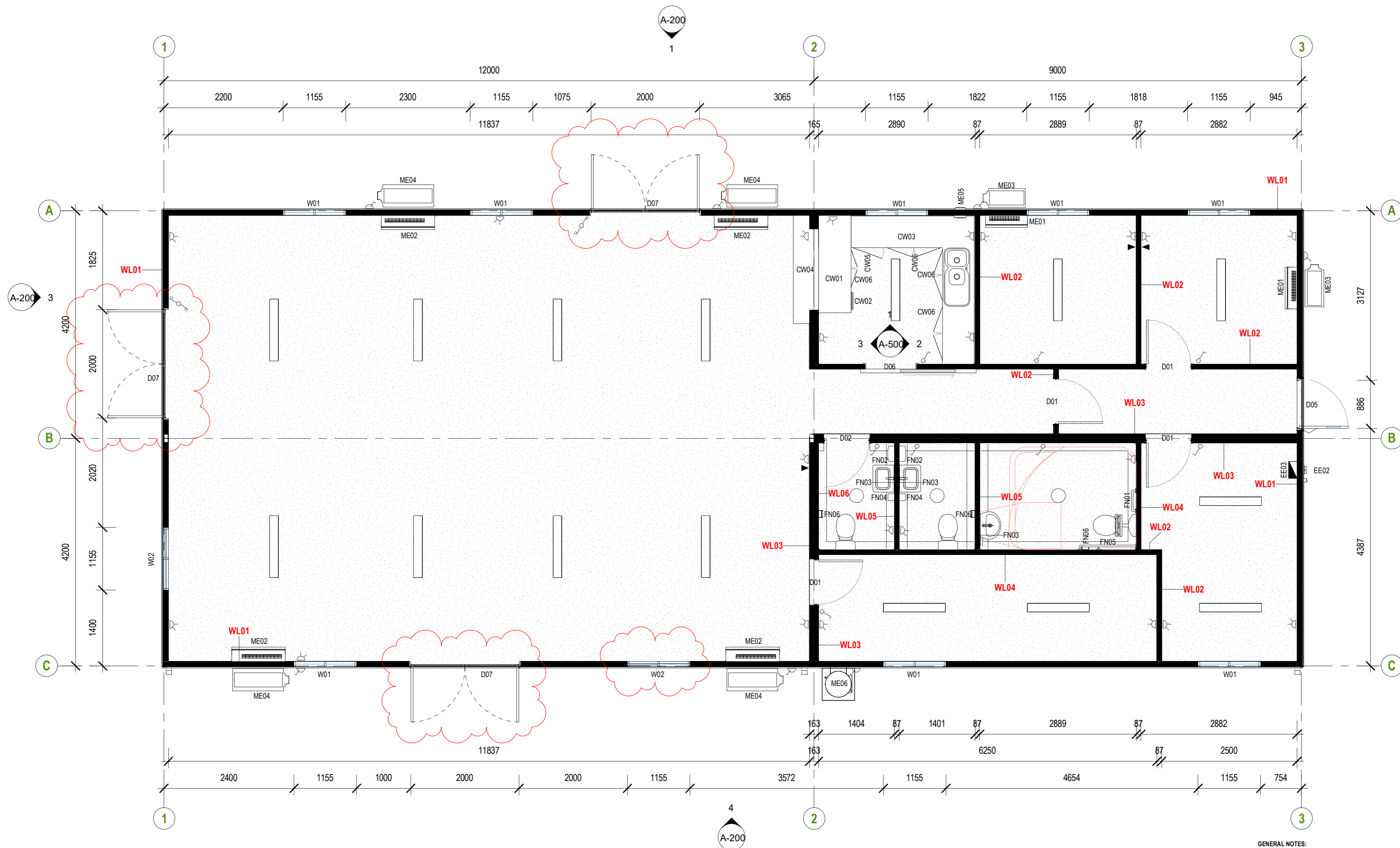
CLIENT: Shire of Murray

APPROVED BY:

COMPANY:

DATE (DD-MM-YYYY):

SIGNATURE:



NO.	DESCRIPTION	DATE	BY
B	Window and Door Change	20.11.20	SD
A	ORIGINAL	DDMMYY	

AMENDMENT ISSUE



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CLIENT:
Shire of Murray

PROJECT:
Ravenswood Community Centre

ADDRESS:
Ravenswood, WA

DRAWING TITLE:
FLOOR PLAN

PROJECT TYPE	DESIGN LOADING	BUILD FACILITY
SALE	B190	MWP
SCALE @ A2	DRAWN	CHECKED
1:50	SD	CH
ESTIMATE NO.	4060605 L01	
PRODUCTION NO.		
JOB NO.		
DRAWN DATE	DRAWING NO.	ISSUE
2011/2020 12:45:07 PM	A-100	B

GENERAL NOTES:

- EACH EDGE OF A DOOR, OPENABLE WINDOW OR THE LIKE FORMING PART OF ENVELOPE OF THE CONDITIONED SPACES AND EXTERNAL FABRIC OF THE HABITABLE ROOMS AND PUBLIC AREAS REQUIRE A SEAL TO RESTRICT AIR INFILTRATION IN ACCORDANCE WITH J3.4(C)
- ROOFS, CEILINGS, WALLS, FLOORS AND ANY OPENING SUCH AS A WINDOW FRAME, DOOR FRAME, ROOF LIGHT FRAME OR THE LIKE MUST BE CONSTRUCTED TO MINIMISE AIR LEAKAGE IN ACCORDANCE WITH J3.6(B) WHEN FORMING PART OF THE ENVELOPE
- GLAZING SPECIFICATIONS TO EQUAL OR EXCEED THOSE SPECIFIED IN PART 3. FINAL BUILDING SPECIFICATIONS FOR THIS PROJECT

1. GROUND FLOOR PLAN
1:50

Project Model: L:\B\EC\Comm\Projects\4060605 Ravenswood Community Centre\Drawings (PDF & DWG)\Ausco Drawings\4060605 L01.rvt

Item 11.1

Ordinary Council Meeting 17 December 2020

TAG	DESCRIPTION	QTY	INSTALLED
Casework			
CW01	Benchtop-Straight, (1200Lx600Dx900H) - 32mm Post Formed Laminate (Formica Ironstone) lw 10mm Radius Edges	1	By Ausco
CW02	Cupboard 4 Drawer Unit (868mmx400mmx580mm) Wide E/O Under Bench	1	By Ausco
CW03	L-Shaped Benchtop With Splashback, 2800W1x1800W2x600Dx900H	1	By Ausco
CW04	Servery Counter, Through Wall, 3000Wx300D	1	By Ausco
CW05	Underbench Cupboard Single Door (868Hx600Wx580D), 16mm Melamine (White) With 1mm ABS Edging And Mid-Height Shelf	1	By Ausco
CW06	Underbench Double Door Cupboard - 1100Wx580Dx868H - 16mm Melamine Carcass, Door and Shelf (White)	4	By Ausco
Electrical Equipment			
EE01	63A Main Switch Isolator	4	By Ausco
EE02	Power Entry Box	1	By Ausco
EE03	Switchboard, 24 Pole, IP65 w/Clear Door Plastic Internal	1	By Ausco
Electrical Fixtures			
EF01	Data Point 1 Gang Cat 5	3	By Ausco
EF02	GPO, 2 gang, 10A, single pole	19	By Ausco
EF03	GPO, 2 gang, 10A, single pole, AS1428.1 compliant	1	By Ausco
EF04	GPO, 2 gang, 10A, single pole, Weatherproof	2	By Ausco
EF05	Photoelectric Cell	1	By Ausco
EF06	Switch Isolator 20amp 1 Pole Weatherproof IP56	7	By Ausco
EF07	Switch Light 10A, 1 Gang, Single Pole, One Way, White	7	By Ausco
EF08	Switch Light 10A, 1 Gang, Single Pole, One Way, White Disabled	1	By Ausco
EF09	Switch Light 10A, 2 Gang, Single Pole, Two Way, White	2	By Ausco
Furniture			
FN01	Grabrail, 450mm straight rail (Stainless Steel)	1	
FN02	Paper Towel Dispenser	2	By Ausco
FN03	Mirror 450x600mm Polished Edges	3	
FN04	Soap Dispenser	2	By Ausco
FN05	90° Angled Grab Rails	1	
FN06	Toilet Roll Holder (Chrome)	3	By Ausco
Lighting Fixtures			
LT01	600mm LED Light, Vandal Resistant, Weatherproof 18W	1	By Ausco
LT02	LED Light, Bunker Round 15W IP65 w/White Base	3	By Ausco
LT03	LED Batten, 38W, Diffused	15	By Ausco
Mechanical Equipment			
ME01	Daikin FTXF-Q Series AC, Split system, indoor unit, 2.5kW, Concealed pipe work	2	By Ausco
ME02	Daikin FTXF-Q Series AC, Split system, indoor unit, 7.1kW, Concealed pipe work	4	By Ausco
ME03	Daikin FTXF-Q Series AC, Split system, outdoor unit, 2.5kW	2	By Ausco
ME04	Daikin FTXF-Q Series AC, Split system, outdoor unit, 7.1kW	4	By Ausco
ME05	Fan Wall Exhaust 150mm	1	By Ausco
ME06	Hot Water System 80L 1x3.6kW Electric	1	T.B.A.
ME07	Wall/Ceiling Exhaust Fan 200mm lw Shutter	3	
Plumbing Fixtures			
PL01	Basin Stainless Steel	2	By Ausco
PL02	Basin VC Disabled Standard Compliance	1	By Ausco
PL03	Downpipe 75x100mm, Offset	3	
PL04	Mixer Flick - Basin Disabled	1	By Ausco
PL05	Mixer Flick - Hot and Cold	1	
PL06	Mixer Flick w/Fixed Base-Standard & Mini SS Basin	2	By Ausco
PL07	Plumbing Harness Per Point	4	By Ausco
PL08	Stainless Steel Sink 1 1/2 Bowl, with side drainer	1	By Ausco
PL09	Toilet Suite S Trap Vitreous China	2	T.B.A.
PL10	Toilet Suite, Disabled, with floor mounted backrest, installed to Ausco Standards [SAD51_200] and Australian Standards [AS1428.1] (Vitreous China)	1	By Ausco
Structural Columns			
NA	External Corner - To match Cladding	8	By Ausco
SC01	75x75x4.0SHS	4	By Ausco
Trims	Corner Int 2.4m Soft T White Smoke	44	By Ausco
Structural Connections			
NA		2	By Ausco
Structural Framing			
		6	By Ausco
		4	T.B.A.
		4	By Ausco
BM01	230PFC - (Concealed Beam)	2	By Ausco
BM02	Cantilever Baseframe (Refer Length & Width)	4	T.B.A.
SF01	Ceiling 3.0 400/1 Non Cyclonic	4	By Ausco

MANUFACTURING - FLOOR

TAG	TYPE	FRAME CRS.	PAN MATERIAL	INSULATION
FL01	Particleboard Terriflor, 22mm, LC75 joists	400 mm	Galv. Underpan	R1.5 Glasswool

MANUFACTURING - WALLS

TAG	FRAME	FRAME CRS	CLADDING	LINING	INSULATION
WL01	Engineered steel frame, 75mm, "Lipped C" section	400 mm	Custom Orb (COL) with Custom-Orb dado (COL), FC Above nog line @ 1020mm AFL	3.6mm Pre-finished plywood, H-mould (White Smoke)	R2.0 glasswool batts
WL02	Engineered steel frame, 75mm, "Lipped C" section	400 mm	-	3.6mm Pre-finished plywood, H-mould (White Smoke), (Both Sides)	-
WL03	Engineered steel frame, 75mm, "Lipped C" section	400 mm	-	3.6mm Pre-finished plywood, H-mould (White Smoke), (One Side)	-
WL04	Engineered steel frame, 75mm, "Lipped C" section	400 mm	-	3.6mm Pre-finished plywood, H-mould (White Smoke), (Both Sides)	-
WL05	Engineered steel frame, 75mm, "Lipped C" section	400 mm	-	3.6mm Pre-finished plywood, H-mould (White Smoke), (Both Sides)	-
WL06	Engineered steel frame, 75mm, "Lipped C" section	400 mm	-	3.6mm Pre-finished plywood, H-mould (White Smoke), (One Side)	-

MANUFACTURING - CEILING

TAG	FRAME	FRAME CRS	CLADDING	INSULATION
CL01	Ceiling (75mm Stud Frame, Plywood)		Pre-finished plywood, 3.6mm, H-mould (Mirage Pearl)	R4.1 glasswool batts

MANUFACTURING - ROOF

TAG	FRAME	FRAME CRS	CLADDING	LINING	INSULATION
RF01	Trimdek Roof Sheeting (COL)	400 mm	Trimdek, Standard Fixings (Surfmist)	Sisalation	R1.8 Anti-Con

MANUFACTURING - TRIMS (GUTTERS)

DESCRIPTION	m
CCS prefinished gutter (Night Sky)	21.04

MANUFACTURING - TRIMS (GENERAL)

DESCRIPTION	m
CCS pre-finished barge (Night Sky)	38.02

MANUFACTURING - WINDOWS

TAG	QTY	STYLE/TYPE	SIZE			FRAME TYPE	FRAME FINISH	GLAZING	ACCESSORIES
			H	W	HEAD				
W01	8	Half Slider Window	1075 mm	1155 mm	2100 mm	Aluminium	Black	Tinted (Grey)	Fibreglass Mesh Aluminium Flyscreen (Black)
W02	2	Half Slider Window	2100 mm	1155 mm	2100 mm	Aluminium	Black	Tinted (Grey)	Fibreglass Mesh Aluminium Flyscreen (Black)

MANUFACTURING - DOORS

TAG	QTY.	STYLE/TYPE	SIZE			FRAME TYPE	FRAME FINISH	LEAF	ACCESSORIES
			LEAF 1	LEAF 2	H				
D01	4	Swing Door	820 mm	0 mm	2040 mm	Aluminium w/ Aluminium trims	Black w/ Black trims	Timber HC (Redicote) (Painted - Off White)	Timber Door, Alum.Frame w/ Passage Knob Handle Set
D02	1	Swing Door	820 mm	0 mm	2040 mm	Aluminium w/ Aluminium trims	Black w/ Black trims	Timber HC (Redicote) (Painted - Off White)	Timber Door, Alum.Frame w/ Privacy Knob Handle Set
D05	1	Inward Swing Door	886 mm		2043 mm	Metal w/ Aluminium trims	Paperbark w/ Black trims	Metal, Colorbond, Surfmist	Inward Swing Plain Metal Door w/ Entrance Lever Handle Set
D06	1	Door	1020 mm		2000 mm	Metal			Face Sliding Door
D07	3	Door	1002 mm	1000 mm	2100 mm	Aluminium			GJAMES 472 Double Glazed Doors

MANUFACTURING - ROOMS

NAME	Area	Perim.	FLOOR COVERING			SKIRTING		CORNICE
			FLOOR COVERING	SKIRTING	CORNICE	SKIRTING	CORNICE	
FLOOR LEVEL								
Activity	97.49 m²	40.15 m	Flooring Vinyl 2.0mm Sand Grey	"D" Mould (Black)	"D" Mould (Black)			
Kitchen	7.95 m²	11.28 m	Flooring Vinyl 2.0mm Sand Grey	"D" Mould (Black)	"D" Mould (Black)			
Office	7.94 m²	11.28 m	Flooring Vinyl 2.0mm Sand Grey	"D" Mould (Black)	"D" Mould (Black)			
Passage 1	5.41 m²	11.34 m	Flooring Vinyl 2.0mm Sand Grey	"D" Mould (Black)	"D" Mould (Black)			
Passage 2	5.29 m²	11.22 m	Flooring Vinyl 2.0mm Sand Grey	"D" Mould (Black)	"D" Mould (Black)			
Staff	7.92 m²	11.26 m	Flooring Vinyl 2.0mm Sand Grey	"D" Mould (Black)	"D" Mould (Black)			
Store 1	10.85 m²	13.84 m	Flooring Vinyl 2.0mm Sand Grey	"D" Mould (Black)	"D" Mould (Black)			
Store 2	12.33 m²	16.45 m	Flooring Vinyl 2.0mm Sand Grey	"D" Mould (Black)	"D" Mould (Black)			
Toilet 1	2.77 m²	6.75 m	Flooring Vinyl 2.0mm Sand Grey	150mm Vinyl Coving	"D" Mould (Black)			
Toilet 2	2.77 m²	6.76 m	Flooring Vinyl 2.0mm Sand Grey	150mm Vinyl Coving	"D" Mould (Black)			
UAT	5.71 m²	9.73 m	Flooring Vinyl 2.0mm Sand Grey	150mm Vinyl Coving	"D" Mould (Black)			

Appendix 6

Page 3

Sheet	Content	Rev
A-000	COVER SHEET	A
A-100	FLOOR PLAN	B
A-101	ITEM SCHEDULE	B
A-200	ELEVATIONS	B
A-300	GROUND FLOOR ELECTRICAL	A
A-400	GROUND FLOOR PLUMBING	A
A-500	DETAILS	A

GENERAL NOTES & DISCLAIMERS

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- LOOSE ITEMS TO BE PACKED FOR TRANSPORT.

CLIENT APPROVAL

CLIENT: Shire of Murray

APPROVED BY:

COMPANY:

DATE (DD-MM-YYYY):

SIGNATURE:

B Window and Door Change 20.11.20 SD
A ORIGINAL
NO: DESCRIPTION DATE BY

AUSCO
MODULAR

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CLIENT:
Shire of Murray

PROJECT:
Ravenswood Community Centre

ADDRESS:
Ravenswood, WA

DRAWING TITLE:
ITEM SCHEDULE

PROJECT TYPE	DESIGN LOADING	BUILD FACILITY
SALE	B190	MWP
SCALE @ A2	DRAWN: SD	CHECKED: CH
ESTIMATE NO.	4060605 L01	
PRODUCTION NO.		
JOB NO.		
DRAWN DATE:	DRAWING NO. A-101	ISSUE B

20/11/2020 12:45:07 PM Revit Model: L:\B&E\Comm\Projects\4060605 Ravenswood Community Centre\Drawings (PDF & DWG)\X-AUSCO Drawings\4060605 L01.rvt

Design Office: Perth

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CLIENT APPROVAL

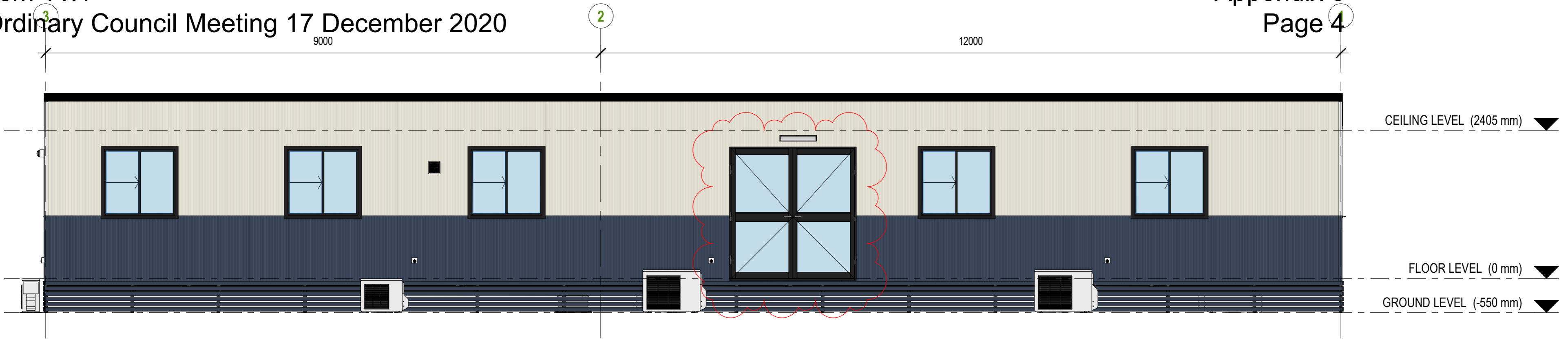
CLIENT: Shire of Murray

APPROVED BY:

COMPANY:

DATE (DD-MM-YYYY):

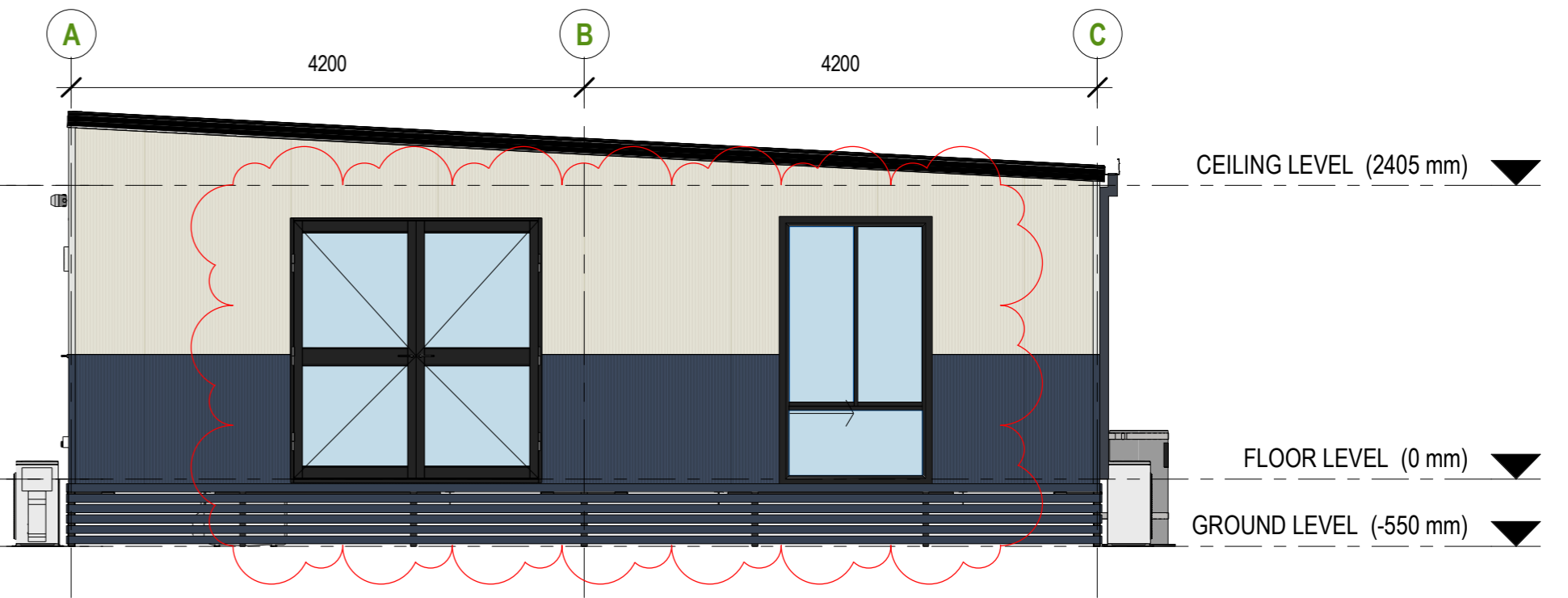
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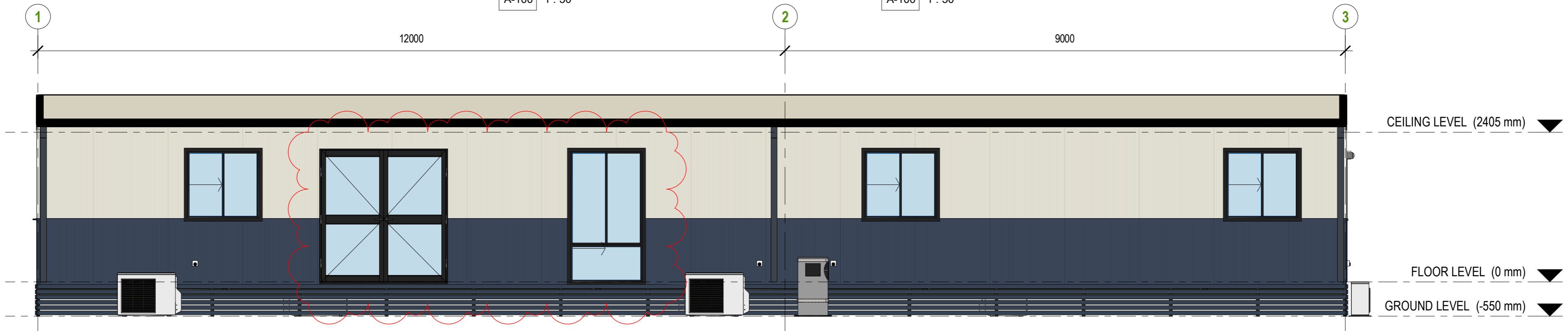
1. PROJECT NORTH
A-100 1 : 50



2. PROJECT EAST
A-100 1 : 50



3. PROJECT WEST
A-100 1 : 50



4. PROJECT SOUTH
A-100 1 : 50

NO.	DESCRIPTION	DATE	BY
B	Window and Door Change	20.11.20	SD
A	ORIGINAL	DDMMYY	

AMENDMENT ISSUE



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CLIENT:
Shire of Murray

PROJECT:
Ravenswood Community Centre

ADDRESS:
Ravenswood, WA

DRAWING TITLE:
ELEVATIONS

PROJECT TYPE DESIGN LOADING BUILD FACILITY
SALE B190 MWP

SCALE @ A2 DRAWN: SD CHECKED: CH
1 : 50

ESTIMATE NO. **4060605 L01**

PRODUCTION NO.

JOB NO.

DRAWN DATE: 2011/12/20 DRAWING NO. A-200 ISSUE B



2011/12/20 12:45:13 PM Revit Model: L:\B&E\Comm\Projects\4060605 Ravenswood Community Centre\Drawings (PDF & DWG)\Ausco Drawings\4060605 L01.rvt Design Office : Perth

MANUFACTURING - MECHANICAL			
Tag	Description	Qty.	Installed
GROUND LEVEL			
ME03	Daikin FTXF-Q Series AC, Split system, outdoor unit, 2.5kW	2	By Ausco
ME04	Daikin FTXF-Q Series AC, Split system, outdoor unit, 7.1kW	4	By Ausco
ME06	Hot Water System 80L 1x3.6kW Electric	1	T.B.A.
FLOOR LEVEL			
ME01	Daikin FTXF-Q Series AC, Split system, indoor unit, 2.5kW, Concealed pipe work	2	By Ausco
ME02	Daikin FTXF-Q Series AC, Split system, indoor unit, 7.1kW, Concealed pipe work	4	By Ausco
ME05	Fan Wall Exhaust 150mm	1	By Ausco
ME07	Wall/Ceiling Exhaust Fan 200mm /w Shutter	3	

MANUFACTURING - ELECTRICAL EQUIPMENT				
Tag	Description	Phases	Qty.	Installed
FLOOR LEVEL				
EE01	63A Main Switch Isolator		4	By Ausco
EE02	Power Entry Box		1	By Ausco
EE03	Switchboard, 24 Pole, IP65 w/Clear Door Plastic Internal	1	1	By Ausco

MANUFACTURING - ELECTRICAL FIXTURES				
Tag	Description	Qty.	Installed	
FLOOR LEVEL				
EF01	Data Point 1 Gang Cat 5	3	By Ausco	
EF02	GPO, 2 gang, 10A, single pole	19	By Ausco	
EF03	GPO, 2 gang, 10A, single pole, AS1428.1 compliant	1	By Ausco	
EF04	GPO, 2 gang, 10A, single pole, Weatherproof	2	By Ausco	
EF05	Photoelectric Cell	1	By Ausco	
EF06	Switch Isolator 20amp 1Pole Weatherproof IP56	7	By Ausco	
EF07	Switch Light 10A, 1 Gang, Single Pole, One Way, White	7	By Ausco	
EF08	Switch Light 10A, 1 Gang, Single Pole, One Way, White Disabled	1	By Ausco	
EF09	Switch Light 10A, 2 Gang, Single Pole, Two Way, White	2	By Ausco	

MANUFACTURING - LIGHTING FIXTURES				
Tag	Description	Lamps	Qty.	Installed
FLOOR LEVEL				
LT01	600mm LED Light, Vandal Resistant, Weatherproof 18W	1	1	By Ausco
LT02	LED Light, Bunker Round 15W IP65 w/White Base	1	3	By Ausco
LT03	LED Batten, 38W, Diffused		15	By Ausco

DRAWINGS - ARCHITECTURAL		
Sheet	Content	Rev
A-000	COVER SHEET	A
A-100	FLOOR PLAN	B
A-101	ITEM SCHEDULE	B
A-200	ELEVATIONS	B
A-300	GROUND FLOOR ELECTRICAL	A
A-400	GROUND FLOOR PLUMBING	A
A-500	DETAILS	A

GENERAL NOTES & DISCLAIMERS

- BUILDING CHASSIS DESIGNED TO AUSCO STANDARD CHASSIS DRAWINGS.
- ALL WORK MUST BE DONE IN ACCORDANCE WITH THE RELEVANT AUSTRALIAN/NEW ZEALAND STANDARD(S) AND THE NATIONAL CONSTRUCTION CODE.
- FURNITURE, PLUMBING, & ELECTRICAL REPRESENTATIONS ARE INDICATIVE APPEARANCE MAY VARY DEPENDING ON SUPPLIER.
- LOOSE ITEMS TO BE PACKED FOR TRANSPORT.

CLIENT APPROVAL

CLIENT: Shire of Murray

APPROVED BY:

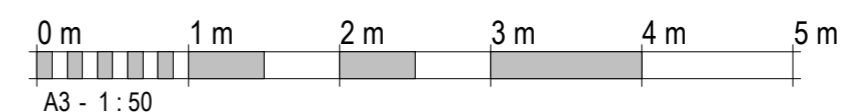
COMPANY:

DATE (DD-MM-YYYY):

SIGNATURE:



1. GROUND FLOOR PLAN
1 : 50



A ORIGINAL DMMYYY
NO. DESCRIPTION DATE BY

AMENDMENT ISSUE

AUSCO
MODULAR

NOT FOR CONSTRUCTION

NOT FOR CONSTRUCTION PURPOSES UNLESS STAMPED FOR CONSTRUCTION. VERIFY DIMENSIONS AND LEVELS ON SITE BEFORE SETTING OUT. USE WRITTEN DIMENSIONS ONLY. DO NOT SCALE REFER TO FIGURED DIMENSIONS IN MM UNLESS STATED OTHERWISE. DOCUMENTATION TO BE READ IN CONJUNCTION WITH CONSULTANT DRAWINGS, SPECIFICATIONS & OTHER DRAWINGS. COPYRIGHT OF THIS DRAWING IS VESTED WITH AUSCO & MAY NOT BE USED OR COPIED WITHOUT EXPRESS PERMISSION.

CLIENT:
Shire of Murray

PROJECT:
Ravenswood Community Centre

ADDRESS:
Ravenswood, WA

DRAWING TITLE:
GROUND FLOOR ELECTRICAL

PROJECT TYPE	DESIGN LOADING	BUILD FACILITY
SALE	B190	MWP

SCALE @ A2 DRAWN CHECKED
1 : 50 SD CH

ESTIMATE NO. **4060605 L01**

PRODUCTION NO.

JOB NO.

DRAWN DATE. DRAWING NO. ISSUE
A-300 A

2011/2020 12:45:19 PM Revit Model: L:\B\EC\Comm\Projects\4060605 Ravenswood Community Centre\Drawings (PDF & DWG)\Ausco Drawings\4060605 L01.rvt

A2
Design Office : Perth

DRAWINGS - ARCHITECTURAL		
Sheet	Content	Rev
A-000	COVER SHEET	A
A-100	FLOOR PLAN	B
A-101	ITEM SCHEDULE	B
A-200	ELEVATIONS	B
A-300	GROUND FLOOR ELECTRICAL	A
A-400	GROUND FLOOR PLUMBING	A
A-500	DETAILS	A

GENERAL NOTES & DISCLAIMERS

- BUILDING CHASSIS DESIGNED TO AUSCO STANDARD CHASSIS DRAWINGS.
- ALL WORK MUST BE DONE IN ACCORDANCE WITH THE RELEVANT AUSTRALIAN/NEW ZEALAND STANDARD(S) AND THE NATIONAL CONSTRUCTION CODE.
- FURNITURE, PLUMBING, & ELECTRICAL REPRESENTATIONS ARE INDICATIVE. APPEARANCE MAY VARY DEPENDING ON SUPPLIER.
- LOOSE ITEMS TO BE PACKED FOR TRANSPORT.

CLIENT APPROVAL

CLIENT: Shire of Murray

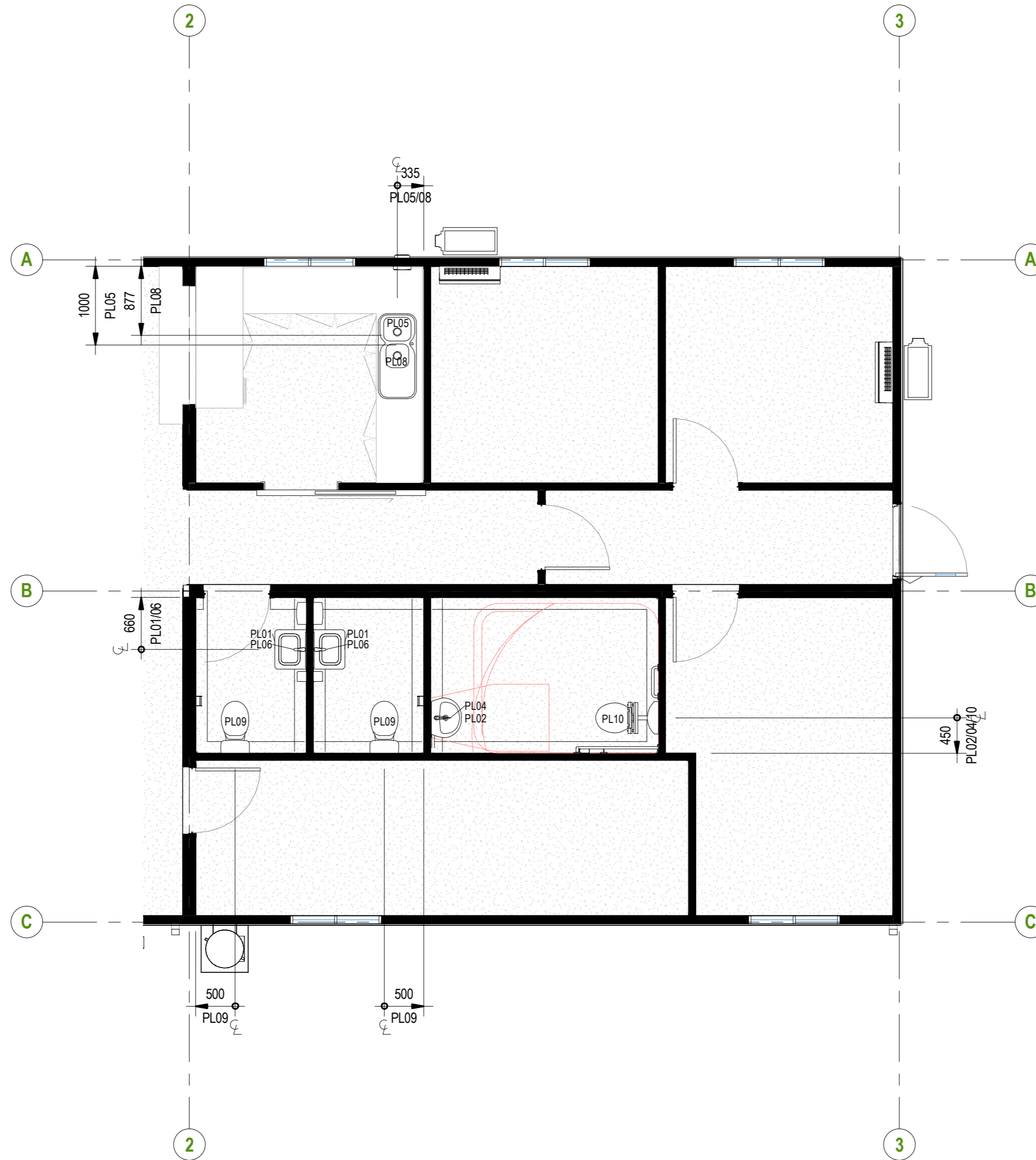
APPROVED BY:

COMPANY:

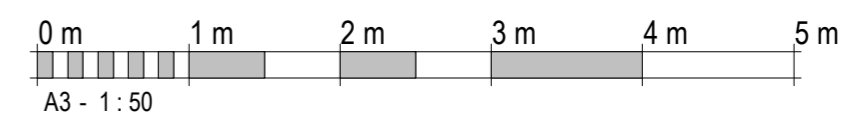
DATE (DD-MM-YYYY):

SIGNATURE:

MANUFACTURING - PLUMBING FIXTURES			
Tag	Description	Qty.	Installed
PL04	Mixer Flick - Basin Disabled	1	By Ausco
PL05	Mixer Flick - Hot and Cold	1	
FLOOR LEVEL			
PL01	Basin Stainless Steel	2	By Ausco
PL02	Basin VC Disabled Standard Compliance	1	By Ausco
PL03	Downpipe 75x100mm, Offset	3	
PL06	Mixer Flick w/Fixed Base-Standard & Mini SS Basin	2	By Ausco
PL07	Plumbing Harness Per Point	4	By Ausco
PL08	Stainless Steel Sink 1½ Bowl, with side drainer	1	By Ausco
PL09	Toilet Suite S Trap Vitreous China	2	T.B.A.
PL10	Toilet Suite, Disabled, with floor mounted backrest, installed to Ausco Standards [SAD51_200] and Australian Standards [AS1428.1] (Vitreous China)	1	By Ausco



1. GROUND FLOOR PLAN
1 : 50



NO.	ORIGINAL DESCRIPTION	DATE	DDMMYY	BY
AMENDMENT ISSUE				



NOT FOR CONSTRUCTION

NOT FOR CONSTRUCTION PURPOSES UNLESS STAMPED FOR CONSTRUCTION. VERIFY DIMENSIONS AND LEVELS ON SITE BEFORE SETTING OUT. USE WRITTEN DIMENSIONS ONLY. DO NOT SCALE REFER TO FIGURED DIMENSIONS IN MM UNLESS STATED OTHERWISE. DOCUMENTATION TO BE READ IN CONJUNCTION WITH CONSULTANT DRAWINGS, SPECIFICATIONS & OTHER DRAWINGS. COPYRIGHT OF THIS DRAWING IS VESTED WITH AUSCO & MAY NOT BE USED OR COPIED WITHOUT EXPRESS PERMISSION.

CLIENT:
Shire of Murray

PROJECT:
Ravenswood Community Centre

ADDRESS:
Ravenswood, WA

DRAWING TITLE:
GROUND FLOOR PLUMBING

PROJECT TYPE	DESIGN LOADING	BUILD FACILITY
SALE	B190	MWP

SCALE @ A2	DRAWN	CHECKED
1 : 50	SD	CH

ESTIMATE NO. **4060605 L01**

PRODUCTION NO. -

JOB NO. -

DRAWN DATE. DRAWING NO. ISSUE
- A-400 A

A2



1.8. Appointment of Authorised Persons

Delegation No:	1.8
Delegation Subject:	Appointment of Authorised Persons
Act Reference:	Section 9.10(1) and 9.10(2) <i>Local Government Act 1995</i>
Delegator:	Council
Delegate:	Chief Executive Officer.

Power/Duty

~~To authorise persons, or classes of persons, on behalf of the local government for the purposes of performing particular functions in accordance with sections 9.10(1) and 9.10(2) of the *Local Government Act 1995*.~~

Statutory Framework

~~Council is exercising its power of delegation under section 5.42 of the *Local Government Act 1995*.~~

~~Section 9.10(1)~~

~~The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions.~~

~~Section 9.10(2)~~

~~The local government is to issue to each person so authorised a certificate stating that the person is so authorised, and the person is to produce the certificate whenever required to do so by a person who has been or is about to be affected by any exercise of authority by the authorised person.~~



1.9. Dog Act 1976 – Administration Appointment of Authorised Persons/Registration Officers

Delegation No:	1.9
Act Reference:	Dog Act 1976, Section 10AA
Delegation Subject:	Dog Act 1976 – Administration Appointment of Authorised Persons and Registration Officers
Delegator:	Council
Delegate:	Chief Executive Officer

Power/Duty

The delegate is authorised **to administer the provisions of the Dog Act 1976 (the Act) and subsidiary legislation, including but not limited to determining all applications, issuing declarations and the general enforcement of the Act.** ~~appoint employees as required from time to time in writing as authorised persons or registration officers under the Act, as generally or as specifically required with all of the powers of authorised persons or registration officers under the Dog Act 1976 (the Act) and the Dog Regulations 1976. Appointments of authorised persons include the ability to declare dogs to be a dangerous dog under Section 33E of the Act.~~

Statutory Framework

Council is exercising its power of delegation under section 10AA Dog Act 1976.

Section 3 of the Dog Act 1976

~~“registration officer” means a person authorised by the local government to effect the registration of dogs pursuant to this Act;~~

Section 29 (1) of the Dog Act 1976

~~(1) — A local government shall, in writing, appoint persons to exercise on behalf of the local government the powers conferred on an authorised person by this Act~~

Section 33E of the Dog Act 1976:

~~(1) — A local government, or on behalf of the local government an authorised person or person specifically authorised by the local government for the purposes of this Section either generally or in a particular case, may, by a notice in writing given in accordance with section 33F, declare a dog to be a dangerous dog if, in the opinion of the local government or that person —~~

~~— (a) — the dog has caused injury or damage by an attack on, or chasing, a person, animal or vehicle;~~

~~— (b) — the dog has, repeatedly, shown a tendency —~~

~~(i) — to attack, or chase, a person, animal or vehicle even though no injury has been caused by that behaviour; or~~

~~(ii) to threaten to attack;~~

~~or~~

~~(c) the behaviour of the dog meets other criteria prescribed for the purpose of this section.~~

~~(2) For the purpose of sub-section (1)(b), a dog to which section 30(3) applies shall not be taken to show a tendency to attack, or chase, in carrying out the activities referred to in section 30(3) in relation to a dog of that kind.~~

~~(3) The owner of a dog declared to be a dangerous dog, or detained under this Division, shall have the rights referred to in this Division to object and to apply for a review.~~

Sub-delegation

The power to sub-delegate is expressly authorised.

Conditions

~~Appointments are to be in writing.~~

A delegate or subdelegate may not –

- determine, vary or amend fees and charges payable under the Act or subsidiary legislation, or***
 - make local laws; or***
 - make determinations.***
-



1.10. **Administration and Enforcement - Caravan Parks and Camping Grounds Act 1995** – Appointment of Authorised Persons and Issuing of Notices

Delegation No:	1.10
Delegation Subject:	Caravan Parks and Camping Grounds Act 1995 – Appointment of Authorised Persons and Issuing of Notices
Act Reference:	Sections 17, 18, 22, 23 <i>Caravan Parks and Camping Grounds Act 1995</i>
Delegator:	Council The Act does not contain a head of power to delegate the appointment of authorised persons to the Chief Executive Officer.
Delegates:	Chief Executive Officer Director Planning and Sustainability Manager Planning Manager Building Services Manager Environmental Health Rangers Environmental Health Officers Manager Governance

Power/Duty

Delegated officers are authorised persons, empowered to sign documents, enter and inspect a facility, caravan or camp, issue notices and modified penalties, extend the payment date for modified penalties, and initiate appropriate legal action on behalf of the Shire of Murray when a breach of the Act and related legislation warrants such action.

The Director Planning and Sustainability and Manager Governance are not authorised to issue modified penalties and they may withdraw modified penalties on written application and subject to assessment on a case by case basis.

Conditions

- The power to prosecute any person in a Court of competent jurisdiction is only exercised by the prior agreement of the Chief Executive Officer; and
- A person who issues an infringement under section 23(2) must not withdraw the infringement under section 23(7).

Statutory Framework

Council is exercising its power of delegation under section 5.42 of the *Local Government Act 1995*.

~~Section 17 Appointment of authorised person~~

~~(1) — The Chief Executive Officer of the Department or a local government —~~

- ~~(a) may appoint such persons to be authorised persons for the purposes of this Act as the Chief Executive Officers or the local government consider necessary; and~~
- ~~(b) must issue each person appointed under paragraph (a) with an identity card, in the prescribed form, certifying that the person is an authorised person under this Act.~~

Section 18 - Powers of Entry

- (1) An authorised person may, at all reasonable times, for the purposes of this Act—
 - (a) enter and inspect a facility, other than a building in a facility that is used as a residence;
 - (b) enter and inspect any caravan or camp which is not in a facility;
 - (c) after serving reasonable notice or with the consent of the occupier, enter and inspect a building in a facility that is used as a residence;
 - (d) stop, enter, inspect or detain any vehicle in a caravan park or camping ground;
 - (e) conduct such examinations and inquiries as the authorised person considers necessary to ascertain whether there has been compliance with this Act or any condition imposed under this Act;
 - (f) require any person to state his or her name and principal place of residence; and
 - (g) exercise such other powers as are prescribed for the purposes of this Act.

Section 22 of the *Caravan and Camping Grounds Act 1995*

- (1) Every proceeding for an offence under this Act may be taken by an authorised person.
- (2) An authorised person is not personally responsible for any costs incurred by or awarded against an authorised person in connection with any proceeding for an offence under this Act.

Section 23 of the *Caravan and Camping Grounds Act 1995*

- (2) An authorised person who has reason to believe that a person has committed a prescribed offence against this Act may, within 21 days after the alleged offence is believed to have been committed, give an infringement notice to the alleged offender.
- (3) An infringement notice is to be in the prescribed form and is in every case —
 - (a) to contain a description of the alleged offence;
 - (b) to advise that if the alleged offender does not wish to be prosecuted for the alleged offence in a court, the amount of money as specified in the notice as being the modified penalty for the offence may be paid to an authorised person within a period of 28 days after the giving of the notice; and
 - (c) to inform the alleged offender as to who are authorised persons for the purpose of receiving payment of modified penalties.
- (5) An authorised person may, in a particular case, extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed.
- (7) An authorised person may, whether or not the modified penalty has been paid, withdraw an infringement notice by sending to the alleged offender a notice in the prescribed form stating that the infringement notice has been withdrawn.
- (11) A local government may, in writing, appoint persons or classes of persons to be authorised persons for the purposes of subsection (2), (3), (5) or (7) or for the purposes

of 2 or more of those subsections, but a person who is authorised to give infringement notices under subsection (2) is not eligible to be an authorised person for the purposes of any of the other subsections.

- (12) A local government is to issue to each person who is authorised to give infringement notices under this section a certificate stating that the person is so authorised, and the authorised person is to produce the certificate whenever required to do so by a person to whom he or she has given or is about to give an infringement notice.
-



1.12. Administration of the Dog Act 1976 and Shire of Murray Dog Local Laws

Delegation No: 4.12
Delegation Subject: The administration of the Dog Act 1976 and Dog Local Laws.
Reference: Dog Act 1976 Section 10AA
Delegator: Council
Delegate: Chief Executive Officer

Power/Duty

The Chief Executive Officer is delegated all of the local governments responsibilities, functions and powers under the Dog Act 1976 (the Act) and any subsidiary legislation made under the Act.

Conditions

The delegate may not—

- determine, vary or amend fees and charges payable under the Act or subsidiary legislation, or
- make local laws.

Statutory Framework

The Council is exercising the power to delegate under the Dog Act 1976 Section 10AA.

Sub - Delegation

The delegate may sub-delegate functions to other employees. Sub-delegations are to be in writing and may be subject to conditions.



1.14. Administration and Enforcement of the Cat Act 2011

Delegation No:	1.14
Delegation Subject:	Administration and enforcement of the <i>Cat Act 2011</i> and associated subsidiary legislation.
Act Reference:	Section 44 <i>Cat Act 2011</i>
Delegator:	Council
Delegate:	Chief Executive Officer

Power/Duty

The Chief Executive Officer is delegated all of the local government's responsibilities, functions and powers under the *Cat Act 2011* (the Act) and any subsidiary legislation made under the Act.

Without limiting the generality of this delegation, this includes –

~~appointing employees to be authorised persons and to~~ **generally administering, enforcing and determining** applications, permits, registrations, **servicing** cat control or other notices, infringements, issue certificates, warrants or commence a prosecution in a Court under the *Cat Act 2011* and associated subsidiary legislation in the district.

Conditions

- ~~1. The appointment of authorised persons shall be in writing and a certificate of appointment is to be issued. Appointments may be general or for the purposes of performing particular functions under the Act.~~

Statutory Framework

Council is exercising its power of delegation under section 44 of the *Cat Act 2011*.

Exceptions

This delegation does not include the provisions contained in section 79 of the *Cat Act 2011*.

Sub-delegation

The delegate may sub-delegate any power, duty or function under the Act to any employee, except the powers of appointing authorised persons.

References

Cat Act 2011 – Section 44



1.18. ~~Appointment of Rangers, Poundkeepers and the~~ Establishment of Public Pounds

Delegation No: 1.18
Act Reference: 5.42 of the *Local Government Act 1995*
Delegation Subject: ~~Appointment of Rangers, Poundkeepers and the~~ Establishment of Public Pounds
Delegator: Council
Delegate: Chief Executive Officer

Power/Duty

Council delegates the authority to the Chief Executive Officer to ~~appoint Rangers, poundkeepers and~~ to establish a public pounds in the District, under section 449 of the *Local Government (Miscellaneous Provisions) Act 1960*.

Statutory Framework

Section 5.42 *Local Government Act 1995*.

List of Accounts Paid in November 2020 to be Received			
Payment No	Posting Date	Description	Amount
A1 Locksmiths WA Pty Ltd			\$161.50
EFT000135	25/11/2020	Padlock for chemical store	\$79.00
EFT000135	25/11/2020	Keys cut	\$82.50
A1 Salvage and Hardware			\$165.00
EFT000133	18/11/2020	Chair feet	\$165.00
AAC ID Solutions Pty Ltd			\$1,725.95
EFT000135	25/11/2020	RFID silicone wristbands for Aquatic Centre	\$1,725.95
Air Liquide WA Pty Ltd			\$206.10
EFT000133	18/11/2020	Rental for gas cylinders at the Operations Centre	\$104.74
EFT000135	25/11/2020	Rental for gas cylinders at the Operations Centre	\$101.36
Alinta Electricity			\$12,428.54
EFT000133	18/11/2020	Electricity - Leisure Centre	\$9,550.26
EFT000133	18/11/2020	Electricity - Administration Building	\$1,338.48
EFT000133	18/11/2020	Electricity - George Beacham Pavilion	\$1,539.80
All Pumps & Waterboring			\$1,565.30
EFT000131	11/11/2020	Repair water pump at static fire tank - Woodland Parade	\$1,565.30
Asbestos Masters WA			\$726.00
EFT000133	18/11/2020	Remove Asbestos from around Edenvale Old School toilets	\$726.00
Aus Clean WA			\$16,111.19
EFT000130	04/11/2020	Cleaning of Council properties for October 2020	\$15,574.21
EFT000135	25/11/2020	Hall cleaning and windows for event at Dwellingup	\$536.98
Australia Post			\$1,461.19
EFT000131	11/11/2020	Postage period ending 31/10/2020	\$1,461.19
Australian Services Union			\$151.40
EFT000131	11/11/2020	Payroll deductions	\$75.70
EFT000135	25/11/2020	Payroll deductions	\$75.70
Australian Taxation Office			\$180,380.00
EFT000131	11/11/2020	PAYG deductions	\$7,149.00
EFT000131	11/11/2020	PAYG deductions	\$81,335.00
EFT000135	25/11/2020	PAYG deductions	\$8,229.00
EFT000135	25/11/2020	PAYG deductions	\$83,667.00
Auto One Pinjarra			\$1,248.76
EFT000131	11/11/2020	Assorted small automotive parts	\$519.66
EFT000131	11/11/2020	Kinchrome 500mm fans for Court 3 at MALC	\$488.90
EFT000135	25/11/2020	Assorted small automotive parts	\$240.20
Avalon Roof & Gutter Repairs			\$10,560.00
EFT000130	04/11/2020	Roof sheet replacement at 22 James Street	\$9,900.00
EFT000131	11/11/2020	Replace gutter at 22 James Street	\$660.00
B&J Catalano Pty Ltd			\$9,007.35
EFT000131	11/11/2020	Supply and delivery of gravel to Burnside Road	\$9,007.35
Bedingfeld Park Inc			\$2,757.08
EFT000130	04/11/2020	Refund overpayment rates - A1395 and A11396	\$2,757.08
Bibbulmun Track Foundation			\$806.96
EFT000133	18/11/2020	DTVC Shop stock	\$806.96
Black, Geoff			\$1,602.75
EFT000135	25/11/2020	Meeting, IT & Communications Allowance	\$1,602.75
Blackwoods			\$229.60
EFT000135	25/11/2020	Supply new Gunnebo swivel hook	\$229.60
Boc Gases Australia Limited			\$43.51
EFT000131	11/11/2020	Monthly medical oxygen rental fee	\$43.51
Bolt, Cr David			\$4,563.17
EFT000135	25/11/2020	Meeting, IT & Communications Allowance	\$4,563.17
Brenda Lillian Beacham			\$1,602.75
EFT000135	25/11/2020	Meeting, IT & Communications Allowance	\$1,602.75
Brownes Food Operations Pty Ltd			\$577.74
EFT000135	25/11/2020	Administration Office milk supply	\$136.30
EFT000135	25/11/2020	MALC Kiosk supplies	\$108.86
EFT000135	25/11/2020	Operations Centre milk supply	\$64.00
EFT000135	25/11/2020	MALC Dry staff room milk supply	\$96.76
EFT000135	25/11/2020	MALC Aquatic staff room milk supply	\$171.82

List of Accounts Paid in November 2020 to be Received			
Payment No	Posting Date	Description	Amount
Bunnings Building Supplies (Mandurah)			\$472.09
EFT000133	18/11/2020	Ozito 1600W electric garden vacuum	\$165.00
EFT000133	18/11/2020	Water Jet power washer	\$19.80
EFT000135	25/11/2020	Assorted small hardware items	\$86.19
EFT000135	25/11/2020	Render supplies to repair Staff Room	\$201.10
Ampol Australia Petroleum(Caltex Australia)			\$27,191.33
EFT000133	18/11/2020	Diesel supply	\$27,191.33
Caltex Australia Starcard			\$3,001.12
EFT000131	11/11/2020	Fuel usage	\$3,001.12
Cardilini, Brad			\$1,602.75
EFT000135	25/11/2020	Meeting, IT & Communications Allowance	\$1,602.75
Castledex			\$377.96
EFT000130	04/11/2020	Records files	\$377.96
Cleaning Supplies WA			\$1,355.37
EFT000130	04/11/2020	Cleaning supplies	\$480.15
EFT000135	25/11/2020	Cleaning supplies	\$875.22
Coastline Lawn Services			\$14,525.50
EFT000135	25/11/2020	Mowing at various localities within the Shire	\$7,100.50
EFT000135	25/11/2020	Administration grounds, Skate Park, Cemetery and MALC mowing	\$2,255.00
EFT000135	25/11/2020	Cantwell Park, Edenvale and Rose Gardens mowing	\$2,750.00
EFT000135	25/11/2020	Mowing of verges at North Pinjarra	\$165.00
EFT000135	25/11/2020	Administration grounds, Skate Park, Cemetery and MALC mowing	\$2,255.00
Coca-Cola Amatil (Aust) Pty Ltd			\$958.58
EFT000133	18/11/2020	MALC Kiosk supplies	\$280.97
EFT000133	18/11/2020	MALC Kiosk supplies	\$340.05
EFT000135	25/11/2020	MALC Kiosk supplies	\$337.56
Coles Online			\$253.28
EFT000135	25/11/2020	MALC Kiosk supplies	\$253.28
Coles Supermarkets Australia			\$1,872.91
EFT000131	11/11/2020	Catering for Citizenship Ceremony 06/10/20	\$44.00
EFT000131	11/11/2020	MALC Kiosk supplies	\$4.00
EFT000131	11/11/2020	Catering for volunteers movie night	\$15.39
EFT000131	11/11/2020	MALC Kiosk supplies	\$4.05
EFT000131	11/11/2020	MALC Kiosk supplies	\$7.17
EFT000131	11/11/2020	MALC Kiosk supplies	\$11.00
EFT000131	11/11/2020	Refreshments	\$16.00
EFT000131	11/11/2020	MALC Kiosk supplies	\$62.60
EFT000131	11/11/2020	MALC Staff room supplies	\$211.60
EFT000131	11/11/2020	MALC Kiosk supplies	\$5.40
EFT000131	11/11/2020	MALC cleaning supplies	\$225.25
EFT000131	11/11/2020	CEO Staff presentation refreshments	\$222.60
EFT000131	11/11/2020	Chocolates prizes for Senior's Dinner and Dance	\$50.00
EFT000131	11/11/2020	MALC Kiosk supplies	\$10.77
EFT000131	11/11/2020	General kitchen and catering supplies	\$34.46
EFT000131	11/11/2020	MALC Kiosk supplies	\$91.20
EFT000131	11/11/2020	CEO Staff presentation refreshments	\$42.24
EFT000131	11/11/2020	MALC Kiosk supplies	\$156.42
EFT000131	11/11/2020	MALC Kiosk supplies	\$14.70
EFT000131	11/11/2020	Water, sunscreen and bug spray	\$147.10
EFT000131	11/11/2020	DTVC staff kitchen supplies	\$56.40
EFT000131	11/11/2020	Refreshments for Pinjarra photo shoot 15/10/20	\$232.19
EFT000131	11/11/2020	Catering supplies for youth activity 29/10/20	\$208.37
Commissioner of Police			\$16.70
EFT000133	18/11/2020	Volunteer police clearance	\$16.70
Connect Call Centre Services			\$1,455.03
EFT000133	18/11/2020	Overcalls - October 2020	\$1,455.03
Cooinda Garden Firebreaks			\$7,203.90
EFT000131	11/11/2020	Fire prevention work on Shire of Murray reserves	\$7,203.90
Corsign WA Pty Ltd			\$6,410.80
EFT000135	25/11/2020	"Waroon 45" 1650mm x 150mm	\$291.50

List of Accounts Paid in November 2020 to be Received			
Payment No	Posting Date	Description	Amount
EFT000135	25/11/2020	Stainless Steel convex mirror 800mm outdoor	\$467.50
EFT000135	25/11/2020	'Grevillea Rd' 150mm sign blade	\$745.80
EFT000135	25/11/2020	'Kenton Grove' 150mm sign blade	\$52.80
EFT000135	25/11/2020	Steel-Flex Guidepost 1400mm	\$3,894.00
EFT000135	25/11/2020	'Helio Rd' 150mm sign blade	\$223.30
EFT000135	25/11/2020	'Aclare Rd' 150mm sign blade	\$473.00
EFT000135	25/11/2020	'Herron Point Rd' 200mm sign blade	\$262.90
Council On The Ageing (WA)			\$603.90
EFT000130	04/11/2020	Strength for Life annual fee	\$603.90
Country Women's Association (Inc) Coolup			\$300.00
EFT000135	25/11/2020	Catering - Seniors Support Hub 2020	\$300.00
C-Wise			\$3,646.50
EFT000130	04/11/2020	Process green waste from verge collection October 2020	\$3,646.50
DC Two Pty Ltd			\$970.99
EFT000130	04/11/2020	IT Products and services - October 2020	\$970.99
Dep of Biodiversity, Conservation & Attractions			\$696.74
EFT000130	04/11/2020	National Park passes	\$558.14
EFT000133	18/11/2020	Firewood collection fees - September 2020	\$138.60
Department of Mines, Industry Regulation & Safety			\$17,852.17
EFT000131	11/11/2020	Building Services Levy collection fees - September 2020	\$5,124.69
EFT000131	11/11/2020	Building Services Levy collection fees - October 2020	\$12,727.48
Dilate Digital			\$165.00
EFT000131	11/11/2020	Website updates	\$165.00
Douglas Partners Pty Ltd			\$4,125.00
EFT000131	11/11/2020	Geotech Invest and Report - Agri-innovation Precinct	\$4,125.00
Dowsing Concrete			\$93,048.87
EFT000135	25/11/2020	Hampton Road concrete footpath works	\$73,699.02
EFT000135	25/11/2020	Gowman Way Park footpath works	\$19,349.85
Drakesbrook Wines Pty Ltd			\$491.04
EFT000130	04/11/2020	Refreshments Councillors Lounge	\$491.04
DS Agencies Pty Ltd			\$1,496.00
EFT000133	18/11/2020	Freight	\$1,496.00
Dunlop Electrics			\$5,400.56
EFT000130	04/11/2020	Replace damaged light fitting	\$173.80
EFT000131	11/11/2020	Emergency call out to Dwellingup Oval	\$250.25
EFT000131	11/11/2020	Electrical works Murray Town Square	\$2,429.90
EFT000131	11/11/2020	Change out seven exterior oyster light fittings	\$1,222.10
EFT000131	11/11/2020	Fit new 10A Double GPO in workshop	\$219.45
EFT000135	25/11/2020	Install of power point to plant room	\$304.70
EFT000135	25/11/2020	Exhaust fan and circuit repair - Chlorine gas cupboard	\$655.16
EFT000135	25/11/2020	Replace faulty switch on pump at Coolup Fire Station	\$145.20
Dwellingup RSL Sub-Branch			\$3,300.00
EFT000133	18/11/2020	Dwellingup Community Assistance Fund	\$3,300.00
Emerge Associates			\$14,372.27
EFT000135	25/11/2020	Flora and Weed Survey Coolup Road South	\$3,854.28
EFT000135	25/11/2020	Detailed Flora and Vegetation Survey	\$10,517.99
Micro Focus Australia (Entco Australia Pty Ltd)			\$13,021.39
EFT000135	25/11/2020	IT Support renewal	\$13,021.39
Estuary Bobcats			\$4,950.00
EFT000130	04/11/2020	Red asphalt path repairs Dwellingup	\$4,950.00
Foot Print (WA) Pty Ltd			\$1,538.90
EFT000133	18/11/2020	Shire of Murray / Shire of Waroona Hazard	\$1,177.00
EFT000133	18/11/2020	Pre-Start Inspection Sheets (General Plant)	\$262.90
EFT000133	18/11/2020	Stickers for Servicing Size 50mm x 50mm (Coloured)	\$99.00
Frontline Technology Services			\$181.54
EFT000135	25/11/2020	Printer inspection and repairs at Dwellingup VFBF.	\$181.54
Gilbert J & A			\$484.00

List of Accounts Paid in November 2020 to be Received			
Payment No	Posting Date	Description	Amount
EFT000130	04/11/2020	Repair damage to letterbox at 129/490 Pinjarra Road	\$242.00
EFT000130	04/11/2020	Repair hose reel stand at green waste area	\$242.00
Gray's Plumbing & Gas			\$6,270.00
EFT000130	04/11/2020	Supply and install new basin and taps.	\$1,078.00
EFT000131	11/11/2020	Replace leaking gas instant HWS and repair leak	\$1,023.00
EFT000131	11/11/2020	Repair leaking toilet cistern female changeroom	\$462.00
EFT000135	25/11/2020	Replace toilet cistern and flush buttons	\$990.00
EFT000135	25/11/2020	Repairs to water filter	\$517.00
EFT000135	25/11/2020	Repairs to leach drain and plumbing	\$1,826.00
EFT000135	25/11/2020	Repairs to plumbing	\$374.00
Greenfields Concreting			\$12,940.38
EFT000130	04/11/2020	Footpath renewal Forrest Street Pinjarra	\$8,897.22
EFT000133	18/11/2020	Footpath renewal South Western Highway	\$4,043.16
Hanson Construction Materials Pty Ltd			\$7,934.85
EFT000135	25/11/2020	Supply 210T of 10mm basalt	\$7,934.85
Hill Crest Craftsman			\$630.00
EFT000131	11/11/2020	18m Leaf free gutter guard	\$630.00
Holcim (Australia) Pty Ltd - Humes			\$5,038.00
EFT000133	18/11/2020	300mm Rubber ring joint pipes	\$5,038.00
Huckleberrys Tank & Water Service			\$7,698.57
EFT000131	11/11/2020	Paterson Road reconstruction works	\$7,698.57
I Sweep			\$7,590.00
EFT000135	25/11/2020	Sweeping of Shire of Murray roads	\$7,590.00
ID Consulting Pty Ltd			\$9,900.00
EFT000134	18/11/2020	Pinjarra District Growth Area consultancy	\$9,900.00
Infiniti Group			\$485.29
EFT000133	18/11/2020	MALC Kiosk operating supplies	\$253.64
EFT000135	25/11/2020	MALC Kiosk operating supplies	\$231.65
Intelife Group			\$3,465.00
EFT000133	18/11/2020	Roadside litter pick up	\$3,465.00
Ixom Operations Pty Ltd			\$2,694.38
EFT000133	18/11/2020	Chlorine cylinders monthly rental fee	\$211.42
EFT000135	25/11/2020	4 x 70kg chlorine cylinders	\$2,482.96
James Bennett Pty Ltd			\$20.99
EFT000133	18/11/2020	Library book stock	\$20.99
JH Computer Services Pty Ltd			\$3,336.30
EFT000131	11/11/2020	Laptop for new Business Manager	\$3,336.30
JM Sales			\$2,848.00
EFT000131	11/11/2020	Chain saws - Murray SES	\$2,848.00
Josh Cowling Photography			\$350.00
EFT000131	11/11/2020	Bindjareb Boodja event photography	\$350.00
JR & A Hersey Pty Ltd			\$1,051.60
EFT000131	11/11/2020	Boxes of tinted safety glasses	\$855.80
EFT000133	18/11/2020	Boxes of safety lens cleaners	\$195.80
Stuart Kirkham			\$1,602.75
EFT000135	25/11/2020	Meeting, IT & Communications Allowance	\$1,602.75
Kmart - Head Office			\$103.00
EFT000135	25/11/2020	Items for Health Club	\$103.00
Lake Preston Lime			\$4,827.10
EFT000130	04/11/2020	Supply 2000T of limestone Lakes Road	\$4,827.10
Landgate			\$1,468.12
EFT000135	25/11/2020	Rural UV Interim Valuations	\$1,025.52
EFT000135	25/11/2020	Gross Rental Valuations	\$442.60
LCIS - Jardine Lloyd Thompson Pty Ltd			\$2,401.11
EFT000133	18/11/2020	Insurances for Dwellingup Creative and Pinjarra Connect	\$2,401.11
Lee Stephen Donald			\$1,602.75
EFT000135	25/11/2020	Meeting, IT & Communications Allowance	\$1,602.75
Leisure Institute of WA (Aquatics) Inc			\$132.00
EFT000135	25/11/2020	LIWA Membership	\$132.00
Les Mills Body Training Systems			\$394.15
EFT000131	11/11/2020	License Fees	\$394.15

List of Accounts Paid in November 2020 to be Received			
Payment No	Posting Date	Description	Amount
LGRCEU			\$164.04
EFT000131	11/11/2020	Payroll deductions	\$82.02
EFT000135	25/11/2020	Payroll deductions	\$82.02
Links Modular Solutions Pty Ltd			\$2,398.00
EFT000135	25/11/2020	RFID door control for Hydrotherapy Pool	\$2,398.00
Lucky Charm Pinjarra			\$117.69
EFT000130	04/11/2020	Assorted stationery items	\$61.79
EFT000130	04/11/2020	The West Australian newspapers October 2020	\$55.90
Maia Financial Pty Ltd formerly Alleasing Pty Lt			\$14,406.27
EFT000130	04/11/2020	Gym equipment leases	\$8,864.65
EFT000131	11/11/2020	Copier leases	\$5,321.62
EFT000135	25/11/2020	Purchase 200 swipe card for photocopiers	\$220.00
Major Motors Pty Ltd			\$1,375.82
EFT000131	11/11/2020	Carry out repairs to air conditioner	\$1,375.82
Mandurah Cellarbrations			\$953.96
EFT000130	04/11/2020	Refreshments for the Shire of Murray function	\$359.00
EFT000131	11/11/2020	Refreshments for Senior's Dinner and Dance	\$354.98
EFT000133	18/11/2020	Props for Pinjarra photo shoot	\$119.98
EFT000135	25/11/2020	Props for Dwellingup photo shoot	\$120.00
Mandurah PA Hire			\$2,034.00
EFT000135	25/11/2020	Stage, audio and technician	\$2,034.00
Mandurah Tree Lopping & Stump Grinding			\$27,050.00
EFT000130	04/11/2020	Tree works for the month of October 2020	\$6,160.00
EFT000131	11/11/2020	Pruning of trees at North Dandalup	\$1,200.00
EFT000131	11/11/2020	Tree pruning Burnside Road	\$2,860.00
EFT000131	11/11/2020	Tree works for the month of November 2020	\$3,520.00
EFT000131	11/11/2020	Tree pruning works on Paterson Road	\$3,080.00
EFT000131	11/11/2020	Tree works for the month of September 2020	\$4,070.00
EFT000133	18/11/2020	Tree works for the month of November 2020	\$6,160.00
McLarty, Douglas			\$2,342.83
EFT000135	25/11/2020	Meeting, IT & Communications Allowance	\$2,342.83
McLeods			\$4,832.74
EFT000135	25/11/2020	Legal fees - unauthorised landfill	\$1,034.89
EFT000135	25/11/2020	Legal fees - Lot 302 Del Park Road	\$665.26
EFT000135	25/11/2020	Lease of Reserve 30371	\$1,851.93
EFT000135	25/11/2020	Legal fees - unauthorised landfill	\$1,280.66
McNaughtans Pty Ltd			\$121.31
EFT000135	25/11/2020	Pinchweld top mount	\$121.31
Miracle Recreation Equipment			\$11,286.00
EFT000135	25/11/2020	Replace rung ladder at MRCE Oval	\$4,361.50
EFT000135	25/11/2020	Safety inspections of 32 playground sites	\$4,510.00
EFT000135	25/11/2020	Supply and install parts to fix swing at Dwellingup	\$825.00
EFT000135	25/11/2020	Seats and safety rings for various playgrounds	\$1,589.50
MJB Industries			\$1,749.00
EFT000133	18/11/2020	Wave grate covers	\$1,749.00
Muddy Creek			\$869.44
EFT000133	18/11/2020	DTVC Shop stock	\$869.44
MDE Electrical			\$3,176.25
EFT000133	18/11/2020	Install 3 lights in Murray River Country Estate	\$3,176.25
Murray Engineering			\$6,031.09
EFT000135	25/11/2020	Reseal skin fittings in foam tank	\$2,093.08
EFT000135	25/11/2020	Inspection of West Murray Light Tanker 1CLW574	\$891.00
EFT000135	25/11/2020	Attend to flat tyre at North Dandalup Fire Station	\$919.28
EFT000135	25/11/2020	Coolup 1.4 - Replace rear primer assembly	\$2,127.73
Murray House Resource Centre			\$434.50
EFT000131	11/11/2020	My Gov presentation - Get Online Week	\$330.00
EFT000133	18/11/2020	A5 flyer insert - Murray Community Newspaper	\$104.50
Murray River Auto Repairs			\$3,539.35
EFT000130	04/11/2020	Replace left tail light 4047MY Holden Colorado	\$176.15
EFT000133	18/11/2020	70,000km service 4018MY Toyota RAV4	\$223.45

List of Accounts Paid in November 2020 to be Received			
Payment No	Posting Date	Description	Amount
EFT000133	18/11/2020	120,000km service 4029MY Ford Ranger	\$557.65
EFT000133	18/11/2020	150,000km service MY12336 Ford Ranger	\$504.20
EFT000133	18/11/2020	80,000km service 4007MY Toyota RAV4	\$443.65
EFT000133	18/11/2020	36,000km service 4047MY Holden Colorado	\$318.70
EFT000133	18/11/2020	Replace engine fan MY12336 Ford Ranger	\$347.25
EFT000133	18/11/2020	135,000km service 4034MY Mitsubishi Triton	\$355.65
EFT000135	25/11/2020	45,000km service 4021MY Mitsubishi Triton	\$354.15
EFT000135	25/11/2020	12,000km service 102WR Holden Colorado	\$258.50
Murray Shire Social Club			\$410.00
EFT000131	11/11/2020	Payroll deductions	\$205.00
EFT000135	25/11/2020	Payroll deductions	\$205.00
N & Y Painting Service			\$5,940.00
EFT000133	18/11/2020	Interior painting of Dwellingup Hall and Kiosk	\$5,940.00
Nature Calls			\$470.00
EFT000133	18/11/2020	Portable toilets - Bindjareb Boodja 2020	\$470.00
Neverfail (WA) Pty Limited			\$83.60
EFT000133	18/11/2020	Water delivery to Operations Centre	\$83.60
North Dandalup Volunteer Bushfire Brigade			\$500.00
EFT000130	04/11/2020	Hazard reduction burn - 1200m section Paterson Road	\$500.00
Officeworks			\$898.97
EFT000130	04/11/2020	Assorted stationery supplies	\$101.07
EFT000131	11/11/2020	Assorted stationery supplies	\$144.90
EFT000133	18/11/2020	MS Sculpt ergonomic desktop	\$152.00
EFT000133	18/11/2020	Signage for youth events	\$501.00
Open Office Pty Ltd			\$16,154.60
EFT000135	25/11/2020	Community Hub licensing fee November 2020	\$11,051.70
EFT000135	25/11/2020	NAV licensing costs November 2020	\$5,102.90
Our Community Yoga			\$726.00
EFT000130	04/11/2020	4 Yoga Classes	\$242.00
EFT000131	11/11/2020	4 Yoga Classes	\$242.00
EFT000133	18/11/2020	4 Yoga Classes	\$242.00
Peel Harvey Catchment Council (Inc)			\$5,500.00
EFT000130	04/11/2020	2020-2021 Contribution as per agreement	\$5,500.00
Peel Mini Earthmovers			\$20,834.70
EFT000130	04/11/2020	Earthworks for reticulation at Gowman Way Park	\$871.20
EFT000130	04/11/2020	Earthworks and mulch spreading at Gowman Way Park	\$822.80
EFT000130	04/11/2020	Install limestone wall at Gowman Way Park	\$550.00
EFT000130	04/11/2020	Earthworks for BBQ relocation and lawn top dressing	\$822.80
EFT000133	18/11/2020	Backfilling of concrete paths with gravel	\$1,042.80
EFT000133	18/11/2020	Brick paving repairs to driveways on Hampton Road	\$550.00
EFT000133	18/11/2020	Supply labour and equipment to manually weed Gowman Way Park	\$2,200.00
EFT000133	18/11/2020	Earthworks Dwellingup Hall	\$1,170.40
EFT000135	25/11/2020	Supply labour and machinery to mulch garden beds	\$3,700.00
EFT000135	25/11/2020	Supply and lay 600M of lawn at Gowman Way	\$9,104.70
Peel Plumbing & Gas			\$660.00
EFT000135	25/11/2020	Investigate and clear blocked drain	\$660.00
Peel Regional Leaders Forum Inc			\$38,492.27
EFT000135	25/11/2020	Peel Regional Leaders Forum - operating contribution	\$38,492.27
Peel Weed & Pest Control			\$4,694.68
EFT000131	11/11/2020	Drainage weed spraying	\$3,144.68
EFT000131	11/11/2020	Spray Onion Weed at Birchmont	\$275.00
EFT000133	18/11/2020	Spray suckers at 4 locations	\$440.00
EFT000133	18/11/2020	Spray section on Lakes Road median and islands	\$385.00
EFT000133	18/11/2020	Spray Bindi at Dwellingup Oval and surrounds	\$450.00
Peerless Jal			\$62.04
EFT000130	04/11/2020	2 x 5L Gym clean	\$62.04
Perth Frozen Foods			\$408.60
EFT000131	11/11/2020	DTVC Shop stock	\$408.60
PFD Food Services Pty Ltd			\$2,078.20

List of Accounts Paid in November 2020 to be Received			
Payment No	Posting Date	Description	Amount
EFT000131	11/11/2020	MALC Kiosk supplies	\$2,078.20
Phillips Griffiths Architects			\$10,518.75
EFT000131	11/11/2020	Pinjarra Railway precinct Conservation Plan	\$10,518.75
Phoenix Foundry			\$446.60
EFT000130	04/11/2020	Detachable plate plaque as per quotation and proof	\$147.40
EFT000135	25/11/2020	Cemetery Plaque for the late Evelyn Butler	\$299.20
Pinjarra Cricket Club Inc.			\$3,000.00
EFT000131	11/11/2020	2020/2021 CAPF funding - Pinjarra Cricket Club	\$3,000.00
Pinjarra Traders			\$74.20
EFT000135	25/11/2020	Animal supplies	\$74.20
Pisconeri AM			\$40,422.25
EFT000131	11/11/2020	Dwellingup Transfer Station Management 2020-21	\$3,941.30
EFT000131	11/11/2020	Transport green waste to Waroona 2020-21	\$5,082.00
EFT000131	11/11/2020	Corio Road Transfer Station Management	\$30,848.95
EFT000131	11/11/2020	Collect illegally dumped asbestos	\$550.00
Public Libraries Western Australia Inc			\$170.00
EFT000135	25/11/2020	Public Libraries WA 2020/2021 Membership	\$170.00
Puma Energy			\$1,988.74
EFT000131	11/11/2020	Fuel usage - October 2020	\$1,988.74
Quality Publishing Australia			\$218.39
EFT000130	04/11/2020	DTVC Shop stock	\$218.39
Quality Traffic Management Pty Ltd			\$34,842.32
EFT000130	04/11/2020	Traffic management Tonkin Road	\$937.19
EFT000135	25/11/2020	Lakes Road traffic control	\$893.64
EFT000135	25/11/2020	Lakes Road traffic control	\$866.15
EFT000135	25/11/2020	Traffic management Burnside Road	\$9,048.10
EFT000135	25/11/2020	Lakes Road mobile works for mowing and slashing	\$1,091.30
EFT000135	25/11/2020	Paterson Road traffic control	\$9,457.72
EFT000135	25/11/2020	Paterson Road traffic control	\$8,415.12
EFT000135	25/11/2020	Traffic control Boyd Road	\$4,133.10
RAC			\$8.20
EFT000133	18/11/2020	RAC Roadside Assistance 4045MY Nissan Qashqai	\$4.05
EFT000135	25/11/2020	RAC Roadside Assistance 4019MY Subaru XV	\$4.15
Raeco International Pty Ltd			\$132.00
EFT000130	04/11/2020	Library spine labels	\$132.00
Reece Pty Ltd			\$36.31
EFT000135	25/11/2020	Shovel	\$36.31
Riding for the Disabled WA Murray Mandurah			\$125.00
EFT000131	11/11/2020	Refund venue and key bonds	\$125.00
Rogers, Cr Angela			\$1,602.75
EFT000135	25/11/2020	Meeting, IT & Communications Allowance	\$1,602.75
Rose, Casey			\$1,602.75
EFT000135	25/11/2020	Meeting, IT & Communications Allowance	\$1,602.75
Science And Nature Pty Ltd			\$521.84
EFT000130	04/11/2020	DTVC Shop stock	\$521.84
Scope Business Imaging			\$11,807.21
EFT000130	04/11/2020	Copier charges Accounts - October 2020	\$53.04
EFT000130	04/11/2020	Copier charges Binding Room - October 2020	\$741.15
EFT000130	04/11/2020	Copier charges Depot - October 2020	\$56.02
EFT000130	04/11/2020	Copier charges DHVIC - October 2020	\$332.10
EFT000130	04/11/2020	Copier charges Fax Room - October 2020	\$972.75
EFT000130	04/11/2020	Copier charges Library - October 2020	\$129.76
EFT000130	04/11/2020	Copier charges MALC - October 2020	\$191.07
EFT000130	04/11/2020	Copier charges Planners - October 2020	\$211.82
EFT000130	04/11/2020	Copier charges Rangers - October 2020	\$336.95
EFT000130	04/11/2020	Copier charges Reception - October 2020	\$55.15
EFT000130	04/11/2020	Copier charges Records - October 2020	\$27.99
EFT000130	04/11/2020	Copier charges Tech Services - October 2020	\$251.41
EFT000131	11/11/2020	Delivery, installation and training of new copiers	\$8,448.00
Sea to Summit Pty Ltd			\$476.38
EFT000133	18/11/2020	DTVC Shop stock	\$476.38
Shire of Serpentine-Jarrahdale			\$4,565.00

List of Accounts Paid in November 2020 to be Received			
Payment No	Posting Date	Description	Amount
EFT000135	25/11/2020	Reimbursement of surplus contributions	\$4,565.00
Shire of Waroona			\$10,553.00
EFT000130	04/11/2020	Green waste Corio Road Transfer Station	\$48.00
EFT000131	11/11/2020	Green waste Corio Road Transfer Station	\$48.00
EFT000131	11/11/2020	Green waste Corio Road Transfer Station	\$48.00
EFT000131	11/11/2020	Green waste Corio Road Transfer Station	\$96.00
EFT000133	18/11/2020	Green waste Corio Road Transfer Station	\$48.00
EFT000135	25/11/2020	Reimbursement for dog registration fees	\$200.00
EFT000135	25/11/2020	Reimbursement of surplus contributions	\$10,065.00
Signs Plus			\$132.50
EFT000131	11/11/2020	Staff name badges	\$132.50
Anne Sinclair			\$70.00
EFT000130	04/11/2020	DTVC Shop stock	\$70.00
Soft Landing			\$8,484.00
EFT000133	18/11/2020	Collect mattresses for recycling from Corio Road	\$8,484.00
South West Fire Solutions			\$5,496.15
EFT000131	11/11/2020	Monthly FIP test	\$165.00
EFT000131	11/11/2020	Monthly FIP test	\$4,816.79
EFT000131	11/11/2020	Check and service fire extinguishers	\$514.36
South West Monumental			\$678.50
EFT000131	11/11/2020	Granite niche wall plaque	\$678.50
Sports Power - Pinjarra			\$49.95
EFT000131	11/11/2020	Basketball and netball nets	\$49.95
Spyker Business Solutions Pty Ltd			\$3,449.18
EFT000131	11/11/2020	CCTV maintenance November 2020	\$3,449.18
St John Ambulance Australia - Belmont			\$308.00
EFT000131	11/11/2020	St John Ambulance event attendance at Bindjareb Boodja	\$308.00
State Wide Turf Services			\$23,463.00
EFT000131	11/11/2020	Verti Mow, sweep and hollow care 3 ovals	\$23,463.00
Steann Pty Ltd			\$36,771.90
EFT000130	04/11/2020	Green waste verge collection October 2020	\$18,385.95
EFT000131	11/11/2020	Green waste verge collection October 2020	\$18,385.95
Stewart & Heaton Clothing			\$747.57
EFT000135	25/11/2020	Uniforms and protective equipment Bush Fire Brigade members	\$747.57
Stunned Emu Designs			\$1,206.90
EFT000135	25/11/2020	DTVC Shop stock	\$1,206.90
Syme Marmion & Co.			\$9,982.50
EFT000135	25/11/2020	Feasibility & Investment Prospectus	\$9,982.50
Telstra Corporation Limited			\$519.10
EFT000130	04/11/2020	Phone usage	\$100.00
EFT000131	11/11/2020	Phone usage	\$86.08
EFT000133	18/11/2020	Phone usage - Coopers Mill	\$34.95
EFT000135	25/11/2020	Phone usage - DHVIC	\$69.89
EFT000135	25/11/2020	Phone usage - Murray SES	\$78.19
EFT000135	25/11/2020	Phone usage - Administration Building	\$149.99
The Distributors Perth			\$906.85
EFT000135	25/11/2020	MALC Kiosk supplies	\$906.85
The Good Guys			\$89.00
EFT000135	25/11/2020	Urn for Senior's Centre	\$89.00
Toolmart			\$379.45
EFT000135	25/11/2020	Supply of 8" 240V Bench Grinder	\$379.45
Total Eden			\$9,620.47
EFT000135	25/11/2020	Reticulation items - Sir Ross McLarty Oval	\$1,997.69
EFT000135	25/11/2020	Reticulation items - South Yunderup Oval	\$1,817.64
EFT000135	25/11/2020	Reticulation items - Edenvale Precinct	\$1,817.64
EFT000135	25/11/2020	Reticulation systems - Sir Ross McLarty Oval	\$3,987.50
Total Packaging			\$858.00
EFT000133	18/11/2020	Cartons of dog waste bags	\$858.00
Toyota Financial Services			\$776.38
EFT000131	11/11/2020	Vehicle lease November 2020	\$388.19

List of Accounts Paid in November 2020 to be Received			
Payment No	Posting Date	Description	Amount
EFT000135	25/11/2020	Vehicle lease October 2020	\$388.19
TPG Network Pty Ltd			\$3,219.90
EFT000133	18/11/2020	SIP Voice	\$3,219.90
Tuckey's Hardware			\$3,341.38
EFT000130	04/11/2020	Mosquito head nets and glyphosate	\$86.84
EFT000130	04/11/2020	Line Trimmer	\$33.08
EFT000130	04/11/2020	Reticulation items Gowman Way Park renewal	\$240.27
EFT000130	04/11/2020	Ken-Up Glyphosate 500 Flexi 5L	\$59.99
EFT000130	04/11/2020	Items for waste audits - gloves and cable ties	\$29.23
EFT000130	04/11/2020	Droppers x 12	\$1,003.86
EFT000130	04/11/2020	Tape Fat Max 8M Stanley	\$28.99
EFT000130	04/11/2020	Rapidset concrete 20KG x 12	\$93.00
EFT000130	04/11/2020	Meter probe and hammer ball	\$41.36
EFT000130	04/11/2020	Garden sprayer Hills 8Lt	\$29.00
EFT000130	04/11/2020	Pallet of Rapidset Concrete	\$465.00
EFT000130	04/11/2020	Items for the patching truck	\$15.97
EFT000130	04/11/2020	Items for General Parks	\$69.48
EFT000130	04/11/2020	Rollers and brackets	\$64.72
EFT000131	11/11/2020	Trimmer Line	\$59.58
EFT000131	11/11/2020	Items for General Parks	\$64.45
EFT000131	11/11/2020	Items for path network renewal	\$10.29
EFT000131	11/11/2020	Assorted plumbing parts	\$91.69
EFT000131	11/11/2020	Key safe	\$69.95
EFT000133	18/11/2020	Items for General Parks	\$93.33
EFT000133	18/11/2020	Padlock 40MM 4PK	\$36.50
EFT000135	25/11/2020	Assorted small hardware items	\$113.17
EFT000135	25/11/2020	Handle rake tapered	\$14.58
EFT000135	25/11/2020	Adhesive Fixall	\$15.50
EFT000135	25/11/2020	Trimmer Line	\$29.79
EFT000135	25/11/2020	Assorted plumbing parts	\$40.74
EFT000135	25/11/2020	Galvanised chain	\$51.53
EFT000135	25/11/2020	Items for Sir Ross McLarty Oval	\$59.83
EFT000135	25/11/2020	Mosquito head nets	\$17.90
EFT000135	25/11/2020	Items for General Parks	\$48.95
EFT000135	25/11/2020	Items for Edenvale Precinct gardens	\$173.88
EFT000135	25/11/2020	Mop head and bucket	\$88.93
Tutt Bryant Equipment Pty Ltd			\$668.97
EFT000133	18/11/2020	Compensation tank for truck	\$668.97
Tyrecycle Pty Ltd			\$3,044.37
EFT000133	18/11/2020	Collect tyres from Corio Road Transfer Station	\$1,844.10
EFT000135	25/11/2020	Collect tyres from Corio Road Transfer Station	\$1,200.27
Tyrepower Pinjarra			\$1,822.70
EFT000133	18/11/2020	Small tyre repairs	\$126.50
EFT000133	18/11/2020	Wheel alignment 4005MY Mitsubishi Triton	\$93.50
EFT000133	18/11/2020	Replace 4 tyres 4016MY Holden Colorado	\$1,219.90
EFT000135	25/11/2020	Replace tyre 4035MY	\$382.80
Vibe Pinjarra			\$2,589.61
EFT000131	11/11/2020	Fuel usage	\$2,589.61
Vorgee Pty Ltd			\$1,567.50
EFT000133	18/11/2020	MALC Pro Swim Shop stock	\$1,171.50
EFT000135	25/11/2020	MALC Pro Swim Shop stock	\$396.00
WA Naturally Publications			\$519.51
EFT000133	18/11/2020	DTVC Shop stock	\$519.51
Waterlogic Australia Pty Ltd			\$570.90
EFT000130	04/11/2020	Water Cooler Hire	\$570.90
Waters BM & RV			\$26,307.97
EFT000130	04/11/2020	Disposal of concrete and delivery of sand	\$5,979.97
EFT000135	25/11/2020	Supply semi truck to cart gravel from pit	\$20,328.00
Wesfarmers Kleenheat Gas Pty Ltd			\$171.60
EFT000131	11/11/2020	Coopers Mill - 4 x 45kg cylinder service charge	\$171.60
Westbooks			\$81.85
EFT000133	18/11/2020	Library book stock	\$81.85

List of Accounts Paid in November 2020 to be Received			
Payment No	Posting Date	Description	Amount
Westcoast Power Equipment			\$78.00
EFT000133	18/11/2020	Assorted small plant parts	\$78.00
Western Greenery			\$340.00
EFT000133	18/11/2020	Blue metal for leach drain	\$340.00
Western Rural Fencing			\$3,025.00
EFT000133	18/11/2020	Remove old chain wire and supply and install	\$3,025.00
Whitcroft IT Pty Ltd			\$1,883.00
EFT000131	11/11/2020	iPhone XR screen replacement	\$219.00
EFT000131	11/11/2020	HP Office Jet 250 mobile all in one printer	\$1,345.00
EFT000135	25/11/2020	IT supplies	\$319.00
Winc Australia Pty Limited			\$628.94
EFT000133	18/11/2020	New office chair	\$230.47
EFT000133	18/11/2020	Queuing equipment front counter	\$267.01
EFT000135	25/11/2020	Pin up board	\$131.46
Work Clobber			\$2,917.15
EFT000133	18/11/2020	PPE clothing allocation for Parks and Gardens crew	\$1,417.20
EFT000133	18/11/2020	PPE clothing allocation for Civil Works crew	\$1,499.95
Stikit Solutions			\$1,452.00
EFT000130	04/11/2020	Magnetic reflective striping	\$588.50
EFT000130	04/11/2020	Replacement decals on Murray SES Storm Trailer	\$863.50
Easi Packaging Pty Ltd			\$7,469.40
EFT000131	11/11/2020	Payroll deductions	\$2,155.22
EFT000135	25/11/2020	Payroll deductions	\$2,155.22
EFT000135	25/11/2020	Payroll deductions	\$3,158.96
Hydrochem			\$314.05
EFT000133	18/11/2020	Quarterly loops water treatment	\$314.05
Jenni Brown			\$8,552.50
EFT000133	18/11/2020	Project Management Agri Innovation Precinct	\$8,552.50
Telair Pty Ltd			\$1,372.47
EFT000131	11/11/2020	Service charge - October 2020	\$1,372.47
Toll Transport Pty Ltd			\$583.15
EFT000130	04/11/2020	Courier charges	\$155.49
EFT000131	11/11/2020	Courier charges	\$381.57
EFT000133	18/11/2020	Courier charges	\$46.09
Sterling's Office National			\$249.00
EFT000135	25/11/2020	Ink cartridge for printer	\$249.00
Monart Design - Monique Tippett			\$220.00
EFT000133	18/11/2020	Hire of gallery space for Tourism WA Deep Dive	\$220.00
Rural Press Pty Limited			\$1,085.39
EFT000131	11/11/2020	Public Notice - Proposed Extractive Industry	\$290.77
EFT000131	11/11/2020	Public Notice - Point Grey Marina	\$354.62
EFT000131	11/11/2020	Public Notice - Bushfire Awareness	\$440.00
Distinctly Tourism Management			\$2,354.00
EFT000133	18/11/2020	Mapping Dwellingup.com.au to new site	\$2,354.00
Forms Express			\$895.87
EFT000135	25/11/2020	Data processing Rates second instalment	\$681.37
EFT000135	25/11/2020	Instalment notice design for 2020/21	\$214.50
Classic Haulage Pty Ltd			\$8,844.00
EFT000130	04/11/2020	Semi truck to cart limestone to Paterson Road	\$2,244.00
EFT000131	11/11/2020	Cart gravel Willowdale Road to Paterson Road	\$6,600.00
Construction Training Fund			\$7,372.17
EFT000131	11/11/2020	BCITF collection fees - September 2020	\$2,801.64
EFT000131	11/11/2020	BCITF collection fees - October 2020	\$4,570.53
Dwellingup Primary School			\$8,470.00
EFT000135	25/11/2020	Dwellingup Community Assistance Scheme -	\$8,470.00
Quicklee Express			\$27.50
EFT000131	11/11/2020	Courier charges	\$27.50
Waroona Rural Services			\$1,567.34
EFT000130	04/11/2020	Waratah HG fence droppers	\$1,347.34
EFT000130	04/11/2020	Household gas cylinders	\$220.00
Mandurah Nissan			\$32,064.25
EFT000133	18/11/2020	Purchase of Nissan Qashqai ST-L 4045MY	\$32,064.25

List of Accounts Paid in November 2020 to be Received			
Payment No	Posting Date	Description	Amount
Techxcelerate			\$660.00
EFT000133	18/11/2020	Tech Talks at Settlers Village 23/10/20	\$480.00
EFT000133	18/11/2020	eSafety Workshop Senior's Week 2020	\$180.00
Fayhe Hide			\$152.75
EFT000136	25/11/2020	Reimbursement for staff recognition awards	\$152.75
Jarra Infusion			\$343.50
EFT000133	18/11/2020	Refreshments for early morning Council briefing	\$343.50
Donna Walker			\$246.00
EFT000130	04/11/2020	Reimbursement - BRPC forum on 23/10/2020	\$246.00
Pinjarra Community Men's Shed			\$1,437.00
EFT000130	04/11/2020	Outdoor equipment for Community Hub and events	\$1,287.00
EFT000135	25/11/2020	Repair to court scorers desk	\$150.00
Dwellingup Silver			\$195.00
EFT000133	18/11/2020	DTVC Shop stock	\$195.00
Bob Cooper Snake Rescue and Relocation Training			\$390.00
EFT000133	18/11/2020	Snake catching kit	\$390.00
Parkin Print			\$440.00
EFT000133	18/11/2020	Proposed Extractive Industry Lot 226 Paterson Road	\$440.00
MyMedia			\$784.64
EFT000131	11/11/2020	MyMedia subscription	\$784.64
Colgan Industries Pty Ltd			\$22,000.00
EFT000135	25/11/2020	Interior painting - Edenvale Tearooms	\$22,000.00
Place Laboratory Pty Ltd			\$2,134.00
EFT000130	04/11/2020	Stage 5 - Place Vision and Place Plan	\$2,134.00
Paramount Fire and Protection Services			\$3,406.04
EFT000131	11/11/2020	Supply fire fighting foam 1 Pallet (32 x 20L Drums)	\$3,406.04
Armsec WA			\$122.50
EFT000135	25/11/2020	Alarm callout 19/10/2020	\$122.50
Coterra Environment			\$1,842.50
EFT000131	11/11/2020	Peel Business Park Environmental Impact Studies	\$1,842.50
Essential Aircor Services Pty Ltd			\$3,001.81
EFT000131	11/11/2020	Investigate Gym evaporative cooler	\$176.81
EFT000131	11/11/2020	Air conditioner Servicing for September	\$2,156.00
EFT000131	11/11/2020	Service air conditioner	\$669.00
Instant Weighing			\$1,430.00
EFT000130	04/11/2020	Calibrate scales	\$1,430.00
Shop for Shops			\$1,440.80
EFT000130	04/11/2020	Shop fittings for retail space and display items	\$1,440.80
Quintis Sandalwood Pty Ltd (Mt Romance)			\$243.54
EFT000133	18/11/2020	DTVC Shop stock	\$243.54
Deezee Designs			\$24.00
EFT000133	18/11/2020	Cookie toppers for Trails Forum 2020	\$24.00
The Hive Wholefoods			\$176.00
EFT000133	18/11/2020	DTVC Shop stock	\$176.00
Milly & Wy			\$884.50
EFT000133	18/11/2020	DTVC Shop stock	\$884.50
InterFire Agencies Pty Ltd			\$176.88
EFT000131	11/11/2020	Protective equipment for volunteer bush fire brigades	\$176.88
Vergone's Fruit Stall Dwellingup			\$579.50
EFT000133	18/11/2020	Catering for Tourism WA Deep Dive - Dwellingup	\$310.00
EFT000133	18/11/2020	DTVC Shop stock	\$269.50
Buzzy Wraps			\$200.42
EFT000130	04/11/2020	DTVC Shop stock	\$200.42
Caraholly Orchard			\$300.00
EFT000133	18/11/2020	DTVC Shop stock	\$300.00
JS Mitchell Pty Ltd (Mr Wet Wall)			\$2,299.35
EFT000130	04/11/2020	Installation of wall cladding to bathroom at MALC	\$2,299.35
Davric Australia Pty Ltd			\$1,076.63
EFT000133	18/11/2020	Wild at Heart River bags for gift bags - Trails Forum	\$1,076.63
Lundstrom Environmental Consultants Pty Ltd			\$4,928.00
EFT000135	25/11/2020	Willowdale Gravel Pit: Environmental Analysis	\$4,928.00

List of Accounts Paid in November 2020 to be Received			
Payment No	Posting Date	Description	Amount
Stevens McGann Willcock and Copping Pty Ltd			\$7,150.00
EFT000130	04/11/2020	MALC - Boiler Scope of Works preparation and design development	\$7,150.00
Boom Logistics Ltd			\$6,204.00
EFT000131	11/11/2020	Crane hire and cartage of weed harvester from Baker Street to Batavia Quays	\$6,204.00
WA Tool and Trade Supply			\$116.89
EFT000133	18/11/2020	Polymer and hose clamp pliers	\$116.89
Out of the Blue Marine Services			\$3,041.50
EFT000131	11/11/2020	Preparation and anti foul hull of weed harvester	\$3,041.50
Makin Homes Pty Ltd			\$55,789.40
EFT000133	18/11/2020	Refurbishment of Court 1 Change Rooms at MALC - Progress claim 2	\$27,894.70
EFT000133	18/11/2020	Refurbishment of Court 1 Change Rooms at MALC - Progress claim 3	\$27,894.70
Raewyn Carroll			\$25.00
EFT000131	11/11/2020	Book for author visits for Children's Book Week	\$25.00
Mandurah Houseboats			\$1,550.00
EFT000131	11/11/2020	Hire of houseboat with skipper for Pinjarra photo shoot 16/10/20	\$1,550.00
James Foley			\$825.00
EFT000135	25/11/2020	Author visits for Children's Book Week	\$825.00
This is your Life Story			\$1,000.00
EFT000133	18/11/2020	Life Story Workshop - Senior's Week 2020	\$1,000.00
IMCO Australasia			\$1,108.80
EFT000133	18/11/2020	MG-Krete concrete repair	\$1,108.80
PJ & SM Gillett			\$9,858.68
EFT000130	04/11/2020	Refund overpayment rates - A10548	\$9,858.68
Chad Gerber Photography			\$5,320.00
EFT000135	25/11/2020	Stills photography package - Pinjarra photo shoot	\$5,320.00
Furnissdale Tennis Club			\$2,000.00
EFT000130	04/11/2020	CAPF funding 2020/2021 for resurfacing of courts	\$2,000.00
Koori Kids			\$500.00
EFT000130	04/11/2020	NAIDOC School Initiatives 2020 contribution	\$500.00
Giuseppe Pantaleo			\$600.26
EFT000131	11/11/2020	Refund overpayment rates - A556	\$600.26
WA Police and Citizens Youth Club -			\$2,200.00
EFT000133	18/11/2020	Community Assistance Scheme Funding	\$2,200.00
Murray Music and Drama Club Inc			\$3,000.00
EFT000135	25/11/2020	Community Assistance Scheme Funding	\$3,000.00
Michael Prestwich			\$250.00
EFT000133	18/11/2020	Fitness Group competition winner	\$250.00
Fairbridge WA Inc			\$3,375.00
EFT000135	25/11/2020	Catering - Life Story Workshop	\$375.00
EFT000135	25/11/2020	Catering - Senior's Dinner Dance 2020	\$3,000.00
Fiona McBride			\$298.00
EFT000135	25/11/2020	Reimbursement for curtains for Dwellingup Hall	\$298.00
Shire of Harvey			\$15,565.00
EFT000135	25/11/2020	Reimbursement of surplus contributions	\$15,565.00
Robert J Watt			\$1,050.00
EFT000136	25/11/2020	Entertainment for event Senior's Dinner Dance	\$1,050.00
		EFT Total	\$1,281,519.74
Department of Transport			\$168.80
101177	25/11/2020	Jetty 0054 renewal - Henry and George Street, Pinjarra	\$42.20
101177	25/11/2020	Jetty 2171 renewal - Batavia Quays, South Yunderup	\$42.20
101177	25/11/2020	Jetty 3790 renewal - Pelicans Foreshore, South Yunderup	\$42.20
101177	25/11/2020	Jetty 1930 renewal - Reserve 45827 Sutton Street, Pinjarra	\$42.20
Shire of Murray			\$5,706.30
101167	11/11/2020	Payroll deductions - Rates	\$120.00
101167	11/11/2020	Payroll deductions - Gym memberships	\$2,361.20

List of Accounts Paid in November 2020 to be Received			
Payment No	Posting Date	Description	Amount
101167	11/11/2020	BCITF commission - September 2020	\$57.75
101167	11/11/2020	Building Services Levy commission September 2020	\$175.00
101167	11/11/2020	Building Services Levy commission October 2020	\$405.00
101167	11/11/2020	BCITF Commission - October 2020	\$90.75
101173	18/11/2020	Firewood commission - September 2020	\$15.40
101178	25/11/2020	Payroll deductions - Rates	\$120.00
101178	25/11/2020	Payroll deductions - Gym memberships	\$2,361.20
Synergy			\$38,486.89
101165	04/11/2020	Electricity - Riverland Ramble	\$1,873.10
101165	04/11/2020	Electricity - Riverland Ramble	\$1,000.13
101165	04/11/2020	Electricity - Fire tank	\$113.67
101165	04/11/2020	Electricity - Fire tank	\$112.53
101165	04/11/2020	Electricity - Fire tank	\$701.99
101168	11/11/2020	Electricity - Rodereda Crescent	\$76.53
101168	11/11/2020	Electricity - Ravenswood Toilets	\$306.34
101168	11/11/2020	Electricity - Sandy Cove Playground	\$116.95
101168	11/11/2020	Electricity - Scouts Shed and Toilets	\$173.26
101168	11/11/2020	Electricity - Streetlights	\$30,370.35
101168	11/11/2020	Electricity - Cantwell Park (bore)	\$155.66
101168	11/11/2020	Electricity - CCTV Town Square	\$112.68
101168	11/11/2020	Electricity - Murray Lakes Toilets	\$140.13
101168	11/11/2020	Electricity - Kingfisher Park Toilets	\$124.91
101168	11/11/2020	Electricity - South Yunderup Oval	\$289.48
101168	11/11/2020	Electricity - Murray Bend Toilets	\$108.83
101168	11/11/2020	Electricity - Boat Ramp Toilets	\$118.72
101168	11/11/2020	Electricity - West Murray Fire Brigade	\$907.16
101168	11/11/2020	Electricity - Centenary Park	\$116.14
101168	11/11/2020	Electricity - Lucie Hunter Park	\$112.11
101168	11/11/2020	Electricity - Pelican Point Toilets	\$114.58
101174	18/11/2020	Electricity - Gowman Way Playground	\$126.11
101179	25/11/2020	Electricity - Coolup Fire Station	\$343.16
101179	25/11/2020	Electricity - Fire tank	\$108.83
101179	25/11/2020	Electricity - Don Spark Reserve	\$120.40
101179	25/11/2020	Electricity - Tennis Courts	\$174.36
101179	25/11/2020	Electricity - DHVIC Old Building	\$468.78
Alinta Gas			\$8,572.90
101169	11/11/2020	Gas - Leisure Centre - Aquatic Centre	\$8,572.90
Water Corporation			\$18,361.73
101166	04/11/2020	Water: Kindergarten	\$88.36
101166	04/11/2020	Water: Library	\$191.48
101170	11/11/2020	Water: Camp Rd (12) Rental House	\$281.06
101170	11/11/2020	Water: Leisure Centre	\$1,965.79
101170	11/11/2020	Water: Camp Rd (14) Rental House	\$350.79
101170	11/11/2020	Water: 28 George St	\$185.42
101170	11/11/2020	Water: Old Courthouse	\$119.06
101170	11/11/2020	Water: Exchange Hotel	\$261.47
101170	11/11/2020	Water: 6 George Street	\$236.00
101170	11/11/2020	Water: Cantwell Park	\$71.87
101170	11/11/2020	Water: CWA Building	\$67.68
101170	11/11/2020	Water: Edenvale Toilet Block	\$459.99
101170	11/11/2020	Water: Edenvale Rose Gardens	\$225.05
101170	11/11/2020	Water: Old School Building	\$21.30
101170	11/11/2020	Water: Liveringa	\$7.99
101170	11/11/2020	Water: Administration Building	\$212.42
101170	11/11/2020	Water: Records Office	\$57.65
101170	11/11/2020	Water: Murray House	\$153.67
101170	11/11/2020	Water: Old SES Building	\$67.68
101170	11/11/2020	Water: James Street Rental House	\$242.09
101171	11/11/2020	Water: George St Toilets	\$851.11
101171	11/11/2020	Water: Kindergarten	\$96.35
101171	11/11/2020	Water: Civic Centre	\$274.46
101171	11/11/2020	Water: Library	\$257.63

List of Accounts Paid in November 2020 to be Received			
Payment No	Posting Date	Description	Amount
101171	11/11/2020	Water: Hotham Valley Railway	\$452.00
101171	11/11/2020	Water: North Pinjarra Hall	\$199.74
101171	11/11/2020	Water: Administration Building	\$342.08
101171	11/11/2020	Water: Cemetery	\$431.24
101171	11/11/2020	Water: George Beacham Pavilion	\$1,020.55
101171	11/11/2020	Water: Roe Avenue Rental House	\$56.97
101171	11/11/2020	Water: SES Building	\$21.30
101171	11/11/2020	Water: Depot Building	\$187.69
101171	11/11/2020	Water: Pelican Point Toilets	\$114.35
101171	11/11/2020	Water: Centenary Park	\$184.33
101175	18/11/2020	Water: St Johns Church	\$63.89
101175	18/11/2020	Water: 11 Peel Street Hall	\$67.68
101175	18/11/2020	Water: Coopers Mill Toilets	\$878.46
101175	18/11/2020	Water: Culeenup Road Boat Ramp Toilets	\$159.61
101175	18/11/2020	Water: Kingfisher Park	\$435.65
101175	18/11/2020	Water: South Yunderup Fire Station	\$92.25
101175	18/11/2020	Water: Murray Lake Toilets	\$100.24
101175	18/11/2020	Water: Yunderup Oval Toilets/Clubrooms	\$1,902.29
101175	18/11/2020	Water: West Murray Hall	\$26.62
101175	18/11/2020	Water: York Street Toilets	\$143.64
101175	18/11/2020	Water: Canoe Club	\$93.17
101175	18/11/2020	Water: Ravenswood Toilets	\$71.87
101175	18/11/2020	Water: Murray Bend Toilets	\$188.89
101175	18/11/2020	Water: Boat Ramp Toilets	\$96.35
101175	18/11/2020	Water: LGA Standpipe	\$146.41
101180	25/11/2020	Water: DHVIC	\$428.58
101180	25/11/2020	Water: Dwellingup Hall	\$39.93
101180	25/11/2020	Water: Dwellingup Oval Toilets	\$3,159.79
101180	25/11/2020	Water: Dwellingup Fire Station	\$388.65
101180	25/11/2020	Water: North Dandalup Hall	\$121.14
Department of Transport			\$200.00
101172	11/11/2020	Special series plates - 2005MY	\$200.00
Optus			\$2,163.39
101176	18/11/2020	Phone usage 06/10/20 - 05/11/20	\$1,961.64
101176	18/11/2020	Phone usage 11/10/20 - 10/11/20	\$201.75
Please Pay Cash			\$158.15
065498	26/11/2020	Petty Cash - detail in attachment	\$158.15
Please Pay Cash - Admin			\$1,630.85
065496	25/11/2020	Petty Cash - detail in attachment	\$688.35
065499	26/11/2020	Petty Cash - detail in attachment	\$942.50
Please Pay Cash - Events			\$59.60
065497	25/11/2020	Petty Cash - detail in attachment	\$59.60
			Cheque Total
			\$75,508.61
Commonwealth Bank Direct Debit	05/11/2020	Corporate Credit Cards - detail in attachment	\$21,506.50
			Credit Card Total
			\$21,506.50
			Payment Total
			\$1,378,534.85

This schedule of accounts paid for the Municipal Fund totalling **\$1,378,534.85** which was submitted to each member of the Council on **17 December 2020** has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and costings.

Total creditor accounts outstanding as at 30 November 2020 is **\$763,960.23**.

The accompanying attachment forms part of this report, which details the expenses paid by Cash and Corporate Credit Card for the month of **November 2020**.

CHIEF EXECUTIVE OFFICER

Attachment of List of Accounts Paid in November to be Received				
Cheque	Date	Name	Description	Amount
065496	25/11/2020	Petty Cash - Admin		\$688.35
		Kmart	Civic centre cutlery	\$60.00
		Spotlight	Black ribbon for Seniors dance	\$10.00
		Spotlight	Curtain for Edenvale	\$16.00
		Ravenswood Hotel	Refreshments and props for photo and film shoot	\$50.00
		Pelicans on the Murray	Refreshments and props for photo and film shoot	\$44.20
		Sandy Cove Tavern	Refreshments and props for photo and film shoot	\$56.00
		Pinjarra Fish and Chips	Refreshments and props for photo and film shoot	\$31.00
		Pelicans on the Murray	Refreshments and props for photo and film shoot	\$18.00
		The Lucky Charm Pinjarra	Stationery items	\$10.60
		Express Mobile Repairs	iPhone case	\$35.00
		Sportspower Pinjarra	Walking challenge prizes	\$100.00
		Allsorts Repairs	Battery replacement	\$12.00
		Coles Pinjarra	Batteries	\$5.70
		Department of Transport	Vehicle plate transfer	\$18.40
		Department of Transport	Vehicle plate transfer	\$28.60
		The Lucky Charm Pinjarra	Farewell card for staff member	\$18.00
		Officeworks	Silver envelopes for Senior dinner dance	\$16.70
		Coles Pinjarra	Batteries	\$3.00
		Highway Sales and Service	Fuel	\$38.00
		Malcolm Street Parking	Cleanvue presentation	\$11.11
		Bunnings	Tarpaulin for street waste audits	\$16.95
		Woolworths	Refreshments for street waste audits	\$26.59
		Coles Pinjarra	Refreshments for street waste audits	\$29.00
		Ravenswood Hotel	Refreshments for photo and film shoot	\$33.50
065497	25/11/2020	Petty Cash - Events		\$59.60
		Spotlight	Face paint and table cloths	\$59.60
065498	26/11/2020	Petty Cash - MALC		\$158.15
		Coles Pinjarra	MALC Kiosk supplies	\$20.20
		Coles Pinjarra	Catering for birthday party	\$23.30
		Coles Pinjarra	MALC Kiosk supplies	\$13.20
		The Reject Shop Pinjarra	Extension lead and holder	\$9.25
		Coles Pinjarra	MALC Kiosk supplies	\$14.00
		Big W	Foam rollers for Gym	\$29.00
		Kim Bakery	Cake for staff farewell	\$20.00
		Coles Pinjarra	MALC Kiosk supplies	\$25.70
		Coles Pinjarra	MALC Kiosk supplies	\$3.50
065499	26/11/2020	Petty Cash - Admin		\$942.50
		Kmart	Popcorn boxes volunteer movie night	\$38.00
		Dwellingup Hotel	Catering for Dwellingup Trails Forum	\$115.00
		BP Dwellingup	Refreshments	\$33.95

Attachment of List of Accounts Paid in November to be Received				
Cheque	Date	Name	Description	Amount
		Pinjarra Bakery	Catering for Dwellingup Trails Forum	\$7.50
		Convention Centre Car Park	Parking	\$18.00
		The Lucky Charm	Rubber stamp	\$7.95
		Pinjarra Bakery	Catering for Dwellingup Trails Forum	\$9.00
		BP Dwellingup	Ice	\$4.50
		Blue Wren Café	Refreshments	\$13.10
		IGA Dwellingup	Photo shoot supplies	\$9.95
		The Lucky Charm	Sympathy cards	\$15.00
		Blue Wren Café	Refreshments book week author lunches	\$18.80
		Blue Wren Café	Refreshments book week author lunches	\$24.00
		IGA Austin Lakes	Refreshments book week author lunches	\$24.00
		Australian Institute of Food, Science and Tech	Event registration	\$50.00
		Spotlight	Curtains for Dwellingup Hall	\$500.00
		Bunnings	Gardening supplies for Dwellingup Hall	\$53.75
Direct Debit	5/11/2020	Card Account Numbers	Corporate Credit Card Usage	\$21,506.50
		5550 7294		\$10.00
		Hummingbird Café Mandurah	Refreshments meeting	\$10.00
		5550 6274		\$2,900.39
		Digicert	SSL certificates	\$2,247.20
		Internode	NBN connection monthly	\$351.62
		Easypark	Parking Perth	\$5.50
		Zettanet	Monthly subscription - voice backup	\$87.68
		Google G Suite	Court House G Cloud subscription November 2020	\$6.09
		Google G Suite	Murray Councillors subscription November 2020	\$202.30
		5550 7241		\$621.50
		National Hire Cars	Hire of truck for return of lease photocopiers	\$621.50
		5550 6131		\$343.75
		Power Control Products	Aquatic flow switch	\$62.79
		NewsXpress Mandurah	Farewell card for staff member	\$12.00
		Bed Bath n Table	Farwell gift for staff member	\$15.96
		KMart	Bean bag filling for creche	\$92.00
		KMart	Bean bag filling for creche	\$97.00
		Big W	Farwell gift for staff member	\$29.00
		Shutterstock	Stock images subscription	\$35.00

Attachment of List of Accounts Paid in November to be Received				
Cheque	Date	Name	Description	Amount
		5550 4071		\$122.40
		Createsend.com	Get online week - My Gov Workshop	\$71.92
		Paperbird Children's Books	Book for Children's Book Week	\$26.98
		Kim Bakery	Catering for My Gov Workshop	\$23.50
		5550 4591		\$2,789.20
		Booking.com	Conference accommodation 6-7/11/20	\$420.00
		Water Corporation	Water works completed at Lakes Road	\$2,349.25
		Oakford Stockfeeds	Incorrect card used, officer reimbursed Shire	\$19.95
		5550 7504		\$919.51
		Tuckey's Hardware	Bolts for volleyball post repairs	\$6.40
		Tuckey's Hardware	Cable ties and twine	\$8.00
		Bunnings Mandurah	Pool noodles for Swim School	\$19.80
		Myzone	Replacement console for gym	\$100.65
		MY PTHub	Annual subscription fee	\$741.60
		Mailchimp	2500 newsletter plan	\$43.06
		5550 6290		\$549.34
		Crowne Plaza Perth	Bushfire Risk Planning Conference - Accommodation and meals 20-23/10/20	\$549.34
		5550 9933		\$2,540.02
		Upwork	Interactive Map Tourism website	\$265.73
		Squarespace	Monthly campaign core fee	\$19.00
		Squarespace	Monthly Google App fee	\$16.80
		Amart Furniture	Dining chairs for Edenvale	\$506.00
		Pinjarra Bakery	Pinjarra photo shoot catering	\$46.80
		Liquorland	Props for Pinjarra photo shoot	\$45.00
		Midway Farm Stall	Props for Pinjarra photo shoot	\$13.30
		Edenvale Tea Rooms	Props for Pinjarra photo shoot	\$75.50
		Upwork	Interactive Map Tourism website	\$134.46
		The House of Honey	DTVC Shop stock	\$235.00
		Premier Hotel	Props for Pinjarra photo shoot	\$33.00
		Screencloud	Monthly subscription	\$28.86

Attachment of List of Accounts Paid in November to be Received				
Cheque	Date	Name	Description	Amount
		Edenvale Tea Rooms	Catering for Directorate meeting	\$59.00
		BCF	Thank you gift cards for Pinjarra Photoshoot x 2	\$300.00
		Settlers Tavern	CEO and Directors Fact Finding Tour meals 28/10/20	\$207.00
		The Fire Station Busselton	Refreshments lunch meeting Shire of Busselton	\$48.00
		Officeworks	Labelling gun and labels	\$133.77
		The Peninsula Mandurah	Meeting refreshments	\$324.00
		Mailchimp	500 contacts and 6000 emails	\$24.14
		Google Suite	Subscription Court House	\$6.44
		Google Suite	Subscription Court House	\$18.22
		5550 2652		\$1,346.59
		Washroom Accessories	Privacy latches and safety locks for MALC	\$660.75
		Washroom Accessories	Heavy Duty soap dishes for MALC	\$414.64
		Total Tools	Laser distance measure and volt detector	\$271.20
		5550 6715		\$395.97
		Night Owl Ravenswood	Fuel 4003MY	\$75.94
		Night Owl Ravenswood	Fuel 4003MY	\$76.48
		BP Baldivis	Fuel 4003MY	\$86.12
		BP Bull Creek	Fuel 4003MY	\$81.86
		Night Owl Ravenswood	Fuel 4003MY	\$75.57
		5550 8740		\$667.58
		Australasian Fleet Managers Association	Renewal annual membership	\$465.00
		CMR Margaret River	CEO and Directors Fact Finding Tour meals and refreshments 28/10/20	\$36.58
		Margaret River Bakery	CEO and Directors Fact Finding Tour meals and refreshments 28/10/20	\$31.00
		Nelsons of Bridgetown	CEO and Directors Fact Finding Tour accommodation 29/10/20	\$135.00
		55504063		\$280.46
		Aussie Phone Doctor	Replacement screen protector for mobile	\$15.17
		Elgas	Replacement gas bottle Murray SES	\$94.60
		Battery Force	Battery charger for North Dandalup VBFB	\$170.69
		5550 4562		\$1,747.81
		Muffin Break Pinjarra	Meeting refreshments 12/10/20	\$19.60

Attachment of List of Accounts Paid in November to be Received				
Cheque	Date	Name	Description	Amount
		Muffin Break Pinjarra	Meeting refreshments 15/10/20	\$31.90
		Superloop Broadband	Broadband monthly charge	\$89.95
		Margarets in Town Apartments	CEO and Directors Fact Finding Tour accommodation 28/10/20	\$1,059.10
		Settlers Tavern	CEO and Directors Fact Finding Tour refreshments 28/10/20	\$57.50
		CMR Margaret River	CEO and Directors Fact Finding Tour meals and refreshments 28/10/20	\$147.32
		Dome Margaret River	CEO and Directors Fact Finding Tour refreshments 28/10/20	\$36.90
		Dome Margaret River	CEO and Directors Fact Finding Tour refreshments 29/10/20	\$27.70
		Bridgetown Hotel	CEO and Directors Fact Finding Tour meals and refreshments 29/10/20	\$144.00
		Placid Ark Roadhouse	Fuel for 4001MY	\$133.84
		5550...04971		\$4,378.30
		Zoom	Annual video conference subscription	\$3,078.90
		Transperth	Smartrider top ups	\$100.00
		Teamviewer	Annual subscription	\$1,199.40
		5550 6316		\$1,893.68
		Facebook Ads	Dwellingup Futures ads	\$0.22
		Facebook Ads	Green Waste verge pick up	\$2.56
		Dilate Digital	Monthly newsletter	\$53.90
		Eventbrite	State of Social '20 Conference - 2 attendees	\$1,837.00

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 30 NOVEMBER 2020



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STATEMENT OF FINANCIAL ACTIVITY

BY NATURE OR TYPE

FOR THE PERIOD ENDED 30 NOVEMBER 2020

	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
Operating Revenues	\$		\$	\$	\$	%	
Specified area rates	192,416	192,416	192,416	192,417	1	0.00%	
Operating grants, subsidies and contributions	5,438,915	5,438,915	1,135,184	1,065,120	(70,064)	(6.58%)	
Non-operating grants, subsidies and contributions	19,761,372	19,761,372	1,729,524	1,758,238	28,714	1.63%	
Fees and charges	5,554,546	5,554,546	4,189,215	4,251,760	62,545	1.47%	
Interest earnings	372,250	372,250	124,083	107,645	(16,438)	(15.27%)	
Other revenue	215,575	215,575	182,154	249,969	67,815	27.13%	
Profit on asset disposals	1,041,005	1,041,005	0	4,441	4,441	100.00%	
	32,576,079	32,576,079	7,552,576	7,629,589	77,012		
Operating Expense							
Employee costs	(11,985,880)	(11,985,880)	(4,603,451)	(4,545,796)	57,655	1.27%	
Materials and contracts	(12,034,624)	(12,034,624)	(3,149,268)	(3,136,607)	12,661	0.40%	
Utility charges	(914,233)	(914,233)	(365,214)	(295,596)	69,618	23.55%	
Depreciation on non-current assets	(6,479,266)	(6,479,266)	(1,678,654)	(1,604,993)	73,661	4.59%	
Interest expenses	(146,419)	(146,419)	(69,471)	(40,977)	28,494	69.54%	
Insurance expenses	(446,457)	(446,457)	(446,457)	(437,914)	8,543	1.95%	
Other expenditure	(2,060,683)	(2,060,683)	(314,582)	(252,821)	61,761	24.43%	
Loss on asset disposals	(47,763)	(47,763)	0	(34,233)	(34,233)	(100.00%)	
	(34,115,325)	(34,115,325)	(10,627,097)	(10,348,938)	278,159		
Non-cash amounts excluded from operating activities							
Add back Depreciation	6,479,266	6,479,266	1,678,654	1,604,993	(73,661)	(4.59%)	
Adjust (Profit)/Loss on Asset Disposal	(993,242)	(993,242)	0	29,792	29,792	100.00%	
Movement between current & non-current	45,000	45,000	0	45,000	45,000		
Net Operating (Excluding Rates)	3,991,778	3,991,778	(1,395,867)	(1,039,564)	356,302		
Capital Revenues							
Proceeds from Disposal of Assets	2,337,674	2,337,674	273,973	273,973	0	0.00%	
Proceeds from Loan Borrowings	120,000	120,000	0	0	0		
Repayment of Self Supporting Loan	41,243	41,243	20,515	20,515	0		
Transfer from Reserves	4,635,036	5,261,036	0	0	0		
	7,133,953	7,759,953	294,488	294,488	0		
Capital Expenses							
Land and Buildings	(13,728,592)	(13,881,592)	(586,145)	(515,699)	70,446	13.66%	
Furniture and Equipment	(260,385)	(390,385)	(146,852)	(84,200)	62,652	74.41%	
Plant and Equipment	(1,157,135)	(1,157,135)	(241,584)	(168,488)	73,096	43.38%	
Infrastructure Assets - Roads	(3,094,447)	(3,137,447)	(759,845)	(686,982)	72,863	10.61%	
Infrastructure Assets - Other	(6,758,280)	(7,058,280)	(392,014)	(320,501)	71,513	22.31%	
Repayment of Debentures	(573,604)	(573,604)	(255,441)	(255,441)	0	0.00%	
Repayment of Leases	0	0	0	(18,816)	0		
Advances of Self Supporting Loans	(120,000)	(120,000)	0	0	0		
Transfer to Reserves	(6,946,092)	(6,946,092)	0	0	0		
	(32,638,535)	(33,264,535)	(2,381,881)	(2,050,127)	350,570		
Net Capital	(25,504,582)	(25,504,582)	(2,087,393)	(1,755,639)	350,570		
Total Net Operating + Capital	(21,512,804)	(21,512,804)	(3,483,260)	(2,795,203)	706,872		
Add: Net Current Assets July 1 B/Fwd	5,632,372	5,632,372	5,632,372	5,887,346	254,974		
Less: Net Current Assets Year to Date	1,315,485	1,315,485	19,345,029	20,169,861	824,831		
Amount Raised From General Rates	(17,195,917)	(17,195,917)	(17,195,917)	(17,077,717)	137,015		

KEY INFORMATION

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

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

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**MONTHLY SUMMARY
INFORMATION**

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 1 Dec 2020
Prepared by: Manager Finance
Reviewed by: Director Corporate 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), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also 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.

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

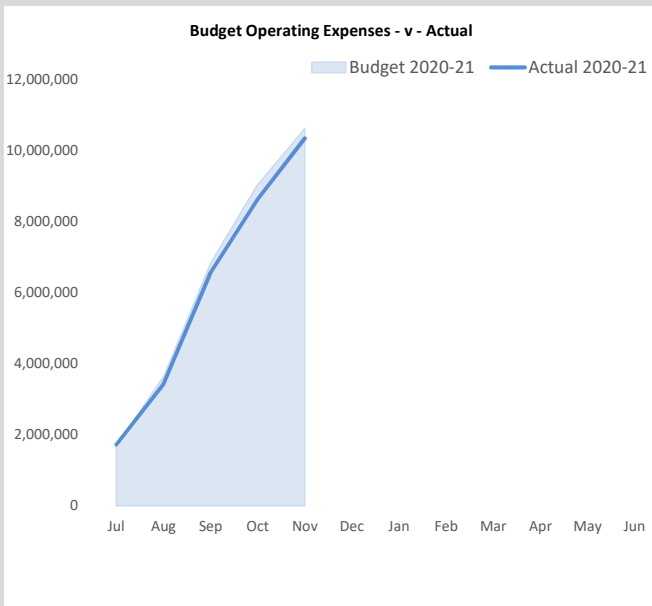
ROUNDING OFF FIGURES

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

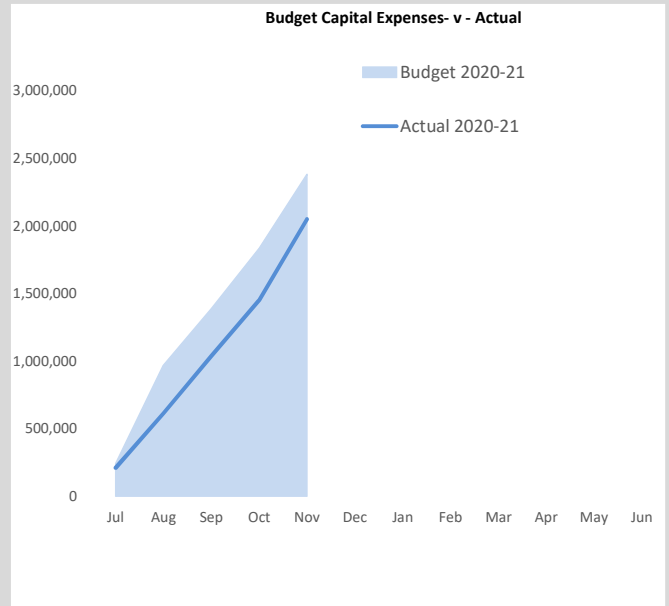
**MONTHLY FINANCIAL REPORT
 FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**MONTHLY SUMMARY INFORMATION
 GRAPHS**

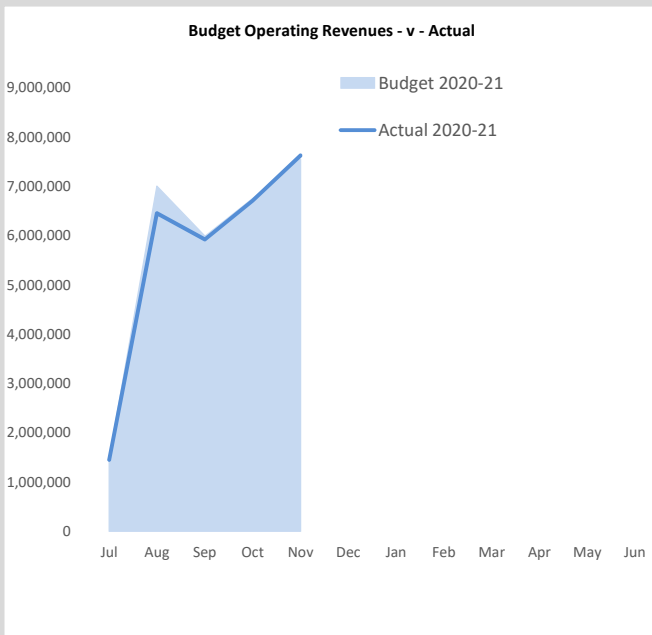
OPERATING EXPENSES



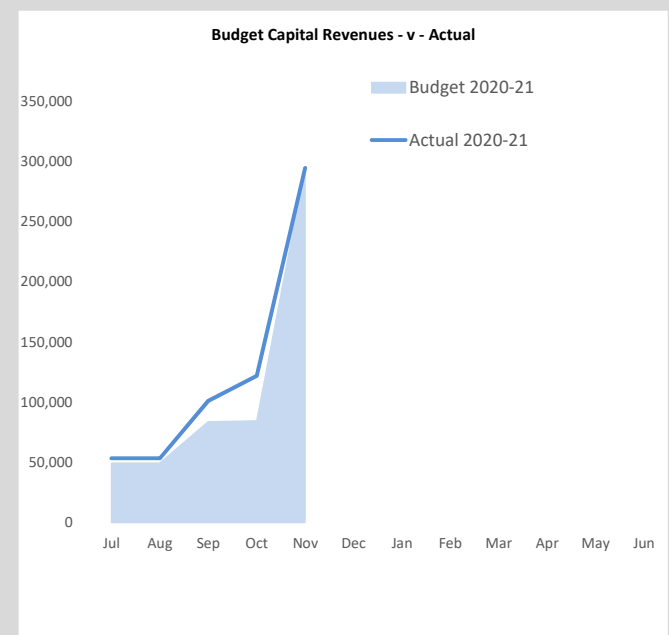
CAPITAL EXPENSES



OPERATING REVENUE



CAPITAL REVENUE



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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

NET CURRENT ASSETS

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

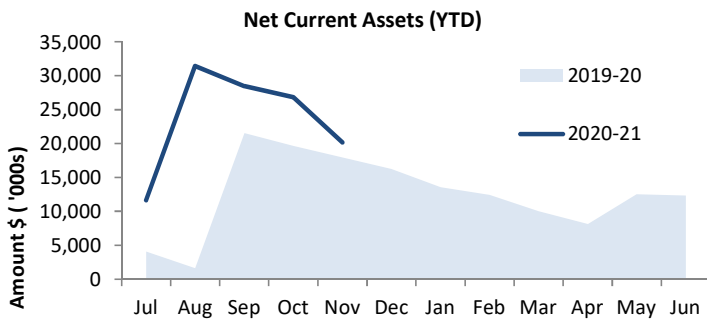
Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020

OPERATING ACTIVITIES
NET CURRENT FUNDING POSITION

	2020-21		
	This Period	Last Period	Same Period Last Year
	\$	\$	\$
Current Assets			
Cash Unrestricted	20,117,730	19,460,406	10,528,184
Cash Restricted	8,859,313	8,859,313	9,257,034
Receivables - Rates and Rubbish	8,958,076	9,936,007	9,707,204
Receivables - Other	1,625,138	1,356,081	1,463,325
Inventories	12,041	21,148	38,337
	39,572,299	39,632,955	30,994,084
Less: Current Liabilities			
Payables	(8,833,057)	(2,226,135)	(2,005,178)
Provisions	(2,307,069)	(2,307,069)	(2,366,226)
	(11,140,126)	(4,533,204)	(4,371,404)
Less: Cash Restricted	(8,859,313)	(8,859,313)	(9,257,034)
Add: Cash Restricted - Matching Liability	597,002	597,002	597,002
Net Current Funding Position	20,169,861	26,837,440	17,962,648

KEY INFORMATION



Year YTD Actual
Surplus(Deficit)
\$20.17 M
Last Period Actual
Surplus(Deficit)
\$26.84 M

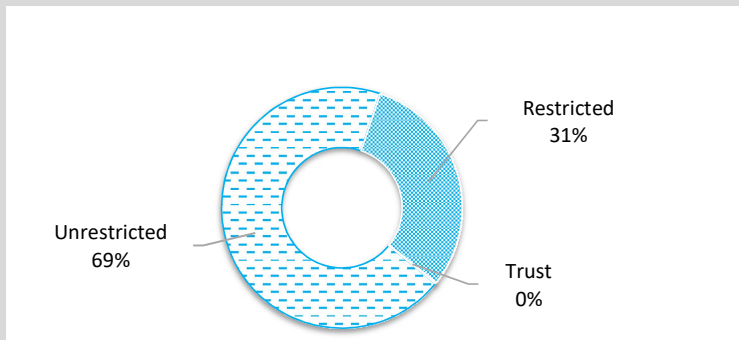
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**OPERATING ACTIVITIES
CASH AND FINANCIAL ASSETS**

	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash Deposits							
Operating Accounts	8,087,910	859,313	8,947,223	48,720	Commbank		On Call
Operating Account	544,080		544,080		Bendigo		On Call
Cash on Hand	5,740		5,740				On Call
Term Deposits							
Municipal	2,000,000		2,000,000		Commbank	0.37%	4/11/2020
Municipal	3,000,000		3,000,000		NAB	0.60%	6/01/2021
Municipal	2,000,000		2,000,000		NAB	0.52%	2/12/2020
Municipal	1,000,000		1,000,000		Commbank	0.49%	2/12/2020
Municipal	1,000,000		1,000,000		Bendigo	0.25%	2/12/2020
Municipal	2,480,000		2,480,000		Commbank	0.37%	4/11/2020
Reserves		6,000,000	6,000,000		NAB	0.60%	6/01/2021
Reserves		2,000,000	2,000,000		Commbank	0.49%	2/12/2020
Total	20,117,730	8,859,313	28,977,044	48,720			

KEY INFORMATION

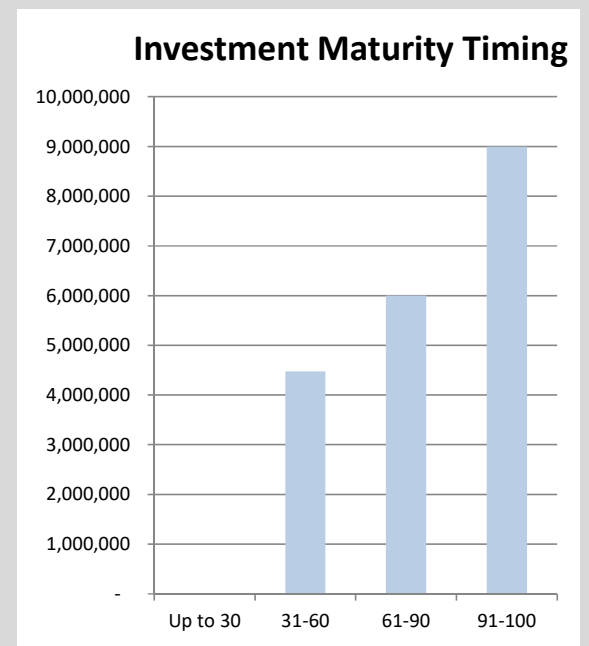
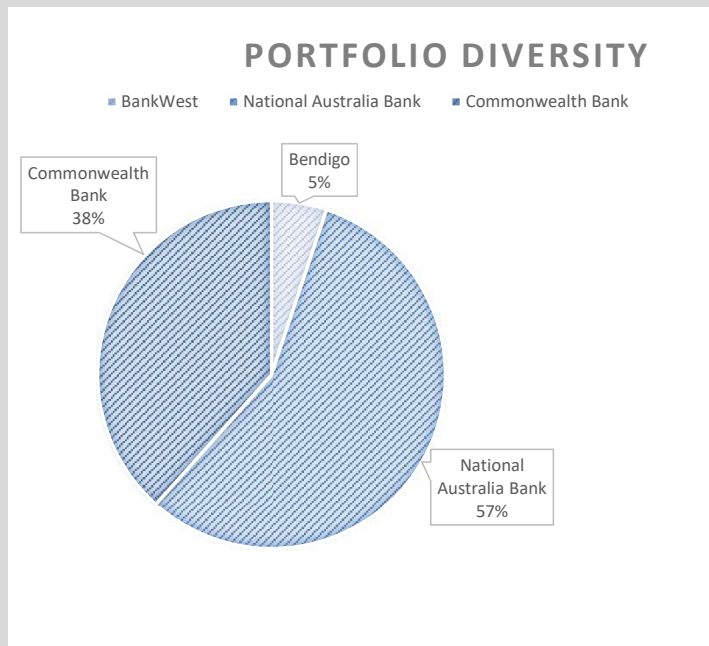
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to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



Total Cash	Unrestricted
\$28.98 M	\$20.12 M

Deposit Date	Institution	Term (Days)	Invested Interest rates	Expected Interest	Amount Invested (Days)					Interest Budget v Actual			
					Up to 30	31-60	61-90	91-100	Total	Annual Budget	Year to Date Actual	Variance \$	
General Municipal													
1/10/2020	Commbank	34	0.37%	689		2,000,000			2,000,000				
1/10/2020	NAB	97	0.60%	4,784				3,000,000	3,000,000				
1/10/2020	NAB	62	0.52%	1,767			2,000,000		2,000,000				
1/10/2020	Commbank	62	0.49%	832			1,000,000		1,000,000				
1/10/2020	Bendigo	62	0.25%	425			1,000,000		1,000,000				
1/10/2020	Commbank	34	0.37%	855		2,480,000			2,480,000				
			Subtotal	9,351	-	4,480,000	4,000,000	3,000,000	11,480,000	71,400	1,544	69,856	
Restricted													
1/10/2020	NAB	97	0.60%	9,567				6,000,000	6,000,000				
1/10/2020	Commbank	62	0.49%	1,665			2,000,000		2,000,000				
			Subtotal	11,232	-	-	2,000,000	6,000,000	8,000,000	71,400	270	71,130	
			Total Funds Invested	20,583	-	4,480,000	6,000,000	9,000,000	19,480,000	142,800	1,814	140,986	

Deposit Date	Term (Days)	Invested Interest rates	Amount Invested	Percentage of Portfolio
Bendigo Bank				
1/10/2020	62	0.25%	1,000,000	
		Subtotal	1,000,000	5.1%
BankWest				
		Subtotal	-	0.0%
National Australia Bank				
1/10/2020	97	0.60%	3,000,000	
1/10/2020	62	0.52%	2,000,000	
1/10/2020	97	0.60%	6,000,000	
		Subtotal	11,000,000	56.5%
Commonwealth Bank				
1/10/2020	34	0.37%	2,000,000	
1/10/2020	62	0.49%	1,000,000	
1/10/2020	34	0.37%	2,480,000	
1/10/2020	62	0.49%	2,000,000	
		Subtotal	7,480,000	38.4%
		Total Funds Invested	19,480,000	100.0%



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**OPERATING ACTIVITIES
 RECEIVABLES**

	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	1,605,845	40,696	4,665	10,587	1,661,793
Percentage	97%	2%	0%	1%	

Accounts Above \$5,000 Over 30 Days

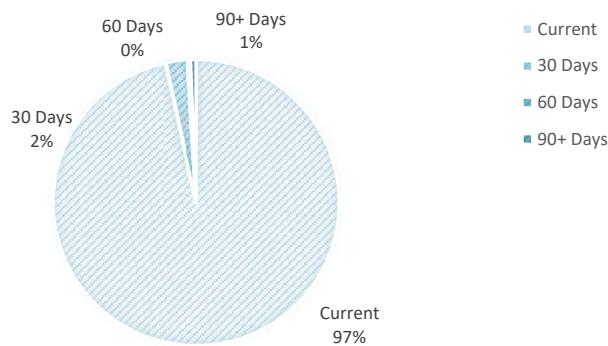
1220 - Main Roads WA - Tree pruning, storm damage, South Yunderup	6,160
1618 - Department of Transport - Weed harvester hire, private works	6,600
	6,600

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. 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. Collectability of trade and other receivables are 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.

NOTE 4 - ACCOUNTS RECEIVABLE (NON-RATES)



Debtors Due

\$1,661,793

Over 30 Days

3%

Over 90 Days

1%

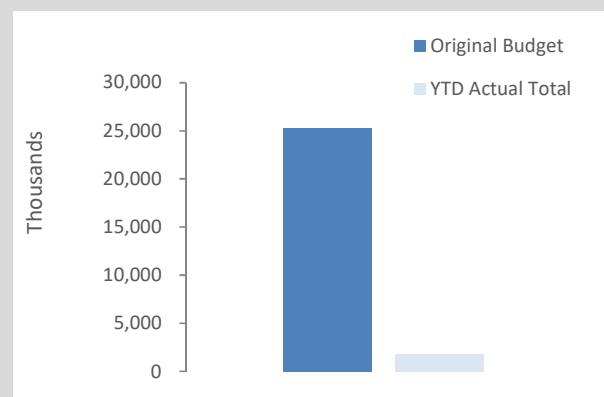
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS**

	Original Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$
Land and Buildings	13,738,592	515,699	13,222,893
Plant & Equipment	1,157,135	168,488	988,647
Furniture & Equipment	260,385	84,200	176,185
Roads	3,437,447	686,982	2,750,465
Other Infrastructure	6,748,280	320,501	6,427,779
Capital Expenditure Totals	25,341,839	1,775,870	23,565,969

SIGNIFICANT ACCOUNTING POLICIES

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



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$25.34 M	\$1.78 M	7%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020

INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion

	Original Budget	YTD Actual	Variance Under(Over)	Comments
	\$	\$	\$	
Capital Expenditure				
Land and Buildings				
Pinjarra Court House	12,742	0	12,742	
Dwellingup Hall	49,953	5,400	44,553	
Edenvale Liveringa	20,000	0	20,000	
Edenvale Old Schoolmaster's House	15,000	1,969	13,031	
George Beacham Pavilion	6,663	0	6,663	
James Street 22 Residence	30,000	12,280	17,720	
MALC Building Renewal	128,000	84,662	43,338	
MALC Refurbishment of Basketball Courts	7,647	0	7,647	
Sir Ross McLarty Changerooms	20,000	0	20,000	
Dwellingup National Adventure & Trails Centre	521,992	109,360	412,632	
Agri-Innovation Precinct	12,665,019	285,622	12,379,397	
Exchange Hotel	132,816	0	132,816	
Edenvale Building Conservation Works	118,760	11,446	107,314	
Lot 102 Lakes Road Landscape Works	10,000	4,960	5,040	
	13,738,592	515,699	13,222,893	
Plant and Equipment				
4009MY Light Vehicle - Director P&C	28,980	35,732	(6,752)	
4013MY Utility - Mgr Operations	0	38,098	(38,098)	Fully funded by Insurance
4017MY Light Vehicle - Mgr Rangers & Emergency	28,000	31,880	(3,880)	
4025MY Utility - Parks Maintenance Supervisor	35,000	33,957	1,043	
4026MY Utility - Reticulation	46,575	0	46,575	
4031MY Utility - Chief Bushfire Control Officer	39,330	0	39,330	
4034MY Utility - Development Engineer	39,330	0	39,330	
4036MY Drainage Truck (with Hiab)	245,000	0	245,000	
4044MY Light Vehicle - Place Leader	23,805	0	23,805	
4045MY Light Vehicle - Manager AIP	28,980	28,820	160	
4050MY Grader	435,600	0	435,600	
4063MY Zero Turn Mower	27,500	0	27,500	
4065MY Zero Turn Mower	27,500	0	27,500	
4088MY Trailer - Tipper	113,975	0	113,975	
Trailer Refurbishments	37,560	0	37,560	
	1,157,135	168,488	988,647	
Furniture and Equipment				
Corporate Business System - OpenOffice	122,206	0	122,206	
Infocouncil Agenda Software	43,978	4,015	39,963	
Dwellingup National Adventure & Trails Centre	0	72,931	(72,931)	Budget under Land & Buildings
Murray Aquatic & Leisure Centre Pool Equipment	45,650	7,255	38,395	
Murray Aquatic & Leisure Centre Capital Equipment	48,551	0	48,551	
	260,385	84,200	176,185	
Infrastructure - Roads				
Municipal Funded				
Boyd Road	40,000	20,220	19,780	
Murray Street (Coolup)	10,000	0	10,000	
Road Shoulder Improvements	50,000	0	50,000	
Bus Routes	15,000	7,772	7,228	
Reseals - Intersections	50,000	0	50,000	
Reseals - Rural	60,000	16,817	43,183	
Resheeting	95,333	0	95,333	
Traffic Management	40,000	17,459	22,541	
Kerbing Improvements	32,508	0	32,508	
Regional Road Group				
Burnside Road	375,000	108,911	266,089	
Lakes Road	105,000	82,030	22,970	
Hopeland Road	60,000	0	60,000	
Paterson Road	375,000	35,463	339,537	
Del Park Road	375,000	23,580	351,420	
State Blackspot				
Paterson Road	350,000	230,434	119,566	
Carrabungup Road	400,000	3,350	396,650	
Nanga Road	110,000	2,182	107,818	
Roads to Recovery				
Coolup Road South	200,000	4,238	195,762	
Marinup Street	300,000	70,076	229,924	
Resheeting	51,606	11,890	39,716	
Other Funded				
Lot 1261 Willowdale Road Gravel Pit	300,000	9,562	290,438	
Hamelin Road (Other Funded)	43,000	43,000	0	
	3,437,447	686,982	2,750,465	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020

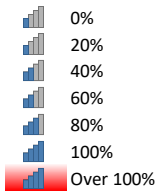
INVESTING ACTIVITIES
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion

	Original Budget	YTD Actual	Variance Under(Over)	Comments
Infrastructure - Other				
Pinjarra Cemetery Upgrade	15,000	0	15,000	
Murray River Foreshore Works	465,908	50,270	415,638	
Cantwell Park	100,000	0	100,000	
York Road Park	45,000	0	45,000	
Minor Parks Development	35,000	0	35,000	
Murray River Country Estate Irrigation	35,000	0	35,000	
Parks & Reserves Renewal Works	44,573	0	44,573	
Sir Ross McLarty Cricket Wicket	78,930	0	78,930	
Pinjarra Bowling Club Green Upgrade	26,500	0	26,500	
Gowman Way Park Renewal	50,000	46,532	3,468	
Dwellingup National Adventure & Trails Centre	0	76,708	(76,708)	Budget under Land & Buildings
Corio Road Tip Face	607,097	0	607,097	
Annual Pathway Renewal	195,615	99,688	95,927	
Path Upgrades	100,000	0	100,000	
Drainage Program	36,340	0	36,340	
James Street Drainage	28,045	0	28,045	
North Yunderup Rd Bridge #3537A	3,677,000	0	3,677,000	
Regional Road Bridge Program	265,646	0	265,646	
Redcliffe Pedestrian Bridge	100,000	0	100,000	
Pelicans Reserve Pedestrian Bridge	205,000	0	205,000	
James Street Pedestrian Bridge	600,000	44,070	555,930	
Burnside Road Traffic Bridge - 3530	0	3,232	(3,232)	
Edenvale Complex Ground Upgrades	37,626	0	37,626	
	6,748,280	320,501	6,427,779	
Grand Total	25,341,839	1,775,870	23,565,969	

Capital Expenditure Total

Level of Completion Indicators



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

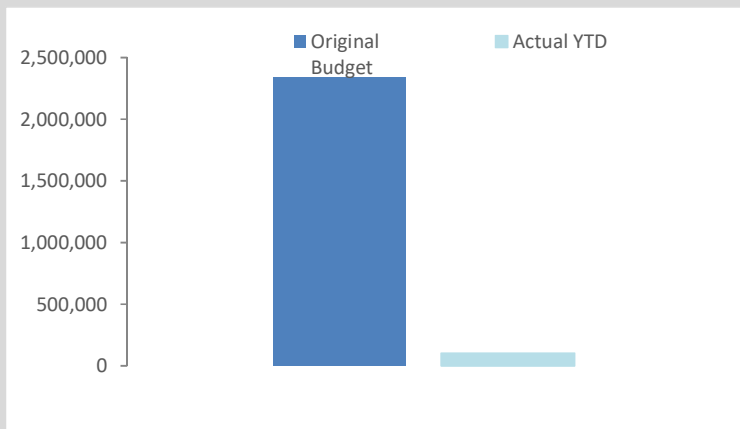
Variance is calculated on:
Original Budget vs YTD Actual

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**OPERATING ACTIVITIES
 DISPOSAL OF ASSETS**

	BUDGET			YTD Actual			Profit (Loss)
	Original Budget	YTD Budget	Actual	Cost	Accum Depr	Proceeds	
4015MY Utility - Exec Manager Strategic Development	\$ 15,960	\$ 15,960	\$ 21,136	\$ 32,000	\$ 11,500	\$ 21,136	\$ 636
4017MY Light Vehicle - Manager Rangers & Emergency	13,680	13,680	21,364	37,424	16,308	21,364	247
4025MY Utility - Parks Maintenance Supervisor	13,680	13,680	23,464	30,000	12,900	23,464	6,363
4026MY Utility - Reticulation	7,245						0
4027MY Utility - Manager Governance	12,540	12,540	24,373	30,000	12,900	24,373	7,273
4031MY Utility - Chief Bushfire Control Officer	12,420						0
4033MY Light Vehicle - Manager Community Development	7,980	7,980	10,909	17,000	9,020	10,909	2,929
4034MY Utility - Development Engineer	10,350						0
4036MY Drainage Truck (with Hiab)	70,000						0
4044MY Light Vehicle - Place Leader	7,245						0
4050MY Grader	175,450						0
4063MY Zero Turn Mower	7,200						0
4065MY Zero Turn Mower	7,200						0
4088MY Trailer - Tipper	31,725						0
Part lots of 102 Lakes Road	1,945,000						0
	2,337,675	63,840	101,245	146,424	62,627	101,245	17,448

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$2,337,675	\$101,245	4%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020

OPERATING GRANTS AND CONTRIBUTIONS

	Annual Budget	YTD Revenue Actual
	\$	\$
Operating Grants and Subsidies		
General purpose funding		
Grants Commission - General Purpose Grant	443,396	220,305
Grants Commission - Untied Roads Grant	397,662	197,846
Grants Commission - Special Projects	0	142,015
Law, order, public safety		
Bushfire Brigade Grants	249,861	67,421
Bushfire Brigade Grants	16,572	0
Murray State Emergency Service	42,708	11,463
Fire Control Administration	1,000	0
Bushfire Risk Management	174,505	174,505
Education and welfare		
Seniors Week	1,000	1,000
Dwellingup Seniors Village Hub	8,000	0
Drug Aware Y Culture	3,777	0
Community amenities		
Dwellingup Trail Town COVID-19 Recovery Project	5,000	0
Delta Monitoring	569	0
Sustainable Agriculture Tool	5,606	0
Pinjarra Wetlands Project	2,925	0
Grant Funded Programs	500	0
Community Infrastructure Plan	3,388	0
Coastal Hazard Risk Planning Strategy	75,000	0
Recreation and culture		
Thank a Volunteer	1,010	0
Peel Business Park Environmental Impact Assessment	44,260	0
Pinjarra Festival	39,784	10,800
Christmas Carnival	14,500	0
Back to Pinjarra Commemoration - Bindjareb Boodja	5,000	5,000
Warma Way Jetty & Boat Ramp	30,000	0
STEM Project	20,000	0
Children's book week	2,150	3,375
Regional Sporting Precinct	16,470	0
Sir Ross McLarty Cricket Wickets	0	23,433
Bindjareb Boodja 2020	0	5,000
Department of Water - community consultation workshops	0	4,960
Transport		
Main Roads WA Direct Grant	213,095	212,565
Economic services		
Transform Peel	225,618	0
Dwellingup Futures	109,037	0
Harvest Highway Feasibility	65,000	(37,450)
SME Innovation Voucher Project	1,500,000	0
BBRF Trails Project (DFCA)	1,324,679	0
	5,042,072	1,042,237
Operating Contributions		
Governance		
IT Penetration Testing	11,200	0
General purpose funding		
Alcoa Community Partnership Funding	262,135	0
Law, order, public safety		
Community Emergency Services	54,525	11,382
Community amenities		
Alcoa Community Grants	18,000	0
Recreation and culture		
Sir Ross McLarty Recreation Complex	13,703	0
Volunteer Appreciation Project 2020	0	1,500
Transport		
Contributions to Road Maintenance	5,000	0
Heavy Haulage Contributions	30,240	0
Main Roads Tree Pruning		5,600
	394,803	18,482
TOTALS	5,436,875	1,060,720

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020

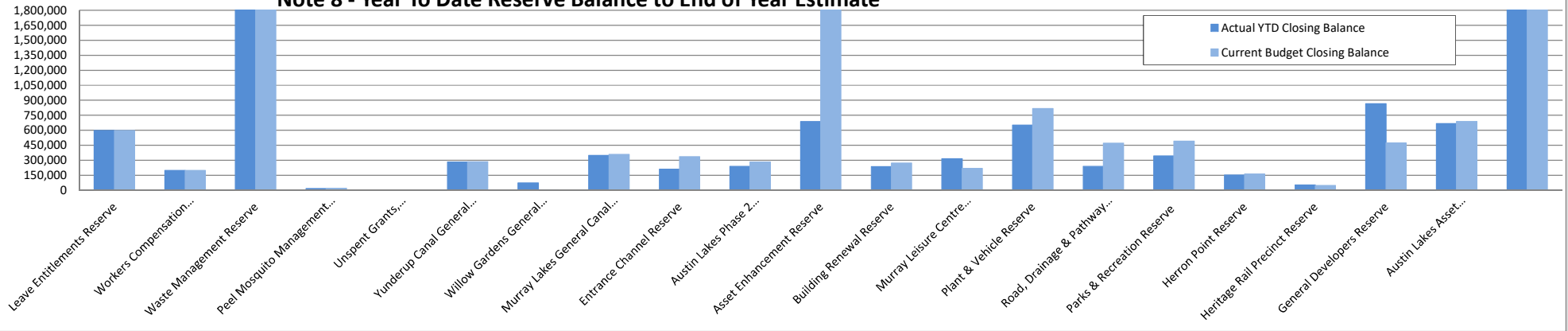
NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Annual Budget	YTD Revenue Actual (b)
	\$	\$
Non-Operating Grants and Subsidies		
Recreation and culture		
WAHPA Project	0	65,000
Murray River Foreshore Project	200,000	100,000
Sir Ross McLarty Cricket Wicket	24,000	0
Dwellingup National Adventure & Trails Centre	521,992	521,992
Transport		
North Yunderup Road Traffic Bridge - 3537	3,677,000	0
Burnside Road (RRG)	250,000	100,000
Lakes Road (RRG)	70,000	100,000
Hopeland Road (RRG)	40,000	16,000
Paterson Road (RRG)	250,000	292,000
Del Park Road (RRG)	250,000	100,000
Paterson Road (Blackspot)	233,333	0
Carrabungup Road (Blackspot)	266,667	110,667
Nanga Road (Blackspot)	73,333	30,933
Coolup Road South (R2R)	200,000	0
Marinup Street (R2R)	300,000	0
Resheeting (R2R)	51,606	0
Economic services		
Agri-Innovation Precinct	12,665,019	0
James Street Pedestrian Bridge	588,422	294,211
	19,661,372	1,730,803
Non-Operating Contributions		
Recreation and culture		
Edenvale Old Schoolmaster's House	10,000	0
Sir Ross McLarty Cricket Wicket	10,000	2,500
Austin Lakes Asset Replacement Contributions	10,000	0
Transport		
Del Park Road	70,000	0
Old Mandurah Road upgrade for subdivision		24,935
	100,000	27,435
Total Non-operating grants, subsidies and contributions	19,761,372	1,758,238

Cash Backed Reserves

Reserve	Current Budget Opening Balance	Actual 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
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Entitlements Reserve	597,002	597,002			0		0		597,002	597,002
Workers Compensation Reserve	198,003	198,003			0		0		198,003	198,003
Waste Management Reserve	2,732,981	2,686,253			3,155,447		(3,740,772)		2,147,656	2,686,253
Peel Mosquito Management Reserve	16,828	17,184			2,300		0		19,128	17,184
Unspent Grants, Contributions & Loans Reserve	0	0			0		0		0	0
Yunderup Canal General Maintenance Reserve	281,377	281,350			51,274		(46,520)		286,131	281,350
Willow Gardens General Canal Maintenance Reserve	73,355	73,352			6,431		(75,033)		4,753	73,352
Murray Lakes General Canal Maintenance Reserve	347,094	347,079			32,062		(20,086)		359,070	347,079
Entrance Channel Reserve	218,370	209,662			116,178		0		334,548	209,662
Austin Lakes Phase 2 Maintenance Reserve	238,225	238,225			44,560		0		282,785	238,225
Asset Enhancement Reserve	617,609	687,459			2,980,000		(748,434)		2,849,175	687,459
Building Renewal Reserve	235,060	235,060			36,351		0		271,411	235,060
Murray Leisure Centre Capital Reserve	315,269	315,269			34,217		(130,000)		219,486	315,269
Plant & Vehicle Reserve	845,869	652,167			0		(28,980)		816,889	652,167
Road, Drainage & Pathway Reserve	240,031	240,031			230,240		0		470,271	240,031
Parks & Recreation Reserve	344,180	344,180			147,768		0		491,948	344,180
Herron Point Reserve	152,331	151,918			43,494		(32,529)		163,296	151,918
Heritage Rail Precinct Reserve	52,633	52,190			44,270		(47,190)		49,713	52,190
General Developers Reserve	865,826	865,826			0		(391,492)		474,334	865,826
Austin Lakes Asset Replacement Reserve	667,103	667,103			21,500		0		688,603	667,103
	9,039,146	8,859,313	0	0	6,946,092	0	(5,261,036)	0	10,724,202	8,859,313

Note 8 - Year To Date Reserve Balance to End of Year Estimate



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 NOVEMBER 2020**

BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	No Change -(Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Budget Adoption		Opening Surplus(Deficit)				1,315,485
Asset Enhancement Reserve	OCM20/157	Transfer From Reserves		50,000		1,365,485
Exchange Hotel Redevelopment	OCM20/157	Operating Expenses			(50,000)	1,315,485
Asset Enhancement Reserve	OCM20/159	Transfer From Reserves		103,000		1,418,485
South Yunderup Pavilion	OCM20/159	Operating Expenses			(103,000)	1,315,485
MALC Capital Reserve	OCM20/160	Transfer From Reserves		130,000		1,445,485
MALC Boiler Units	OCM20/160	Capital Expenses			(130,000)	1,315,485
Asset Enhancement Reserve	OCM20/180	Transfer From Reserves		300,000		1,615,485
Lot 1261 Willowdale Road Gravel Pit	OCM20/180	Capital Expenses			(300,000)	1,315,485
General Developers Reserve	OCM20/181	Transfer From Reserves		43,000		1,358,485
Hamelin Road Extension	OCM20/181	Capital Expenses			(43,000)	1,315,485
Closing Funding Surplus (Deficit)				626,000	(626,000)	1,315,485



Community Facility Fund Guidelines

The Community Facility Fund assists incorporated not-for-profit organisations within the Shire of Murray to deliver well planned sport, recreation, and community infrastructure projects that contribute to a vibrant, inclusive and healthy community.

Infrastructure means physical facilities and structures that are fixed and meet long term need.

Objectives

- Encourage and support well planned community driven infrastructure projects that align with Shire of Murray plans and objectives
- Build the capacity of not-for-profit organisations to plan, fund and deliver local community infrastructure projects

Funding Details

There is **one grant round per year** with a **maximum grant amount available of \$20,000** per community group or organisation in any given year.

Applicants may apply for up to 70% of the cost of eligible works (ex GST). The applicant contribution can consist of cash (sponsorship, grant funding from other government or non-government organisations, club reserves) or in-kind goods and services.

Round	Applications close	Outcome
1	Monday 30 November 2020	Thursday 25 February 2021

Funding is available for:

- new buildings
- building additions, improvements and major refurbishments
- supporting infrastructure such as fixed shelters or storage sheds
- new sporting infrastructure such as fixed goals or cricket nets

Eligibility

Applicants **must**:

- be an incorporated not for profit organisation, or auspiced by one;
- hold current public liability insurance;
- have no outstanding acquittals from any Shire of Murray funding program; and
- discuss the project with a Shire Officer from the Place and Community Development Team prior to submitting an application.

Applications will not be considered if:

- the project is not on land owned or managed by the Shire of Murray;
- projects have been financially supported by the Shire of Murray via an alternative grant or other community contribution process for the same initiative in the same financial year;
- the project is retrospective or has commenced before the grant outcome is known;
- it is received after the closing date; or
- it is not on the official application form or does not include all required supporting documentation.

Eligible Works and Items

The following are eligible for funding:

- architectural design or drafting
- engineering and certification
- purchase and delivery of materials
- labour
- equipment hire

The following **are not** eligible for funding:

- facilities for the express purpose of serving alcohol
- infrastructure that is the responsibility of state government (eg schools)
- recurrent or general maintenance and repair
- costs related to the normal operations, administration or salaries of the organization
- equipment or appliances

Supporting Documentation

The following documents must be submitted in support of any application:

1. Quotes

- two written quotes - total project cost is under \$20,000
- three written quotes - total project cost is over \$20,000

Under the Shire of Murray's 'Buy Local Policy', quotes from local suppliers are encouraged where possible. If you are unable to provide the number of quotes requested above, please contact the Place and Community Team.

2. Project Budget

- include the projects income and expenses including GST
- 'in-kind' contribution is reflected as the dollar value of any goods or services sourced for the project with no fee charged
- volunteer hours are to be calculated at \$25 per hour for unskilled work (eg labouring) and \$40 per hour for skilled work (eg electrician).

You will need to clarify in your application what the volunteers will be doing and how the hours were calculated. If your project is successful, you will need to keep track of the volunteer hours completed.

3. Additional Documents

- drawings and specifications

- evidence of support from community groups / partners (eg letters of support)
- written verification of other funding sources (eg other grants, sponsorship)
- committee endorsement of project and budget
- relevant strategic planning documents

Depending upon the nature, size and complexity of the project some of the above may not be required. If you are unsure please contact the Place and Community Team.

Assessment Criteria

Applications are assessed by Shire Officers and then presented to Council for consideration and approval.

The below criteria should be read thoroughly and used as a guide when answering the application questions:

1. **Community Benefit** - the extent to which the project will have a positive impact on the health and wellbeing or economic development of the Murray community, address disadvantaged or low participation groups, and/or improve the availability of infrastructure to the community. *Priority will be given to infrastructure that can provide for a range of purposes and user groups, and are accessible to as much of the community as possible.
2. **Project Justification** – demonstration of what need the project will meet, how that need was determined, and how this option was the best way to do it.
3. **Strategic Plan Alignment** – how the project fits into the strategic plan of your organisation and/or the plan of your sporting or community governing body and the extent to which the project aligns with the Shire of Murray Strategic Community Plan (<https://www.murray.wa.gov.au/documents-and-publications/#organisational-publications>).
4. **Community Support & Partnerships** - demonstration of consultation and support from members and other community groups and evidence of any partnerships with other community organisations, businesses or funding bodies.
5. **Governance and Project Management** – demonstration of planning, budgeting and the capacity to manage the project.
6. **Financial Capability** – evidence of your organisation's current financial status, ability to meet any unexpected project costs, as well as the ongoing costs for management and maintenance of the infrastructure.

Funding Conditions

1. Recipients will be required to enter into a formal agreement with the Shire of Murray committing to the terms and conditions as determined by the Shire of Murray, by which the funding is provided;
2. Funds will be processed on receipt of a valid invoice or tax invoice (dependent on applicant's GST status) to the Shire of Murray following signing of formal funding agreement;
3. Formal approvals may be required from the Shire of Murray's Planning, Building, Health or Governance Teams or from State Government Agencies;
4. Recipients are required to acknowledge Shire of Murray's support and contribution in promotional material, media releases or other public documents relating to the project;

5. Acquittal documentation is to be submitted within 60 days of completion of the project and will include copies of receipts confirming the total cost of the infrastructure.
6. Successful applications must be completed and acquitted within twelve (12) months of notification.

The Shire of Murray reserves the right to part-fund, defer or seek additional information relating to an application or to impose relevant conditions of funding to ensure the integrity of the project.

How to Apply

Applications can be submitted in the following manner:

Post	In Person	Email
Community Grants Program Shire of Murray PO Box 21 PINJARRA WA 6208	Shire Administration Office 1915 Pinjarra Road PINJARRA WA 6208	mailbag@murray.wa.gov.au

The Place and Community Team are available to assist and applicants are strongly encouraged to submit a draft application for feedback and to contact the Place and Community Team prior to submitting an application.

The Place and Community Team can be contacted on 9531 7777 or mailbag@murray.wa.gov.au

**Community Facility Fund 2020 - 2021
Assessment**

Applicant	Project	Officer 1	Officer 2	Total Score
Murray District Pistol Club	Shooters Shed for New WA1500 Range	13	15	28
Pinjarra Golf Club	Clubhouse Solar Panel Installation	23	22	45
West Coast Reiners	Reining Arena	21	20	41
Coolup Cutting Club	Cattle Holding Area Roof	9	10	19
Coolup Progress Association	Kitchen Upgrade	9	9	18

Criteria Scoring Legend (Score 1 - 5)

- 1: does not meet requirements or not demonstrated
- 2: meets some requirements or minimal/inadequate evidence provided
- 3: meets requirements or adequately demonstrated/evidence provided
- 4: above requirements or above average demonstration/evidence provided
- 5: exceeds requirements

Assessment Criteria

Community Benefit	The extent to which the project will have a positive impact on the health and wellbeing or economic development of the Murray community, address disadvantaged or low participation groups, and/or improve the availability of infrastructure to the community. *Priority will be given to infrastructure that can provide for a range of purposes and user groups, and are accessible to as much of the community as possible.
Project Justification	Demonstration of what need the project will meet, how that need was determined, and how this option was the best way to do it.
Strategic Plan Alignment	How the project fits into the strategic plan of your organisation and/or the plan of your sporting or community governing body and the extent to which the project aligns with the Shire of Murray Strategic Community Plan
Community Support & Partnerships	Demonstration of consultation and support from members and other community groups and evidence of any partnerships with other community organisations, businesses or funding bodies.
Governance and Project Management	Demonstration of planning, budgeting and the capacity to manage the project.
Financial Capability	Evidence of your organisation's current financial status, ability to meet any unexpected project costs, as well as the ongoing costs for management and maintenance of the infrastructure.

**Community Facility Fund 2020 - 2021
 Assessment**

Applicant: Pinjarra Golf Club Trim: D20/49636
D20/49637

Project: Clubhouse Solar Panel Installation

Amount Requested: \$18,960 Total Project Cost: \$27,083

Amount requested is 70% or less of Total Project Cost Yes

Project Type (choose one)	(tick)
New building	
building addition, improvement, refurbishment	✓
supporting infrastructure	
new sporting infrastructure such as fixed goals or cricket nets	

Eligibility Criteria (answer all)	(tick)
Incorporated not-for-profit sport, recreation or community organisation	✓
Organisation is based within the Shire of Murray	✓
No outstanding acquittals from any Shire funding program	✓
Discussed project with Shire Officer	✓
Hold current public liability insurance	✓
All required documents submitted	✓
Eligible Works and Items (refer guidelines)	✓

Assessment Criteria: Refer Summary Page for explanation	Score (1-5)
Community Benefit	4 & 3
Project Justication	3 & 3
Strategic Plan Alignment	4 & 4
Community Support and Partnerships	3 & 3
Governance and Project Management	4 & 4
Financial Capability	5 & 5
Total Score (out of 30)	45

Recommended

Community Facility Fund

Application Form 2020 – 2021

Prior to completing this application, please ensure you have read the Community Facility Fund Guidelines which are available on the Shire of Murray website www.murray.wa.gov.au

It is strongly recommended that applicants contact the Shire in the early planning stages to discuss the project.

1. Organisation Details

Organisation Name

Postal Address

Contact Person

Position

Phone

E-mail

ABN Number

Is your Group/ Organisation registered for GST? (Please tick) Yes No

Does your Group/ Organisation hold current public liability insurance? Yes No

Is your organisation incorporated? (Please tick) Yes No

If yes, what is your incorporation number?

How many participants does your organisation have?

Juniors

Seniors

Other

Volunteers

Full-time staff

Part-time staff

Does your organisation have a Strategic Plan? If YES - please attach or if NO tick box

Name of the Shire Officer you have spoken to about the grant:

Does your organisation have any outstanding grant aquittals with the Shire of Murray? (Please tick)

Yes

No

We confirm that we have read the Community Facility Fund Guidelines

Yes

No

2. Project Details

Project Name

Project Start Date

Project End Date

Location (Facility/Reserve name)

Total project cost (ex GST)

\$

Funding requested
(ex GST)

\$

Is the facility leased or licensed from the Shire?

Yes

No

What kind of project are you doing? (Please tick box)

Build or install new infrastructure

Upgrade existing infrastructure

Other (Please describe)

Describe your project works

What do you want to construct / install / refurbish? What spaces will be changed or created?

Please attach drawings, specifications, maps etc for reference

How will your project be implemented

What are the steps to completing your project and who will be responsible for each step?

Why did you choose your preferred supplier / contractor?

Considerations are to include value for money, experience, availability, inclusions and exclusions.
Please attach copies of all quotes received as per the Community Facility Fund Guidelines.

3. Project Justification

Why does the project need to be delivered?

What needs will the project meet, and how did your organisation identify the need / demand? For example, member or community survey or feedback, benchmarking against other organisations, growing participation.

What other options were considered?

Tell us about other options your organisation considered when developing the project, and why this option was selected. You may consider short term v long term benefit, available time and resources, site considerations, cost etc.

What strategic planning documents support the need for this infrastructure?

These may include a needs analysis, your strategic plan, Shire planning, or documents developed by your governing body or state sporting association. Please list any relevant documents.

4. Community Benefit

What are the benefits of the project to the community?

Consider who currently uses the facility, for what purpose and how the project will change or improve it.

Examples may be increased access for people with a disability, family friendly, female participation, attract regional events.

Will it be used by the whole community? Does the project provide opportunities that were previously not available to the community?

Are you partnering with any other groups to deliver the project?

If yes, provide written evidence of support and describe each organisations role in the project

5. Project Budget

Overall Project Budget you may choose to attach your own version

Revenue	Ex GST \$	Confirmed? Yes or No
Amount of funding application request		
Your organisation's contribution		
Other Grants (provide name of each funder)		
Sponsorship / other contributions		
Total project cost – cash component (A)	\$	

Expenditure	Ex GST \$
Detail items:	
Total project cost – cash component (B)	\$

Note that A and B should be the same amount

In kind contributions	
Unskilled labour @ \$25 per hour and skilled labour @ \$40 per hour	

What is your organisations plan for unexpected costs?

Project cost increases are not eligible for further grant funding from the Shire.

6. Supporting Documentation

Please ensure all sections of the application are completed. You may answer questions in a separate document if required and attach to application.

Use the following checklist to ensure you have provided all relevant documentation for your project.

*** mandatory information for all projects**

Please tick box:

Committee minutes supporting the decision for the grant application*

Certificate of Currency for Public Liability*

Copy of your organisations most recent bank statement and/or most recent financial statement*

Quotes for all budget items*

Strategic or business plan

Letters of support from other groups / organisations

Relevant drawings, plans and specifications

Relevant strategic planning documents (web links may be provided)

7. Payment Details

Bank account details for electronic transfer of grant monies

Account name
BSB number
Account number
Bank name
Bank branch

8. Application Declaration

This section must be completed by the incorporated body applying for the grant. If you are not incorporated you must have the auspice organisation complete this section.

I hereby declare that I am authorised on behalf of the organisation to sign this declaration and that the information supplied is, to the best of my knowledge, accurate and complete.

I confirm that I have read and understood the Community Facility Fund Guidelines.

I confirm that the Shire of Murray will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

Name

Position

Signature

Date

Please submit your completed application as below:

Post	In Person	Email
Community Facility Fund Shire of Murray PO Box 21 PINJARRA WA 6208	Shire Administration Office 1915 Pinjarra Road PINJARRA WA 6208	mailbag@murray.wa.gov.au

For assistance, please contact the Place and Community Team on 9531 7777.

STRATEGIC PLAN 2021-2026

OBJECTIVE

To develop the Pinjarra Golf Club as a vibrant successful family sporting and social club for members, the local community and visitors of the Murray District.

DESIRED FUTURE STATE

DEVELOPMENTS

GOLF COURSE

- The course considered as an outstanding golf experience for golfers at all levels.
- The course that is continually improved.

- Develop a single grass (kikuyu) through the fairways.
- Continually Identify and implement minor course improvements.
- Upgrade the main distribution pipes and wiring of the irrigation system.
- Removal of old trees and replacement with new ones.

SUPPORT FACILITIES

- Attractive facilities that are a marketing advantage.
- Facilities that attract patronage for social activities.

- Upgrade Bar, Kitchen, Match Office and Clubrooms.
- Develop separate Lounge and Function areas.
- Replace the Office and Pro-shop with an efficient building
- Overhaul and update the members change-rooms.
- Provide suitable amenities for Grounds staff

MEMBERS VISITORS STAFF

- Retain existing members and recruit new members, with a target of a 40 member net gain per year.
- A membership structure that contains more families and younger age distribution profile.
- Membership subs rate 20% lower than local clubs
- Increase in green fee players of 25% by 2026.
- Increased utilisation of the facilities for non-golf activities.
- Staff are developed, valued and are committed to achieve the Club's objectives

- Develop initiatives to reward and retain existing members
- Develop initiatives to reward and retain existing staff.
- Develop new membership options to encourage more golfers.
- Develop non golfing membership opportunities for the local community.
- Develop attractive packages for visitors - more carts, meal services.
- Identify opportunities and marketing plans for wider use of the facilities.

ENVIRONMENT

- An increased usage of renewable clean energy sources and reduce the Club's carbon footprint.

- Install an Integrated Solar Power and Battery System for the Club's House and Grounds requirements.

TASK

COST

AREA

WHEN

1. Purchase & install Solar Panels for Club-House – Stage 1
2. Purchase refurbished Boom Sprayer Unit
3. Upgrade Club-House ceiling
4. Upgrade Club-House kitchen & bar to work place standards
5. Provide a permanent water hazard at Hole 11
6. Upgrade Club-House septic to deep drainage
7. Replace and re-build 3 greens
8. Upgrade Grounds amenities
9. Purchase & install a Solar Battery for Club-House – Stage 2
10. Replace and re-build a further 3 greens
11. Purchase a replacement Greens mower
12. Build a separate Club-House Function facility
13. Replace and re-build a further 3 greens
14. Purchase Solar Panel & Battery for Grounds – Stage 3
15. Replace and re-build a further 3 greens
16. Replacement of Reticulation System – Phase 1
17. Replace and re-build a further 3 greens

- \$25k
- \$30k
- \$50k
- \$50k
- \$15k
- \$100k
- \$75k
- \$50k
- 25k
- \$75k
- \$150K
- \$150k
- \$75k
- \$30k
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- \$75k

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- 2026
- 2026

QUOTE / CONTRACT



To:
Tiffany Franklin
Pinjarra Golf Club
 Pinjarra Rd & Sutton St, Pinjarra, WA, 6208,
P: 0895311252 **E:** admin@pinjarragolf.com.au

Amount
\$24,300

Date Created 24-11-2020 11:19 AM	Valid Until 30-11-2020	Quote Number: AEQTE33609	Prepared by: Doug
--	----------------------------------	------------------------------------	-----------------------------

Site Details	
Phase Rating: Three	Roof Type: Other
Roof Pitch: Other	Wall Type: Brick
Roof Height: Single Storey	Roof Frame: Other
Additional Site Details:	

Code	Description	Qty	Total (AUD\$)
ASER2935	Commercial Solar PV System 35.89kW Solar PV System Panels: 97 x 370W Jinko Cheetah PLUS Monocrystalline Panels (JKM370M-66H) [12 years Product warranty and 25 Years Performance Warranty] Inverter: 1 x FRONIUS ECO 27.0-3-S (Fronius 27kVA Inverter) [5+5 Years Product Warranty] Monitoring: Fronius Datalogger WIFI monitoring system. Smart Meter - Fronius SMART METER 63A - 3Phase Workmanship Warranty: 10 years workmanship warranty *STC Price has been discounted	1	22,090.91
		GST	2,209.09
		TOTAL	24,300
		Deposit Required	2,430

Terms:
 Includes complete system installation, commissioning and configuration as per Clean Energy Councils(CEC) guidelines and Australian Standards.
 All prices are inclusive of GST.

I have read and understood the governing Terms & Conditions of AICA Energy Australia as outlined at website <https://www.aicaenergy.com/terms-and-conditions/>

Finance:

Payment Method: Debit or Credit Card Direct Bank Deposit Deposit Amount:\$ _____

AICA Energy Australia bank Details	ANZ Bank BSB 016-185 Account#: 420442702 Reference AEQTE33609
------------------------------------	---

Full payment minus deposit to be paid after the installation completed.
 I confirm my acceptance of this Quote/Contract by signing this document



Item 11.8

Ordinary Council Meeting 17 December 2020

AICA ENERGY

Clean . Efficient . Reliable

Appendix 13
Page 13
AICA Energy Australia Pty Ltd
ABN: 59 623 405 121

Name: _____ Signature _____

Thank you for your business!
****This is not an Invoice** 2/2**

AICA Energy Australia Pty Ltd • PO Box 1584 BIBRA LAKE DC WA 6965
P: 1800 242 228 E: sales@aicaenergy.com.au



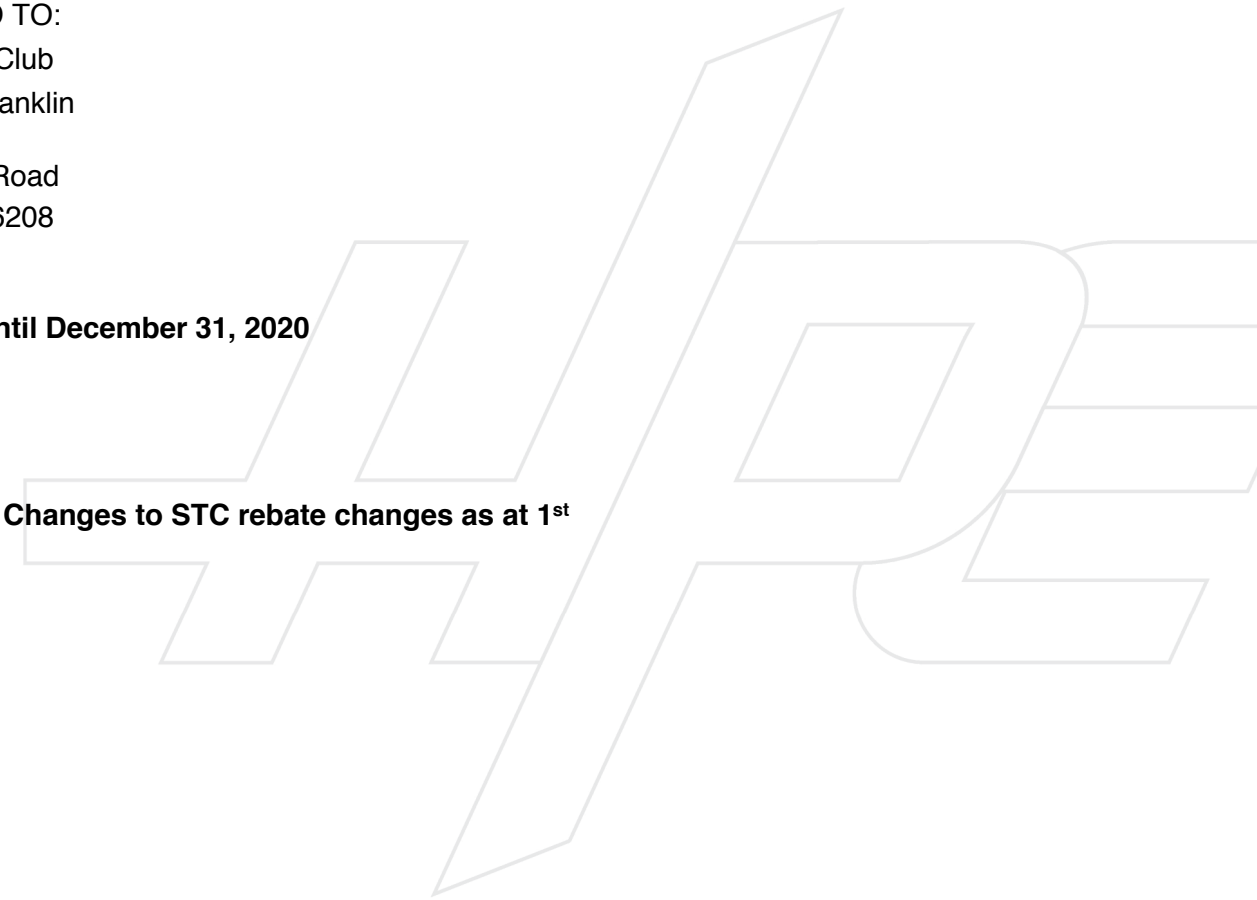
38.48kW SOLAR SYSTEM

ADDRESSED TO:
Pinjarra Golf Club
Att: Tiffany Franklin

297 Pinjarra Road
Pinjarra WA 6208

Offer valid until December 31, 2020

Please note: Changes to STC rebate changes as at 1st





PROPOSED PANEL LAYOUT

297 Pinjarra Road, Pinjarra WA 6208



SYSTEM DETAILS

–
 Your custom design

System size ¹
 38.48 kW_{DC} (STC)

Estimated annual production ²
 55,784 kWh

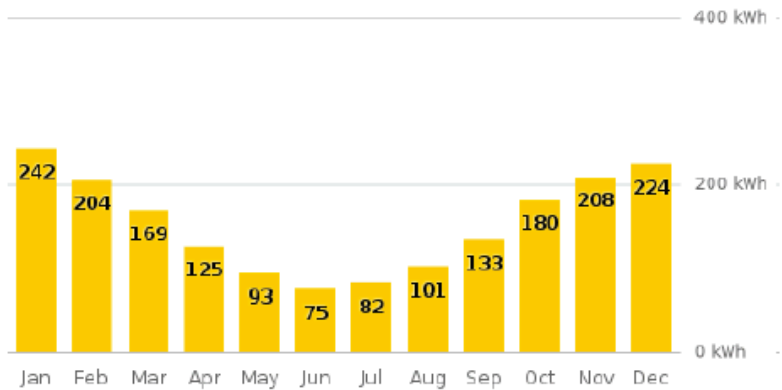
Solar panel
 104 × 370W Jinko Solar Cheetah Plus HC - JKM370M-66H-V
 1840 mm × 998 mm · Monocrystalline · [Datasheet](#)

Inverter
 2 × Fronius Symo 15.0-3-M · 15000 W
 3 phase · 98.1% max efficiency · [Datasheet](#)

System efficiency ³
 87%

DAILY PRODUCTION PER MONTH

–
 How much electricity will my system generate per day, on average?



UTILITY COSTS

–
 Average monthly bill
 Annual bill

BEFORE SOLAR

\$1,711.38
 \$20,536.53

WITH SOLAR

\$1,079.16 ↓ 37%
 First year average
 \$12,949.89 ↓ 37%
 Est. annual savings \$7,586.64



20 YEAR FINANCIAL SUMMARY

Net present value of investment⁴ **\$210,799.00**

The Net Present Value (NPV) is the *present day value* of all future cash inflows minus the outflows. Since money is worth more in the present day than in the future, all future cashflows need to be discounted by inflation. A positive NPV indicates a good investment.

Discounted payback period⁴ **3 - 4 years**

Similarly, the Discounted Payback Period also accounts for all discounted future cashflows. The resulting period will typically be longer than a "simple payback period" calculation.

Total return on investment⁴ **818%**

The Return on Investment (ROI) is another measure of the efficiency of your solar investment. Imagine you invested \$100 today and received \$300 in return. The ROI would be 200%.

Rate of return on cash invested⁴ **35.3%**

The Rate of Return on Cash Invested (or Internal Rate of Return) is the annual compounded rate of return that the cash flows bring based upon the net cash invested in the year of installation. Think of it as the interest rate that a term deposit would need to provide to match the returns on your solar investment.



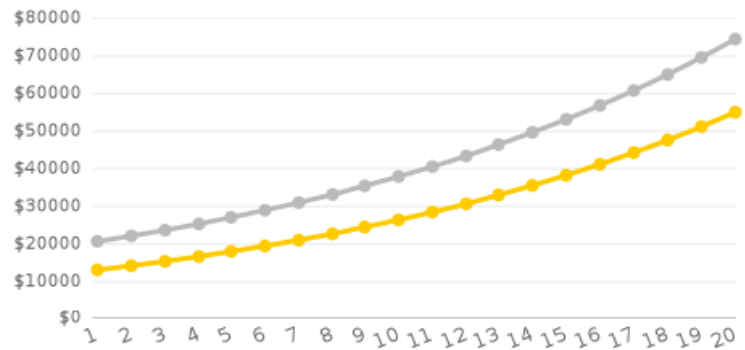
FINANCIAL ANALYSIS

Your historical electricity bills were used to help size your solar system. Based upon the system size suggested, the expected electricity bill savings over a 20 year period are provided below.

In addition, the first-year electricity bill savings you can expect are provided together with a chart of the monthly solar system output you can expect.

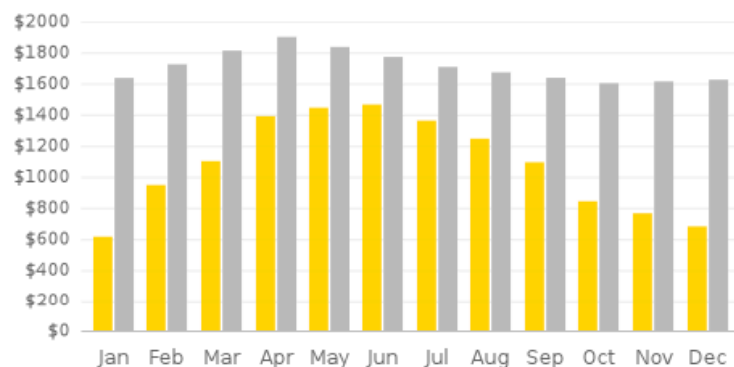
ANNUAL ELECTRICITY BILL OVER TIME ⁴

- Electricity bill without solar
- Electricity bill with solar



MONTHLY ELECTRICITY BILL COMPARISON ⁴

- Electricity bill without solar
- Electricity bill with solar





ENVIRONMENTAL ANALYSIS

Your solar system will generate significant environmental benefits. These come primarily from avoided power plant emissions.

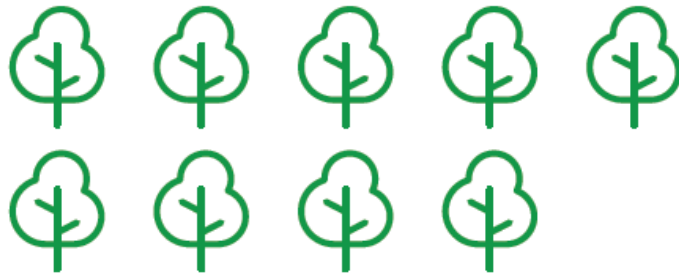
Below is a summary of environmental benefits your solar system will provide.

TREES PLANTED EQUIVALENT

-

1006 trees per year ⁵

Each tree icon represents 110 trees



AVOIDED EQUIVALENT FUEL

-

16704 litres of petrol per year ⁵

Each fuel can icon represents 1680 litres of fuel



AVOIDED COAL BURNT

-

18984 kg of coal per year ⁵

Each coal lump icon represents 1900 kg of coal





QUOTE

To: Pinjarra Golf Club
Att: Geoff Hameister
Address: 297 Pinjarra Road
Pinjarra WA 6208

Est. install date: December 18th 2020
Expiry date: December 31st 2020

Description	Qty	Price	Total
38.48 kW Solar System		\$46,200.00	\$46,200.00
Balance of system		(incl.)	
Network pre-approval		(incl.)	
Installation & labour		(incl.)	
		Subtotal incl. GST	\$46,200.00
		Included GST	\$4,200.00
		584 STCs ⁶ × \$35.00	-\$20,440.00
		Total incl. GST	\$25,760.00

ACCEPTANCE

Please sign and return to Hi Performance Electrical. Be sure to keep a copy for your own records. A 10% (\$2,576.00) deposit is required to initiate the process. Final payments are to be made upon full completion of installation. **Offer valid until December 31st 2020**

Client Name

Client Signature



VARIATIONS

1. Certificate of Design Compliance by Tecon Australia		\$ 630 plus GST
2. Provisional Sum for a Structural Engineers Report	PS	\$ 575 plus GST
3. Provisional Sum for a Development Application, if requested	PS	\$1700 plus GST
4. Supply and Installation of Fronius Smart with CT's to monitor load		\$1440 plus GST
5. Upgrade to main switchboard with din kit to allow room for Fronius CT's <i>(Includes removal & disposal of asbestos backing boards and replacement)</i>		\$ 700 plus GST

TOTAL VARIATION COSTS

\$ 5,045 plus GST

ASSUMPTIONS & DISCLAIMER

1. The Standard Test Condition rating (STC) assumes a standard set of optimal operating conditions (25°C cell temperature, 1000 W/m² and an air mass of 1.5). The STC rating is most often used by manufacturers to classify the power output of PV modules. To calculate the system's energy production for any future year, the expected degradation in system performance is included (See "PV degradation", in table below).

2. Energy Output is calculated based on historical solar irradiance at the given location. A typical meteorological year is selected using statistical methods. Factors including panel tilt, orientation (azimuth), and system efficiency are taken into account.

3. System efficiency is estimated to account for losses caused by a variety of factors. These factors include intermittent shading, cable losses, dirt, scheduled downtime, manufacturer tolerances, inverter efficiency for DC to AC (this does not affect off-grid DC only systems), battery round trip efficiency, and other factors.

4. Utility electricity price inflation is adjusted based on the given location.

5. United States Environmental Protection Agency. 2017. Greenhouse Gases Equivalencies Calculator - Calculations and References. [ONLINE]

Available at: <https://www.epa.gov/energy/greenhouse-gases-equivalencies-calculator-calculations-and-references>.

6. Australian Small-scale Technology Certificates (STCs) are an incentive provided under the Renewable Energy Target. One certificate is equal to one megawatt hour of eligible renewable electricity either generated or displaced by the installed system. [ONLINE] Read more at: <http://www.cleanenergyregulator.gov.au/RET/Scheme-participants-and-industry/Agents-and-installers/Small-scale-technology-certificates>.

Note The system design may change based on a detailed site audit. Estimated savings are based on past electrical usage and utility rates provided by the customer. Actual system production and savings will vary based on final system design, configuration, utility rates, applicable subsidies and your energy usage post-solar installation. Utility rates, charges and fee structures imposed by your utility are not affected by this proposal and are subject to change in the future at the discretion of your utility. The production calculations in this report are based on historical climate data for the site location and represent typical estimates of future solar production.



TERMS AND CONDITIONS

General

1. These Terms and Conditions ("**Conditions**") apply to all contracts between Hi Performance Electrical (WA) Pty ("**Us**" / "**We**" / "**Our**") and the customer ("**You**" / "**Your**") of any goods ("**Goods**") and/or services ("**Services**") supplied by Us ("**Contract**") whether they are signed or not.
2. The Conditions apply to all quotations ("**Quotations**") We give You and by accepting the Quotation or otherwise proceeding with acceptance of the Goods or Services, You agree to be bound by the Conditions.
3. "Goods" means any item of any nature sold or to be sold by Us to You, including any Goods provided as part of the provision of the Services. "Services" means any services that are provided or to be provided by Us to You, including but not limited to, electrical services, repairs, testing, maintenance, solar panel installation and/or any services a part of the supply of the Goods. The term "Services" includes "Goods", and vice versa, in all cases where the context permits in these Conditions.
4. "Delivery" means Our delivery of Goods or Services to You under the Contract. "Installation" means the installation of the solar panels.
5. These Conditions prevail over any of Your terms between You and Us in relation to the Goods or Services.

Quotations

6. Unless otherwise agreed by You and Us, Quotations are valid for the period indicated on the Quotation.
7. We may withdraw, revoke or vary a Quotation if We see fit before it has been accepted by You.
8. Quotations are not an offer or obligation to sell and are an estimate only.
9. To accept a Quotation, You must: (a) sign the Quotation and return the same to Us; and (b) pay the deposit specified in the Quotation (if applicable) and provide Us with proof or confirmation of that payment.
10. Despite clause 9, You are deemed to have accepted a Quotation if You have accepted the Goods or Services the subject of the Quotation.
11. Any estimated savings detailed in the Quotation are estimates only and not guaranteed.
12. Any estimated installation dates detailed in the Quotation are estimates only, unless We indicate otherwise.

Delivery and Installation

13. You must be available at the property where the Delivery and Installation occurs ("**Property**") and provide clear access to the Property at the time of the Delivery and Installation.
14. You must remove any trees, plants and other obstructions to the solar panels if required.
15. Upon Installation, You must satisfy yourself as to the Installation, including the position of solar panels, if applicable. If You are not satisfied with the Installation, You must immediately notify Us of any requests for alterations. You agree that We may charge You further fees in the event We are required to make any further alterations not requested in a timely manner by You.

Payment

16. We will issue You with an invoice for the Goods or Services aft Delivery or Installation.
17. You must pay any invoices We issue to You by the due date specified on the invoice, without setoff or delay.
18. We reserve the right to refuse to supply You with Goods or Services, refuse to activate the Goods or Services or refuse to accept Your orders until You pay to Us any outstanding amounts.
19. We may require you to pay a deposit.
20. Unless otherwise stated, all prices for Goods or Services are exclusive of all taxes and charges and You must pay any amount of Goods and Services Tax as applicable.

21. We may charge You interest on any outstanding amounts (at the rate of the Reserve Bank of Australia cash rate plus 3 percentage points, compounded daily).
22. If You have an approved credit account with Us, You must pay for the Goods or Services in accordance with the terms of that credit account.
23. We reserve the right to charge a surcharge for payments made by credit card to cover Our expenses in processing the payment.
24. We may apply or reapply payment to any invoice rendered to You at Our discretion.

Small-scale Technology Certificates (STCs)

25. The market price of STCs quoted in the Quotation is accurate at the time of the Quotation. If the market price of STCs is subsequently reduced during the Contract, We may pass on the reduction to You and/or You will be required to pay Us to cover any costs We incur as a result.

Your warranties

26. You warrant that You are the legal owner of the Property. We reserve the right to request proof of ownership of the Property from You.
27. You warrant that the Property is structurally sound and able to accommodate the Goods or Services, including the solar panels, mounting base and frames.
28. You warrant that the Property is free from defects that pose an unreasonable risk to Us.
29. You warrant that You are authorised to provide Us with the necessary instructions relating to Delivery on the Property, including complying with any covenants concerning the placement or positioning of solar panels, if applicable. You agree that We may charge You further fees or amend the Quotation in the event We are required to make any amendments to the Delivery as a result of the instructions You have provided Us being incorrect or unauthorised.
30. You warrant that the electrical system, including meters and cabling, at the Property, is compliant with applicable Australian standards and regulations. You agree that We may charge You further fees or amend the Quotation if We are required to rectify any defects in the electrical system of the Property to ensure compliance with the applicable Australian standards and regulations. You agree that in the event We are not able to rectify any defects in the electrical system of the Property to ensure compliance with the applicable Australian standards and regulations, We reserve the right to amend the Quotation or cancel the Contract (and cancellation fees may be applicable per clauses 34).
31. You warrant that you have requisite insurances to cover any liability in relation to any risk in Our Delivery.
32. You warrant that you have made adequate arrangements in relation to obtaining finance or government approval in respect of the Delivery. We cannot guarantee You will obtain finance or any government rebate, grant or subsidy and the Contract is not conditional upon You obtaining the same.

Returns and Cancellations

33. If You cancel any order for Delivery after the Contract has been entered into but before or during Delivery, We reserve the right to retain, and You will forfeit, the deposit You have paid to Us as specified in the Quotation, if applicable.
34. You must reimburse Us for any reasonable costs We incur as a result of Your cancellation under clause 33.
35. Clauses 33 and 34 do not apply if You validly terminate the Contract in accordance with clause 67.
36. Except as provided otherwise by the *Competition and Consumer Act 2010* (Cth) ("**CCA**") and the Australian Consumer Law contained in Schedule 2 of the CCA ("**ACL**"), if You return any other Goods, We will determine whether to accept the return and offer You a refund, replacement or credit. You must send us a written request to return Goods within 14 days of Delivery. If We accept any returns, You must pay Us any costs We incur.



Risk and Retention of Title

37. Any Goods provided by Us to You become at Your risk immediately upon arriving at the Property.

38. We retain title to all the Goods We provide to You until We receive from You full payment of all amounts owing to Us. Until then, You must keep the Goods in good condition and not encumber them or sell them unless in the ordinary course of business and the money is to be kept on trust for Us in a separate account.

39. In the event of Your default, as referred to in clause 64, We may retake possession of the Goods at Your cost. You allow Us to enter Your premises without notice at any time to examine and recover the Goods.

PPSA

40. The provisions of the Conditions relating to Our retention of title until You have made payment in full (clause 38) gives us rights under the *Personal Property Securities Act 2009* (Cth) ("PPSA").

41. We may register a security interest in the Goods at any time. You waive any right to receive notice of any verification of the registration (per s157 of the PPSA.)

42. We may enforce Our security interest in the Goods under these Conditions or the PPSA if You default in the performance of any obligation owed to Us under these Conditions.

43. To the extent permitted by law, You and We agree that the following provisions of the PPSA do not apply to the enforcement by Us of Our security interest in the Goods: sections 95, 118, 121(4), 125, 130, 132(3)(d), 132(4), 135, 137, 142 and 143.

44. You must promptly do anything reasonably requested by Us to ensure that Our security interest has priority over all other security interests in the Goods.

45. You must notify Us at least 10 days before You change Your name or other details.

Warranty and Liability

46. Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

47. Any rights provided to You by the ACL or CCA that by statute cannot be excluded that are inconsistent with any term of these Conditions prevail over any terms of these Conditions to the extent of the inconsistency.

48. Nothing in these Conditions modifies or excludes any rights provided by the ACL or CCA that by statute cannot be excluded or modified.

49. Subject to clause 46, We make no express warranties or representations in relation to the Goods or Services supplied by Us.

50. Where We are required to remedy any defect covered by a warranty, We will, at Our cost, arrange to carry out the necessary repair and replacement works, in accordance with the manufacturer's warranty processes, and within a reasonable time. You must take any troubleshooting steps advised by Us.

51. You must notify Us of Your claim for repair or replacement within a reasonable time after Delivery and provide Us the opportunity to inspect the defect.

52. We will endeavour to remedy any defect within 10 business days of notification or alternatively provide You with an estimate of when the defect can be remedied.

53. We will be responsible for remedying defects caused by Us.

54. We will provide labour at Our cost to remedy defects covered by the manufacturer's warranty for the period stated in the warranty.

55. Where it is necessary to repair a defect which does not fall under clause 53 or 54 above, We will charge for our labour where permitted by law.

56. We will not be liable for any consequential loss or damage suffered by You as a result of Us supplying the Goods or Services.

57. Whilst We will take reasonable care to avoid damage to the Property, We will not be liable for any damage to the Property caused by Us during the Delivery or Installation, including but not limited to damage to roof tiles. We recommend that You have spare roof tiles available to conduct necessary replacements.

58. We cannot guarantee the performance or effectiveness of the Goods, including solar panels, and will not be liable for any loss caused as a result.

Indemnity

59. You indemnify and hold Us harmless from all loss, action, damages and liabilities caused by Your failure to comply with any laws, rules, standards or regulations, Your negligence, Your breach of these Conditions or You cancelling any orders.

60. We indemnify and hold You harmless from all loss, action, damages and liabilities caused by Our failure to comply with any laws, rules, standards or regulations, Our negligence, Our breach of these conditions or Our wrongful termination of the Contract.

61. Neither party will be liable for consequential losses.

Cost Recovery

62. You must pay Us any expenses, costs or disbursements incurred by Us in recovering any outstanding monies You owe, including debt collection fees and solicitor-client legal costs, on a full indemnity basis.

Default and Termination

63. If You breach these Conditions, We may issue You with a notice of default and give You 5 days to remedy the breach.

64. Each of the following events is an event of default:

(a) You breach these Conditions, including failing to pay any amounts owing and due to Us and failing to do so after 5 days' notice;

(b) You commit an act of bankruptcy or are wound up, deregistered or dissolved, have a receiver, receiver and manager or an administrator appointed to Your property or enter into a scheme of arrangement (other than to restructure); or

(c) You assign Your rights under these Conditions without Our prior written consent.

65. Where an event of default occurs, except where payment in full has been received by Us, We may: (a) terminate the Contract;

(b) terminate any or all orders with You;

(c) refuse to provide Goods or Services;

(d) recover any Goods delivered to You that You have not yet paid for; or

(e) retain any money paid on account of Goods or Services or otherwise.

66. If an event of default occurs, all invoices issued to You automatically become due and payable.

67. You may terminate the Contract where: (a) We breach these Conditions; or

(b) We commit an act of bankruptcy or are wound up, deregistered or dissolved, have a receiver, receiver and manager or an administrator appointed to Our property or enter into a scheme of arrangement (other than to restructure).

Waiver

68. Waivers of any rights under these Conditions must be in writing.

Entire agreement

69. All Goods or Services We supply are subject to these Conditions and the Conditions, Quotation and invoices constitute the entire agreement between You and Us, and replace all prior negotiations, proposals, previous dealings or customs.

70. We may vary these Conditions as We see fit. We will give You 14 days' notice of any variations by providing You with the new Conditions as varied or by publishing the new Conditions on Our website. The new Conditions will only apply to new orders.

**Privacy and Credit Reporting**

71. We may collect information in relation to You, for the purpose of providing the Goods or Services, in accordance with the *Privacy Act 1998* (Cth).

72. You authorise Us and Our employees and agents to make necessary inquiries to investigate Your credit worthiness, including inquiring with persons nominated as trade referees, bankers, credit providers or credit reporting agencies, and You authorise those persons to disclose such information to Us.

Force Majeure

73. We will not be responsible for any delay or failure to perform the Delivery caused by circumstances beyond Our control, including strikes, lock-outs, labour disturbances, acts of government, riot, civil war, fire, flood, failure of power supply or similar event. In those circumstances, We are not responsible for any consequential loss, damage, expense or claim suffered by You or any other party as a result of any such event.

Further Assurances

74. You agree to sign any documents or do any further things necessary reasonably required to permit the Delivery and comply with the Contract.

Notice

75. If You or We have to give notice to each other under these Conditions, the notice must be in writing and signed by a person authorised by the sender.

Severance

76. If a court of competent jurisdiction decides that any part of these Conditions is invalid or unenforceable, that part of the Conditions will be modified (if possible) so as to make it enforceable. If it cannot be modified, then that part will be severed and the rest of the Conditions will continue to operate.

Applicable Law

77. This contract is governed by the law of Western Australia.

78. The parties submit to the exclusive

HPM Quote 38.48kW

104 x 370W Jinko Cheetah Solar Panels

2 x Fronius Symo 3 Phase 15kW Inverters cw 3 phase Industrial Smart Meter 50kA-3

Based on new Synergy rates at 1/7/20

Synergy rates - peak 8am to 10 pm = \$0.3060

Synergy rates - off peak 10pm to 8am = \$0.1255

Supply charge = \$2.0226 per day

Usage based on Synergy 2019/2020 accounts

Estimated Solar Power Generated (pa) = 55,763 kWh

Estimated annual savings = \$11,916

Quoted cost ex GST= \$24,056

System Unit Cost/KW = \$646

Month	Peak Usage	Off-Peak Usage	Total Usage	Peak Cost	Off-Peak Cost	Total Power Cost	Supply Charge	Total Cost	Estimated Generation Peak	Peak Usage	Off-Peak Usage	Total Usage	Peak Cost	Off-Peak Cost	Total Power Cost	Supply Charge	Total Cost	Savings
Jan	4910	4331	9241	1,502.46	543.54	2,046.00	62.70	2,108.70	7,502	0	4331	4331	0.00	543.54	543.54	62.70	606.24	1,502.46
Feb	3882	3982	7864	1,187.89	499.74	1,687.63	56.63	1,744.27	5,712	0	3982	3982	0.00	499.74	499.74	56.63	556.37	1,187.89
Mar	3522	3059	6581	1,077.73	383.90	1,461.64	62.70	1,524.34	5,239	0	3059	3059	0.00	383.90	383.90	62.70	446.61	1,077.73
Apr	1549	2123	3672	473.99	266.44	740.43	60.68	801.11	3,750	0	2123	2123	0.00	266.44	266.44	60.68	327.11	473.99
May	1669	1784	3453	510.71	223.89	734.61	62.70	797.31	2,883	0	1784	1784	0.00	223.89	223.89	62.70	286.59	510.71
Jun	2262	2497	4759	692.17	313.37	1,005.55	60.68	1,066.22	2,250	12	2497	2509	3.60	313.37	316.97	60.68	377.65	688.57
Jul	3552	3704	7256	1,086.91	464.85	1,551.76	62.70	1,614.46	2,542	1010	3704	4714	309.06	464.85	773.91	62.70	836.61	777.85
Aug	2880	3084	5964	881.28	387.04	1,268.32	62.70	1,331.02	3,131	0	3084	3084	0.00	387.04	387.04	62.70	449.74	881.28
Sep	3351	3697	7048	1,025.41	463.97	1,489.38	60.68	1,550.06	3,990	0	3697	3697	0.00	463.97	463.97	60.68	524.65	1,025.41
Oct	4186	4037	8223	1,280.92	506.64	1,787.56	62.70	1,850.26	5,580	0	4037	4037	0.00	506.64	506.64	62.70	569.34	1,280.92
Nov	3893	3421	7314	1,191.26	429.34	1,620.59	60.68	1,681.27	6,240	0	3421	3421	0.00	429.34	429.34	60.68	490.01	1,191.26
Dec	4307	3935	8242	1,317.94	493.84	1,811.78	62.70	1,874.49	6,944	0	3935	3935	0.00	493.84	493.84	62.70	556.54	1,317.94
Totals	39963	39654	79617	\$12,228.68	\$4,976.58	\$17,205.26	\$738.25	\$17,943.50	55,763	1022	39654	40676	312.66	\$4,976.58	\$5,289.24	\$738.25	\$6,027.49	\$11,916.02

AICA Quote 35.89kW

97 x 370W Jinko Cheetah Solar Panels

Fronius ECO 27.0-3-S 3 Phase 27.6kW Inverter cw 3 phase Fronius Residential Smartmeter 63A

Based on new Synergy rates at 1/7/20

Synergy rates - peak 8am to 10 pm = \$0.3060

Synergy rates - off peak 10pm to 8am = \$0.1255

Supply charge = \$2.0226 per day

Usage based on Synergy 2019/2020 accounts

Estimated Solar Power Generated (pa) = 52,010 kWh

Estimated annual savings = \$11,818

Quoted cost ex GST= \$22,090.91

System Unit Cost/KW = \$616

Month	Peak Usage	Off-Peak Usage	Total Usage	Peak Cost	Off-Peak Cost	Total Power Cost	Supply Charge	Total Cost	Estimated Generation Peak	Peak Usage	Off-Peak Usage	Total Usage	Peak Cost	Off-Peak Cost	Total Power Cost	Supply Charge	Total Cost	Savings
Jan	4910	4331	9241	1,502.46	543.54	2,046.00	62.70	2,108.70	6,997	0	4331	4331	0.00	543.54	543.54	62.70	606.24	1,502.46
Feb	3882	3982	7864	1,187.89	499.74	1,687.63	56.63	1,744.27	5,328	0	3982	3982	0.00	499.74	499.74	56.63	556.37	1,187.89
Mar	3522	3059	6581	1,077.73	383.90	1,461.64	62.70	1,524.34	4,886	0	3059	3059	0.00	383.90	383.90	62.70	446.61	1,077.73
Apr	1549	2123	3672	473.99	266.44	740.43	60.68	801.11	3,498	0	2123	2123	0.00	266.44	266.44	60.68	327.11	473.99
May	1669	1784	3453	510.71	223.89	734.61	62.70	797.31	2,689	0	1784	1784	0.00	223.89	223.89	62.70	286.59	510.71
Jun	2262	2497	4759	692.17	313.37	1,005.55	60.68	1,066.22	2,099	163	2497	2660.44	49.05	313.37	362.42	60.68	423.10	643.12
Jul	3552	3704	7256	1,086.91	464.85	1,551.76	62.70	1,614.46	2,371	1,181	3704	4885.1	361.42	464.85	826.27	62.70	888.97	725.50
Aug	2880	3084	5964	881.28	387.04	1,268.32	62.70	1,331.02	2,920	0	3084	3084	0.00	387.04	387.04	62.70	449.74	881.28
Sep	3351	3697	7048	1,025.41	463.97	1,489.38	60.68	1,550.06	3,721	0	3697	3697	0.00	463.97	463.97	60.68	524.65	1,025.41
Oct	4186	4037	8223	1,280.92	506.64	1,787.56	62.70	1,850.26	5,204	0	4037	4037	0.00	506.64	506.64	62.70	569.34	1,280.92
Nov	3893	3421	7314	1,191.26	429.34	1,620.59	60.68	1,681.27	5,820	0	3421	3421	0.00	429.34	429.34	60.68	490.01	1,191.26
Dec	4307	3935	8242	1,317.94	493.84	1,811.78	62.70	1,874.49	6,477	0	3935	3935	0.00	493.84	493.84	62.70	556.54	1,317.94
Totals	39963	39654	79617	\$12,228.68	\$4,976.58	\$17,205.26	\$738.25	\$17,943.50	52,010	1,345	39654	40998.5	410.46	\$4,976.58	\$5,387.04	\$738.25	\$6,125.29	\$11,818.21

Vista Quote 31.68kW

96 x 330W Solaredge JAM60S09PR- 330 Solar Panels
SE 27.6K 3 Phase Inverter cw Solaredge Smart Meter
Based on new Synergy rates at 1/7/20
Synergy rates - peak 8am to 10 pm = \$0.3060
Synergy rates - off peak 10pm to 8am = \$0.1255
Supply charge = \$2.0226 per day
Usage based on Synergy 2019/2020 accounts

Estimated Solar Power Generated (pa) = 52,027 kWh

Estimated annual savings = \$11,835

Quoted cost ex GST = \$24,430

System Unit Cost/KW = \$771

Month	Peak Usage	Off-Peak Usage	Total Usage	Peak Cost	Off-Peak Cost	Total Power Cost	Supply Charge	Total Cost	Estimated Generation Peak	Peak Usage	Off-Peak Usage	Total Usage	Peak Cost	Off-Peak Cost	Total Power Cost	Supply Charge	Total Cost	Savings
Jan	4910	4331	9241	1,502.46	543.54	2,046.00	62.70	2,108.70	6,361	0	4331	4331	0.00	543.54	543.54	62.70	606.24	1,502.46
Feb	3882	3982	7864	1,187.89	499.74	1,687.63	56.63	1,744.27	5,179	0	3982	3982	0.00	499.74	499.74	56.63	556.37	1,187.89
Mar	3522	3059	6581	1,077.73	383.90	1,461.64	62.70	1,524.34	4,835	0	3059	3059	0.00	383.90	383.90	62.70	446.61	1,077.73
Apr	1549	2123	3672	473.99	266.44	740.43	60.68	801.11	3,417	0	2123	2123	0.00	266.44	266.44	60.68	327.11	473.99
May	1669	1784	3453	510.71	223.89	734.61	62.70	797.31	2,717	0	1784	1784	0.00	223.89	223.89	62.70	286.59	510.71
Jun	2262	2497	4759	692.17	313.37	1,005.55	60.68	1,066.22	2,136	126	2497	2623	37.81	313.37	351.19	60.68	411.86	654.36
Jul	3552	3704	7256	1,086.91	464.85	1,551.76	62.70	1,614.46	2,392	1160	3704	4864	354.96	464.85	819.81	62.70	882.51	731.95
Aug	2880	3084	5964	881.28	387.04	1,268.32	62.70	1,331.02	3,229	0	3084	3084	0.00	387.04	387.04	62.70	449.74	881.28
Sep	3351	3697	7048	1,025.41	463.97	1,489.38	60.68	1,550.06	4,116	0	3697	3697	0.00	463.97	463.97	60.68	524.65	1,025.41
Oct	4186	4037	8223	1,280.92	506.64	1,787.56	62.70	1,850.26	5,248	0	4037	4037	0.00	506.64	506.64	62.70	569.34	1,280.92
Nov	3893	3421	7314	1,191.26	429.34	1,620.59	60.68	1,681.27	5,898	0	3421	3421	0.00	429.34	429.34	60.68	490.01	1,191.26
Dec	4307	3935	8242	1,317.94	493.84	1,811.78	62.70	1,874.49	6,499	0	3935	3935	0.00	493.84	493.84	62.70	556.54	1,317.94
Totals	39963	39654	79617	\$12,228.68	\$4,976.58	\$17,205.26	\$738.25	\$17,943.50	52,027	1286	39654	40940	392.77	\$4,976.58	\$5,369.35	\$738.25	\$6,107.60	\$11,835.91



Proposal No. VES200117
Date 15/10/2020

Paul Johnson
0402 313 524
paul@vistaenergy.com.au
15/16 Sustainable Avenue, Bibra Lake, WA, 6163

31.68kW Solar Proposal

Prepared for:

Pinjarra Golf Inc

Pinjarra Road, PINJARRA, 6208

Contact Person: Tiffany Franklin



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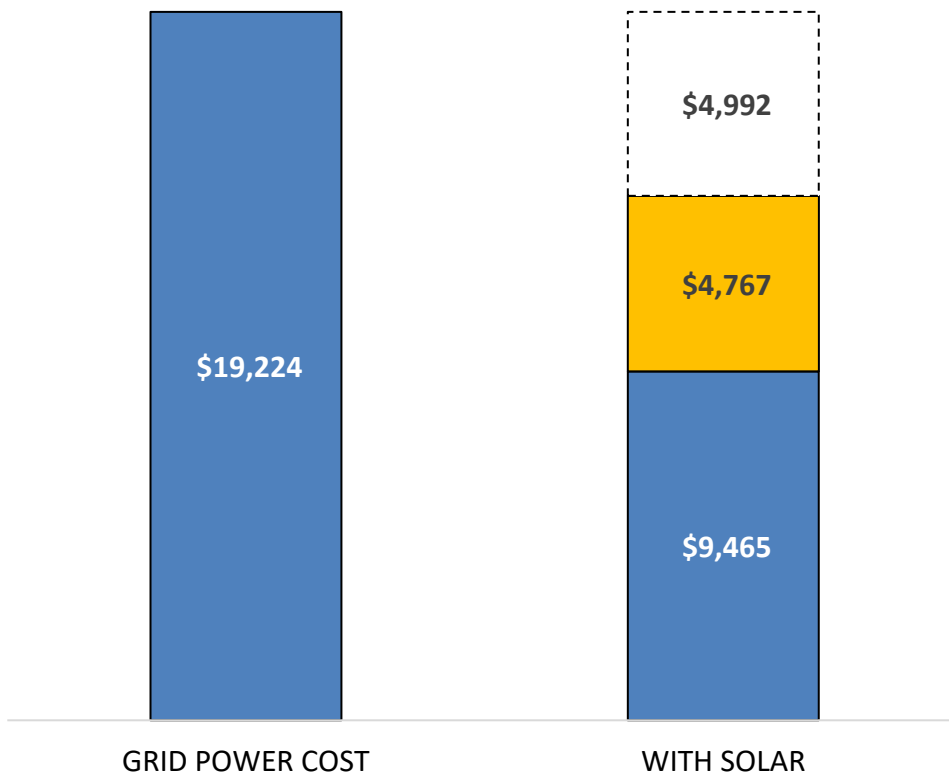
15/10/2020

Dear Tiffany,

Thank you for the opportunity to present a Solar Proposal for your business. This is a summary of the Proposal for Pinjarra Golf Inc - PINJARRA

- Current Power Cost: \$19223.8 per annum
- Power Costs after Solar Installation: \$9471.56 per annum
- Gross Savings: \$9758.91 per annum
- Less Cost of Annual Rental/Lease: \$4767.12 per annum
- Net Savings = \$4991.79 per annum (\$27129.25 over 5 years)

■ Grid Power Cost ■ Finance Cost □ Net Savings

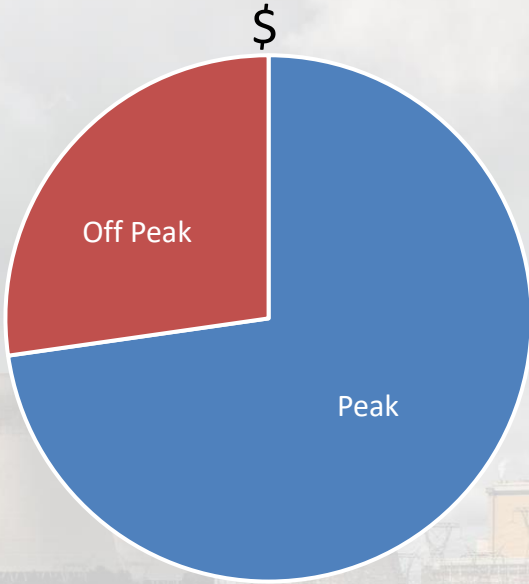


Solar Proposal Summary



Current Situation

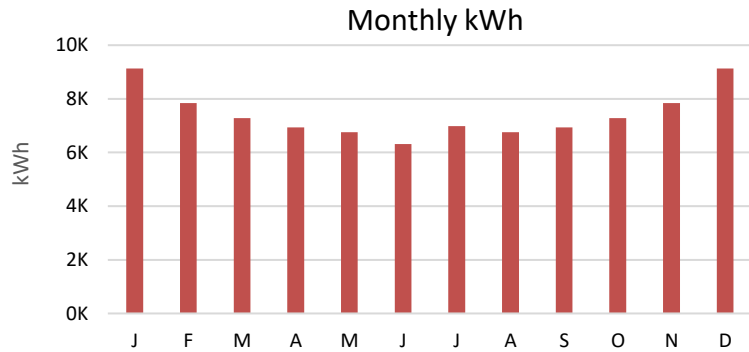
Costs



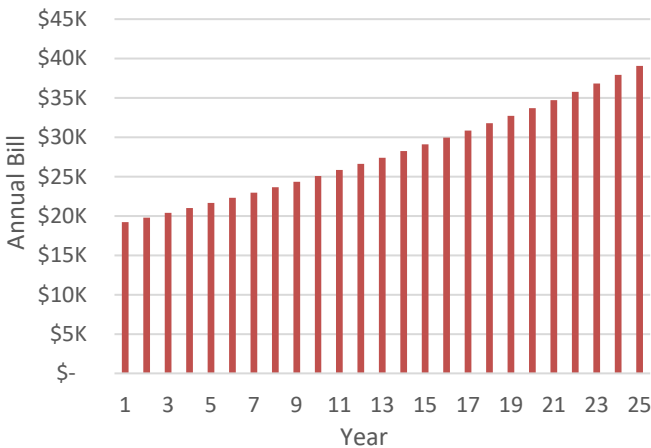
Power Cost	\$ 19,223.80 p.a.
Peak Cost	\$ 0.3001 /kWh
Off Peak Cost	\$ 0.1231 /kWh
Average Cost of Power	\$ 0.2156 /kWh
Average Monthly Bill	\$ 1,601.98

Power Consumption

Power Usage	89169 kWh
Peak	46594 kWh
Off Peak	42575 kWh



Future Projections



Total Power Spend after		
1 Year	5 Years *	10 Years *
\$ 19,223.80	\$ 102,062	\$ 220,379

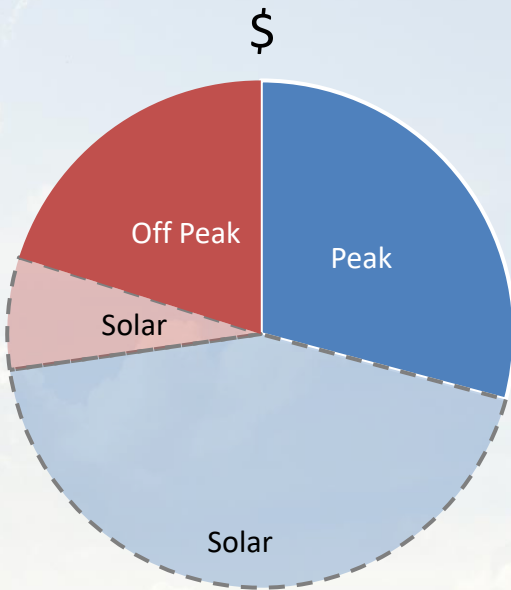
* Assumptions - 3% p.a. escalation in power cost, and .8% p.a. degradation in panel efficiency

Solar Proposal Summary



With Solar

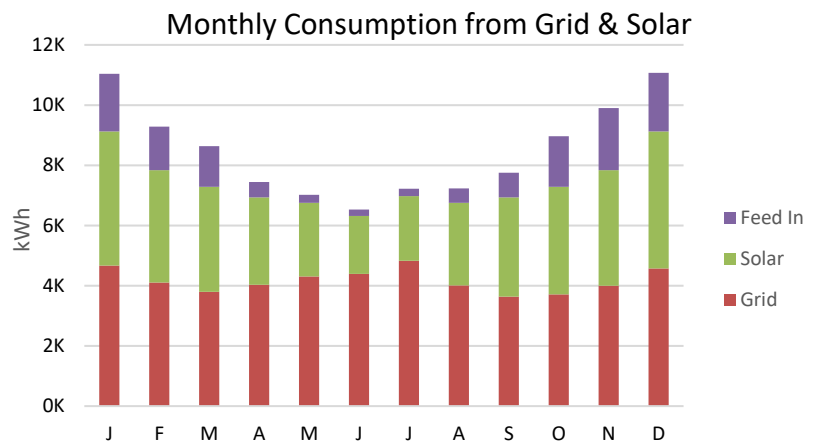
Costs



		Saving
Power Cost	\$ 9,471.56	50.7%
Power Cost (inc finance)	\$ 14,238.68	25.9%
Average Cost of Power	\$ 0.1062 /kWh	
Average Cost of Power Finance	\$ 0.1597 /kWh	
Average Monthly Bill	\$ 789.30	
Power Cost	Finance	Total
\$ 789.30	\$ 397.26	\$ 1,186.56

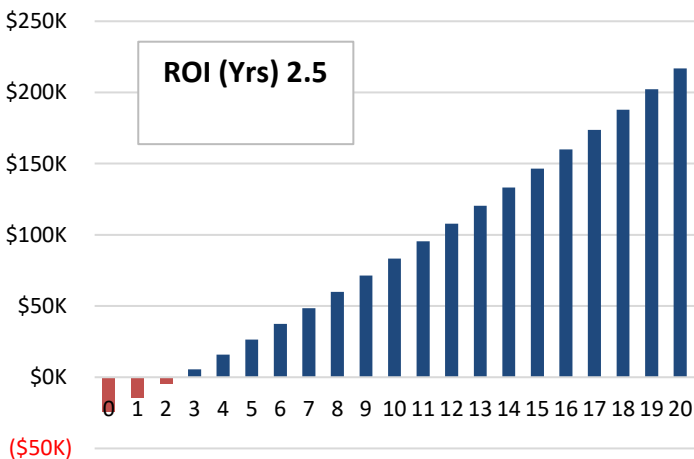
Power Consumption

Power Usage	89169 kWh
Peak	18678 kWh
Off Peak	31408 kWh
Solar	39083 kWh

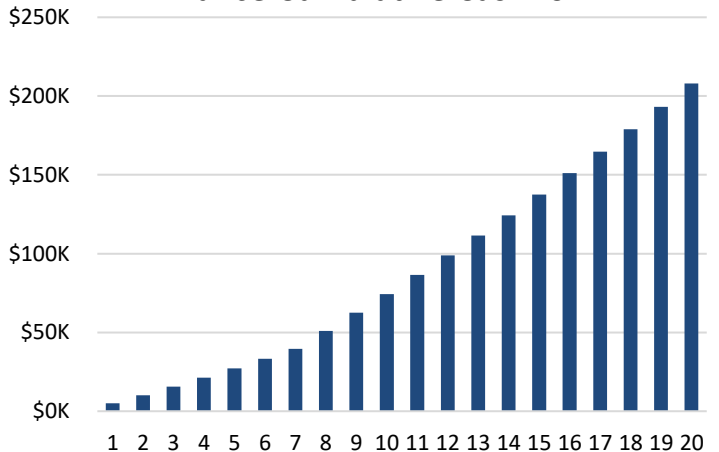


Future Projections

Cash Purchase Cumulative Cashflow



Finance Cumulative Cashflow



* Assumptions - 3% p.a. escalation in power cost, and .8% p.a. degradation in panel efficiency

1300 878 874

solar@vistaenergy.com.au

ABN 16 153 970 702



Solar System Contract

Name:	Tiffany Franklin	Proposal No.	VES200117
Address:	Pinjarra Road PINJARRA, WA, 6208	Date	October 15, 2020
		Consultant	Paul Johnson

We are pleased to offer you a quote for the following

31.68kW Solar System

System Inclusions

Panel Make:	JA Solar
Panel Number & Model:	96 x 330W JAM60S09PR-330
Inverter Make:	Solaredge
Inverter Model:	SE27.6K Three Phase
Power Optimisers	48 x P730-5AM4MRY
System Extras:	Solaredge Smart Meter
Framing type:	Flat on Roof
Roof type:	Tin
Labour & Delivery:	Included

Total excluding GST		\$	42,467.50
Add: GST		\$	4,246.75
Total System Cost		\$	46,714.25
Less: Credit for 481 STCs	@ \$ 37.50 each	\$	(19,841.25)
Total Out of Pocket		inc GST \$	26,873.00
		GST \$	2,443.00
		ex GST \$	24,430.00

Finance Quote (ex GST)

84 month term	\$ 397.26 / month
60 month term	\$ 514.23 / month

Exact finance figures are subject to successful application

Customer Signed _____ Date _____

Entity Name for Billing _____ ABN _____

Proposal No. VES200117

15/10/2020

Tiffany Franklin
Pinjarra Golf Inc
Pinjarra Road
PINJARRA 6208

Dear Tiffany

Thank you for the opportunity to submit our quotation to supply and install solar power.

We are confident in our ability to execute the work in a manner that meets your requirements, and so look forward to your acceptance of the quotation.

SCOPE OF WORK TO SUPPLY AND INSTALL AS PER ATTACHED DOCUMENTATION

System Size:

Materials:

- Panels: JA Solar, 96 x 330W JAM60S09PR-330
- Inverter: Solaredge, SE27.6K Three Phase
- Extras: Solaredge Smart Meter
- Framing to be: Flat on Roof
- D/C Cabling for Solar Panels
- 1000v D/C Isolator
- A/C Isolator switches (beyond 3 metres M/B)

Other:

- All Panels earthed individually
- Roof Type: Tin
- Inverter Position: Adjacent Switchboard
- Power Type: Three Phase
- Single Storey
- Installation by our accredited installer
- System engineering & commissioning
- Information Pack (contains warranty, engineering specifications, operating / maintenance manuals, any certificates for the work required under the *Electrical Products Act 2000* and / or the *Electricity Act 1996*) will be sent once work is complete and paid in full

Goods we supply in the work remain our property pending payment in full for the project.

Pending title in such goods passing to the Customer, insofar as the Customer obtains custody or other rights to such goods, the Customer charges those rights to us.

Customer Signed _____

- Retailer Solar Metering Fee (if applicable).
- Power Board upgrades (if required).
- No wall / floor chasing.

SCOPE VARIATIONS

If the Customer proposes to vary the scope of work, we need not action that proposal pending written agreement on the effect of the variation on the timing / cost of the project.

OUR WARRANTY

Our work and materials come with those consumer guarantees the *Australian Consumer Law* (and State equivalent legislation) requires. Subject to that -

- JA Solar panels carry a 12 year product warranty, and a 25 year performance warranty.
- Solaredge inverters carry a 12 year warranty, and the power optimisers carry a 25 year warranty.
- 5 year warranty on installation.

PRICING as per attached which form part of this quotation.

PRICING ASSUMPTIONS

Pricing quoted assumes the following, and we reserve the right to modify the stated price by a reasonable extent if any assumption is not valid –

- '- Connection approval is granted by the network operator without requirement for additional protection hardware.
- The quotation is accepted and the deposit paid, before the quotation expires.
- We are awarded the entire scope of the work.
- The Customer, at their cost, obtains within time any planning consent for the work required under the *Development Act 1993* (none expected)
- We obtain timely, full and proper access to the site [on-site hrs of work are between 6:30am – 8:00pm]
- There are no abnormal / unsafe conditions upon the site of which do not now know.
- We may freely connect to electricity & water in our work on site.
- Our workers have reasonable access to a toilet upon the site.
- Only local industry-standard tests need be performed upon the work.
- In the work, we need not disturb / remove asbestos.
- Where anything in the work is to be affixed to a structure or to connect to other work, that structure or work is fit for purpose. This includes the main switch board, and mains cable.
- If we properly seek a direction from the Customer as to any choice to be made, the Customer notifies its choice to us within a reasonable time of the request in writing.
- No act, default or omission of the Customer or their other invitees upon the site impedes our work.

PAYMENTS

1. Deposit* of \$2336 payable on acceptance of the quotation, and not refundable. The acceptance is not effective until the deposit is paid.
2. Balance on completion of installation, testing and certification – any late payment attracts 12% p.a. interest.

* In case of a domestic building work contract (as defined in the *Building Work Contractors Act 1995*, if the stipulated price is less than \$20,000, a deposit may not exceed \$1,000; if the stipulated price is \$20,000 or more, a deposit may not exceed 5% of the

If any of the Package Price is not paid on time, then, pending such payment in full and without prior notice, we / our contractors may recover any of our goods brought to the site, and for that purpose:

- disconnect and remove all or any of those goods despite any degree of affixation to the site, provided that we make safe any break in connection to the mains electricity supply so caused, and
- recover from the Customer any proper costs incurred in preparing / serving a notice of default / demand under the contract, or incurred in attempting or making a recovery under the contract.

Customer Signed _____

PAYMENT METHODS

Bank Transfer: (Westpac) BSB 036-019 ACCT 288889 Limeco Australia Pty Ltd T/A Vista Energy Pty Ltd

Bank Cheque:

Credit Card: (1.75% + GST surcharge applies):

TIMING OF WORK

- Commencement within a reasonable time, to be agreed.
- Completion within about # working days of commencement (subject to inclement weather or other factors outside our reasonable control)

CUSTOMER'S OBLIGATIONS

In accepting this quotation, the Customer agrees to:

- participate in the Commonwealth Government's Solar Credit Scheme for the work, and
- on completion of the work, for themselves and later owners of the site, freely execute "**Solar PV STC ASSIGNMENT FORM - Page 6 Mandatory Declaration**" to assign absolutely to Vista Energy Pty Ltd all small-scale technology certificates attributable to the works in the 11 years after the installation of the work (we will provide the requisite
- to sign the form entitled "**Installation and Commissioning - Section Two - On site Verification**"

If before work commences on site the Solar Credit Scheme is reduced or cancelled, we may terminate the supply of the work without liability. If before work completes, that Scheme is reduced or cancelled, we reserve the right to modify the stated price by a reasonable extent to compensate for the loss of credits now expected.

Marketing sign to be installed by Vista Energy at front of site for at least 30 days after completion.

AUTHORISATION

By accepting this quote you authorise Vista Energy to :

- Act and engage with and provide information to your electricity retailer and network operator for the purposes of registering a renewable energy system at your premises.

VALIDITY PERIOD

This quotation expires on Nov 12, 2020 unless accepted in the meantime.

If you have any queries, please do not hesitate to contact me. And please be assured of our highest level of attention to this project, should you choose to accept this quotation.

Yours sincerely,

Robin Walford

Limeco Australia Pty Ltd T/A Vista Energy

To accept the quotation, please sign all pages, and then give us the signed acceptance (by hand, mail, email or fax) and pay the deposit. A contract then forms for the work. Thank you.

I, Tiffany Franklin, accept the quotation.

I acknowledge receipt of Schedule 3, Form 1 Under Section 28 (1) (f) Of Building Contractors Act 1995

Dated this.....day of20

Signed by;

Payback Period - Cash Purchase

Important Notes:

1. Taxation (eg Income Tax, Depreciation) has not been considered in the cashflow below.
2. Scenarios below do not factor earnings on cashflow savings (ie. the effect of using savings to earn interest on deposit)
3. The scenarios below assume that the system you choose will not produce more power than you need - ie. no feed in applies.

Base Information and Assumptions:

System Size in kW		31.68
Gross Purchase Price (inc GST)	\$	46,714.25
Less: Credit for STCs assigned to Vista Energy	\$	(19,841.25)
Total This Invoice	inc GST \$	26,873.00
Less: GST claimable on System Purchase	\$	(4,246.75)
Add: GST chargeable on sale of STCs to Vista Energy	\$	1,803.75
Net Investment	ex GST \$	24,430.00
Assumed average power cost (\$/kWh)	ex GST \$	0.1874
Assumed annual increase in power cost		3%
Assumed effective average daylight hours		4.50

Year	Annual Production kWh	Power Price/kWh	Annual Bill reduction	Net Investment	Annual Cashflow Saving	Cumulative Cashflow Saving	Year
0 - upfront costs	N/A	N/A	N/A	\$ 24,430.00	\$ (24,430.00)	(\$24,430.00)	0 - upfront costs
1	52,070	\$ 0.1874	\$ 9,758.92	\$ -	\$ 9,758.92	(\$14,671.08)	1
2	51,653	\$ 0.1930	\$ 9,971.27	\$ -	\$ 9,971.27	(\$4,699.81)	2
3	51,240	\$ 0.1988	\$ 10,188.25	\$ -	\$ 10,188.25	\$5,488.44	3
4	50,830	\$ 0.2048	\$ 10,409.95	\$ -	\$ 10,409.95	\$15,898.39	4
5	50,424	\$ 0.2109	\$ 10,636.47	\$ -	\$ 10,636.47	\$26,534.85	5
6	50,020	\$ 0.2173	\$ 10,867.91	\$ -	\$ 10,867.91	\$37,402.77	6
7	49,620	\$ 0.2238	\$ 11,104.40	\$ -	\$ 11,104.40	\$48,507.17	7
8	49,223	\$ 0.2305	\$ 11,346.03	\$ -	\$ 11,346.03	\$59,853.20	8
9	48,829	\$ 0.2374	\$ 11,592.92	\$ -	\$ 11,592.92	\$71,446.12	9
10	48,439	\$ 0.2445	\$ 11,845.18	\$ -	\$ 11,845.18	\$83,291.31	10
11	48,051	\$ 0.2519	\$ 12,102.94	\$ -	\$ 12,102.94	\$95,394.24	11
12	47,667	\$ 0.2594	\$ 12,366.30	\$ -	\$ 12,366.30	\$107,760.54	12
13	47,285	\$ 0.2672	\$ 12,635.39	\$ -	\$ 12,635.39	\$120,395.92	13
14	46,907	\$ 0.2752	\$ 12,910.33	\$ -	\$ 12,910.33	\$133,306.26	14
15	46,532	\$ 0.2835	\$ 13,191.26	\$ -	\$ 13,191.26	\$146,497.52	15
16	46,160	\$ 0.2920	\$ 13,478.30	\$ -	\$ 13,478.30	\$159,975.82	16
17	45,790	\$ 0.3008	\$ 13,771.59	\$ -	\$ 13,771.59	\$173,747.41	17
18	45,424	\$ 0.3098	\$ 14,071.26	\$ -	\$ 14,071.26	\$187,818.67	18
19	45,061	\$ 0.3191	\$ 14,377.45	\$ -	\$ 14,377.45	\$202,196.12	19
20	44,700	\$ 0.3286	\$ 14,690.30	\$ -	\$ 14,690.30	\$216,886.43	20
21	44,343	\$ 0.3385	\$ 15,009.97	\$ -	\$ 15,009.97	\$231,896.39	21
22	43,988	\$ 0.3487	\$ 15,336.58	\$ -	\$ 15,336.58	\$247,232.97	22
23	43,636	\$ 0.3591	\$ 15,670.31	\$ -	\$ 15,670.31	\$262,903.28	23
24	43,287	\$ 0.3699	\$ 16,011.29	\$ -	\$ 16,011.29	\$278,914.57	24
25	42,941	\$ 0.3810	\$ 16,359.70	\$ -	\$ 16,359.70	\$295,274.27	25

Payback Period - Financed over 84 months

Base Information & Assumptions

System Size in kW		31.68
Gross Purchase Price (inc GST)	\$	46,714.25
Less: Credit for STCs assigned to Vista Energy	\$	(19,841.25)
System Cost	inc GST \$	26,873.00
Less: GST claimable on System Purchase	\$	(4,246.75)
Add: GST chargeable on sale of STCs to Vista Energy	\$	1,803.75
Net Investment	\$	24,430.00
Finance Term (Months)		84
Monthly Repayments	ex GST \$	397.26
Annual Repayments	ex GST \$	4,767.12
Assumed average power cost (\$/kWh)	ex GST \$	0.1874
Assumed annual increase in power cost		3%
Clean Energy Council average daylight hours		4.50

<u>Year</u>	<u>Annual Production kWh</u>	<u>Power Price/kWh</u>	<u>Annual Bill reduction</u>	<u>Annual Repayments</u>	<u>Annual Cashflow Saving</u>	<u>Cumulative Cashflow Saving</u>	<u>Year</u>
0 - upfront costs	N/A	N/A	N/A	\$ -	\$ -		0 - upfront costs
1	52,070	\$ 0.1874	\$ 9,758.92	\$ 4,767.12	\$ 4,991.80	\$4,991.80	1
2	51,653	\$ 0.1930	\$ 9,971.27	\$ 4,767.12	\$ 5,204.15	\$10,195.95	2
3	51,240	\$ 0.1988	\$ 10,188.25	\$ 4,767.12	\$ 5,421.13	\$15,617.08	3
4	50,830	\$ 0.2048	\$ 10,409.95	\$ 4,767.12	\$ 5,642.83	\$21,259.91	4
5	50,424	\$ 0.2109	\$ 10,636.47	\$ 4,767.12	\$ 5,869.35	\$27,129.25	5
6	50,020	\$ 0.2173	\$ 10,867.91	\$ 4,767.12	\$ 6,100.79	\$33,230.05	6
7	49,620	\$ 0.2238	\$ 11,104.40	\$ 4,767.12	\$ 6,337.28	\$39,567.33	7
8	49,223	\$ 0.2305	\$ 11,346.03	\$ -	\$ 11,346.03	\$50,913.36	8
9	48,829	\$ 0.2374	\$ 11,592.92	\$ -	\$ 11,592.92	\$62,506.28	9
10	48,439	\$ 0.2445	\$ 11,845.18	\$ -	\$ 11,845.18	\$74,351.47	10
11	48,051	\$ 0.2519	\$ 12,102.94	\$ -	\$ 12,102.94	\$86,454.40	11
12	47,667	\$ 0.2594	\$ 12,366.30	\$ -	\$ 12,366.30	\$98,820.70	12
13	47,285	\$ 0.2672	\$ 12,635.39	\$ -	\$ 12,635.39	\$111,456.08	13
14	46,907	\$ 0.2752	\$ 12,910.33	\$ -	\$ 12,910.33	\$124,366.42	14
15	46,532	\$ 0.2835	\$ 13,191.26	\$ -	\$ 13,191.26	\$137,557.68	15
16	46,160	\$ 0.2920	\$ 13,478.30	\$ -	\$ 13,478.30	\$151,035.98	16
17	45,790	\$ 0.3008	\$ 13,771.59	\$ -	\$ 13,771.59	\$164,807.57	17
18	45,424	\$ 0.3098	\$ 14,071.26	\$ -	\$ 14,071.26	\$178,878.83	18
19	45,061	\$ 0.3191	\$ 14,377.45	\$ -	\$ 14,377.45	\$193,256.28	19
20	44,700	\$ 0.3286	\$ 14,690.30	\$ -	\$ 14,690.30	\$207,946.59	20
21	44,343	\$ 0.3385	\$ 15,009.97	\$ -	\$ 15,009.97	\$222,956.55	21
22	43,988	\$ 0.3487	\$ 15,336.58	\$ -	\$ 15,336.58	\$238,293.13	22
23	43,636	\$ 0.3591	\$ 15,670.31	\$ -	\$ 15,670.31	\$253,963.44	23
24	43,287	\$ 0.3699	\$ 16,011.29	\$ -	\$ 16,011.29	\$269,974.73	24
25	42,941	\$ 0.3810	\$ 16,359.70	\$ -	\$ 16,359.70	\$286,334.43	25

Solar Proposal



Recipient Created Tax Invoice

Tiffany Franklin
Pinjarra Golf Inc
Pinjarra Road
PINJARRA 6208
ABN: TBA

Thursday, 15 October 2020

Limeco Pty Ltd T/A Vista Energy Pty Ltd
Suite 15, 16 Sustainable Avenue
BIBRA LAKE, WA, 6163
ABN - 16 153 970 702

Invoice For

STCs	481	\$	18,037.50
Add: GST for customers registered for GST		\$	1,803.75
Total This Invoice		\$	19,841.25
Less: Credit against purchase invoice		\$	(19,841.25)
Balance Outstanding		\$	-

This Recipient Created Tax Invoice is created by us to buy your STCs.

This page forms part of quotation number

VES200117

Calculations

Power Bill Analysis

Site Address: Pinjarra Road, PINJARRA, 6208

NMI: 80010084755

Meter No: 0348000341

Billing days	End Billing Period	Daily Average kWh usage	kWh per Bill	Peak	% Peak	Off Peak	% Off Peak
30	Jun-19	210.64	6319.2	3502.9	55%	2816.4	45%
28	Jul-19	225.20	6305.7	3342.5	53%	2963.3	47%
35	Aug-19	217.80	7623.0	3975.1	52%	3647.9	48%
28	Sep-19	231.17	6472.6	3393.2	52%	3079.5	48%
35	Oct-19	234.96	8223.5	4186.1	51%	4037.4	49%
28	Nov-19	261.26	7315.4	3894.0	53%	3421.4	47%
28	Dec-19	294.38	8242.6	4307.1	52%	3935.5	48%
Annual Estimate			89169	46594	52%	42575	48%

Energy, Renewable and Other kWh Charges

Peak Power Cost calculations (from latest bill)

Peak Cost	\$	1,292.56	
Retailer Discounts	\$	-	
Total Peak Cost	\$	1,292.56	ex GST
Divided by Peak power usage for average kWh cost	\$	0.3001	per kWh ex GST

Current Annual Cost of Peak Power (projection) \$ 13,982.91 ex GST

Off Peak Cost calculations (from latest bill)

Off Peak Cost	\$	484.46	
Retailer Discounts	\$	-	
Total Off Peak Cost	\$	484.46	ex GST
Divided by Off Peak usage for average kWh cost	\$	0.1231	per kWh ex GST

Current Annual Cost of Off Peak Power \$ 5,240.89 ex GST

Current Annual Power Bill (peak + off peak) \$ 19,223.80 ex GST

Combined kWh Charges for Savings Calculations (Energy + Other + Network)

Peak	\$	0.30010	/kWh
Off Peak	\$	0.12310	/kWh

Solar Projections

System Suggested 31.68kW

31.68kW solar system annual energy production (CEC Average)

50878 kWh

Conservative annual estimate at site due to pv system orientation

52034 kWh

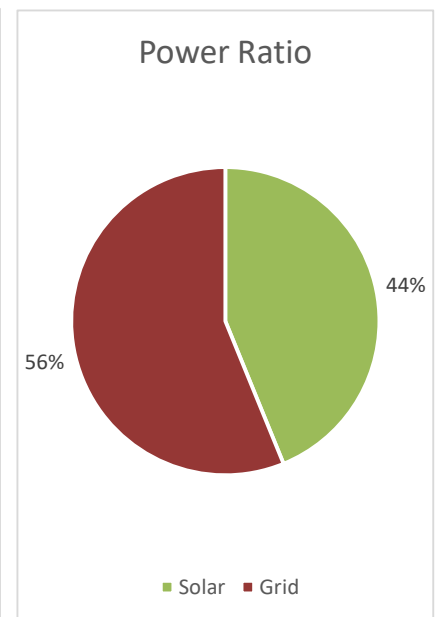
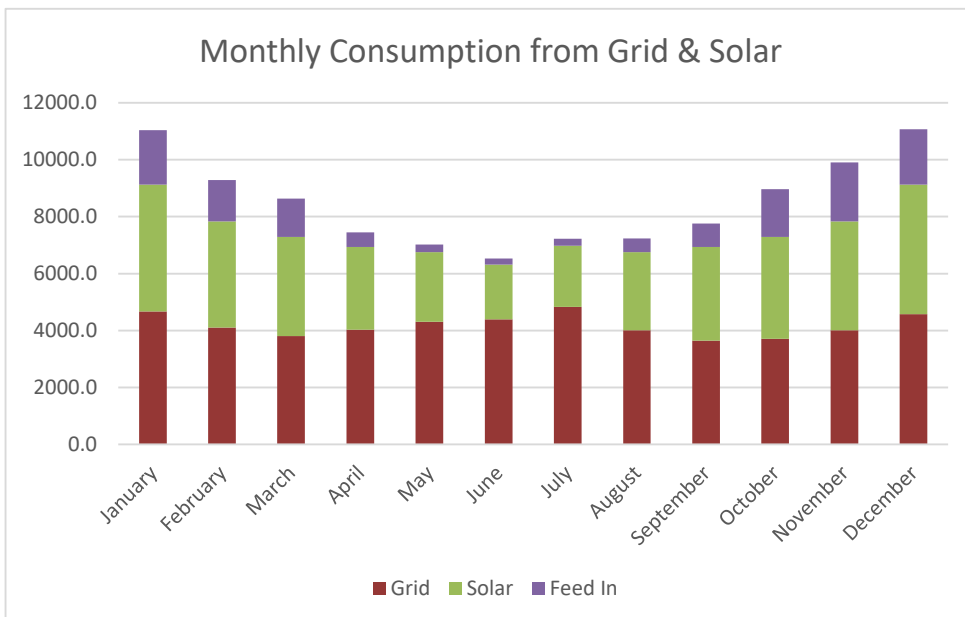
Usage estimates based on a 7 day week with some standing power usage.

	kWh	Cost from Grid
Peak Usage substituted by Solar	27916	\$ 8,377.66
Off Peak Usage substituted by Solar	11166	\$ 1,374.58
Potential excess solar production feed in	12952	\$ -
Total Savings	52034	\$ 9,752.24

Month	kWh from Grid Before Solar	Solar kWh produced /month	kWh Consumed from Solar	kWh Feed In	kWh from Grid After Solar	% Load from Solar
January	9126	6361.51	4453.06	1908.45	4672.7	49%
February	7838	5179.81	3729.46	1450.35	4108.4	48%
March	7284	4835.14	3481.30	1353.84	3802.4	48%
April	6935	3417.10	2904.53	512.56	4030.4	42%
May	6752	2717.92	2446.13	271.79	4305.6	36%
June	6319	2136.92	1923.22	213.69	4396.0	30%
July	6981	2392.95	2153.66	239.30	4827.7	31%
August	6752	3229.99	2745.49	484.50	4006.3	41%
September	6935	4116.27	3293.02	823.25	3642.0	47%
October	7284	5248.74	3569.14	1679.60	3714.6	49%
November	7838	5898.68	3834.14	2064.54	4003.8	49%
December	9126	6499.38	4549.56	1949.81	4576.2	50%
Annual Totals	89168.9	52034.40	39082.72	12951.68	50086.1	44%

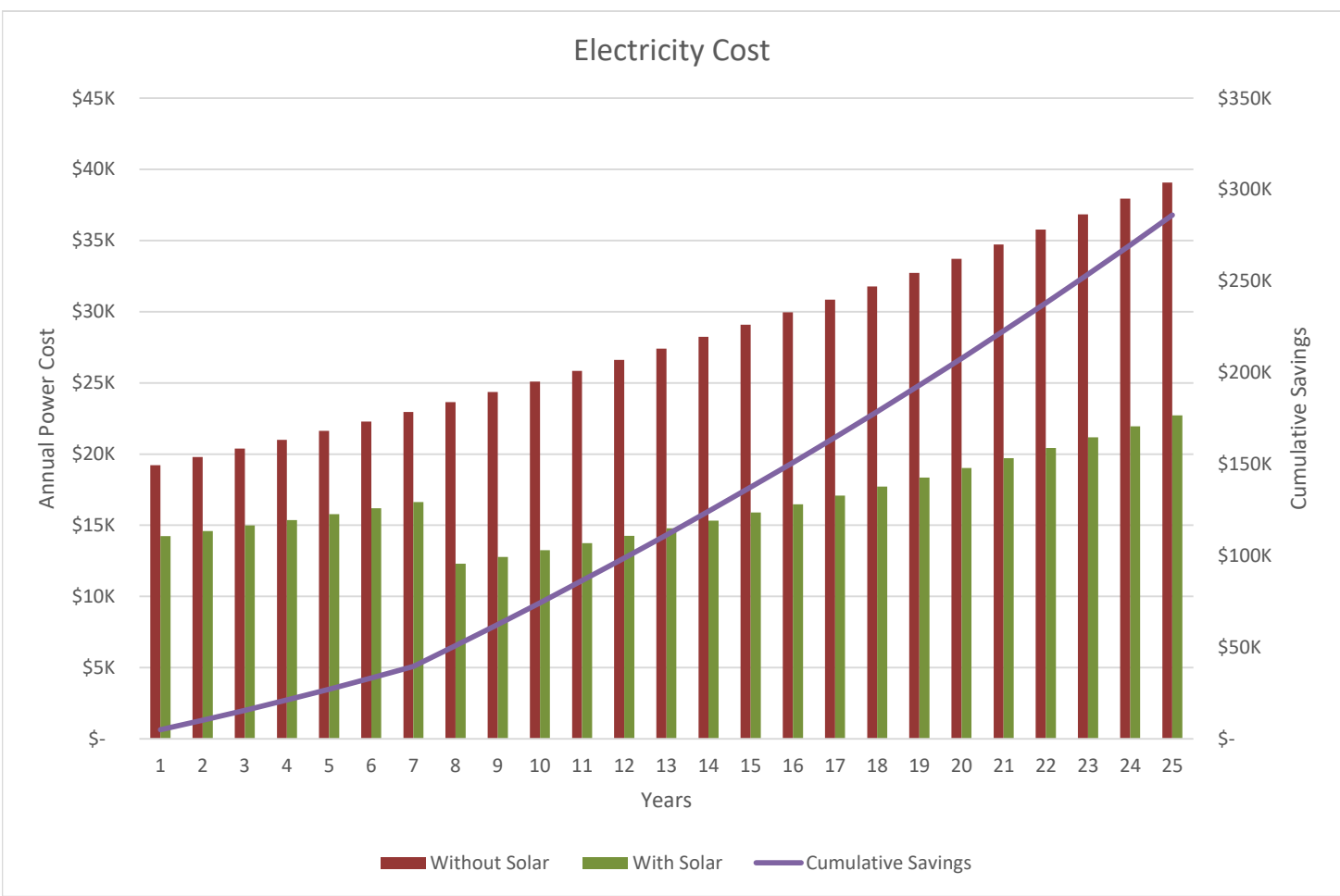
Generation subject to seasonal variation

Vista Energy not liable for potential future electricity tariff changes



Finance Examples (Rental/Lease)

	Term		
Monthly Cost of Finance	84 Months	\$	397.26 ex GST
Effective Cost per kWh during term		\$	0.0938 ex GST
Effective Cost per kWh over 25 years		\$	0.0282 ex GST
Monthly Cost of Finance	60 Months	\$	514.23 ex GST
Effective Cost per kWh during term		\$	0.1205 ex GST
Effective Cost per kWh over 25 years		\$	0.0261 ex GST



Assuming 3% increase in energy charges each year and a 0.8% annual decrease in solar system performance

Total savings over the finance term	\$	39,517.41 ex GST
Total savings over the 25 year system life	\$	286,115.60 ex GST

**Community Facility Fund 2020 - 2021
 Assessment**

Applicant: West Coast Reiners Association	Trim: D20/49460
	D20/49461
Project: Reining Arena	D20/49900
Amount Requested: \$20,000	Total Project Cost: \$67,929

Amount requested is 70% or less of Total Project Cost yes

Project Type (choose one)	(tick)
<hr/>	<hr/>
New building	√
building addition, improvement, refurbishment	
supporting infrastructure	
new sporting infrastructure such as fixed goals or cricket nets	

Eligibility Criteria (answer all)	(tick)
<hr/>	<hr/>
Incorporated not-for-profit sport, recreation or community organisation	√
Organisation is based within the Shire of Murray	√
No outstanding acquittals from any Shire funding program	√
Discussed project with Shire Officer	√
All required documents submitted	√
Hold current public liability insurance	√
Eligible Works and Items (refer guidelines)	√

Assessment Criteria: Refer Summary Page for explanation	Score (1-5)
<hr/>	<hr/>
Community Benefit	4 & 4
Project Justication	5 & 4
Strategic Plan Alignment	3 & 3
Community Support and Partnerships	4 & 4
Governance and Project Management	3 & 3
Financial Capability	2 & 2
	<hr/>
Total Score (out of 30)	41
	<hr/>

Recommended

Community Facility Fund

Application Form 2020 – 2021

Prior to completing this application, please ensure you have read the Community Facility Fund Guidelines which are available on the Shire of Murray website www.murray.wa.gov.au

It is strongly recommended that applicants contact the Shire in the early planning stages to discuss the project.

1. Organisation Details

Organisation Name

Postal Address

Contact Person

Position

Phone

E-mail

ABN Number

Is your Group/ Organisation registered for GST? (Please tick) Yes No

Does your Group/ Organisation hold current public liability insurance? Yes No

Is your organisation incorporated? (Please tick) Yes No

If yes, what is your incorporation number?

How many participants does your organisation have?

Juniors

Seniors

Other

Volunteers

Full-time staff

Part-time staff

Does your organisation have a Strategic Plan? If YES - please attach or if NO tick box

Name of the Shire Officer you have spoken to about the grant:

Does your organisation have any outstanding grant aquittals with the Shire of Murray? (Please tick)

Yes

No

We confirm that we have read the Community Facility Fund Guidelines

Yes

No

2. Project Details

Project Name

Project Start Date

Project End Date

Location (Facility/Reserve name)

Total project cost (ex GST)

\$

Funding requested

(ex GST)

\$

Is the facility leased or licensed from the Shire?

Yes

No

What kind of project are you doing? (Please tick box)

Build or install new infrastructure

Upgrade existing infrastructure

Other (Please describe)

Describe your project works

What do you want to construct / install / refurbish? What spaces will be changed or created?

Please attach drawings, specifications, maps etc for reference

How will your project be implemented

What are the steps to completing your project and who will be responsible for each step?

Why did you choose your preferred supplier / contractor?

Considerations are to include value for money, experience, availability, inclusions and exclusions.
Please attach copies of all quotes received as per the Community Facility Fund Guidelines.

3. Project Justification

Why does the project need to be delivered?

What needs will the project meet, and how did your organisation identify the need / demand? For example, member or community survey or feedback, benchmarking against other organisations, growing participation.

What other options were considered?

Tell us about other options your organisation considered when developing the project, and why this option was selected. You may consider short term v long term benefit, available time and resources, site considerations, cost etc.

What strategic planning documents support the need for this infrastructure?

These may include a needs analysis, your strategic plan, Shire planning, or documents developed by your governing body or state sporting association. Please list any relevant documents.

4. Community Benefit

What are the benefits of the project to the community?

Consider who currently uses the facility, for what purpose and how the project will change or improve it.

Examples may be increased access for people with a disability, family friendly, female participation, attract regional events.

Will it be used by the whole community? Does the project provide opportunities that were previously not available to the community?

Are you partnering with any other groups to deliver the project?

If yes, provide written evidence of support and describe each organisations role in the project

5. Project Budget

Overall Project Budget you may choose to attach your own version

Revenue	Ex GST \$	Confirmed? Yes or No
Amount of funding application request		
Your organisation's contribution		
Other Grants (provide name of each funder)		
Sponsorship / other contributions		
Total project cost – cash component (A)	\$	
Expenditure	Ex GST \$	
Detail items:		
Total project cost – cash component (B)	\$	
Note that A and B should be the same amount		
In kind contributions		
Unskilled labour @ \$25 per hour and skilled labour @ \$40 per hour		

What is your organisations plan for unexpected costs?

Project cost increases are not eligible for further grant funding from the Shire.

6. Supporting Documentation

Please ensure all sections of the application are completed. You may answer questions in a separate document if required and attach to application.

Use the following checklist to ensure you have provided all relevant documentation for your project.

*** mandatory information for all projects**

Please tick box:

Committee minutes supporting the decision for the grant application*

Certificate of Currency for Public Liability*

Copy of your organisations most recent bank statement and/or most recent financial statement*

Quotes for all budget items*

Strategic or business plan

Letters of support from other groups / organisations

Relevant drawings, plans and specifications

Relevant strategic planning documents (web links may be provided)

7. Payment Details

Bank account details for electronic transfer of grant monies

Account name
BSB number
Account number
Bank name
Bank branch

8. Application Declaration

This section must be completed by the incorporated body applying for the grant. If you are not incorporated you must have the auspice organisation complete this section.

I hereby declare that I am authorised on behalf of the organisation to sign this declaration and that the information supplied is, to the best of my knowledge, accurate and complete.

I confirm that I have read and understood the Community Facility Fund Guidelines.

I confirm that the Shire of Murray will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

Name

Position

Signature

Date

Please submit your completed application as below:

Post	In Person	Email
Community Facility Fund Shire of Murray PO Box 21 PINJARRA WA 6208	Shire Administration Office 1915 Pinjarra Road PINJARRA WA 6208	mailbag@murray.wa.gov.au

For assistance, please contact the Place and Community Team on 9531 7777.



Reining Australia Office

8 Balsa Court

Caboolture South

Qld 4510

Mobile 0412 479 340

Email: secretary.reiningaustralia@bigpond.com

Web: www.reiningaustralia.com.au

ABN 36 966 238 149

22nd June 2020

West Coast Reiners

Mark Evans

812 Corio Road

RAVENSWOOD WA 6208

To Whom It May Concern

The West Coast Reiners have been affiliated with Reining Australia our National Reining Association in Australia for a couple of years and is an important part of our reining community in WA.

They have been a very active club holding fortnightly club days, Training days and clinics and a vital member of our Industry.

They are looking towards holding shows in the very near future and a covered in arena and properly prepared surface is an important part of running a successful show and looking after the welfare of our horses and competitors.

We fully support West Coast Reiners in their bid for a grant towards such an arena and wish them and all WA reiners every success in this venture.

Should you require additional assistance regarding this matter please contact myself on telephone number 0412 479 340.

Yours sincerely

Lynda Gray
Reining Australia
Office Manager



**Murray Horse
And
Pony Club**



PO Box 289 Pinjarra WA 6208

secretarymhpc@hotmail.com

12th November, 2020

To Whom It May Concern,

Please accept this letter of support for the additional proposed arena to be constructed at Murray Regional Equestrian as submitted by West Coast Reiners.

This arena will provide us with an extra enclosed safe arena to use at Rally days and Events. This also allows for mutli user groups to be on the ground on the same day and not have to share arenas which is beneficial from a safety and insurance aspect.

If you have any further queries please do not hesitate to contact me.

Kind Regards,

KHawkins

Kirsten Hawkins
Secretary

Monday, November 30, 2020

Dear West Coast Reiner's Board of Directors,

On behalf of the Australian Reined Cow Horse Association, I am writing this letter to invite your organization to become an affiliate/partner of the ARCHA.

As you are well aware, there was no official Australian organization partnered with the NRCHA (USA). So the ARCHA was started by a group of enthusiastic people who wanted to bring a standard set of rules to Australia utilizing the same set of rules the NRCHA (USA) have created. The ARCHA also wanted to provide a forum and outlet for people wanting to compete in Reined Cow Horse events that would be judged by ARCHA/NRCHA approved judges and maintain a standard of excellence for the sport of Reined Cow Horse here in Australia.

Our intention is not to compete with your organization but to co-exist and support your organization, so that we can help further this sport for competitors and spectators alike and standardized the judging system which is recognized by the ARCHA. We also want to work in growing your organization and making your events bigger because we feel in the long run, that will not only be in the best interest of the ARCHA, but also for the sport itself.

We have set up the ARCHA High Point End of Year Awards for all competitors in Australia who are members of the ARCHA. If your organization partners with us and your members wish to put in for the awards provided they are financial members of the ARCHA, we would recognize your shows and awards points based on placing.

In addition, at our National Show Finals, the top placing riders would be invited to our National Show Finals. We also will invite the top placing riders within your organization to the finals so that riders have 2 outlets to qualify, either by being in the top rankings nationwide or the top rankings within your organization, so that your organization will always have members and a presence at our National Show Finals. The amount of riders eligible will be based on how many riders and organizations compete throughout the year.

We will allow your organization to have one seat on our board as your organization's representative, so that you will have a vote on all matters that directly pertain to Affiliates.

We have our quarterly magazine starting in 2019 and your organization will be able to advertise your upcoming shows for free. And as long as your organization follows our rules for judging a show and the ARCHA is represented, we will allow your organization to utilize our insurance should you choose to do so, as long as all competitors are financial members of our organization and yours. We can also provide support for hosting training days, including having trainers come to your location to train your members on areas your organization feels they need training.

In order to qualify as an Affiliate, each Affiliate organization must:

1. Pay an annual fee of 100.00 and submit a list of 5 members who are also members of ARCHA.
2. Provide ARCHA with a copy of its Constitution and Bylaws and the ARCHA with a complete list of its members no later than September 15th of each calendar year. **(We do this for 2 reasons, 1. If at any of your shows, we receive a complaint, we can look at your constitution to see if your rules cover the complaint and if it does, revert the matter back to your association to handle or at least work with the Affiliate to resolve the matter. We want our Affiliates to be able to self-govern themselves, without inference from the ARCHA. 2. With regards to the Affiliate's members, it allows us to keep track of all members that are being submitted for ARCHA points and also allows us to track the Affiliate's growth so that at any time, the Affiliate needs help in growing its membership, the ARCHA can institute programs that will better enhance potential growth for the Affiliate, including the ARCHA running one of the ARCHA shows with the Affiliate and requiring anyone in attendance at the ARCHA show, not only to be ARCHA members but also the Affiliate's member. The current ARCHA board feels that for the growth of the sport and the ARCHA, we must ensure we help our Affiliate's by any means possible grow their memberships also.)**
3. Provide the ARCHA with the results of all approved ARCHA classes. All results shall be forwarded to the ARCHA in a business-like manner as prescribed by the ARCHA, within 14 days or as soon as practical for the Affiliate.
4. All shows that utilize our insurance must have our name represented, IE ARCHA Presents West Coast Reiner's Show, etc. or some combination. We will leave it up to the Affiliate to decide how the show is named.
5. All shows that want point's awarded from the ARCHA to their members for placings, the Affiliate must use ARCHA certified judges and the member must also be a financial member of the ARCHA to receive show points. (ARCHA will provide a list each year of judges)
6. To that extent, Affiliates can run whatever club classes they want in accordance with their rules, however any classes that they want to submit for points on behalf of their member, must be ARCHA recognized classes.
7. All shows where the Affiliate utilizes the ARCHA insurance, the show must have at least 4 recognised ARCHA classes. The purpose is so that members have opportunities to get awarded points that go towards the end of year awards from the ARCHA.
8. Any show that utilizes our insurance and the competitor is not a financial member of the ARCHA and the Affiliate, the competitor will be afforded 2 options, pay the ARCHA and Affiliate membership prior to the start of the show or pay a 20.00 day membership. (This is for insurance purposes)
9. Try not run any shows that have conflicting dates with other Affiliates. The reason for this is so that all competitors can get the same opportunities to compete at all shows and each Affiliate can maximize their attendance.

10. In the event two Affiliates are running shows on the same weekend, and the Affiliates themselves cannot resolve the matter between each organization, the ARCHA will have final say as to how the matter is resolved. ARCHA will take into account who submitted their shows for approval first and also location. **(IE if one Affiliate is having a show in Western Australian and another is having a show in Queensland, the likelihood that both shows could impact each other's attendance is slim. However, if one Affiliate is running show in Queensland and another Affiliate is running a show in NSW, that could potential impact each other's show)**
11. At no time regardless of location, will any Affiliate run a show that conflicts with the ARCHA main shows.
12. Beginning each fiscal year, all Affiliates and the ARCHA will sit down and go over with each organization, the dates for any potential shows for the upcoming show season, so that we can all work together to produce an effective and enjoyable schedule that doesn't conflict with any organization and maximizes the Affiliate's attendance.

Summarization of what the Affiliate receives:

1. Utilize our insurance for shows they submit for approval.
2. West Coast Reiner's will always have a seat on the ARCHA Board, so that they can vote on matters directly related to Affiliates.
3. Have the ARCHA support in all matters pertaining to your shows, including any logistical support the ARCHA may be able to help provide.
4. Will always have access to all ARCHA Judges for the Affiliate's shows.
5. The freedom to run events at their shows as they see fit, as long as 2 ARCHA recognised classes are run also.
6. All members of the Affiliate, who are also members of the ARCHA, will always be given points to all ARCHA recognized classes at the Affiliate's shows, for end of the year ARCHA awards.
7. At our National Show Finals, Affiliate's will have two ways their members can qualify, either by being in the top rankings of the ARCHA or being the top riders of their Affiliate. And should that member be in the ARCHA top rankings, then the Affiliate's next top rider will qualify. This is so that the Affiliate will always have a rider and its association represented at our National Show Finals. The amount of riders eligible will be based on how many riders and organizations compete throughout the year. Beginning of each year, the ARCHA will put out how many riders from each Affiliate can qualify by being the top rider in the Affiliate's organization.
8. The ARCHA can also provide support for hosting training days, including having trainers come to your location to train your members on areas your organization feels they need training.
9. All Affiliate members who are members of the ARCHA, will be allowed to attend our Judge's seminar each year.

- 10.** We have our quarterly magazine and your organization will be able to advertise your upcoming shows for free and any information about the Affiliate.
- 11.** Once the ARCHA website is designed, the Affiliate will be allowed to advertise their organization and upcoming shows, as well as currently on the ARCHA Facebook Page.
- 12.** All Affiliates will be given geographical rights to their area, so that we don't end up with a saturation of organizations in one area, that doesn't have the population or membership to sustain multiple organizations. The ARCHA feels it our duty to protect our Affiliates and continue to grow their organization. We want the sport to grow, not become divided because of allegiances.
- 13.** ARCHA Affiliates are eligible for the ARCHA Affiliate of the Year Awards. Those are cash awards of \$500.00 to the winner and \$100.00 to the runner-up each year!

In closing, we hope that your organization will see the benefits of partnering with the ARCHA, as we see that partnering with your organization will benefit the ARCHA. We hope we can develop a long and prosperous relationship that sees both the ARCHA and West Coast Reiner's grow together.

Thank you for taking the time to read this letter and please don't hesitate to contact me with any questions, either by email at archa@outlook.com.au or at 0490915094.

Sincerely,

Jay Gordon
President, ARCHA

----- Forwarded Message -----

Subject:Quote Horse Yard Panels - 0958

Date:Tue, 9 Jun 2020 23:23:05 +0000

From:AG Wide Wholesalers <sales@agwidewholesalers.com.au>

To:fooledagain@westnet.com.au <fooledagain@westnet.com.au>

CC:AG Wide Wholesalers <sales@agwidewholesalers.com.au>

Murray,

Thank you for your call regarding your Horse Arena Panels.

To cover 240 meters in 2100L x 1800H Horse Panelling you require 114 units.

Please see Horse Panel options with the recommended panelling being the **5 Rail**, 40x40mm Frame with 60x30mm Oval Rails.(Very strong, with no sharp edges using oval rails)

- 114 x Horse Panel 5 Rail with Joining pins @\$100 each = **\$11,400.00 including GST**
- 114 x Horse Panels 4 Rail with Joining pins @ \$95each = **\$10,800.00 including GST**

The Horse Panel 5 Rails are in stock and ready for deliver with the 4 Rail options being a custom order.

Murray I have provided a \$600 discount on the above quantities.

In regards to Ride Thru Gates I can supply these for \$250 each.

Please let me know if you have any queries.

Regards

Justin Francesconi

AG Wide Wholesalers

0447 844 081

agwidewholesalers.com.au



ABN: 66 981 062 332

Phone: (08) 9242 3344

Invoice #: 65349
PO #:
Date: 13-Nov-2020
Due Date: 13-Nov-2020
Staff: Elorah

QUOTE

Name: Eloise Gardner
Address:
Phone: 0406 230 247
Email: ellejezz@hotmail.com

Description	Qty	Total Inc GST
Cattle Panel - 1.8m High x 2.1m Wide - Includes 2 Joiner Pins	106	\$8,480.00

**** Notes ****

Total: \$8,480.00
Paid: \$0.00
GST Component: \$770.91
Balance: \$8,480.00

**** Thank you for your business ****

EFT Details (We also accept Visa & Mastercard)

Bank: ANZ
BSB: 016-412
Account: 295 500 335
Reference: 65349



ATTENTION: PLEASE BE ADVISED NO RESPONSIBILITY WILL BE TAKEN BY AUSSIE FENCING FOR INCORRECT QUANTITIES SUPPLIED AFTER LEAVING OUR PREMISES. A 10% RESTOCKING FEE IS PAYABLE FOR ALL RETURNS (\$50 MINIMUM)

*** Please email your remittance to accounts@aussiefencing.com.au**

**** PLEASE NOTE EFT PAYMENTS MUST BE CLEARED IN OUR ACCOUNT BEFORE THE GOODS WILL BE RELEASED ****



QUOTE

Eloise Gardner lot 74 Chelsea Rd Nrth Dandalup

Date
29 Jun 2020

Quote Number
QU-0065

ABN
35 383 268 703

BEAR-ALL
CONTRACTING
PO BOX 56
PINJARRA WA 6208
AUSTRALIA
Phone Brad 0439979371

Construct horse arena 76x36m

Scope of works

- *Remove 100mm grass top soil from arena site and spread on site.
- *Form foundation to a 1% crown
- *Install limestone to 200mm high trim and compact
- *Install cracker dust to 150mm high trim and compact
- *Install river sand to 50mm high

Description	Quantity	Unit Price	GST	Amount AUD
Supply 1050 Tonne 75mm limestone	1050.00	22.00		23,100.00
Supply 750 tonne Blue metal cracker dust	750.00	26.00		19,500.00
Supply 300 tonne screened river sand	300.00	43.00		12,900.00
Machinery hire and labour cost	1.00	12,000.00		12,000.00
			Subtotal	67,500.00
			TOTAL AUD	67,500.00

Terms

We realise you have a choice, and we thank you for choosing Bear-all Contracting

ESTIMATE



Rod's Equine Property Services
 165 Masters Rd
 Darling Downs WA 6122
 Australia
 ABN: 31627689867

Rodney
 0437 702 523
 Rod@equinepropertyservices.com
 http://equinepropertyservices.net

FOR

Eloise Gardner
 Murray St
 Coolup WA
 Australia

Estimate No.: **322**
 Issue date: **12/6/2020**
 Valid until: **19/6/2020**

Supply and Construct 76 x 36 Arena

CODE	DESCRIPTION	QTY.	UNIT PRICE (\$)	GST (\$)	AMOUNT (\$)
	Materials	1	34,970.00	3,497.00	38,467.00
	Base 200mm thick 75mm Limstone (820 ton) 90mm thick Lime sand (369 ton)				
	Top 70mm Pink River sand (211 ton)				
EW	Earth Works	202 Hrs	125.00	2,525.00	27,775.00
	Construction of Arena				

SUBTOTAL: \$60,220.00

GST 10% from 60,220.00 \$6,022.00

TOTAL (AUD): \$66,242.00

Please note that we require a return email to Rod's Equine Property Services to proceed with booking a start date. By return acceptance email of this estimate a start date will be set. 4 days before starting of the job a 50%

deposit is required. Full Payment is require at the end of the job. All Materials remain the property of Rod's Equine Property Services until Paid in Full. Any changes to the current job will need to be authorized in writing or by email to Rod's Equine Property Services before changes can be made to current job.

Issued by, signature:

**Community Facility Fund 2020 - 2021
 Assessment**

Applicant: Murray District Pistol Club

Trim: D20/49289

Project: Shooters Shed for new WA1500 Range

Amount Requested: \$19,600

Total Project Cost: \$28,104

Amount requested is 70% or less of Total Project Cost yes

Project Type (choose one)	(tick)
New building	√
building addition, improvement, refurbishment	
supporting infrastructure	
new sporting infrastructure such as fixed goals or cricket nets	

Eligibility Criteria (answer all)	(tick)
Incorporated not-for-profit sport, recreation or community organisation	√
Organisation is based within the Shire of Murray	√
No outstanding acquittals from any Shire funding program	√
Discussed project with Shire Officer	√
Hold current public liability insurance	√
All required documents submitted*no committee minutes (or strategic plan)	x
Eligible Works and Items (refer guidelines)	√

Assessment Criteria: Refer Summary Page for explanation	Score (1-5)
Community Benefit	3 & 3
Project Justication	3 & 3
Strategic Plan Alignment	1 & 1
Community Support and Partnerships	1 & 2
Governance and Project Management	2 & 3
Financial Capability	3 & 3
Total Score (out of 60)	<u>28</u>

Not recommended



Community Facility Fund Application Form 2020 – 2021

Prior to completing this application, please ensure you have read the Community Facility Fund Guidelines which are available on the Shire of Murray website www.murray.wa.gov.au

It is strongly recommended that applicants contact the Shire in the early planning stages to discuss the project.

1. Organisation Details

Organisation Name Murray Districts Pistol Club inc

Postal Address P.O. Box 234 Pinjarra, WA 6208

Contact Person John Kennebury

Position President

Phone 0414905089

E-mail mdpc@mail.com

ABN Number 25 748 616 750

Is your Group/ Organisation registered for GST? (Please tick) Yes No

Does your Group/ Organisation hold current public liability insurance? Yes No

Is your organisation incorporated? (Please tick) Yes No

If yes, what is your incorporation number? A0740081A



How many participants does your organisation have?			
Juniors	Seniors	56	Other
Volunteers 56	Full-time staff	Part-time staff	

Does your organisation have a Strategic Plan? If YES - please attach or if NO tick box

Name of the Shire Officer you have spoken to about the grant: Marlene Renton

Does your organisation have any outstanding grant aquittals with the Shire of Murray? (Please tick)

Yes No

We confirm that we have read the Community Facility Fund Guidelines Yes No

2. Project Details

Project Name WA1500 Range

Project Start Date Feb 2021 Project End Date March 2021

Location (Facility/Reserve name) Murray Districts Pistol Complex

Total project cost (ex GST) \$ 28104 Funding requested (ex GST) \$ 28104

Is the facility leased or licensed from the Shire? Yes No

What kind of project are you doing? (Please tick box)

Build or install new infrastructure

Upgrade existing infrastructure

Other (Please describe)



Describe your project works

What do you want to construct / install / refurbish? What spaces will be changed or created?

Please attach drawings, specifications, maps etc for reference

Construct Shooters Shed on the range to accommodate for new International match competition WA1500 and Services Pistol these will be new competitions introduced to the club for the enjoyment of the community the construction will be erected in an established location already available on the complex.

How will your project be implemented

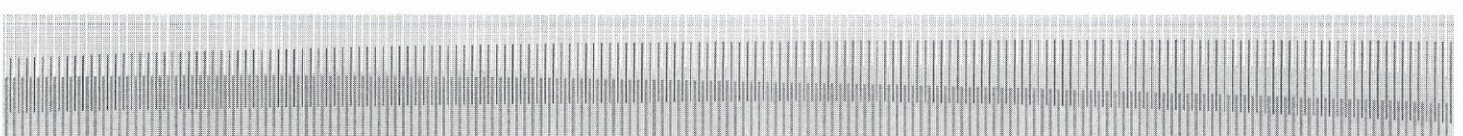
What are the steps to completing your project and who will be responsible for each step?

the shooters shed would be started and completed by the successful tender - this will include the provisions for certified drawings - engineer details and application to shire for approval of the construction - the club has already prepared the site in readiness for the building - the club will complete the electrical work on the building once completed. the President of the club will over see the project. Site Preparation has been undertaken and completed by the club via donation of Truck -Bob Cat - Labor -Fuel-and gravel purchased to sum of \$30,000

Why did you choose your preferred supplier / contractor?

Considerations are to include value for money, experience, availability, inclusions and exclusions.
Please attach copies of all quotes received as per the Community Facility Fund Guidelines.

The preferred supplier Andersons sheds has been chosen due to the full professional application and understanding of shire requirements and regulations - that Andersons sheds will complete the project in a timely manner - this will give comfort to the club





3. Project Justification

Why does the project need to be delivered?

What needs will the project meet, and how did your organisation identify the need / demand? For example, member or community survey or feedback, benchmarking against other organisations, growing participation.

The club has been growing at a fast rate - this has placed a high demand on the current facilities - with the introduction of the new range we will be able to accommodate the increase in local community engagement for membership and participating at a higher level of competition - with the extra facility being in place we will be able to provide up space for up to 50 members to be using the site at anyone time on our match days Sunday and Tuesday Evenings, the club currently only participates under the ISSF matches which limits its ability to nominate for state and international events to be held

this will allow us to nominate for more events held by WAPA and PA in a calendar year.

to accommodate this standard required by the associations, our facilities are a key to one of the requirements, as the elite shooters require fully functional ranges so that their scores are reflective of the standings at international and state levels.

Whilst serving on the WAPA committee, the association expressed the need for all regional clubs to expand and improve there facilities to allow them to engage and provide a complex that would prevail the use for state and international competitions, WAPA are extremely happy with the progress the club has made over the years with its improvement of facilities and ranges. As a benchmark against the Port Boulevard pistol club who took up a considerable number of members from Murray Districts Pistol club due to lessor facilities available to members - we would look to regain these members. The other clubs that take up most of the events are Whiteman Park - Cockburn - Fremantle Pistol Clubs

What other options were considered?

Tell us about other options your organisation considered when developing the project, and why this option was selected. You may consider short term v long term benefit, available time and resources, site considerations, cost etc.

The chosen Olympic competition of WA1500 is an international association we will become one of a few in WA that will have this facility - it is a fun competition that engages the shooter not only to be a strong competitor shooting in normal pose but they must also be in the lying position - prone position - and be able to alternate been left and right hand shooting - this will allow the club to introduce an event that will see more coaching - up skill of pistol handling (Holster training) and nominate for state and national events - this will engage more participating in the sport within our community.

Pistol shooting is governed by WAPOL, and administered by WAPA, all new competitions and ranges must be approved for the club and associations to be used - a copy of the Red File is enclosed

What strategic planning documents support the need for this infrastructure?

These may include a needs analysis, your strategic plan, Shire planning, or documents developed by your governing body or state sporting association. Please list any relevant documents.

Meetings with the Coordinator Sport and Recreation officer who has documented commentary around the club strategy for the future, and its plans to grow for further community involvement and state competitions.

Project need attached. Appendix (a)



4. Community Benefit

What are the benefits of the project to the community?

Consider who currently uses the facility, for what purpose and how the project will change or improve it.

Examples may be increased access for people with a disability, family friendly, female participation, attract regional events.

Will it be used by the whole community? Does the project provide opportunities that were previously not available to the community?

at the moment the complex provides basis facilities that allow minimal pistol match disciplines - thus members at this time engage in robotic match disciplines that do get boring week after week - our community is eagerly awaiting the introduction of this range to engage in an exciting match to test their skill and temperament - we will see more inquiry from the local community to become part of the club

This new range will also attract members from the other 31 clubs in WA to visit the complex to compete on the match day of the competition, it also allows the club to nominate to WAPA to participate in there state club championships and opens during a calendar year, attached is a draft for 2021, it is envisaged we will also be able to hold regional competitions between clubs, the club will promote the new facilities via its Webpage - WAPA will inform all other clubs via its minutes to all club secretaries - they will also advise Pistol Australia, the club secretary then will advise local regional clubs via email of our new facilities and competition in place, as the state competitions are opened the club will make nominations to hold events.

The pony club do utilize our complex for training of members for their chosen Olympic competitions.

Western Australian Police force do use our complex when the need arises for qualifying its members in weapons handling - ie tactical response members

The club does hold group events with organizations that may wish to experience the art of pistol shooting - Alcoa - Shire of Murray etc

Are you partnering with any other groups to deliver the project?

If yes, provide written evidence of support and describe each organisations role in the project

N/A



5. Project Budget

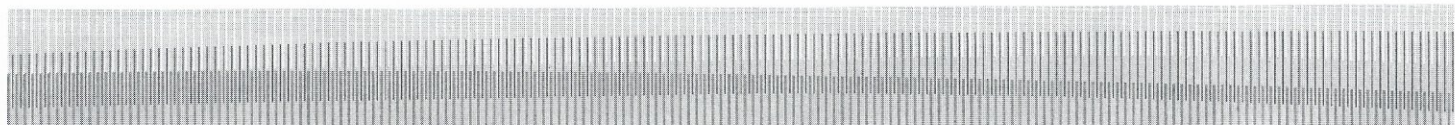
Overall Project Budget you may choose to attach your own version

Revenue	Ex GST \$	Confirmed? Yes or No
Amount of funding application request	19600	No
Your organisation's contribution	6924	YES
Other Grants (provide name of each funder)		
DLGSC CSRFF	5000	NO
Sponsorship / other contributions		
Total project cost – cash component (A)	\$ 31524	

Expenditure	Ex GST \$
Detail items:	
LED lighting for the range shed to be supplied by Club	1,500
Istallation of Lighting	1920
Supply and Install of Shed	28104
Total project cost – cash component (B)	\$ 31,524

Note that A and B should be the same amount

In kind contributions	
Unskilled labour @ \$25 per hour and skilled labour @ \$40 per hour	
Electrician work to install LED lighting and supply power to the shed	\$1,920
Club member to support club as donation - electrician labor hours	





What is your organisations plan for unexpected costs?

Project cost increases are not eligible for further grant funding from the Shire.

The club has a term deposit held at the Bendigo Bank which is available in the advent of a shortfall due to unexpected costs.

6. Supporting Documentation

Please ensure all sections of the application are completed. You may answer questions in a separate document if required and attach to application.

Use the following checklist to ensure you have provided all relevant documentation for your project.

*** mandatory information for all projects**

Please tick box:

- Committee minutes supporting the decision for the grant application*
- Certificate of Currency for Public Liability*
- Copy of your organisations most recent bank statement and/or most recent financial statement*
- Quotes for all budget items*
- Strategic or business plan
- Letters of support from other groups / organisations
- Relevant drawings, plans and specifications
- Relevant strategic planning documents (web links may be provided)



7. Payment Details

Bank account details for electronic transfer of grant monies

Account name	Murray Districts Pistol Club inc
BSB number	633-000
Account number	126188507
Bank name	Bendigo Bank
Bank branch	Pinjarra WA

8. Application Declaration

This section must be completed by the incorporated body applying for the grant. If you are not incorporated you must have the auspice organisation complete this section.


I hereby declare that I am authorised on behalf of the organisation to sign this declaration and that the information supplied is, to the best of my knowledge, accurate and complete.

I confirm that I have read and understood the Community Facility Fund Guidelines.

I confirm that the Shire of Murray will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

Name
 John Kennebury

Position
 President

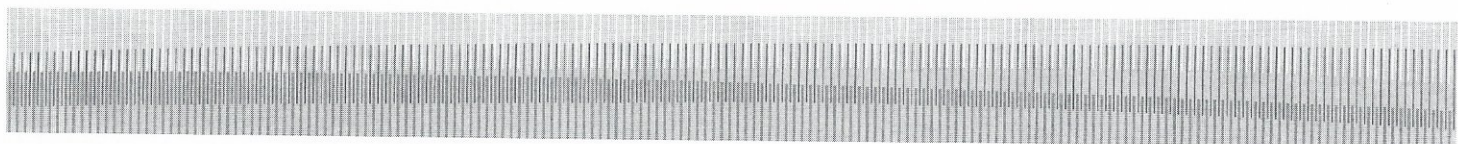
Signature 

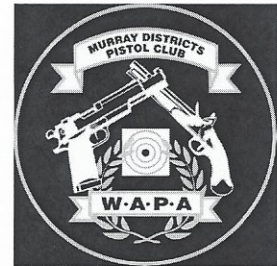
Date *25/11/2020*

Please submit your completed application as below:

Post	In Person	Email
Community Facility Fund Shire of Murray PO Box 21 PINJARRA WA 6208	Shire Administration Office 1915 Pinjarra Road PINJARRA WA 6208	mailbag@murray.wa.gov.au

For assistance, please contact the Place and Community Team on 9531 7777.





Murray Districts Pistol club inc
Lot 251 – 557 Old Bunbury Road, Coolup, WA 6214
P.O. Box 234 Pinjarra, WA 6208
Email -: mdpc50@gmail.com
ABN 25 748 616 750

PROJECT NEED

To make the application for community facility funding is a need for the club to comply with WAPOL and WAPA regulations to operate the range, the shed to be built is to provide an area to conduct safe holding and handling of firearms, this building area will be under control of a certified WAPA range officer when is use, to issue commands to the members/visitors with or without firearms, the building area will accommodate the firearms to be placed in the correct direction and position in accordance of the By-laws – Red File – WAPOL regulations for the safe handling and storage of weapons. The building will also comply with WAPOL and WAPA regulations for the use of weapons on the range with a tilted front section that prohibits the view of open sky to the shooter in the standing position. With out the building being erected the range will not be used for any purpose of pistol shooting.

WAPA 2021 CALENDAR

Date	Day	Venue	Matches
January 30	Saturday	CFPC	ISSF Open
February 6-7	Saturday-Sunday		Service Open
February 13-14	Saturday-Sunday	Kalamunda	Action Pistol G Coombs Memorial
February 20-21	Saturday-Sunday	Port Bouvard PC	WA1500 Open *
March 6-7	Saturday-Sunday		Action State Championship
March 13-14	Saturday-Sunday	WPIPC	WA 1500 / Action Open *
March 24 Apr 4	Wed - Sunday	Brisbane QLD	PA-ISSF Nationals
April 17-18	Saturday-Sunday	WPIPC	WA 1500 / Action Open *
May 1-2	Saturday-Sunday	CFPC	WA 1500 Open *
May 15-16	Saturday		Black Powder Open
May 23	Sunday	WPIPC	WA1500 State Championships *
May 30	Sunday		WA 1500 Open *
June 5-6	Saturday-Sunday	CFPC	Service Open
June 19-20	Saturday-Sunday	Northam PC	Black Powder State Champs
June 26-27	Saturday-Sunday		
July 3-4	Saturday-Sunday		Action Open
July 10-11	Saturday-Sunday	WPIPC	WA 1500 / Action Open *
July 24	Saturday	Northam PC	Black Powder Open
August 7-8	Saturday-Sunday		ISSF Open
August 22	Sunday	Port Bouvard PC	WA1500 Open *
August 28-29	Sunday	Warren PC	Black Powder Open
September 4-5	Sat		Service Open
September 11-12	Sat-Sun		ISSF Open
September 18-19	Saturday-Sunday	Port Bouvard PC	WA1500 Open *
October 2-3	Friday-Sunday	Geraldton PC	ISSF State Championships
October 9-16	Sat - Sat	WPIPC	Masters Games
October ??	Friday -Sunday	Kent	ISSF Open to be confirmed
October 24	Sunday	CFPC	Black Powder Open
October 30-31	Sunday	Port Bouvard PC	Service Open
November 13-14	Saturday-Sunday	CFPC	Service State Championships

WA stands for World Association and 1500 is the maximum score that can be shot.

WA1500 is the only Service discipline that has a World Championship. The other Service matches shot in this country have the Australian National Championships as their pinnacle. Pistol Australia has sent teams to World Championships every year.

WA1500 is a holster match and as such, a Pistol Australia holster qualification is required to fully compete in this match. Holster courses are conducted by the Club and a card of proficiency is issued on completion of the course.

WA1500 is 150 shot course of fire over distances of 7, 15, 25 and 50 yards. The match is shot over the distances mentioned using two hands from the positions of prone, sitting, kneeling, free standing and also from the right and left sides of barricades. All courses of fire are timed.

PISTOL: Any 9mm or .32/.38/.357 calibre centrefire pistol or revolver

PISTOL SPECIFICS:

- Minimum trigger pull 1135g for revolver
- Minimum trigger pull 1360g for semi-auto pistol
- Maximum sight radius 216mm
- Maximum barrel length is 153mm

RESTRICTIONS: Open sights only, no scopes or red dot sights are allowed.

AMMUNITION: Any 9mm or .32/.38/.357 and 9mm calibre ammunition

TARGET: WA1500 targets to be used

COURSE OF FIRE: The 150-shot competition is divided into various stages shot at different distances, refer to the RO guide for details. The match is also shot as a shorter 48 or 60-shot match.

SCORING: Maximum possible scoring is 1500. The World Record currently stands at 1497 points.

WA1500

For WA1500 ALL competitors MUST have a valid PA Holster Accreditation

Before the competition:

- Your eye protection (mandatory for everyone)
- Your hearing protection
- Stopwatch
- Range Incident Report forms
- Be familiar with operation of the timer
- (for competition) check:
 - Shooters in the correct bays,
 - Pistols and other equipment approved
 - Shooters wearing Start Numbers if provided

There is no Sighting/Practice shots in WA1500 150-shot events. However, at PA sanctioned competitions shooters are given 'warm-up' shots prior to a relay:

- One (1) target per shooter
- 2 minutes and 45 seconds on 50 yards/meters, and
- 2 minutes on 25 yards/meters.

Shooters may adopt any safe position and the number of shots fired in the allowed time is up to the individual shooter.

Check the range is clear of personnel...

"SHOOTERS TO THE LINE:

Announce the course of fire (match, detail, stage, position, number of rounds and time allowed (rule10.7).

After the competitors have assumed the start position...

"LOAD AND HOLSTER"

Shooters load at the firing line, holster the firearm and assume the start position

After the competitors have assumed the start position...

"IS THE LINE READY" pause

If a shooter calls "NOT READY ON TARGET (target number)", the Range Officer calls; "THE LINE IS NOT READY"

When the situation is resolved continue as follows

"THE LINE IS READY"

After about 3 seconds...

"COMMENCE FIRING", initiate the signal timing

After the series has finished...

"CEASE FIRING"

"UNLOAD AND SHOW CLEAR"

Clear all revolvers and pistols. After a shooter has the firearm cleared, he must holster it and not remove it until the next command 'LOAD...'
When all the shooters have had their firearms cleared by their line officers & they have holstered their cleared firearms the line officer will indicate to the Range officer that their shooter's firearms are clear...

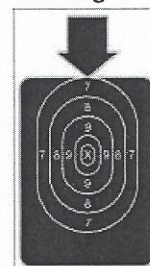
The Ranger Officer will then call

"THE LINE IS CLEAR"

Only when all firearms are cleared and holstered and the "Line is clear" command has been given can competitors pick up anything that is on the ground.

continued p2

The target



Course of Fire

MATCH 1

(Revolver double-action only)

Standing without support

Stage 1 – 7 yards

- 12 shots in 20 seconds

Stage 2 – 15 yards

- 12 shots in 20 seconds

Change target

MATCH 2

(Revolver double-action only)

At 25 yards

- 18 shots in 90 seconds

- 6 shots kneeling
- 6 shots standing, left hand, left hand side of the post
- 6 shots standing, right hand, right hand side of the post

Change target

MATCH 3

At 50 yards

- 24 shots in 165 seconds
- 6 shots sitting
- 6 shots prone
- 6 shots standing, left hand, left hand side of the post
- 6 shots standing, right hand, right hand side of the post

Change target

MATCH 4

At 25 yards

- 12 shots in 35 seconds
- 12 shots in 35 seconds

Load and Holster

Change target

Matches 5 & 6 on page 2

WA1500 (continued)

For WA1500 ALL competitors MUST have a valid PA Holster Accreditation

When changing position the gun must be obviously 'clear', and the gun must be pointing down range at all times!

'START/READY' POSITION:

- The READY position is with the gun in a conventional strong-side holster. The competitor must stand erect with both arms hanging at the sides.
- After holstering the competitor's hand may not touch the gun or holster before the target starts to turn or the signal to commence firing has been given.
- The shooters have to be at the applicable 'Ready' position for the start of each series (premature start = loss of highest value hit).

SITTING POSITION:

- The buttocks must be on the ground with the body facing the target.
- A hand may be extended to the rear for support: the elbow may not touch the ground.
- Back cannot touch the ground and one or both of the knees may be raised.
- Arm or arms, hand or hands may be supported on or by the knees.
- The gun may be held by one or both hands, but may not be supported or steadied by either foot.

PRONE POSITION:

- Body extended on the ground parallel to the line of sight, head toward the target.
- "Roll-over" prone position may be used as long as the body is extended on the ground generally parallel to the line of sight and the position does not interfere with another competitor.
- The gun may not touch the ground, but may be supported by one or both hands which may touch the ground, and which are extended towards the target.

KNEELING:

- Kneeling on one knee, the other knee extended toward the target.
- Buttocks may be on the heel or side of the foot but cannot touch the ground.
- One arm may be supported on the forward knee. The gun may be held by one or two hands.

or

- Kneeling on both knees, the buttocks clear the ground but may rest on the heels. The gun may be held by one or two hands.

STANDING WITHOUT SUPPORT:

- Standing, with bent or straight legs
- Gun held by one or both hands.
- All portions of shooters clothing, body or gun clear of artificial support.

POST SUPPORT:

- Standing using support for the hand/s
- The pistol may not touch the post when firing.
- The feet may not extend past the firing line or a line from the appropriate edge of the post.

Course of Fire (continued)

(The following 2 matches also constitute the 60 shot matches)

MATCH 5

(Revolver double-action only)

Stage 1 – 7 yards

- 12 shots in 20 seconds – standing without support

Stage 2 – 25 yards

- 18 shots in 90 seconds
 - 6 shots kneeling
 - 6 shots standing, left hand, left hand side of the post
 - 6 shots standing, right hand, right hand side of the post

Change target

MATCH 6

Stage 1 - 50 yards

- 24-shots in 165 seconds
 - 6-shots Sitting
 - 6-shots Prone
 - 6-shots Standing, left hand, left hand side of post
 - 6-shots Standing, right hand, right hand side of post

Stage 2 - 25 yards

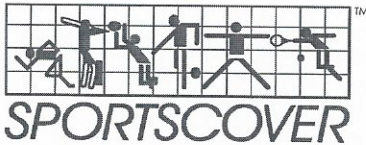
(Revolvers double-action only)
Standing without support

- 6 shots in 12 seconds
- Change target**

At Completion

Clear all pistols for casing and removal **OR**

Where a supervised Staging Area is available, at the completion shooters holster their firearms and go to the Staging Area to un-holster and case the firearm.



Sportscover Australia Pty Ltd

A.C.N. 006 637 903
A.B.N. 43 006 637 903
AFS Licence No. 230914

CERTIFICATE OF CURRENCY

CERTIFICATE NO. 52888

This certificate confirms that the under mentioned policy is effective in accordance with the details shown.

Name of Insured: WESTERN AUSTRALIAN PISTOL ASSOC INC

Cover: Public Liability: \$20,000,000 any one occurrence
Products Liability: \$20,000,000 any one occurrence and in the aggregate
Professional Indemnity: Not Insured
(For The Business of Administration & Conducting Of Firearm Sports only)

Sport/Business: Administration & Conducting Of Firearm Sports

Excess: As per policy schedule.

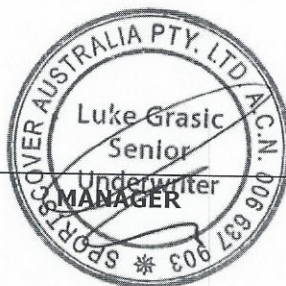
Period of Insurance: 1/8/2020 to 1/8/2021

Underwriter: Certain Underwriters at Lloyd's

Policy Number: PMEL99/0088611

Counterparties: None

**For full terms, conditions and exclusions please refer to Your Policy Wording version
Association_Liability_Policy_Wording_11.18.**



25/08/2020

DATE

SPORTSCOVER™ MELBOURNE • SYDNEY • LONDON



Claims : 1300 134 956 | Office: +61 (0)3 8562 9100
Email : info@sportscover.com | Post : Locked Bag 6003, Wheelers Hill, VIC 3150
ACN 006 637 903 • ABN 43 006 637 903 • AFS LICENCE NUMBER 230914
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INSURING SPORT SINCE 1986
2009, 2010 UNDERWRITING AGENCY OF THE YEAR
2014 GENERATION 1 YOUTH EMPLOYER OF THE YEAR

sportscover.com



Anderson Construction (WA) Pty Ltd T/As

ABN: 41 167 133 799

Builders Reg: BC 103066

QUOTE NO:
DATE:
SALES REP:
Supply & Construct

20201112
12th November 2020
James Anderson

T (08) 9534 9990 F (08) 9535 7514
E sales@andersonsheds.com.au
W www.andersonsheds.com.au
579 Pinjarra Road, Barragup WA 6209

CLIENT NAME	Murray Districts Pistol Club - C/- John Kennebury	MOBILE	0414 905 089
POSTAL ADDRESS		PHONE	
		EMAIL	mdpc@mail.com
SITE ADDRESS	557 Old Bunbury Road Coolup WA 6214		

RANGE SHED	QTY	SIZE	COLOUR	PRICE
Wind Design		Region A Terrain Cat 2.5		
Total Shed Floor Area	1	25m long x 4.8m wide - Open Front with Awning	ALL Zincalume	
Roof - Skillion 10 degree pitch		Corrugated Sheeting - 0.42 bmt	Sheeting & Flashings	
Wall Height		3.1m Front & 2.25m Rear - Corrugated Sheeting - 0.42 bmt		
Roller Door	No			
Sliding Door	No			
PA Doors	1	Single Skin 2.04m high x 0.82m wide		
Gutters	Yes	Squareline Zincalume		
Downpipes	Yes	100 x 75 Rectangle Zincalume		
Front Awning	Yes	22m long x 1.5m long - See attached Side Elevation Drawing		\$ 11,477.00
Framing	Yes	Cold Rolled C Section with Tophat Purlins & Girts		
Roof insulation	No			
Construction	Yes	Includes Rubbish Removal and Any Machinery Hire		\$ 6,899.00
Planning Application	No			
Building Licence Application	Yes	Certified for Application By Independent Certifier		\$ 1,910.00
Delivery	Yes	All Materials to Site - Included		
Footings - Dig & Pour	18	Includes Final Trim - No Allowance for Extra Fill		\$ 1,988.00
Concrete Floor - Internal Shed Only (106m2)	1	100mm thick 25 Mpa with SL 62 Mesh & Plastic Sheet		\$ 5,830.00
		Does Not Include Under Awning		

BANK DETAILS Bank: Westpac Banking Corporation BSB: 036-122 ACC NO: 664571	TOTAL COST (exc GST)	\$ 28,104.00
	GST AMOUNT	\$ 2,810.40
	TOTAL DUE (inc GST)	\$ 30,914.40
	Deposit Required to Proceed (Incls GST)	\$ 3,091.44
	Progress Payment - Concrete Completion (Incls Gst)	\$ 8,600.00
	Payment Prior to Construction - On Materials Delivery (Incls GST)	\$ 12,625.00
	FINAL PAYMENT ON COMPLETION (inc GST)	\$ 6,597.96

Note: No allowance if required for: survey, drafting site plans, BAL assessment, earthworks, hard digging, electrical or plumbing including soak wells.

Attached Shed Elevations & Footings Plans forms part of this Quotation

Quote Valid for 30 Days and Requires Site Visit

I/We have read and understand the attached terms and conditions on this quotation and request the Company to proceed with the work described hereon in accordance with those terms and conditions.

CLIENTS SIGNATURE DATE

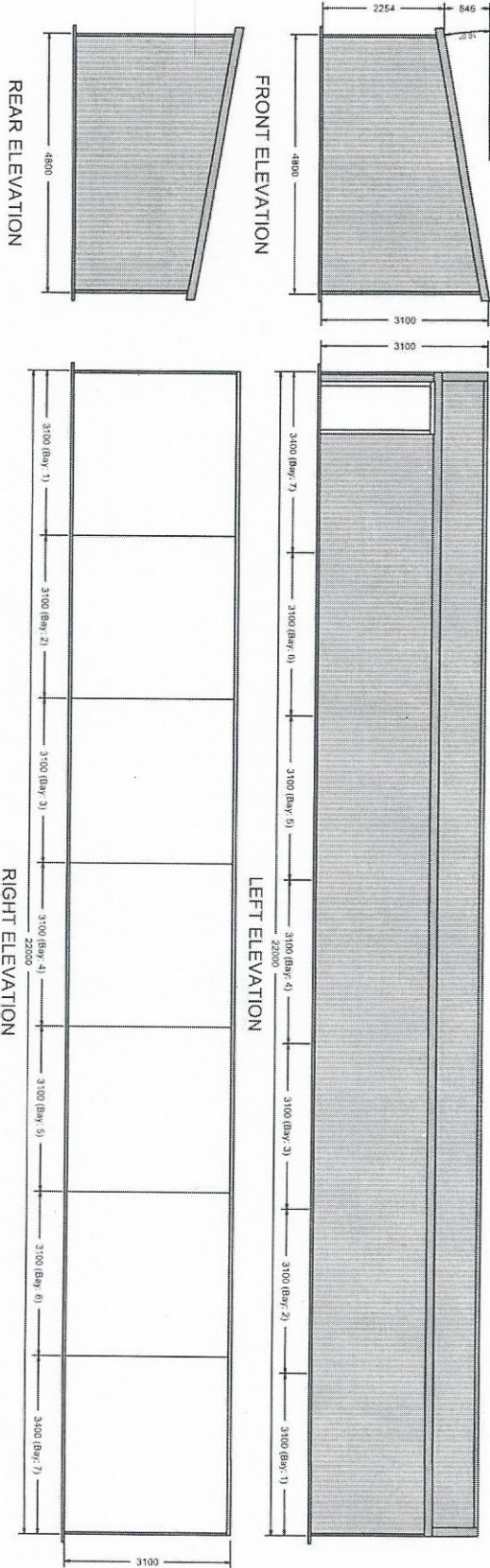
COMPANY ACCEPTANCE
SIGNED FOR AND ON BEHALF OF ANDERSON SHEDS DATE

ANDERSON SHEEDS

ANDERSON SHEEDS
579 Pinjarra Road,
Barragup/Mandurah WA 6209
sales@andersonsheeds.com.au
08 9534 9990

CLIENT: John Kennebury
SITE ADDRESS: 557 Old Bunbury Road, Coolup, WA, 6214
PHONE:
EMAIL:

DRAWING TITLE: Elevations (All)
SCALE: 1:127.727
DATE: 12-11-2020
Job Number: FSB-201112142932



← Note:
See Front Awning
Detail on
Side Elevation
Drawings

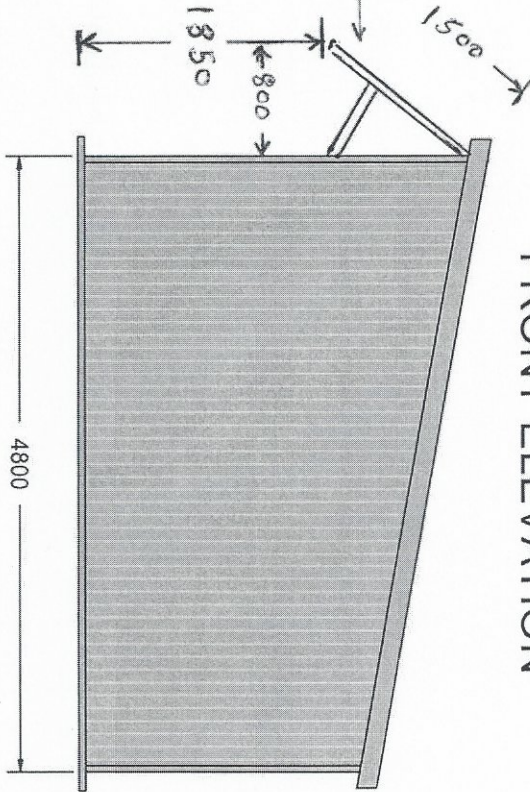
ANDERSON'S Sheds

ANDERSON SHEDS
579 Pinjarra Road,
Barragup/Mandurah WA 6209
sales@andersonsheds.com.au
08 9534 9990

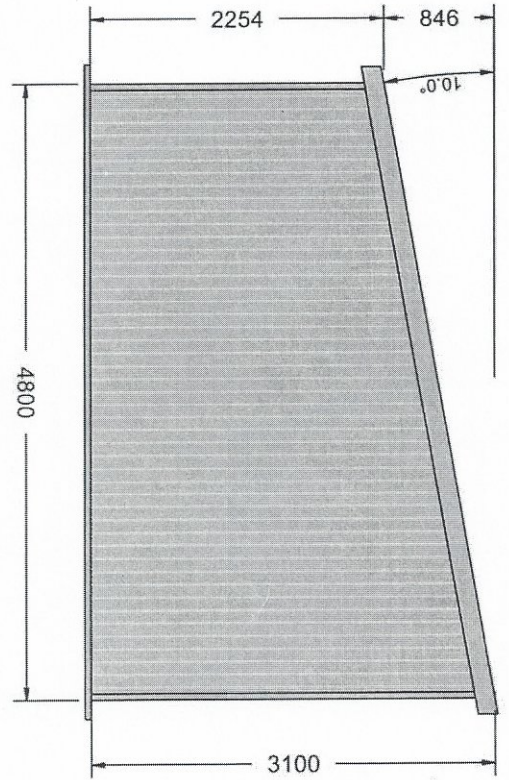
CLIENT: John Kennebury
SITE ADDRESS: 557 Old Bunbury Road, Coolup, WA, 6214
PHONE:
EMAIL:

DRAWING TITLE: End Elevations
SCALE: 1:55.705
DATE: 12-11-2020
Job Number: FSB-201112142932

Fixed Steel Frame Awning
with Corrugated Zinc Sheeting

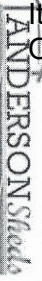


FRONT ELEVATION



Awning As Per
Rear Elevation Below

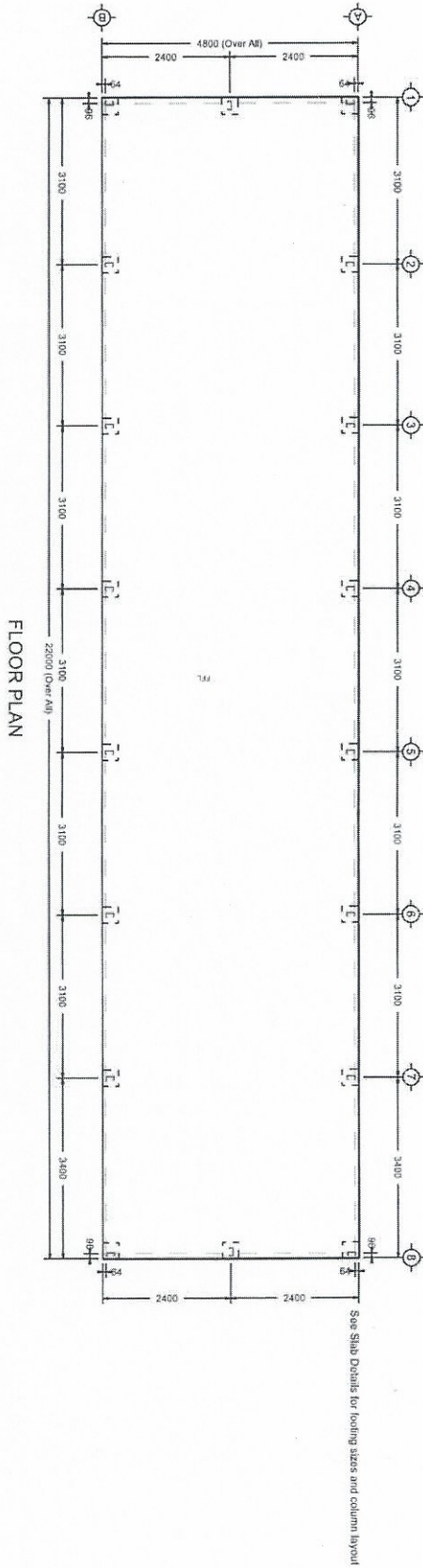
REAR ELEVATION



ANDERSON SHEDS
579 Pinjarra Road,
Barragup/Mandurah WA 6209
sales@andersonsheds.com.au
08 9534 9990

CLIENT: John Kennebury
SITE ADDRESS: 557 Old Bunbury Road, Coolup, WA, 6214
PHONE:
EMAIL:

DRAWING TITLE: Floor Plan
SCALE: 1:128.342
DATE: 12-11-2020
Job Number: FSB-201112142932





TERMS AND CONDITIONS OF QUOTATION & CONTRACT

Anderson Construction (WA) Pty Ltd trading as Anderson Sheds – Registered Building Contractor 103066

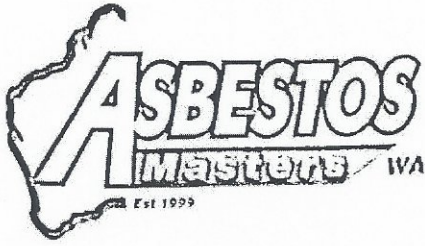
1. The expression 'Company' shall mean ANDERSON SHEDS, its successors in title and assigned. The term 'Customer' and/or 'Client' shall mean the person or persons described in the contract, their personal representative and where there are two or more persons the covenants and conditions shall bind them both jointly and each of them severally.
2. Any deposit is not refundable unless the installation of the purchase requires a Building Permit(s) and the Permit(s) is refused by the Local Government or Local Authority and in that case, the deposit less any expense incurred by the Company will be refunded.
3. Unless otherwise stated herein, payment shall be made in full within seven days of the Company's Invoice and if not so paid within that time, all accounts due shall accrue interest calculated daily at the rate of 6% per month, and the customer shall pay all charges, costs and legal expenses incurred by the Company to recover any payment due to the Company.
4. The Company hereby warrants that all precautions which are usual and reasonable have been taken to ensure that the products sold and services performed shall be free from defects due to faulty material or faulty workmanship by the Company. Should any such article be found to be defective then the Company may at its absolute discretion either rectify or repair such article or refund to the customer the whole or portion (in its absolute discretion) of the purchase price thereof, provided however that:
 - a) Such defect has been notified in writing to the Company within 7 days after practical completion of the contract and that the Company shall have agreed that such a defect is the fault of the Company.
 - b) The Customer follows the Company's applicable instructions and procedures in respect of the disposition or return to the Company of the defective article.
 - c) All monies invoiced or due for supply or installation of goods, products or services have been paid in full including any interest and/or charges accrued thereon.
 - d) If these defects are not resolved to the satisfaction of the parties hereto, they shall be referred to the Western Australian Building Commissioner for determination and such authority's decision thereon (including the costs of the referral) shall be final and binding on all parties hereto.
5. Payment Terms:
 - 1) Initial Deposit with Order.
 - 2) Progress payments as per scheduled by the Contract.
Delays in receipt of progress payments will delay delivery of materials and construction.
6. The order is irrevocable subject to the conditions hereof except that the Company reserves the right to rescind this contract for fourteen days after the date of acceptance and in such event the Company shall fully refund any deposit paid by the Client.
7. Where a building permit is required, the Company does not undertake to order any materials until it is in possession of the relevant Local Authority approved Building Permit, unless advised by the client to do so, whereby the client must take possession and pay for materials on delivery, regardless of building permit approval status.

We or I the Customer authorise the work stated in this contract to proceed and agree to the following:

- A) Client to provide at Client's cost, power, water and unhindered access to the construction site. Structures to 3m wall height require 1m unhindered access all the way around. Structures over 3m wall height require 3m unhindered access all the way around, for use of Elevated Work Platforms (EWP).
- B) Client to provide site plans showing all details of the size and position of existing structures, block measurements size and proposed new building position.
- C) It is the responsibility of the Client to provide clear and suitable access for concrete and delivery trucks to access the site. Any damage to driveways, paths, cables, gates, fencing, pipes, reticulation, landscaping and other structures including ground covers or the like, is the Client's responsibility. If access is unsuitable, it is to be brought to the attention of the Company in writing so alternative arrangements can be negotiated.
- D) The contract value unless otherwise stated, is for a clear level site (compact sand pad) capable of easy penetration. Sinking foundations in hard ground (hard digging), filling, compaction, levelling, etc. will be charged extra at ruling rates. If a Company contractor or employee arrives at an unprepared site extra charges shall apply – minimum \$250 charge.
- E) The Company is not obliged to vary or deviate from the particulars as set out on the contract or to execute any extra. If the Client desires any such variation or extra work, he/she must notify the Company in writing. The price of the variation or extra work will be fixed by the acceptance thereof by the Client, the price so fixed will be added to the price shown on the contract and will be bound by all other clauses of this contract. The Company shall not be compelled to adhere to any such variation or extra work if it does not wish to do so.
- F) Any items required by any Local Government or ruling authority for the issue of a Building Permit, e.g. Planning application or R/Code variations and storm water removal or disposal or any stipulated finishes, is to be paid for additional to the contract at current prices.
- G) The Client agrees that no other agreements, verbal or otherwise exists or has been agreed to by with the Company or their representatives and therefore no other conditions, understanding or promises are binding on this Contract.
- H) In the event that the Company is prevented from ordering materials within 4 weeks of contract date, due to delays caused by gaining Authorities approvals, or delays caused by the Client and/or for any reason beyond the direct control of the Company, then ANDERSON SHEDS reserves the right to requote.
- I) Sizes shown on the Contract are approximate within reasonable tolerances either way.
- J) The Company undertakes to supply all materials in the best possible condition. Through handling, some rubbing, or scratching does occur to the colour surfaces. In such instances the Company reserves the right to spray or repaint the affected area.
- K) Unless otherwise stated, the Contract does not include, survey, drafting plans, earthworks, electrical works, painting, plumbing works or soak wells.
- L) The Company will not be deemed responsible for delays caused by local authorities, inclement weather, strikes or non-availability of materials.
- M) No liability is taken by the company for any markings to concrete floors by machinery used by the builders during construction.

Customer/s'
Signature: _____

Date: _____



Dave & Tim Hargreaves
 Dave Mobile: 0418 945 660 Tim Mobile: 0427 936 493
 Fax: 9531 4564
 Email: asbestosmasters.wa2@bigpond.com
 Postal Address: PO Box 3507 Mandurah 6210
 ABN 63 1336 3441
 ASBESTOS Licence No. WARA 432
FULLY INSURED

QUOTE
0137

To MDPC West Coolup

Date 1st Nov 2020

Description of Work	Price
<p>NEW SHOOTERS RANGE SHED.</p> <p>Cost to Supply and Erect Shooters Shed Approx 22m x 5.1m Foot Print ALL out of Gal. Tube 76x39x1.6 and Zinc Alum GG1.12 Roofing Sheets and CG1.12 Color Bond Cottage Green Wall Sheets. With all flashings and Finings Plus ONE PA Door approx 1m x 2.2m With Self Closing Hinges all to Drawings supplied Supply and Lay concrete slab floor 75mil thick with Reo included All Pano Tube and Roofing is made from Blue Scope Steel</p> <p>Total Costs include all required to finish Shooters Shed to lock up Stage.</p> <p>Note No electrical, lighting or Plumbing or Water included.</p> <p style="text-align: right;">\$ 33,000 including GST</p> <p>Regards Dave + Tim Hargreaves.</p>	

This quotation is valid for 30 days from date of issue

SUB TOTAL \$	30,000 -
+ GST \$	3,000 -
TOTAL \$ INCLUDING GST	33,000 -

MURRAY DISTRICT'S PISTOL CLUB NEW RANGE SHED

ALL PAINO Tube 76x38 x 1.6 Galvanneal

ALL Roofing SHEETINGS CGI-42 Zinc Alum Steel Fixings Tex Zip's 12x50

PA Door Steel Box Tube 20x20 with Color Bond CGI-42 Cottage Green SHEETINGS

EAST, West and North Walls in Color Bond CGI-42 Cottage Green Fixings 712x20 metal.
Tempary Removable Posts in SHOOTERS BAYS.

Concrete Floor 75ml ~~2~~ 217L 160

Roofing SHEETS over HANG 300ml No Gutters

Back Wall Woodl Wall SHEETS 2.2m High with 300ml opening to Roof

West + East Ends Covered in with CGI-42 Color Bond.

SHOOTING SHED FOOT PRINT OVER ALL WITH Roofing. 22m x 5.1m = 112.2 m²



Government of **Western Australia**
Department of **Mines, Industry Regulation and Safety**
Consumer Protection

DUPLICATE

WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 10)

IARN: A0740081A

Certificate of Incorporation

This is to certify that

MURRAY DISTRICTS PISTOL CLUB INCORPORATED

is an association incorporated under the
Associations Incorporation Act 2015

The date of incorporation is the
eighteenth day of June 1975

Lanie Chopping
Commissioner for Consumer Protection

CERTIFICATE



West Australian Pistol Association

Red File



Department of
Local Government, Sport
and Cultural Industries



INTRODUCTION

1. This 2019 edition of the West Australian Pistol Association (WAPA) Red File is a manual for administration of clubs. It is provided to help committees run their clubs successfully. As committees turn over, many new office bearers find themselves in need of guidance, particularly in respect of WAPA procedures. This manual is aimed at the club committee, although there are some chapters (particularly 5 and 11) which are intended for the general membership as well.
2. Various WAPA office bearers are mentioned throughout the document. A list of current names and contact details can be found on the WAPA website (www.wapa.asn.au) under the “About” tab on the home page. Select “How we administrate” and “Committee”.
3. Some of the information presented in this file is advice which could be applied readily to any small club or organisation, while other information concerns specific procedures which WAPA affiliated clubs are expected to follow. Forms and various detailed information have been placed in appendices to keep the body of the document easy to read..
4. Although CD copies were distributed before, the Red File is now only available via the WAPA website. Select the “About” tab on the home page, then “How we administrate” and “Red File”. Clubs may find it convenient to print a hardcopy to keep in the club house for easy reference.
5. There is a considerable amount of information on general club management available beyond this manual. In particular the Sport and Recreation branch of the Department of Local Government, Sport and Cultural Industries (DLGSC) publishes a number of excellent short guides for sporting clubs covering many topics (most can be accessed on their website), as does the Australian Sports Commission.
6. Any suggestions for improvements or additions to the Red File are welcome. Please contact the WAPA Secretary in the first instance.

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 - 1.1 On the Firing Line
 - 1.2 Off the Firing Line
 - 1.3 Legal Obligations
 - 1.4 Liability Issues
 - 1.5 Visitors
 - 1.6 Insurances
 - 1.7 Risk management
- 2 Club Structure and Membership
 - 2.1 Who Can Join?
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1 SAFETY AND INSURANCES

Pistol shooting has one of the best safety records of any sport. It is in the interests of everyone involved that this record continues.

1.1 On the Firing Line

The *WAPA Safety Rules* are part of the WAPA Regulations. These can be found on the WAPA website (www.wapa.asn.au). These rules should be considered the minimum necessary for a club to have in place on their range. Individual clubs may at their discretion add additional rules for their own circumstances, but must not delete any of the WAPA safety rules.

Other safety rules which clubs might wish to document include for example:

- Procedures for raising and lowering flags;
- Procedures for individuals practicing;
- Instruction of new members or prospective members, including “probationary” schemes;
- Procedures for issue and control of club pistols.

The WAPA Safety Rules must be displayed on every range in a prominent place so that members will remain familiar with them. New members should be given a copy.

Documenting and displaying any local safety rules will also help to ensure that there are no lapses when experienced members are not present.

WAPA regulation 22 requires any accident or near miss involving a firearm to be reported to WAPA in writing. For clubs affiliated with two associations, an accident report should be submitted to WAPA even if the accident occurred during a match sanctioned by the other association.

1.2 Off the Firing Line

Injuries are most likely not to involve a firearm, but common accidents such as falls. A club committee needs to consider safety hazards throughout the range and the activities conducted on the range, just as one would in a workplace, because the club’s legal responsibilities are not dissimilar to an employer’s.

Hazards such as uneven or slippery surfaces need consideration because many ranges in WA are old or of amateur construction. Activities such as carrying heavy objects or using power tools during range preparation and maintenance are potential sources of injury. Club membership often includes a wide range of ages including seniors who may be more prone to falls or suffer strains from over-exertion. Club officials supervising working bees should avoid become complacent about safety just because it is a weekend activity.

The maxim “Spot the hazard, assess the risk, make the change” can be applied to any sporting club.

Medical episodes can occur on club premises regardless of the activity - heart attack, stroke, dehydration for example. Consider how readily an ambulance could find your club in an emergency. Is the address clear or is better signage needed? If members of your club have a

first aid certificate you could post a list of their names and/or photographs permanently on the club noticeboard. If your club can afford it, consider buying an AED – Automated External Defibrillator.

1.3 Legal Obligations

If a club allows a member or visitor who by law is not permitted to use a firearm to have access to a firearm, the club is committing an offence. Such circumstances would include a violence restraining order or a revoked or suspended firearms licence as a result of improper use of a firearm or a violent offence. It is possible that even allowing the person to be on the range where firearms are present might be deemed to be an offence. Club officials must therefore be vigilant to protect themselves from prosecution. Personal friendships or fear of embarrassing someone must not be allowed to compromise the club. Diplomacy is often needed to prevent any offence being taken. The police can confirm if an individual is in this situation.

WAPA must also be advised of members not permitted to use a firearm, in case that member frequents other clubs. Discretion will be used.

Clubs are also required to advise the police in writing if they have any serious concerns about a member's fitness to own a firearm. Reports should be sent to the Officer in Charge, WA Police Services Firearms Branch, with a copy sent to WAPA.

1.4 Liability Issues

A shooter owes a duty to take all reasonable care to other shooters. Officials such as coaches, instructors and supervisors have a greater duty of care. A person with supervisory responsibilities and their club or association could be liable for the negligent supervision of a shooter or inappropriate advice. Negligence in this instance could include failing to give the right advice, or failing to ensure the safe conduct of the activity. A club can be liable for unsafe facilities or practices.

A club has an obligation to inform players of risks and how to minimise them. In pistol shooting, such risks would include hearing or eye damage, which could obviously be minimised by wearing protective ear muffs and glasses.

There is an increasing incidence in Australia of injured sport players taking legal action. It can include criminal and civil action.

Incorporation of a club provides a degree of protection to individuals from liabilities, however a person who goes outside the accepted practices of the club may still be individually liable. The *Volunteers (Protection from Liability) Act 2002* ensures that volunteers' liabilities are transferred to the incorporated organisation for which they are working, provided they are acting within the scope of work or procedures set by the organisation.

The risks to a club can be minimised by doing the following:

- Written evidence that a participant has been informed of the risks, such as a signed acknowledgment form, can improve the chances of successfully defending legal action.
- Ensuring that safety information is not just distributed, but put in practice.
- Disclaimers must be well documented to have legal weight.

- Keep records of any accidents for at least 6 years, as this is the time limit for legal actions to be commenced. Note that in the case of juniors, this time limit does not begin to run until the person has turned 18, therefore a 23 year old could submit a claim for an accident which happened at age 12.

1.5 Visitors

WAPA recommends that clubs adopt in their procedures a “Visitor Declaration Form”. A suggested form is attached at Appendix 1. The purpose of the form is to protect clubs from inadvertently allowing people not permitted to use a firearm from shooting on their range, thereby breaking the law or exposing the club to risk. It is also an acknowledgment that the WAPA safety rules have been received.

Signed copies should be retained.

1.6 Insurances

Insurance basically transfers certain risks from the club to the insurer.

WAPA carries:

- Public Liability Insurance;
 - Personal Accident Insurance, and
 - Associations Liability Insurance (Directors and Officers),
- which covers all WAPA affiliated clubs, including committees, range officers, coaches, members and authorised visitors. Personal Accident Insurance includes travelling to and from ranges and meetings. These policies generally cover all club activities whether on or off the range. Contact the WAPA Secretary if you need to see the policy documents for more detail.

Claims against these policies can be made by contacting the WAPA Secretary who will forward the appropriate forms.

In the event of an incident, whether or not it may lead to a claim, it is vital to record the circumstances as soon as possible to the level of detail required by the insurer. An admission of fault may void the insurance. In some cases WAPA will need to advise the insurance broker if there has been an incident which may lead to a claim.

Clubs should consider taking out property insurance to cover loss or damage to buildings and contents. Insurance is generally cheaper when negotiated as part of a larger group with similar activities.

Some insurance companies offer a discount if the club has a properly structured and instituted risk management plan in place.

1.7 Risk management

The increasing application of law to sport means that sport administrators should be able to identify areas of potential legal risk. A risk management policy or plan has the following benefits:

- It assists strategic planning;
- It reduces unexpected and costly surprises;

- It leads to more efficient allocation of resources.

By identifying, categorising according to severity, and planning action to control the risks, a higher certainty of success will result because effort can be concentrated on the important issues, rather than of spread thinly over many trivial problems. A risk assessment for a new project, event or initiative can be of particular benefit.

WAPA has a Risk Management Plan that can be provided to clubs on request.

Textbooks covering the preparation of risk management plans include:

- Australian/New Zealand Standard AS/NZS 4360 “Risk Management”
- Department of Sport and Recreation “Can You Risk It?, An Introduction to Risk Management for Community Organisations”

2 CLUB STRUCTURE AND MEMBERSHIP

All pistol ownership, licensing and activities in Western Australia comes under the Commissioner of Police, who administers the Firearms Act.

Pistol regulations are more stringent than for other types of firearms.

Pistol Clubs are permitted to form for the purpose of engaging in target shooting of a type approved by the Commissioner. The WAPA shoots matches which fall under one of the following four disciplines:

- ISSF (International Sports Shooting Federation) matches;
- Pistol Australia matches, such as Service Pistol, WA1500, Black Powder and Action Pistol;
- Single Action matches;
- IMSSU (metallic silhouette) matches.

2.1 Who Can Join?

Men and women are eligible for full membership if over the age of eighteen years.

There is also provision for Junior members, but only in accordance with the Section 7 of the WAPA Regulations.

Note that in accordance with ISSF rules a person can compete in junior matches until the year they turn 21, but for the purposes of WAPA fees those over 18 must pay an adult fee.

Clubs must require adult applicants for membership to provide a current National Police Certificate. At their discretion a club can also request two written character references from persons who have known the applicant for at least two years. A club is under no obligation to accept a member, but the reasons for rejection should be defensible if queried by a third party.

Caution should be exercised if the applicant has previously been expelled from another Club or had support for pistols withdrawn. Contact the other club if background information is required.

2.2 Fees

Fees payable to WAPA are set at the Annual General Meeting (AGM) of the association. They are made up of the following:

(a) Club Affiliation Fees:

This is a nominal fee paid by each club to be affiliated with WAPA.

(b) WAPA Capitation Fees:

This fee covers Public Liability, Personal Accident and Associations Liability Insurance premiums and other services funded by WAPA, including coaching and refereeing support and general administration costs.

(c) Pistol Australia Capitation Fees

This fee is paid through WAPA to Pistol Australia (PA). It covers the administrative costs and programs conducted by PA and the bi-monthly Bulletin magazine.

All of these fees are collected by the club. The WAPA and PA components are paid to WAPA by November 20th each year.

Current WAPA and PA fees are listed in Appendix 2. The financial year of WAPA is from January 1 to December 31. Fees are due and payable on November 1. Pro-rata fees for people joining mid-year are also listed in Appendix 2.

A person can be a member of more than one club, but need only pay the WAPA and PA capitation fees and magazine dues through one club. That club takes responsibility for enforcing the minimum activity requirements described in chapter 3.

2.3 Associate Membership

If a person is a member of a second club it is considered an associate membership. An associate member pays the full club component of annual membership fees, and is therefore entitled to the full privileges of a normal member. It is the responsibility of an associate member to send scores to his or her home club to prove compliance with the minimum activity requirements discussed in chapter 3.

If entering a State Championship as a team member, a person can only represent their home club.

A club must in no circumstances issue a pistol application form 101 to an associate member.

2.4 Social Membership

Clubs may, if their constitution allows, offer social memberships. A social member does not pay WAPA or PA capitation fees and usually pays only a nominal club fee. A social member is therefore unable to shoot, except perhaps as a visitor on rare occasions. They are covered by public liability insurance as authorised visitors.

2.5 Life Memberships

A Life Member is a person who is recognised by a club for outstanding services to the club for an extended period of time and who, on stepping down from active participation, is available to provide support and guidance. Usually the club undertakes to pay the membership costs of a Life Member, including WAPA and PA capitation fees as are due to those bodies for the term of the Life Membership.

WAPA also has life memberships, which are awarded through nomination by the WAPA Committee. WAPA pays the PA capitation fees and waives the WAPA fee in this instance.

Clubs should be mindful that if membership drops, the ongoing cost of subsidising life memberships can be a burden on the club's diminishing finances.

As an alternative to Life Membership, the club may consider other forms of recognising outstanding services, such as:

- Awarding a club Certificate of Merit, or Appreciation.
- Having his/her name inscribed on an honour board of the Club.
- Naming ranges or buildings after the member.

2.6 Transfers of Life Members

If a Life Member of a Club chooses to join another club, there are a number of options open to the clubs concerned:

- The member may choose to pay per capita fees to the WAPA. through the new club, regardless of what his old club may arrange.
- The Club who bestowed the Life Membership may continue to pay Association and PA dues.
- All parties concerned may negotiate the fees payable.

2.7 Club Committee

The constitution of your club will dictate the makeup of the club committee. It will include at least a president, secretary and treasurer. The larger your club the more positions you can likely have on committee, such as captain, vice captain and coach. Any more than say 10 becomes unwieldy. Chapters 6 and 7 describe the duties of the secretary and treasurer. Assuming your club is incorporated the committee needs to act in compliance with the Associations Incorporation Act 2015.

Under the act no person can be on a committee who:

- is a bankrupt,
- has been convicted an offence in relation to a body corporate or an offence involving fraud or dishonesty punishable by imprisonment for a period of 3 months or more, or
- was a member of any committee who incurred debt while insolvent.

3 ACTIVITY REQUIREMENTS

Private ownership of pistols in WA is based on the principle that members can demonstrate a need to own a pistol to participate in target shooting competition. The Firearm Regulations negotiated between the WA Police and WAPA require that members owning pistols compete in a minimum number of matches each year, and that a record of activity is submitted by the club annually to WAPA. WAPA Regulation 8 details the requirements of Clubs and members.

3.1 Minimum Activity

In accordance with chapter 5, the Club should have a record of whether each member owns pistols in either ISSF, PA, Single Action or IMSSU disciplines. If a member has pistols in only one discipline, at least 6 scheduled matches on different days each calendar year must be shot. For more than one disciplines, four matches in each are required in the year. The matches can be completed at any WAPA affiliated club, open competition, national or international competition.

There is the possibility that some members will complete all of their shoots in a short period and be inactive for the remainder of the year. Clubs can, if they so wish, apply additional attendance requirements over and above those in the WAPA regulations, to maintain more regular attendance. Any penalty for not fulfilling the Club's rules may depend on the powers of the Club's constitution, rules and regulations rather than WAPA's. Clubs cannot reduce the attendance requirements of the WAPA Regulations.

It is the Club's responsibility to monitor compliance by its members and take the appropriate action if the WAPA regulation 6 is not complied with.

It is typically the club scorer/handicapper's role to report to the club committee those members who have not complied.

3.2 Exceptions

A club may grant a leave of absence to a member for a period of six months or more in any year. All applications and approvals must be in writing. The number of attendances required, are reduced according to the period of leave.

The member must deposit all pistols for safe keeping with the Police or other approved body and must provide proof in the form of a receipt.

Unless the Club has its own additional attendance requirements there is no benefit in applying for leave periods of less than six months because the number of shoots required is not reduced. It would however be beneficial for members to notify their Club Secretary of travel plans in case there is any need to maintain contact.

3.3 Records

The Police Firearm Regulations require Clubs to maintain a register of attendances. This register is subject to audit by both WAPA and the Police, and must be provided to Police on request. Because of this external scrutiny it is essential that each Club keeps its attendance register as

accurate as possible. Should the Police find discrepancies it may affect the good relationship between the WA Police and the pistol shooting community.

The Activity Register (Form WAPA 102 at Appendix 3), completed by clubs and submitted to WAPA by 31 January each year, may be forwarded to the Police by WAPA. It is important that it is filled out fully. The comments column should not be used to record excuses that are not valid according to the firearm regulations.

Clubs with computer databases may submit a computer report as the Activity Register provided the information is set out as on the Form 102 and easily readable.

3.4 Caution and Penalties

In January each year the Club must determine which of its members has not met their minimum activity requirements. The member must be requested in writing to attend a committee meeting and explain their inactivity.

Clause 8.6 of the WAPA Regulations sets out the actions available to the committee. The chosen action should be recorded in the “Comments” column of the Form 102 against the member.

The requirement to submit the completed Form 102 by January 31st means that all defaults must be dealt with during the month of January. When the Police audit the forms they will no doubt check that the comments reconcile with the attendances recorded.

The imposition of a penalty by the Club does not mean the Police won't take their own action against the member, which could include cancellation of their firearms licence. Bear in mind that there is no provision in the Firearm Regulations for penalties such as additional shoots. This is purely an internal WAPA practice and not one likely to be supported by Police Licensing Services if it is discussed with them.

If a member is expelled, a follow-up letter to WAPA is required to formalise the expulsion because the appeal provisions of section 22 of the WAPA Constitution then apply. Expulsion may mean that the member cannot join another WAPA affiliated pistol club and must dispose of all pistols licensed through WAPA. Generally the WAPA committee will hold over dealing with an expulsion for one month in case of further advice from the club. The club can withdraw the expulsion and change the penalty within that month if the circumstances change. A standard letter is included at Appendix 11.

Members have the right of appeal within 21 days of the notification of the penalty from WAPA if the penalty is expulsion or suspension for a period greater than 3 months. The appeal is heard by a tribunal of three club presidents or their delegates (not from the member's home club) within 45 days.

If in doubt about the caution and penalty provisions, please contact the WAPA Secretary.

3.5 Good Policy

Some members may find that the end of the year creeps up, leaving not enough time to complete the required attendances. It may help if the Club scorer can keep members up to date with the number of shoots completed and the number outstanding, particularly in the second half of the

year. Members hoping to leave attendances to the last weeks could be caught out by unexpected illness or other commitments, leading to the embarrassment of being called before the committee for default.

It is however important that members take responsibility for their own regular attendance and not become totally reliant on the club keeping track. Members need to be aware that their annual firearms licence renewal could be refused by the Police if their activity has not met the legal requirements.

The issue of penalties is a serious matter, which can easily affect the efficient running of a club if not handled carefully.

Members need not shoot at their home club to register a score. A shooter can attend a scheduled match at any Pistol Australia affiliated club, pay the applicable visitor's fee or range fee and complete the match. The score sheet must be dated and signed by the club captain or other authorised committee member and forwarded to the member's home club (the club through which he or she pays the WAPA affiliation fee). Note that a shoot conducted at a club not affiliated with WAPA does not count, even if a WAPA supported pistol is used.

4 MATCHES, RULES AND GRADES

WAPA conducts the following matches in accordance with the stated rules:

4.1 International Sports Shooting Federation (ISSF) Matches

- 50 metre Pistol (formerly Free Pistol)
- 25 metre Rapid Fire Pistol
- 25 metre Centre Fire Pistol
- 25 metre Standard Pistol
- 25 metre Pistol (formerly Sport Pistol or Ladies Match)
- 10 metre Mens Air Pistol
- 10 metre Womens Air Pistol
- Modern Pentathlon (Pistol Event)
- WSPS Pistol Matches

Separate competition for Juniors is also conducted for all of the above matches.

4.2 Pistol Australia (PA) Matches

- 50 metre Black Powder
- 25 metre Black Powder Aggregate
- Service Pistol
- Service Pistol Unrestricted
- Service Match 25 yards
- Action Pistol
- WA 1500 - Revolver
- WA 1500 - Pistol

4.3 Single Action Match

- Centre Fire match course of fire
- Black Powder Aggregate Match course of fire (shot to BP25M rules)
- 25 Yard Match (Shot to modified service 25 yd Rules)

4.4 International Metallic Silhouette Shooting Union (IMSSU) Matches

- Big Bore Pistol
- Small Bore Pistol
- Field Pistol

Rule books for ISSF and PA matches can be obtained from the Target and Order Secretary through the WAPA website (www.wapa.asn.au). Rule changes occur from time to time and these are usually notified in the WAPA magazine.

ISSF rules can also be found on the ISSF website, at:

www.issf-shooting.org/Rules/rules___regulations.html

Single Action Rules are on the WAPA website under “Events” then “Disciplines”.

4.5 Rule Enquiries

All enquiries relating to range specifications, rule interpretation and pistol specifications should be referred to the Director of the WAPA Referee Council, either direct or through the WAPA Secretary.

4.6 Grades

A shooter’s grade is set by the highest score shot in club or open competition. At Appendix 4 are the scores required to achieve each grade, which are set and amended from time to time by Pistol Australia. They can also be downloaded from the Pistol Australia website www.pistol.org.au under “Events” then “Grade Break Scores”. Except for WA1500, when a member exceeds one of these scores for the first time in a scheduled club match or at an Open the person automatically moves to the next grade. To break grade in WA1500 the requisite score needs to be shot twice.

Master grade may only be attained at an Open (WAPA or other state association sanctioned), State Championship or a National Championship, and will be automatically downgraded after 12 months if not repeated.

Members entering Open competitions must nominate their grades accurately or risk disqualification. Clubs should maintain records of each members grades as the member may forget and need confirmation.

Members who have not shot a score within their grade for twelve months or more may apply to the club scorer to be downgraded. The club scorer must verify that this criteria has been met and at the discretion of the club committee the member’s grade will be adjusted.

4.7 Handicaps

Handicaps are not used for WAPA purposes, therefore there is no official method of determining handicaps. Clubs may determine a method according to their own requirements.

4.8 State Records

New state records can only be set at WAPA sanctioned Opens, State Championships and National Championships. They must be ratified by the WAPA committee before becoming official. WAPA awards a prize of \$250.00 for new state records. More details can be found in the State Records policy on the WAPA website.

5 PISTOL LICENCE APPLICATIONS

5.1 Eligibility

WAPA Regulation 3 states that a financial member may apply to license a first pistol six months after joining a club. After six months the member can apply for one air pistol and/or one rimfire or centrefire pistol. After a further six months additional pistols can be applied for.

A Junior Shooter cannot make application to purchase a pistol until attaining the age of eighteen years. The Junior's sponsor must licence the pistols, possess them and store them as though they were the sponsor's pistols (unless they are on a corporate licence).

A club needs to carefully consider providing club support for a pistol that cannot be used at the club. Ideally a club would support the licence if it is for a match that is conducted on a regular basis by the Club, so that the member has ample opportunity to fulfil the activity requirements in accordance with the WAPA Regulations. The alternative is for the member to shoot as a visitor at another club that shoots the match and meet the activity requirements that way. It is the club's responsibility to decide whether that is a realistic proposition, because at the end of the year if the activity requirement is not met it will be a headache for the club committee. For example if a member has previously shot at another club where the requested pistol could be used, that's a fair indication that the member is serious about using it. On the other hand if the member has never shot outside their home club and doesn't even know the address of a club where the pistol could be used, that's a fair indication that they are just collecting. The club committee needs to consider the information at hand before deciding whether to issue club support in this instance. The club committee has every right to knock back an application if they don't feel it's a genuine need.

5.2 Training

At Appendix 5 is the WAPA approved Firearm Safety Training Course which new members must complete. Also in the appendix is the multiple choice examination which must be passed before a first pistol application can be approved.

The course information consists of:

- The Course Criteria – The knowledge and skills that the trainer must teach,
- The Course Notes – To be studied by the trainee during the course. Trainers must also be familiar with it,
- The Examination Paper and the Answer Sheet – This is a closed book exam to be taken in the presence of an examiner,
- The Feedback Form – This form should be completed by the trainee after taking the exam and returned to WAPA to enable the course information to be fine tuned.

All club secretaries should have been provided with the answers. They should be issued only to examiners as required and not placed in this Red File or left lying around. Alternative question papers and answers will be issued by WAPA as demand dictates.

The WA Police also require Clubs to administer the Firearms Awareness Certificate. This is a separate multiple choice examination that applicants must pass. It can be administered at the same time. At Appendix 6 is information pertaining to the Firearms Awareness Certificate, namely the WA Police Firearm Safety Booklet to be studied by the applicant and the Information Package for firearm clubs and associations. The test, the answers and the blank forms are not included in this Red File. Secretaries should have been provided them separately for confidentiality.

WAPA Regulation 23.2 sets out who can be a trainer. It is recommended that each club makes a list of approved trainers, so that when a new shooter arrives at the range there is no uncertainty over who is able to take charge of the shooter. Ideally the trainee should be coached by the same trainer each session. The Club Coach may be able to oversee the training process and ensure that the course criteria are being followed.

Training sessions should be structured so that the trainee is given the essential safety instructions before firing a pistol. At least the first two live fire training sessions should be conducted “one on one” before the trainer decides whether to put the trainee in with a detail. Obviously the trainee should not be thrown into a service match if the only instruction has been with an air pistol; the training must prepare the trainee for the event that he/she is interested in.

The trainee should bring the Safety Training Register for First Pistol (WAPA form 103 at Appendix 5) to each session for the trainer to initial. This form must be presented duly signed to the club committee with the first pistol application.

5.3 Assessment

All pistol licence applications submitted to a club must be dealt with by the club committee in accordance with WAPA Regulation 3.

The club committee must firstly assess whether the applicant meets the requirements of the Regulations, and secondly that the pistol(s) meet the requirements. First time applicants should have passed the training and all applicants must possess good character and a genuine interest in target shooting. Pistols must meet the allowable types described in Regulation 3 and not exceed the maximum number stipulated.

The pistol must comply with the rules of at least one match recognised by WAPA and on the shooting calendar of the Club. Most centrefire pistols would qualify as either ISSF or PA discipline. The applicant can chose whichever makes the minimum attendance requirements easier to meet (see chapter 4).

The committee is at liberty to either accept or refuse the application outright, or defer approval pending the applicant's improvement of any deficiency in any of the previously mentioned items.

Magnum .22 (5.6 mm) rimfire ammunition and pistols which specifically use this ammunition cannot be used in any ISSF or PA competition, and therefore cannot be licensed through the Association. A handgun specifically designed for target shooting generally refers to a high quality pistol not intended for defence or police use, typically of European manufacture and with an anatomical grip.

Members transferring from another WAPA affiliated club need not serve a probation period if a pistol is already licensed through WAPA. However members of non-WAPA clubs (for example Sporting Shooters Association clubs) must have all pistols intended for use on WAPA ranges approved by the club committee in accordance with WAPA Regulation 12. The formal safety examination process is usually only necessary if there is some doubt over the new member's competence, however range commands vary between associations, so a briefing and informal check may be wise to avoid any confusion on the line.

5.4 Juniors

Junior members if deemed competent and can demonstrate that they are physically able to compete safely may engage in any or all recognised matches. The Safety Training Course is advisable even though the junior may not be eligible to license a pistol. Members may continue to compete in junior matches until the year they turn 21.

5.5 Application Forms

Members wishing to obtain a pistol licence or, to apply for additional pistols should in the first instance complete a "Club" approved application form which, when completed should be presented for Club Management approval or rejection. The club may devise its own form on which the applicant can present all the relevant information. An example is at Appendix 7.

If the application is successful the applicant will be issued with a WAPA form 101 by the Club Secretary. The WAPA Secretary can provide the club secretary with a Word template. Police form LSF24 can also be used. Blank versions of the WAPA 101 form must not be given out, and must be kept secure by the club secretary.

5.6 Firearm Serviceability Certificate

For each pistol being purchased a Firearm Serviceability Certificate must be obtained. It is the responsibility of the Seller to obtain (or provide in the case of Dealers) the Serviceability Certificate, which remains valid for a period of 3 months.

This certifies that the firearm is as described and is in a safe and usable condition. Certificates can only be issued by Clubs or licensed firearm Dealers, Repairers or Manufacturers.

In the case of a club member selling a pistol to another member it is the club that should issue the certificate. At Appendix 8 are guidelines provided by the WA Police for the issuing of Serviceability Certificates. Each Serviceability Certificate must be given a unique sequential number. The number is prefixed by a club number. A list of club numbers is also in Appendix 8. It goes without saying that only one person in the club should issue these certificates to ensure no duplicate numbers are used. That person should be a club committee person with suitable knowledge of firearms such as the club armourer.

Dealers typically charge a fee to issue a certificate. It is up to individual Clubs to decide whether to charge a fee.

5.7 Applications to Firearms Branch

The application must be lodged at a Post Office. The applicant will be required to submit:

- adequate proof of identity;
- an Application for Firearm Licence form which is completed on line and printed out;
- a completed and signed WAPA Form 101;
- a Firearms Awareness Certificate; and
- a Firearm Serviceability Certificate.

A separate support letter, as is typically required with rifle licences, is not necessary as the 101 form or LSF24 form is effectively the support letter.

It is becoming common practice for Firearms Branch to request further information as to why the additional pistol is required, particularly when the applicant already has a pistol of that calibre on licence. Unfortunately the level of justification increases all the time. The WAPA Secretary may be able to provide some advice on successful strategies.

The Police will apply a 28 day waiting period on first pistol licences, in addition to the normal processing period which can vary. Background checks are often made for first licences.

First time applicants may also be required to sign a Statutory Declaration that they have a storage cabinet or safe which meets the Firearms Regulations, in some cases photographic evidence showing the open safe and close ups of the bolts is adequate, or the Police may carry out an inspection. It is wise to obtain and read the relevant sections of the regulations (accessible from the WA Police website) to be sure it is installed correctly, and the required 40mm washers are fitted under the bolt heads. Inspections have caught out people in the past.

5.8 Handgun Register

All clubs are required to maintain a Register of Approved Handguns. The register enables clubs to ensure that the number of pistols held by each member does not exceed the maximum. It may also be requested by the Police.

The register must record for each member (except for associate members) at least the following information:

- Make
- Model
- Serial number
- Calibre
- Barrel length
- Magazine or cylinder capacity
- Handgun type
- Whether specifically designed for target shooting
- Nominated discipline
- Personal or club pistol

When a pistol application is approved and it is confirmed that the applicant has taken possession of the pistol, the details should be copied from the application form to the register. Be aware that sometimes a member may receive a 101 form but not go ahead with the purchase.

Likewise when a pistol is disposed of, the club must be notified so that the pistol can be removed from the register.

Like any record, its accuracy is only as good as the information going in. It is recommended that when setting up the register, or when a new member with firearms joins, photocopies of firearm licences are obtained to confirm the information provided.

It is vitally important that the register is kept confidential and secure to prevent the information being stolen or misused. Only those committee persons with a need for the information (the club secretary and/or club scorer) should have access to the information. It should be kept at home (in a locked cabinet if possible) and files should be password protected.

5.9 Disposal

Members may elect to sell their firearms or transfer them to another shooting association in order to reduce the minimum activity requirements. Regardless of the reason, when a member disposes of a pistol the club must be notified. The club may devise its own form with which the applicant can formally notify the club. An example is at Appendix 7. The club committee must seek evidence of the disposal in the form of a receipt of sale, or a letter from the other shooting association confirming that the pistols are now licensed through that association.

Members transferring to another club should be issued with a Club Transfer Form (WAPA 104).

5.10 Club Pistols

Historically club armourers would be licensed to hold club owned pistols. The club secretary would issue a letter to the member, stating that he or she is a “Named Officer” to hold club pistols, the details of which must be in the letter. The WA Police now prefer that clubs have a corporate licence. Conditions of corporate licences are different to personal licences, but they have some advantages over the old system. For example a club could put a junior’s pistol on the corporate licence if the parent was not interested in shooting, and have an authorised person bring the pistol to the range on shooting days.

It is wise to have a reliable system for keeping track of club pistols, particularly as committee members come and go and some pistols might rarely be used or sighted. If a pistol goes missing it can create serious problems.

6 CLUB SECRETARY DUTIES

6.1 General Duties of the Secretary

- Correspondence

The Secretary should read correspondence promptly and either forward it to the relevant person in the club, respond if a routine matter, or send an acknowledgment of receipt if the issue may take time to resolve. Correspondence should only be left for the next committee meeting if there is adequate time.

The Secretary must have a system of filing and dealing with correspondence to ensure nothing gets lost or forgotten. Opportunities can be missed if correspondence is left too long. Sometimes it can affect the club's reputation and money.

- Reports

Some organisations require an annual report which the secretary must compile from information from other committee members.

- Records

The Secretary must maintain a register of members, the handgun register, the minute book and all legal documents such as constitutions, licences, leases and titles.

- External liaison

The Secretary is often the first point of contact for other organisations and individuals outside the club, including prospective members. The Secretary must present a favourable public image at all times.

Transfer and processing of information to and from other organisations (government, sporting, business) is an integral part of the job.

- Planning

A system for planning the various events and activities that make up the administrative year, ie an annual planner, is useful.

- Meetings

The Secretary's responsibilities in relation to meetings include the following:

- (a) Notices of meetings

These must be sent out in sufficient time (allowing for postage) according to the constitution, or they may be invalid. The notice must mention the time, date, place, nature of business and whether it is an ordinary or extraordinary meeting.

The secretary should also arrange the meeting place.

- (b) The Agenda

The chairperson and Secretary should plan the agenda together.

(c) The Minutes

A correct record of proceedings and attendance is essential, particularly in the event of a dispute. Digital recorders can be useful to fill in any blanks in the written notes. Minutes should be limited to reports, decisions, and actions rather than “he said this, then she said that”.

(d) The Minute Book

A book (or a folder on your computer drive) in which all minutes are sequentially filed is a legal record of the committee’s decisions and must be maintained.

(e) Motions

Motions must be recorded accurately with both the mover and seconder. Read them back before the meeting moves to the next topic.

(f) Actions

The minutes should record, perhaps in a separate column, who is responsible for following up the committee’s decisions.

(g) Numbering

By numbering resolutions a register of resolution can improve efficiency.

(h) Circulating

The minutes of the previous meeting must be circulated before the meeting. The minutes of committee meetings should also be made available to any interested club member.

Obligations to WAPA -

6.2 New Member Procedure

If the club does not have its own application for membership form a standard club membership application form is included at Appendix 9.

After a member is accepted, the club secretary must send the Pistol Australia Member Notification Form (see Appendix 10) to the WAPA Secretary, together with the correct fees. If the new member joins during the year, a pro-rata fee is payable to WAPA according to the rates at Appendix 2. A spreadsheet or Word document containing the information required by the Member Notification Form is an acceptable alternative to a hand written form.

It is important to inform WAPA of new members as soon as possible, as only those members for whom capitation fees have been received are covered by the WAPA insurance policies. WAPA will send the membership card out to new members.

The club should provide all new members with a copy of the club constitution, club rules or by-laws and the shooting calendar.

6.3 Annual Renewal of Memberships

In October of each year the WAPA Treasurer sends to each club an invoice for the renewal of memberships. This will have a list of current members according to the WAPA database. The

club secretary should review this list, strike out the members that have not renewed and add any new members. Care should be taken to ensure that addresses listed are correct. If the total number of members has changed the club should manually adjust the invoice before sending payment plus any associated Pistol Australia Member Notification Form.

The Annual Returns are due with correct club affiliation fee and member capitation fees by November 1st of each year.

Around the end of the calendar year the WAPA Secretary will subsequently forward to each club secretary new membership cards for distribution to their members.

6.4 Transfers

(a) Interclub:

Before accepting a transfer, the secretary of the new club should obtain a Club Transfer Form (WAPA 104) from the secretary of the old club. The form certifies that the member is paid up, and provides details of pistols and grades. If the person is accepted as a member, the pistol details are added to the new club's Register of Approved Handguns and the grades are recorded by the club scorer. The form also states the number of shoots recorded by the member during the year. The club scorer should use that information to determine the number of remaining shoots to meet the minimum activity requirement described in chapter 3.

(b) Interstate:

Using whatever forms are provided by the interstate club, or via a letter if need be, information on financial standing and pistols owned must be provided to the new club. Providing the transferee is financial with an Association affiliated with Pistol Australia, only the WAPA portion of the capitation fee will be payable.

A transfer form can be found on the WAPA website. It should be completed in duplicate by the secretary of the old club of the member wishing to transfer.

The member should give both copies to the secretary of the new club. One of the copies should accompany the new club's notification to WAPA.

6.5 Members File

It is a good idea for each club secretary to maintain a Members File, consisting of:-

- Application for membership forms, with receipt number and acceptance date clearly shown.
- Annual Returns copies (in book form) with the club copy showing any member who became financial after the initial forms were sent to the WAPA and also noting when the capitation fees for them was sent to the WAPA, with cheque number or EFT details.

6.6 Membership Cards

A membership card is issued by WAPA for all new members and membership renewals.

These cards are the only proof of being a financial member of WAPA that the Police will recognise, so all financial members must receive one.

Lost or mutilated cards may be replaced by application to the WAPA Secretary.

6.7 Termination of Membership

Membership can be terminated by resignation, expulsion, lack of attendance, non-payment of fees, or death.

It is the duty of the club secretary to notify these occurrences to WAPA on the Pistol Australia Membership Notification Form within 14 days.

An example of a letter to an un-financial member is at Appendix 11.

6.8 Club Attendance Book

This should be maintained and signed by all members and visitors on entering the range.

Insurance claims may be more difficult to prove without a signature in the attendance book on the relevant day.

6.9 Letters

Outgoing correspondence prepared by the club secretary includes the letters discussed in chapter 6 and included at Appendix 11.

6.10 Meetings and Constitutional Matters

It is the duty of the club secretary to arrange Committee Meetings each month, or as stated in the club's Constitution.

Decide the date of your club's Annual General Meeting well in advance, and preferably after the WAPA Annual General Meeting, so that any increase in membership fees can be passed on to the members.

It is also important to maintain a current set of WAPA Constitution and Regulations.

Another file should be kept for Minutes of the meetings of the Committee of Management of WAPA which are sent to the club each month. A copy is forwarded by the WAPA Secretary to each club via email. One hard copy should be placed on the club's notice board so all members can be made aware of matters relating to the Association.

Any member may have the monthly Minutes of WAPA meetings sent to their email address. Contact the WAPA Secretary, or fill out a copy of the application form at Appendix 12.

Within 21 days of the club's Annual General Meeting, the club secretary must send a list of the club's new office bearers, with names, addresses and telephone numbers, to the WAPA Secretary. The standard form for this information is at Appendix 13.

(Also recommended reading: The Club Secretary web page at www.dsr.wa.gov.au/clubs/how-to-guides/club-roles/secretary)

7 CLUB TREASURER DUTIES

7.1 General Duties of the Treasurer

The club treasurer is required to:

- Ensure that adequate accounts and records exist regarding the club's financial transactions including accurate and up-to-date records of all income and expenditure; A proper accounting package on a computer is highly recommended.
- Co-ordinate the preparation of a budget and monitor performance;
- Issue receipts and promptly deposit all monies received in the club's bank account;
- Make all approved payments promptly;
- Prepare invoices promptly as required;
- Act as a signatory to the club's bank accounts, cheque accounts, investments and loan facilities (with at least one other management committee member);
- Manage the club's cash flow and be accountable for the club's petty cash;
- Prepare and present regular financial statements to the committee at meetings;
- Negotiate with banks for overdraft facilities, mortgages and other loan facilities where required by the committee;
- Ensure that the club complies with the relevant requirements of Part 5 of the Associations Incorporations Act 2015;
- For clubs that have opted to be a GST compliant organisation, regularly file business activity statements;
- Prepare financial accounts for an annual audit or report and provide the auditor with information as required; and
- Prepare an annual financial report.

The treasurer is responsible for club monies and for banking receipts as soon as possible for the maximum return. The treasurer should also budget carefully to ensure that there is always enough cash at the bank to cover cheques.

Clubs with an annual turnover of \$150,000 or more must be registered for the Goods and Services Tax (GST). In this case the treasurer is responsible for submitting returns to the Australian Tax office and would therefore need to be familiar with this aspect of tax law.

Government grants often come with reporting obligations, and the treasurer may need to extract the relevant financial records to submit to the grant agency.

Clubs may expect the treasurer to maintain a record of assets and the depreciation of those assets. A liability register may also be required so that the club knows at any time what its future financial commitments are.

The treasurer should make sure that the clubs financial affairs are kept as simple as possible. He or she should be able to:

- Give members and office bearers information when they need it;
- Give the committee appropriate financial information to enable sound decisions to be made;
- Report on the effects of any decision on the financial status of the club; and
- Satisfy members, through the auditor's report, that their funds have been managed honestly and effectively.

The Treasurer should also be aware of the legal requirement of committee members to declare financial conflicts of interest (described in the Act as "material personal interests"). The Treasurer may need to alert the committee if such a conflict comes up at a committee meeting.

Obligations to WAPA -

7.2 Club Affiliation Fee to WAPA

In accordance with the WAPA Constitution, each club must pay an annual Affiliation Fee. This fee, becomes due on November 1st and must be paid to the Secretary of the Association on or before November 20th each year.

Failure to pay this fee will render the Club un-financial with the Association and liable to penalisation and withdrawal of rights.

7.3 Member Capitation Fees

The club must collect from each of its members a Capitation Fee, which becomes due on November 1st and must be paid to the Secretary of the Association on or before November 20th each year.

The fee, together with Government grants, funds the activities of WAPA. It includes insurance cover and capitation fees payable to the Pistol Australia..

The fees are set annually, in advance, by the members present at the WAPA Annual General Meeting. The fee structure is set out in Appendix 2 or as otherwise notified by WAPA when clubs are invoiced. The WAPA Secretary can advise you of the current fees.

7.4 New Member Capitation Fees

New members who join a club after November 30th in any year pay a pro-rata capitation fee.

A form setting out these fees is sent to each club with the renewal invoice. A paper membership card can be sent to new members, however if near the end of the year the WAPA Secretary may hold off until all members cards are printed.

7.5 Juniors

Confusion often stems with the difference in age limits for fees in contrast to that for competition.

A shooter is deemed to be a Junior for the purpose of fees if he/she has not turned 18 years of age at the date of the Association Annual Return (ie. has not turned 18 by 1st November in that said year).

The Junior age for competition has been tied to that adopted by the ISSF, being under the age of 21 years for the full shooting year.

For example, if a shooter turns 21 years old at any time during the year, even if it be the 31st December, he/she will be deemed a senior shooter for that year.

7.6 Annual Returns

As described in section 6.3 the club must confirm the full names, addresses, etc. of all members (other than social members). These must be returned to the WAPA Secretary with the appropriate fees on or before November 20th of each year.

7.7 Collecting Fees

All club members are required to pay their annual fees on or before the date stipulated by the club's constitution. The club secretary and treasurer must be firm in this matter, or the club may not be in a position to meet its financial responsibility to the Association by November 20th.

If fees are not paid by a due date, a further reminder should be sent, advising that membership will be terminated unless financial obligations are met within a fixed period of time e.g. 7 to 14 days.

Under no circumstances must a club issue a Pistol Application Form 101 to an un-financial member.

7.8 Refunds

Clubs may make any arrangements they wish regarding the refund of club fees if a member leaves the club before the expiry of the annual fee.

However, there will be no refund of the capitation fee paid to WAPA as a bulk of it will have been dispersed to Pistol Australia, insurance premiums, administrations etc.

(Also recommended reading: The Club Treasurer web page at www.dsr.wa.gov.au/clubs/how-to-guides/club-roles/treasurer)

8 STATE REFEREE COUNCIL

The State Referee Council is responsible for a number of activities as outlined below and in the charter which can be found on the WAPA website (www.wapa.asn.au).

8.1 Range Official Training and Accreditation

Under the WAPA Regulations whenever more than two people are shooting together, they must be under the control of a Range Officer. Typically a Range Officer will be supervising a detail of shooters at regular club match, and that person may have formal training or not. It is usually an experienced person familiar with the rules who is allocated to be the range officer for that detail, but sometimes it is a less experienced member who is the only person available.

Ideally, each Club should have at least one Pistol Australia qualified Range Officer. The State Referee Council offers training and accreditation for a number of levels of Pistol Australia qualification:

- Level 1 (Club Level) Range Officer

A Level 1 Range Officer is trained in the fundamentals of safe range control, including how to deal with common malfunctions and rule infractions. It is a one day course with some classroom and practical elements. An add-on module is necessary for dealing with black powder matches. Level 1 suits the needs of most smaller clubs.

- Level 2 Range Officer

A Level 2 Range Officer will have a sound knowledge of the rule book and should be able to deal with most situations on the range. The Level 2 course is much more difficult and requires some study at home before attending a two day course and passing a practical examination. A Level 2 Range Officer can officiate at an open, state championship and national championship event. The qualification is specific to individual disciplines – ISSF, Service/WA1500, Action and Black Powder.

- Judge C

A Judge C is a judge in training. A Judge C will attend opens and state champs and carry out judging duties under the watchful eye of a more senior judge. It would typically take 12 months for a Judge C to be promoted to Judge B.

- Judge B

Every open needs at least one Judge A or B attending to ensure that the event is being held in accordance with the rules, and to help resolve issues that the range officers can't resolve, such as protests. At National Championships every range will have a Judge B supervising. A Judge B wears a blue shirt or jacket when on duty. The qualification is specific to individual disciplines – ISSF, Service/WA1500, Action and Black Powder.

- Judge A

A Judge A is the most experienced level of official on a range in Australia. The jury at a National Championships is made up of Judge A's. Beyond Judge A is an international judge who can officiate at the Olympic Games.

8.2 Equipment and Rule Books

You don't need to be a range officer to own a rule book. Rule books are best downloaded from the Pistol Australia or National Referee Council websites. If you have an old rule book it is wise to check periodically if has been superseded. Scoring gauges and overlays can be bought through the SRC.

8.3 Organising a Range Officers Seminar

To organise a Range Officers' Seminar for your Club (or area) contact the Director of the State Referee Council with a request. You will need to decide whether a level 1 or level 2 course is appropriate and suggest three possible dates for the proposed seminar. When selecting dates, consult the WAPA competition calendar, available on the WAPA website (www.wapa.asn.au) to avoid clashing with any Open Shoot or major competition.

Consult any nearby clubs which may be interested in attending, to boost numbers.

The theory section may be attended by any interested members who may not wish to become Range Officers, but who are interested in scoring, correct range procedure, etc.

Arrange a suitable venue for the theory section. Requirements are:-

- a) Sufficient, comfortable seating, with desks or table arrangements for written examination.
- b) Whiteboard, pens etc.
- c) Space and a power point to set up a projector and screen.
- d) Coffee and tea making facilities, also other catering if desired.

Requirements for the Practical Examination are:-

- a) 25 metre range.
- d) 3 x 25 metre Precision and 5 x International Rapid Fire targets.
- e) At least three shooters who have no intention of becoming Range Officers. These shooters will require a Standard Pistol only and ammunition is supplied by WAPA.
- f) Persons interested in scoring procedure to act as Register Keepers.

There will be a fee, payable by all candidates in addition to the cost of the appropriate rulebook. This fee includes all the paperwork provided, including the pre-course reading, and a Certificate of Registration with PA. This is a one-off fee – if by any chance the candidate is not successful, they may sit again without any further cost.

Please advise the SRC of approximate numbers expected to attend as well as forwarding the fees payable before the commencement of the seminar. With most seminars, at least six participants are required, especially if it requires an expensive airfare for the presenter.

Country clubs are asked to apply to their local Sport and Recreation WA office for funding for a seminar, as they usually have funds set aside for development of local clubs. WAPA cannot apply as it must be done locally. They will often contribute half the airfare and accommodation

for the presenter, and WAPA will pay the rest. Funding approvals can take some time, so the application must be submitted well in advance of the seminar date.

8.4 Holster Proficiency Course

To be permitted to draw from a holster in Service, WA1500 or Action Pistol matches, it is necessary to have a “Holster Accreditation Card”. The card proves that the necessary level of proficiency has been achieved. Shooters must complete the Pistol Australia Holster Course, which is a half day training and examination session conducted by an Accredited Holster Examiner. A shooter undertaking the course can apply to be qualified in the disciplines of either Revolver or Semi Automatic.

It is the responsibility of individual Holster Examiners to arrange and conduct the course at the request of applicants. Clubs or individuals can contact the Director of the State Referee Council to find out the names of accredited Holster Examiners. The course can be conducted with small groups.

There are numerous styles of holster on the market, only some of which are suitable for WAPA shooting. It is highly recommended that a Holster Examiner be consulted before members purchase their first holster. The member may not be able to participate in the course if the holster is unsuitable. In particular cross-draw holsters or duty holsters cannot be used.

8.5 Holster Examiner Accreditation

Clubs may find it useful to have an accredited Holster Examiner within their membership. The State Referee Council from time to time conducts a Holster Examiner Accreditation course. Contact the Director of the State Referee Council to find out more details of this course.

8.6 Range Approval

New ranges and modifications to existing ranges must be approved by the WAPA State Referee Council as well as the WA Police. While the Police will assess a range from a safety perspective, the State Referee Council can certify that the range meets the technical requirements of the match rules. This is essential for a club proposing to hold an Open competition.

A WAPA range assessor can provide informal advice about your range at any time. If you have concerns about butts, walls, baffles, ricochet risks etc it is a good idea to call for their opinion.

More information on range design and construction is in chapter 16.

9 COACHING

The responsibilities of the WAPA State Coaching Council includes:

- the organisation of coaching clinics and seminars. These are generally held on the request of clubs;
- the organisation of courses for club coaches to become accredited, and assistance to further their qualifications;
- coaching of juniors through the Junior Co-ordinator; and
- distribution of training and coaching information and literature to WAPA members and clubs.

Clubs are encouraged to invite and discuss their requirements with the Director of the State Coaching Council. It is only through these requests that the Coaching Council can provide all interested shooters with the information they need to become more proficient at our sport.

9.1 Applications for Coaching

Contact the Director of the State Coaching Council with your request, suggesting three possible dates for the proposed seminar, clinic or coaching school.

When selecting these dates, consult the WAPA competition calendar to prevent a clash with any Open Shoots or major competitions. Obviously the date is dependent on the availability of suitable coaches.

State the duration of the seminar:-

- a) One full day, and whether Saturday or Sunday is preferred.
- b) One and a half days.
- c) Two full days or longer.

It may be appropriate to consult any nearby clubs who may be interested in attending the Seminar, to boost numbers, although the coordinating coach will advise how many people can be realistically accommodated in the program.

9.2 Venues

Arrange a suitable venue for the theory section of coaching. The main requirements of a venue are:-

- a) Sufficient, Comfortable seating
- b) Whiteboard, pens
- c) Space and a power point to set up a projector and screen.
- d) Coffee and tea making facilities and provisions, also other catering if desired.

Requirements for practical work are typically a 25 metre range, targets, and patches.

9.3 Costs

Generally all costs are borne by the WAPA State Coaching Council.

Please advise the S.C.C. or coordinating coach of the numbers expected to attend.

9.4 Juniors

Separate coaching programs for juniors are managed by the Junior Co-ordinator in consultation with the State Coaching Council. Subsidised trips to interstate coaching camps are occasionally available for selected junior shooters. Contact the Junior Co-ordinator for more information.

9.5 Coaching Accreditation

There are various levels of coaching accreditation that can be achieved, ranging from the basic “Club Instructor” to “Club Coach” through to “Competition Coach”.

Club coaches or those instructing new members are encouraged to obtain accreditation to at least Club Instructor. Accreditation to Club Coach or higher is more involved. Because of the limited demand these courses are held infrequently, but are usually advertised in advance through club secretaries. Contact the Director of the State Coaching Council for more information.

9.6 State Coaching Council

The charter of the WAPA State Coaching Council can be found on the WAPA website (www.wapa.asn.au).

10 STATE TEAM TRAINING SQUAD AND STATE TEAM

10.1 State Team Training Squad

The State Team Training Squad is described in the charter which can be found on the WAPA website (www.wapa.asn.au).

In brief, the aims of the State Team Training Squad are:

- To provide coaching, training, shoulder to shoulder competition and the opportunity for improvement in the overall ability of Squad members; and
- The means of selection, to represent Western Australia at National competitions.

Entry into the Squad is gained by invitation from STTS Management or nomination from the shooters club. To be eligible the shooter must have shot an eligibility score in open, state championship, national championship, international competition or other WAPA sanctioned organised competitions. The eligibility scores are:

- ISSF/PA events (Adult) – a member must have shot a minimum ‘B’ Grade score as per current Pistol Australia grades.
- ISSF events (Junior) – a member must have shot a minimum ‘C’ Grade score as per current Pistol Australia grades.
- Action Pistol / WA1500 – a member must have shot a minimum ‘M’ as per current Pistol Australia grades.

Clubs should consider nominating shooters showing potential and enthusiasm.

Membership of the STTS is on an annual basis.

For further information contact the Director of the State Coaching Council. Contact details are on the WAPA website .

10.2 State Team

The State Team represents Western Australia at the National Championships. WAPA funds airfares, accommodation, uniforms and entry fees. State Team members may pay a contribution fee as set down by WAPA Management.

Usually at the final Open of the year (or by September for Action Pistol) the State Team is selected from the STTS. The selection is made by assessment of scores shot at either Open, State Championships, National, International or WAPA sanctioned shoots throughout the year in accordance with the STTS charter.

The selection criteria can be found on the WAPA website (www.wapa.asn.au).

11 ATTENDING AN OPEN OR STATE CHAMPIONSHIP

A guide for first time entrants

The difference between stagnating in D or C grade and becoming an accomplished shooter can be participation in an open competition. It provides an opportunity to watch and speak to top shooters, and can be in itself a great incentive to improve. At Opens and State Championships you will compete in your own grade, and no minimum level of ability is required. Country opens in particular are usually a great social occasion as well. Pistol shooting is one of the few sports in which people at any level can enter a National Championship and shoot alongside an Olympian.

This guide will tell you what to expect.

Differences between a regular club shoot and an Open or State Championship:

- You will have to submit an entry form by the closing date, with the appropriate fee. Standard entry forms can be downloaded from the WAPA website at (www.wapa.asn.au).
- You will receive a squadding sheet listing the time, range number and bay number of each match, as well as any work details to attend.
- Before shooting you will need to submit your pistols to equipment control for approval. There your pistol will be checked for compliance with the rules of the match, at least for trigger weight and overall dimensions. You must fill out an equipment control form with the details of each pistol and hand it to the equipment control officer with your pistols.
- Scoring and patching is generally done by workers. The shooter generally remains behind the line.
- At a National Championship you must wear your competition number at all times while shooting.

DO:

- Be sure of your grades. Your club scorer/handicapper should be able to look it up if in doubt.
- If possible check your trigger weight and pistol dimensions at your club *before* the day of the shoot. Just because your gun is new or was owned by an experienced shooter does not mean that it complies with the rules. You may not have the time or equipment to make modifications when you get to the event.
- Write on your entry form if you are sharing a pistol, and who with.
- Check that there are no overlaps in match times on your squadding sheet.
- Bring your holster accreditation card if shooting Service, WA1500 or Action Pistol.
- Wear the right footwear (no open toes and for ISSF matches no shoes above the ankle bone).
- Remember to bring your squadding sheet.
- Sign the range book on arrival.
- Arrive early enough to get through equipment control before your first event starts. There may be a queue.

- Know the basic rules for the match, if in doubt ask the range officer prior to the match starting.
- Bring basic tools for emergency adjustments (allen keys, screwdriver, oil).
- Bring enough ammunition for shoot-offs in the event of a tie, and for chronographing of Service, WA1500 and Action Pistol loads.
- Be on the range at least ten minutes before the scheduled start time. Preparation time takes place *before* the scheduled start time. In the case of Air Pistol and 50m Pistol the sighting series starts 15 minutes before the scheduled start time, so be on the range at least 25 minutes early in that case.
- Turn up to all your scheduled work details (ie patching and scoring) or arrange a substitute if you can't be there. The event won't run otherwise.

DON'T

- Put your gun on the bench before preparation time is called.
- Remove your gun from the bench before being told to by the range officer. Equipment should not be removed until everyone has completed the match.
- Practice on an unused range without permission.
- Go forward of the line to pick up empty centrefire cases without the permission of the range officer.
- Mark or gauge your own air pistol targets.
- Hesitate to call "challenge" if you disagree with the score called out. The scorers are only human too.

12 ORGANISING A STATE CHAMPIONSHIPS OR OPEN

Holding a state championships or open competition can be a good way for a club to raise funds as well as raise the profile of the club. It can also be a way of motivating the club to carry out repairs and improvements.

Firstly, check if your range is up to the technical standard required for the conduct of the proposed matches. All information on this can be found in the relevant rule books, or may be had from the Director of the State Referee Council, upon request. Discuss any issues with the SRC Director as it is possible to relax less critical rules in the interests of holding the event. Also ensure that your range complies with the WAPA regulations and Police standards on safety requirements. Let the SRC know about any range rules particular to you club that will apply. These might be things like shooting time restrictions, calibre or power factor restrictions, or the use of jacketed projectiles.

A representative of the SRC is appointed to each open, and queries should be directed to that person.

12.1 Application to Host

By April or May of each year, WAPA produces a list of suggested dates for Open Shoots and State Championships. Clubs can host an Open or State Championships in either the ISSF, Black Powder, Service, WA1500 or Action Pistol events. Clubs should apply in writing to the WAPA secretary prior to the June meeting of each year, or as advised by the WAPA secretary, for events the following year. Application forms are at Appendix 14 and 15. Clubs should submit three dates in order of preference in the event of a clash. The allocation of dates is ratified by the Committee at the June Meeting, and clubs are advised of the Committee's decisions immediately. Subsequent changes of dates are discouraged as they often have impact on others.

NOTE: The long weekends in early March (Labour Day weekend) and October (Queen's Birthday weekend) are usually set aside for the State Championships each year. Easter is reserved for the National Championships.

Included on the application forms are a list of requirements for the host club.

12.2 Range Capacity

Calculate your range capacity for the matches to be shot in accordance with the following times:-

- | | | |
|--|---------------|----------------|
| • 50 metre Pistol | 3 hours | per detail |
| • 25 metre Rapid Fire | 30 minutes | per half match |
| • Precision (Centre Fire and 25 metre Pistol) | 1 hour 45 min | per detail |
| • Rapid Fire Stage (Centre Fire and 25 m Pistol) | 1 hour | per detail |
| • 25 metre Standard Pistol | 1 hour 45 min | per detail |
| • Black Powder 25 metre | 1 hour 45 min | per half match |

- Black Powder 50 metre as for 50 m Pistol
- 10 metre Air Pistol 1 hour 45 min
- Service Pistol 45 min
30 min each range if 50/25 yard ranges are split
- Service Match 25 yards 45 min
- WA1500 Match 75 min
- Action Pistol
 - Practical 20 min
 - Barricades 15 min
 - Moving Target 10 min
 - Falling plates 15 min (extra needed for shoot offs)

These times include some allowance for the shooter's preparation time, new targets, etc. Additional time can prove beneficial in the event of unexpected range problems. Limits on numbers for particular events can be applied, but should be included in the advertisement.

For State Championships, time must be set aside for finals in 25 metre Rapid Fire, 10 metre Air Pistol (women's and men's) and 25 metre Pistol (women only).

Note that for the Rapidfire, Centrefire and 25m Pistol events which are split in two halves, all entrants must complete the first half before any detail of the second half can commence. If split over two days, each half must be entirely completed on each day.

12.3 Advertising

Open Shoots are advertised on the WAPA website and by email to club secretaries with the intention that it be distributed directly to members or posted on the club notice board. The host club should produce a flyer with the necessary details and forward it as early as possible to the WAPA Secretary who will send it to all clubs. A closing date two weeks before the Open is recommended to allow time for squadding.

For Open Shoots, standard entry forms can be downloaded from the WAPA website *wapa.asn.au.*, unless the host club issues their own form.

Entry fees need to be sufficient to cover costs such as targets, patches, trophies and GST if applicable.

For the State Championships WAPA collects a fee per entrant per event to cover the cost of medals and trophies. WAPA will invoice the host club after the event.

12.4 Squadding

There are a few computer software applications on the market designed to automate squadding, such as Open for Windows. Other clubs may be able to give advice in this regard. Squadding details should be completed, including work details, as soon as possible after the closing date for

entries, and squad sheets emailed to all competitors direct, preferably a week before the event. Spare bays in some details (no's 1 or 8) will be useful if late changes eventuate.

Qualified Range Officers should be allocated if possible. For a list of qualified Range Officers and Referees, contact the State Referee Council.

12.5 Scoring

Information on the format, or where to obtain, score cards is available from the WAPA Secretary. Computerised collation of scores is recommended. If the 10m target scoring machine is required a request should be made to the SCR representative who will arrange to have one delivered. Where team and aggregate trophies are to be awarded, the method of calculation must be established in advance, particularly for State Championships.

Scores must be sent to WAPA in accordance with the General Requirements on the application form at Appendix 14 within a week, preferably in pdf format. The scores will be posted on the WAPA website.

12.6 Supplies and Equipment

Ensure adequate supplies of targets, patches, score cards, pens, scoring wands, chronograph etc. All target supplies are available from the Target and Order Secretary. To be on the safe side order early. For State Championships backing targets are mandatory.

A separate scoring room is necessary with sufficient space for scoring 10m and 50m targets, preferably with computer facilities.

Check that the range's electrical system can cater for the current draw from all ranges, camping and kitchen facilities operating simultaneously. Consider a standby generator if there is any doubt.

12.7 Equipment control

Pistol checking should be done prior to the first detail, in addition spot checks on the range may also be carried out. The host club should allocate one or more qualified Level 2 Range Officers to carry out pistol checking.

12.8 Catering

All catering at Open Shoots and State Championships is at the discretion of the host club. A special liquor licence may be necessary.

12.9 Invitation Opens

Clubs which wish to hold an open but cannot comply with the above requirements can consider an Invitation Open. An Invitation Open will not be formally attended by the SRC so scores will not usually count towards the State Top Ten or State Team selection. However it is a good way for a club to hold an open with a little less pressure.

13 ABUSE, DISCRIMINATION AND HARASSMENT

13.1 The Law

The following legislation protects people against discrimination and harassment, not just in the workplace but also in clubs:

Federal

- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Disability Discrimination Act 1992
- Human Rights and Equal Opportunity Commission Act 1986

State

- Equal Opportunity Act 1984

According to the Equal Opportunity Act 1984 (WA), to be unlawful, discrimination must be on the grounds of

- ❖ sex,
- ❖ marital status or pregnancy,
- ❖ family responsibility or family status,
- ❖ race,
- ❖ religious or political conviction,
- ❖ impairment,
- ❖ age, or
- ❖ sexual orientation.

Direct discrimination occurs where there is less favourable treatment for individuals as a result of the factors listed above. In the environment of our sport, it may occur in such circumstances as accepting prospective members, approving pistol applications, allocation of duties or selecting teams. It can arise from situations as subtle as asking personal questions of applicants which are not relevant, or allocation of work duties based on sex stereotyping.

Indirect discrimination occurs when people are required to comply with rules, policies or decisions which may appear neutral on the surface but have outcomes which disadvantage a particular group.

In the case of federal acts, damages are unlimited. Damages under the state act can be up to \$40,000 per complaint.

13.2 Harassment

Harassment is a form of discrimination. Anti-discrimination legislation specifically covers:

- sexual harassment,
- racial harassment, and
- victimisation.

Verbal harassment can also lead to a suit for defamation. In extreme cases laws covering criminal assault and negligence liability for officials can come into play.

Harassment is an unwelcome, offensive comment or action directed at another person or group. It is often by a member of a 'majority' group against a 'minority' group. It is often intentional but not always. People may not realise how their behaviour affects another person, and therefore harassment is an area that is easily open to misinterpretation and dispute. It is the *effect*, not the *intent* of the behaviour that is the key to determining harassment.

13.3 Sexual Harassment

Sexual harassment is any behaviour of a sexual nature which is unwelcome, unsolicited and usually continued, and constitutes a verbal and physical affront against another person. It can take the form of:

- ❖ Unwanted and deliberate physical contact, such as touching, kissing, embracing, massaging;
- ❖ Requests or pressures for sexual favours;
- ❖ Physical assault of a sexual nature;
- ❖ Sex oriented verbal comments including smutty jokes;
- ❖ Repeated requests to go out, particularly after prior refusal;
- ❖ Persistent or intrusive comments about peoples private lives;
- ❖ A range of offensive gestures and noises.

13.4 Racial Harassment

This includes harassment based on colour, nationality, ethnicity and religion. Examples include:

- ❖ Jokes in which race is a characteristic of the 'butt' of the joke;
- ❖ Hostile comments about food, dress and religious or cultural practices;
- ❖ Inferences that all members of a racial or cultural group have negative characteristics such as laziness, drunkenness or greed;
- ❖ Parodying accents

13.5 Harassment on the Grounds of Disability

This can cover physical, mental or psychological disability. Examples include mocking and jokes.

13.6 Victimisation

The Equal Opportunity Act makes victimisation of a complainant or witness unlawful *even if a formal complaint has not been lodged at the Commission*. Anyone who threatens to disadvantage a complainant or potential complainant, witness or potential witness, may be the subject of a formal victimisation complaint.

13.7 Abusive Behaviour Generally

Harassment can sometimes simply consist of an abuse of power which the harasser holds over the harassed. Examples in pistol shooting might include:

- ❖ Bullying and humiliation of competitors by coaches, range officers or event officials
- ❖ Abuse and insults directed at opposing competitors or range officers;
- ❖ Bullying of members by club office bearers.

13.8 Club Responsibilities

It is important that clubs appreciate that they are legally responsible for the actions and behaviours of their employees and members. They are required by Federal and State legislation to take every reasonable step to prevent harassment of any nature stemming from or occurring within their organisation.

WAPA has a policy on the matter which can be found on the WAPA website. The policy gives individual members the right to confidentially lodge a complaint with WAPA. The policy also sets out circumstances in which WAPA may penalise a club for permitting discrimination or harassment.

14 OTHER CLUB MANAGEMENT ISSUES

14.1 Privacy

Since the introduction of the Privacy Act 1998 and the Privacy Act (Private Sector) Amendment Act 2000, people have an increasing expectation that their personal details will be used responsibly. Because of their low turnover and not-for-profit nature, it is unlikely that any WAPA affiliated pistol club is bound by these acts.

WAPA has undertaken to voluntarily comply with the Privacy Act 1998 and the Privacy Act (Private Sector) Amendment Act 2000. On the WAPA website is the WAPA Privacy Policy Statement. It sets out how WAPA deals with personal information about its members.

Clubs also hold a lot of personal information. It is good practice for clubs to work by the basic principles of these laws. These principles include:

- Only collect information that is necessary for the club's functions and activities.
- Don't use the information for purposes that the members might not think is reasonable (like selling it to others or giving it to a company who wants to send out marketing material).
- Make an effort to keep the information up-to-date and accurate.
- Keep the information secure (important where firearm ownership is concerned).
- Give people access to information about themselves if they request it.

Under the Associations Incorporation Act any member of an incorporated club is entitled to have a copy of the Register of Members on request. It is important that only the mandatory information is handed out, not all the data. For example an email address or post box number is more appropriate to hand out than a residential address. The Act allows a club to ask each member what address they want on the register of members. The club must then honour that commitment. Alternatively the club could decide by policy that it shall be email address only.

14.2 Child Protection

WAPA has a Child Protection Policy which is on the WAPA website. The policy affects every club, particularly coaches and anyone acting in an official capacity for the club. All club committee members and coaches should make themselves familiar with the code of conduct to safeguard against any instances or accusations of misconduct with respect to juniors.

The Working with Children (Criminal Record Checking) Act 2004 (WWC Act) aims to contribute to the protection of children from harm by providing a high standard of compulsory national criminal record checking for people wishing to do paid, unpaid, or voluntary child-related work in Western Australia. The WWC Act enables consideration of expansive criminal record checking (beyond that where a person is convicted). There is a common misconception that if the child's parent is on the range then there is no need for anyone to have a Working With Children card. This is not correct. It's only the parent of the child who doesn't need a card.

The WAPA Regulations section 13 covers WAPA's Working With Children requirements. This provides clarity about who needs to have a Working With Children Card in order to comply with the Act. Bear in mind it is also illegal in WA to apply for a Working With Children Card if you are not going to be actually working with children. There are stiff penalties for not complying with the WWC Act.

Applications for a card can be made at Australia Post offices. There is a small charge for volunteers which must be paid when lodging the application form. Applicants will also need to provide proof of identification and have the form signed by a club official such as the President or Secretary.

Depending on the findings of the check the applicant will either receive a card or a Negative Notice.

More information is available from the website www.checkwwc.wa.gov.au.

The club will need to consider how to handle a Negative Notice. It is recommended that if a major conviction is recorded, the person is asked to provide a full police clearance certificate at their expense for consideration by the committee, or alternatively withdraw from the position. Such cases must be handled sensitively and confidentially. The WAPA President can provide advice.

Of course just having cards is not going to remove all risk of child abuse. Paedophiles seek out clubs that have lax safeguards. There are many smart things a club can do, such as:

- making sure children know who they can speak to if they feel uncomfortable,
- selecting volunteers carefully,
- giving your volunteers rules about physical contact and working one-on-one.

The WWC Screening Unit provides a number of resources and conducts regular seminars on the topic. See <https://workingwithchildren.wa.gov.au/resources/>

14.3 Drugs and Alcohol

The WAPA Drugs in Sport Policy is on the WAPA website. In-competition drug testing is rare in pistol shooting except at the highest levels of competition, however a shooter can be disqualified if someone was to find out that a prescribed drug was being taken that is not permitted.

Some of the medications in common use in the community are listed as performance enhancing drugs, regardless of what sport they may assist in. The Australian Sports Anti-Doping Authority (ASADA) website <https://checksubstances.asada.gov.au/> enables you to enter the name of a drug and it will tell you if it is permitted. Anyone with aspirations of state team selection should check whether their medications are on the banned list.

The WAPA Regulations prohibit shooting while under the influence of alcohol. Issues with alcohol are discussed further in WAPA's Alcohol Policy on the WAPA website. Club officials need to be aware that members can arrive at the range already under the influence and experience shows that people are reluctant to take action in that situation, particularly if the member is well liked.

We live in an age where recreational drug dependency is increasing. Policing this is extremely difficult however with our resources.

14.4 WAPA's Responsibility to Members

The WAPA responsibility statement on the WAPA website summarises WAPA's practices in meeting its responsibilities to its members.

14.5 Club Culture

Sport Australia has an online tool called the Club Health Check. It is a 30 minute questionnaire about how your club is run. It looks at factors that are crucial to success, and combines these results to build an overall picture of the way your club carries out its operations. After doing the check a detailed report will be emailed to you which identifies improvements and growth areas for your club. On their website there are resources you can use to help implement the recommendations. Go to www.sportaus.gov.au/club_development.

The DLGSC has a web page called "Every Club Hub". On it there are useful guides, resources and a calendar of free workshops and webinars that you can enrol in. If you are not a trained manager, these workshops are a great way to learn the fundamentals of good club management.

Recommended reading for presidents is "Taking the lead! A guide for club presidents" at www.dsr.wa.gov.au/clubs/how-to-guides/club-roles/president

The culture of your club is something that can increase or decrease your membership. If you were taking up a new sport, try to imagine how you would want to be treated by the existing members. What would it take to make you want to be lifetime friends with these people?

If you find a lot of people are choosing not to renew their membership at capitation time, have an honest look at the atmosphere on the range and in the club house. Has it changed?

14.6 Looking after Your Members

Studies show that people who participate in sports clubs and organised recreational activity enjoy better mental health, are more alert, and more resilient against the stresses of modern living. Participation in recreational groups and socially supported physical activity is shown to reduce stress, anxiety and depression, and reduce symptoms of Alzheimer's disease. Violent crime also decreases significantly when participation in community activities increases.

We may not realise it, but our clubs have a benefit greater than just the opportunity to put holes in targets. One of the reasons is the opportunity to socialise and share problems and feelings. A problem seems a lot less overwhelming when a person shares it with friends. Men tend to feel obliged to help solve the problem, when really just listening and understanding has a big benefit.

This is important for our sport because owning a pistol creates a means of achieving suicide.

You may have a niggling feeling that a member you know isn't behaving as they normally would. Perhaps they seem out of sorts. More agitated or withdrawn. Or they're just not themselves. That's when you need to start a conversation. It can be started with a simple question like "How are you travelling, mate?", but first you need to pick the time and place. You

need to be in the right mood yourself, with the time to listen. You need to accept that they might not be ready to talk just yet. Maybe someone else in the club is closer to them and might have more success.

In extreme cases the right course of action may be for that member to surrender their pistol. The local police have the power to do that.

14.7 Being on a Club Committee

When a member joins a club committee for the first time it is important that the club secretary gives that member all the information they will need to become part of the team, such as:

- A list of contact details for the whole committee;
- A list of meeting dates;
- A standard meeting agenda, if there is one;
- The latest constitution and rules or bylaws;
- Club policies or standing orders.
- Expected duties and responsibilities, including any rosters.

At Appendix 19 is short guide called “Ten Commandments for Committee Members”. It is intended to help guide the sometimes complex relationships within the committee and avoid common pitfalls. It is recommended that a copy be given to new committee members.

15 OBTAINING FUNDING AND SPONSORSHIP

15.1 WAPA funds

WAPA has a grant and loan scheme for range and facility improvements and equipment. Grants and loans will be offered for projects which will advance the objects of WAPA and the Strategic Plan of WAPA. Applications will only be considered for clubs which can demonstrate:

- The club has the ability to deliver the project successfully;
- An equal amount of funding has been raised by the club;
- A government grant has been sought or the project cannot be made eligible for a government grant;
- All local government and regulatory approvals have been obtained or are on track to be obtained; and
- The infrastructure funded will only be used for WAPA members;

In the case of a loan, the club must have the projected income to service the loan.

Contact the WAPA Secretary for a copy of the policy and the application form.

WAPA conducts an Elite Shooter Funding Assistance scheme to help with travel expenses to major events interstate. Funds are for those on the STTS and working towards state team selection, aiming to achieve national team status and working to a training plan. The Director of the State Coaching Council can provide more details.

15.2 Sport and Recreation WA Schemes

- *Community Sporting and Recreation Facilities Fund (CSRFF)*

The purpose of the program is to provide Western Australian Government financial assistance to community groups to develop basic infrastructure for sport and recreation. The program 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

The maximum standard CSRFF grant approved will be no greater than one-third of the total estimated cost (excluding GST) of the applicant's project. The State Government's contribution must be at least matched by the applicant's own cash contribution, with the balance of funds required being sourced by the applicant. Priority is given to projects that lead to facility sharing and rationalisation including multi-purpose facilities.

The type of projects which will be considered for funding include:

- Upgrade and additions to existing facilities where they will lead to an increase in physical activity or more rational use of facilities.
- Construction of new facilities to meet sport and recreation needs.

Grant applications are advertised annually in June with applications through your local government (metro area) or through your local Sport and Recreation (WA). office (regional

areas) closing in August. Small grants (<\$66,000) have two rounds each year. Rounds are advertised and open in February and July and close on the last working day in March and August each year. For grants between \$66,000 and \$166,000 the CSRFF annual grant scheme has one round each year. The grants are advertised and open in June and successful applicants are notified December/January each year. Details and forms are available from the Sport and Rec. page [www.dsr.wa.gov.au/funding/facilities-\(csrff\)](http://www.dsr.wa.gov.au/funding/facilities-(csrff))

- *Regional Athlete Travel Subsidy Scheme*

The Regional Athlete Travel Subsidy Scheme (ATSS) provides a funding subsidy to assist talented juniors between the ages of 13 and 21 who reside in regional Western Australia with out-of-pocket travel and accommodation costs to compete at opens and state championships. Details and forms are available from the Sport and Rec. page www.dsr.wa.gov.au/funding/individuals/athlete-travel-subsidy-scheme/athlete-travel-subsidy-scheme-guidelines

- *Active Regional Communities Grants*

Active Regional Communities (ARC) aims to increase the opportunities for regional people to participate in sporting and active recreational activities in regional Western Australia. Funding categories are Participation, Capacity Building and Event Hosting. Funding may be used for running of programs, coaching clinics, volunteer training, coaching accreditation courses, referee or umpire accreditation courses, and associated equipment. Grants up to \$5000 are available. Applications are accepted throughout the year and must be lodged by the club or association at least six weeks prior to the project or event start date. All supporting documentation is required with each application.

Sport and Recreation (WA) Offices:

- ❖ *246 Vincent Street, Leederville*
- ❖ *22 Collie Street, Albany*
- ❖ *Unit 2B, 23 Coghlan Street, Broome*
- ❖ *80A Blair Street, Bunbury*
- ❖ *15 Stuart Street, Carnarvon*
- ❖ *Level 1, 268-270 Foreshore Drive, Geraldton*
- ❖ *Suite 1, 349-353 Hannan Street, Kalgoorlie*
- ❖ *Karratha Leasureplex, Dampier Highway, Karratha*
- ❖ *20 Coolibah Drive, Kununurra*
- ❖ *Suite 94, 16 Dolphin Drive, Mandurah*
- ❖ *Narrogin Regional Leisure Centre, 50 Clayton Road, Narrogin*
- ❖ *298 Fitzgerald Street, Northam*

15.3 Healthways Schemes

- *Health Promotion Projects Grants*

The Health Promotion Program objectives are:

- to fund activities related to the promotion of good health in general, with particular emphasis on young people, and
- to provide grants to organisations engaged in health promotion programs.

Applications for Healthway health promotion grants should aim to increase individual knowledge and skills, and change behaviour and community and organisational policies and environments to improve health. Details and forms are available from the Healthway page www.healthway.wa.gov.au/grants-programs/health-promotion-project-grants/

15.4 Bendigo Bank

The Bendigo Bank facilitates a wide range of grants to assist eligible charities and not-for-profit organisations across Australia invest their profits back into local communities, through their Community Enterprise Foundation. Details are at: www.bendigobank.com.au/public/community/community-funding

15.5 Grant Writing Tips

This is a brief look at tips for grant-writing success. It's not mysterious or onerous but you do need to allow plenty of time. Funders are simply looking for all the boxes to be ticked, all the limits and requirements respected and met. And naturally the funder wants something to which they would be proud to add their logo.

Mostly, we'll be considering applications for projects or events. However, although much smaller amounts are needed for items like club equipment or training session funding, the same attention to quality and detail in your application will be most helpful. Often the same funder is approached for grants in future years and it always pays to impress.

What type of Grant do you want?

You'll need a very clear idea of your project so you can "sell" it to a grant provider. As you define and refine the project, it may then become clear that the funds can come from a number of different grants. It's beneficial to make an effort to secure funding from a number of sources. And, check if you can break your application into sub-categories like:

- Infrastructure
- Equipment/resources
- Project/event/activities
- Training
- Social & Recreational Goals
- Publicity

You may consider planning your project use free software like ProjectLibre or some other project management software. It will help you consider, manage and define all aspects of your project, to provide a timeline and to work out key stages in the work or event plan.

Choosing a grant.

Some grant providers offer a range of different grant funds and your project may be supported by more than one. But you will also be expected to demonstrate what other ways you have, or will, raise funds yourself.

The climate is changing for the previous "Royalties for Regions". Funds are still possible but it greatly helps to show:

- how the funding will benefit the local community, for example, using local suppliers and materials,
- what will happen after the funds are used.? Is there continued use of any infrastructure and self-sustaining management planned?

Minister MacTiernan has declared she wants only sustainable projects with long-term community benefit and local jobs...not just, as she describes it, “beds of petunias”

In fact, the use of local suppliers is an excellent selling point for all grant applications. Providers like to see local communities benefiting from the money. You will probably still need to supply at least 2 quotes for any items over, say, \$3,000. So make sure your budgeting is detailed and as precise as possible. And add footnotes to explain any unusual budget items.

Allow sufficient time

The grant may look ideal and you have 7 days before the closing date....forget it!
You need to present a quality application with all the supporting material and that takes time.

Check the key dates

Firstly check the activity start date for a project. It’s as important as the application closing date. Getting either of these wrong will mean your application is automatically ineligible for assessment

Read the guidelines

This aspect of your application is crucial – but it sounds so simple. Read through the guidelines carefully so you know what’s required and how it must be presented. Sadly many applicants disqualify themselves by not answering all questions or ignoring criteria they feel don’t fit them.

Never leave a question blank. If a question absolutely does not apply to you, then at least show it’s been addressed and mark it appropriately.

Make certain you address the key aspects of:

- Quality
- Reach & Benefit:
- Good Planning
- Financial Responsibility

It’s so competitive! As a guide: every year about 1,000 groups receive funding from Lotterywest. So it’s really vital for your application to be outstanding. Of these four aspects, the most important is Quality. The assessors must be convinced all aspects of the idea are convincing and thoroughly prepared. Your key personnel must be suitably qualified and the grant assessors must have confidence their funds will be well spent on a worthwhile, well-produced result.

Letters of support

Allow plenty of time to arrange support letters. They must be current and relate to the specific project for which you are seeking funding. It’s helpful to have support letters from any other community groups who may benefit from the project, event or facilities. And even from local suppliers who will be used, and will thus, indirectly receive benefits from the funding.

These letters are not “references”. They need to demonstrate the writer understands and supports the project rather than just “your club and the great people”, although it’s helpful if they can attest to the competence and abilities of the key personnel.

Other helpful letters of support can be the result of community consultation – showing evidence of participation and consideration for parties outside the project.

Finally, letters of support from WAPA or other sporting groups or associations would give depth, experience and reinforcement.

But do be discerning about what you include and ensure it really helps “sell” your application, rather than just including items for “volume”. Some poor assessor has to wade through all the applications!

Then it’s a matter of the final sales “tizzying”:

- It’s worth trying to give your project a catchy name...you are trying to stand out from the crowd.
- Research statistics to support your application. Try the Australian Bureau of Statistics, your Association – both state and National, Local Government.
- Do everything possible to help the grant assessor to visualize your project or event: Photos, maps, diagrams. Consider a brief background of how the project was conceived and the difference it will make to your club, and even the wider community
- Sell the assessor on the benefits to the community – how will it benefit the people both within your club and in the wider local area and how will they benefit. Frame your application in a way that says ‘we need to deliver this program in order to achieve this outcome for the community, and we need money to do that.’
- Know your funder’s priorities and explain how your project fits the funder’s department or organization.

Check that you’ve used clear language and not slipped in any jargon or abbreviations. Then have the application reviewed by someone outside the shooting movement to make sure they understand every aspect. It may help to use tables or dot points for clarity. And do be succinct.

After all that – or maybe better at the very beginning - you can seek support from the grant organisations themselves. Most will have dedicated program or grants officer who will happily help clarify and explanation. They may even be able to suggest which grants are most appropriate and how your project can be structured across several grant options.

Help is also available from country Community Resource Centres. They can assist to write applications and arrange information sessions with grant providers on how to work with a range of funders and their specialities.

Providers like Bendigo Bank may consider Promotional Literature printing or Club clothing which can both display their logo. Lotterywest and Royalties for Regions (or whatever they become) are more interested in infrastructure projects. Sport And Recreation WA is probably

the best fit for pistol clubs for the widest range of grants. But all have similar structure and requirements from their applicants

As an example, this comes from the Lotterywest Grant Application introduction and summarises it well:

What they're looking for

- How the project relates to your organisation's purpose
- How the idea for the project came about, its community importance and expected benefits
- Community and stakeholder support for the project
- Strong project planning, management and expertise
- Good governance, evaluation and learning strategies
- Considerations of what will happen after the project grant ends

What they need from you

- A completed grant application form:
- Your latest AGM minutes and the most recent audited financial statements
- A copy of your Constitution
- Two written quotes for items over \$3,000; a written estimate, advertised price, or one written quote for items under \$3,000 (low value, miscellaneous items can be grouped together to \$1,000)
- A project budget (including salary costs)
- A project plan (for applications more than \$50,000)

It's all about ticking ALL the boxes, getting across a convincing and compelling story and avoiding all the roadblocks, so:

- Highlight the benefits, and know your funder's priorities
- Answer all the questions,
- Use clear, succinct language
- Meet all the funder's limits and guidelines
- Be reasonable in your requests
- Balance the budget and be accurate
- Provide quality and value for their money
- Check everything, including attachments, meticulously
- Ensure the correct authorized person signs it off

The most relevant listing of grants can be found at:

<http://grantsdirectory.dlg.wa.gov.au/GrantsSearch.aspx>

Good luck!

(Thanks to Rhonda Jackson for writing this Grant Writing Tips section)

16 MARKETING AND PUBLICITY

16.1 Marketing the Club

For a club (and indeed the sport itself) to continue to exist and thrive, marketing is essential. New members must be attracted to replace those who drop out, and existing members must be enticed to stay. Clubs usually already conduct marketing in some form, even though they might not recognise it by this term.

Marketing tools can be classified into four categories:

- Product – includes the quality and accessibility of the services the club provides, eg the shooting calendar, competitions and social functions;
- Price – the cost of membership and any discounts offered;
- Place – the clubrooms and facilities;
- Promotion – includes advertising, newspaper articles, website and social media;

A simple marketing plan is a good first step. It may be useful to appoint an individual or small team as a marketing officer to oversee the development and implementation of the marketing plan. Often the responsibility falls on the President or Secretary by default, however delegating the task to other committee members may enable a greater degree of focus on the task.

A simple marketing plan should have some basic elements such as:

- i. Objectives: Marketing objectives should be specific, measurable and achievable, for example, recruiting 10 new members per year, or increasing the total membership by 5% each year.
- ii. Strategies: How you intend to do it.
- iii. Budget: How much you intend to spend. Low-cost or no-cost strategies are best.
- iv. Evaluation: Determine the success or otherwise of each strategy. It may be measured in numbers, or maybe just the feedback the club gets, whether its positive or negative.

Target marketing is the practice of directing the strategies towards specific individuals or groups. For example:

- To attract more juniors you might speak to the local high school or scout group about pistol shooting as a sports activity for teenagers.
- Many pony clubs participate in laser pistol shooting as part of the tetrathlon event. As this is virtually the same as air pistol, providing some coaching or a joint event of some sort will expose their members to your sport.
- Attracting other pistol club members is important because when people move house they often look for a new club. Holding an Open is a way of showing off your club to other shooters.
- To attract more female members, it might be necessary to make the club atmosphere less “blokey”. Parents may be reluctant to enrol their kids if there is a lot of swearing and heavy drinking.

Some other possible marketing strategies include:

- Conduct a public open day, advertised in the local newspaper or by flyers dropped in letterboxes.
- Place notices on local community notice boards.
- Establish a website. Some clubs have websites which are attracting many enquiries and new members. Contact details and mudmap showing how to find the range are essential.
- Invite the local newspaper to write an article, perhaps about a local shooter performing well in competition, or the success of an Open shoot. Journalists will use a story that takes minimum effort on their part, so if you can draft the story for them and provide good photos it is more likely to get published.
- Signage on the fence in a prominent location.
- Discounts for families of existing members to join.
- Delegate someone to look after visitors and show them around. There are many stories of prospective members who walked away because nobody spoke to them and they felt ignored. First impressions count.
- A “spotters fee” for members who sign up a new member.
- Improved club coaching so that members don’t get stuck in D grade and lose interest.
- Write a news article for the WAPA website about an interesting club activity.
- Have something posted on the WAPA Facebook page about a club activity – either coming up or just held.
- Start a club Facebook page and encourage your members to use it.
- Research why existing members drop out and address those reasons. It may be due to problems with the services offered, or attitudes and personalities within the club.

To develop a more detailed marketing plan, the Australian Sports Commission “Marketing and Promoting Sport and Recreation” booklet provides further information.

16.2 Publicity

Publicity is an element of marketing.

The public face of the club is usually the President, the Secretary or both. As with marketing, it may be beneficial in some circumstances to appoint someone else as a Publicity Officer, particularly if the person has the right contacts or personality for the job.

The publicity officer should be regarded as the window of the club: it allows the club to show itself to the community and also enables the community to look into the activities of the club. For that reason alone it should be club policy to always be very friendly and informative to visitors. They may not always become new members, but it is important to make sure that they have an interesting time and leave with favourable impressions of our sport.

The publicity officer may also have to deal with and mitigate negative publicity.

In the political climate of these times, pistol shooting, along with other firearm sports, has faced an uphill battle to present a positive public image. The importance of good publicity skills therefore cannot be underestimated. In dealing with bad news stories, especially involving firearms there are many pitfalls for the unprepared because the mainstream media will gladly put a slant on the story that leads to public outrage. Your words can and will be taken out of context. The WAPA President may be able to provide advice in these instances.

Social media can work for or against you. Encourage your members to refrain from posting comments or pics that could be used by others to paint the sport in a bad light.

When preparing material for publication, the publicity officer should write the facts as they occurred, simply and to the point. Remember the 5 W's of journalism:

- WHO was there
- WHAT happened
- WHEN did it happen
- WHERE did it happen
- WHY did it happen

16.3 WAPA media

The WAPA Magazine is not currently being published but may be reactivated in the future, most likely in digital form.

The WAPA website is used as an information portal for members and prospective members.

The find-a-club page on the website is how many people find out about your club. Periodically check that the contact information is current, including email address and a phone number.

The website has a News page. Clubs and individuals are encouraged to contribute information of interest with photos. It doesn't need to be anything of great importance, but it will make people aware that your club exists, it's active and the members enjoy being there. Send the information to the WAPA Secretary.

WAPA has a Facebook page. Photos and information can be sent to one of the page editors or administrators for upload, or through the WAPA Secretary. Encouraging your members to view and like posts will boost our profile and help create a sense of community among pistol shooters.

16.4 The Australian Pistol Shooter's Bulletin

The Bulletin is the official publication of Pistol Australia. It is funded through capitation fees to PA. It is published electronically via the PA website, however hardcopies can be mailed to members on application to PA through the WAPA Secretary.

The Bulletin contains news of activities on a National level. Contributions are invited from freelance writers on items of general interest.

(Acknowledgments to the Department of Sport and Recreation's 2002 publication "Marketing and Promoting your Club")

17 PISTOL RANGE CONSTRUCTION

17.1 Introduction

The construction of new ranges or the modification of existing ranges must be approved by the WA Police.

In order to obtain approval a range must be inspected by an approved Firearms Range Risk Assessor. WAPA can provide the names of Range Assessors.

The Police produce a range inspection package which includes standards and checklists against which the range will be assessed. At Appendix 16 are those parts of the documents applicable to pistol ranges. These are effectively safety standards, not technical standards.

Technical standards relevant to WAPA ranges and other useful information are provided below.

17.2 Technical Rules

All ranges for the use of pistol shooting activities must meet the technical requirements applicable to the matches to be shot in the following documents:

- **International Sports Shooting Federation (ISSF)**

General technical rules for all shooting disciplines.

- **International Sports Shooting Federation (ISSF)**

Special technical rules for:

- 25 m Rapid Fire Pistol
- 25 m Centre Fire Pistol
- 25 m Pistol
- 25 m Standard Pistol
- 50 m Pistol
- 10 m Air Pistol

- **Pistol Australia (PA)**

Special technical rules for:

- Service Pistol
- Service Pistol Unrestricted
- Service Match 25 yards
- Black Powder 25 Metre
- Black Powder 50 Metre
- WA1500
- Metallic Silhouette

- **National Rifle Association of America NRA**

Rules for:

- Action Pistol.

Copies of the above publications are available through the WAPA Target and Order Secretary through the WAPA website (www.wapa.asn.au).

17.3 Authorities

All new ranges will be subject to the jurisdiction of one or all of the following authorities:

- Local Shire or City Council;
- Department of Planning, Lands and Heritage;
- Department of Biodiversity, Conservation and Attractions;
- Department of Water and Environmental Regulation;
- WA Police.

17.4 Lease Agreements

Generally the security of tenure of most pistol ranges is a lease agreement with a local shire or state authority.

Consideration should be given to the long term development of the area in which the range is proposed to ensure the future of the club. The environmental impact of the noise associated with the new club must be addressed prior to formalising any lease agreement to prevent this becoming an issue in the future of the facility.

For country regions consideration should be given to the effects any future mining lease over the area may have and if necessary action taken to safeguard the tenure from the outset.

17.5 Procedure

The following is a brief outline of the procedure that would normally be followed for a new range construction.

- Obtain topographical map of the area proposed from Landgate;
- Indicate on map proposed range, inclusive of fall out area;
- Draw up plan of proposed range layout and range danger area;
- Establish contact with Local Authority planning department;
- Establish contact with State Authority having jurisdiction over proposed area;
- Submit copy of range plans to WAPA to comment;
- Seek a preliminary range risk assessment;
- Incorporate WAPA and risk assessor comments and requirements into plans and submit formally to local Authority for development approval;
- Upon completion of construction obtain formal risk assessment and submit report with other supporting documents to WA Police approval to use range for pistol shooting purposes;
- Notify WAPA of approval or otherwise.

Note: The key element of the process is Authority involvement at the earliest opportunity.

17.6 Design and Construction

Discussions with other clubs can provide good ideas for capacity, layout, design and construction materials. The State Referee Council can check the dimensions. Bear in mind that older ranges may not comply with all of the current match rules or Police standards, so it is important to read and understand all the current requirements.

18 STARTING A CLUB AND BECOMING INCORPORATED

18.1 Getting Started

In order to start a new pistol club there are some key elements to be considered:

- Is there going to be an ongoing need for the club, ie can you attract and retain members.
- Are there people with the enthusiasm and drive to set up and run a club.
- Can you find a location for a range.

Assuming that the answer is yes, the steps involved include (not necessarily in this order):

- Draft a constitution;
- Decide whether to become incorporated;
- Design a system of registering members;
- Draw up a budget;
- Call the prospective members together to agree on the constitution and budget;
- Ask members to stand for office;
- Enrol members and elect office bearers;
- Get a post office box;
- Establish a communication link with the Local Council;
- In conjunction with the Council identify potential sites for a range;
- Make arrangements to use the site, such as a lease;
- Seek sponsors or funding grants (refer to chapter 14 for suggestions);
- Develop the facility as necessary to begin shooting; (refer to chapter 16)
- Plan for the future.

WAPA will be pleased to provide advice along the way, drawing on considerable past experience. Other pistol clubs will most likely be very happy to provide advice and even mentor your new committee. The Sport and Recreation branch of the DLGSC has regional staff who can also assist.

A few tips are:

- Make sure you have a President, Vice President, Secretary and Treasurer. The size of the committee should be no bigger than it needs to be.
- Seek sponsors for specific projects.
- In the register of members, record their occupations so that you know what skills are available.
- Spread the workload.
- Keep records from the outset.
- Keep members informed by an email newsletter.
- Publicise the club and recruit members to build up funds.
- Hold regular meetings where decisions are made.
- Involve families to bring a social aspect.
- Think about coaching and competition so that members see improvement.

18.2 Writing a Constitution

The following extract from the Department of Sport and Recreation’s publication “Establishing Your Club Constitution and Becoming Incorporated” succinctly describes the purpose of a Constitution:

“What is a Constitution?”

A constitution is a basic set of rules for the daily running of your club or group. It details for your members and others the name, objects, methods of management and other conditions under which your club or group operates and generally the reasons for its existence. It also regulates the relationship between members by setting out the basis for working with other co-members.

Why do we need a Constitution?

Constitutions:

1. Explain to members and non-members what your group is about.
2. Provide guidelines for the daily running of your group.
3. Help to sort out internal problems.
4. Are a legal necessity if your group wishes to become incorporated.
5. Can help in seeking resources from other organisations, such as a government agency.
6. Allow you to apply for a liquor licence, If your group intends to apply for a liquor licence under section 49 of the WA Liquor Licensing Act 1988, it will generally need to be incorporated. One of the prerequisites for incorporation is a Constitution complying with the Associations Incorporation Act 2015.

What level of detail should you include?

A constitution can be extremely simple, containing only the minimum information required by the Associations Incorporation Act. There is a checklist for this information. The extent to which you add detail depends on the needs or formality at the time of setting up the club, and on your club's thoughts about the projected needs of the club as it grows. Many details relating to shooting and minor management matters are best included within bylaws or regulations where they can be updated and improved without the need to call a special general meeting.

The quickest and simplest approach is to adopt the “Model Rules” which are published by the Charities and Associations branch of the Department of Mines, Industry Regulation and Safety. Note that with this option you cannot customise the document, you must accept it as is.

If you choose to have your own (as most clubs do) you can use as a starting point:

- a draft constitution and draft rules prepared by WAPA at Appendix 17.
- The “Model Rules” published by the Charities and Associations branch on their website www.commerce.wa.gov.au.
- the constitution of another WAPA pistol club.

Note there are differences in terminology: the rules presented in Appendix 17 are what are often called regulations and by-laws, ie. things which can be changed by the committee as required. The “Rules” according to Charities and Associations are the same as a constitution.

18.3 Incorporation

There is no legal necessity for a club to become incorporated. It is however desirable because the club becomes a legal entity, separate from the individual members, who are then afforded the benefits of the Associations Incorporated Act and the Volunteers (Protection from Liability) Act. Members of the committee and the club are relieved from liability for authorised acts of the club, and therefore a not liable to pay debts and liabilities of the club.

It also gives the club the right to sign contracts, lease premises, operate bank accounts and apply for government grants.

Note that incorporation does not prevent actions for negligence against individual members in all circumstances. There are always remaining areas of risk which each club needs to consider, and this topic is discussed in more detail in chapter 1.

Nevertheless it is clear that being incorporated is highly desirable for a pistol club.

At Appendix 18 is a step by step guide to becoming incorporated, reprinted from the Department of Sport and Recreation’s publication “Establishing Your Club Constitution and Becoming Incorporated”.

Advice is also available from the Charities and Associations branch of the Department of Mines, Industry Regulation and Safety. Information is on their website.

**Community Facility Fund 2020 - 2021
 Assessment**

Applicant: Coolup Cutting Club Trim: D20/50013

Project: Roof Cover Over Cattle Holding Area

Amount Requested: \$20,000 Total Project Cost: \$31,106

Amount requested is 70% or less of Total Project Cost Yes

Project Type (choose one) (tick)

New building	
building addition, improvement, refurbishment	√
supporting infrastructure	
new sporting infrastructure such as fixed goals or cricket nets	

Eligibility Criteria (answer all) (tick)

Incorporated not-for-profit sport, recreation or community organisation	√
Organisation is based within the Shire of Murray	√
No outstanding acquittals from any Shire funding program	√
Discussed project with Shire Officer	√
All required documents submitted	x
Hold current public liability insurance	not provided
Eligible Works and Items (refer guidelines)	√

Assessment Criteria: Refer Summary Page for explanation Score (1-5)

Community Benefit	1 & 2
Project Justification	3 & 3
Strategic Plan Alignment	1 & 1
Community Support and Partnerships	1 & 1
Governance and Project Management	2 & 2
Financial Capability	1 & 1
Total Score (out of 30)	<u>19</u>

Not recommended



Community Facility Fund Application Form 2020 – 2021

Prior to completing this application, please ensure you have read the Community Facility Fund Guidelines which are available on the Shire of Murray website www.murray.wa.gov.au

It is strongly recommended that applicants contact the Shire in the early planning stages to discuss the project.

1. Organisation Details

Organisation Name **Coolup Cutting Club Inc**

Postal Address **281 West Coast Dr, North Beach, WA 6020**

Contact Person **Gail Rapley**

Position **secretary**

Phone **0412 264113**

E-mail **grapley@iinet.net.au**

ABN Number **90218082069**

Is your Group/ Organisation registered for GST? (Please tick) Yes No

Does your Group/ Organisation hold current public liability insurance? Yes No

Is your organisation incorporated? (Please tick) Yes No

If yes, what is your incorporation number? **A1020609X**



How many participants does your organisation have?

Juniors 6 Seniors 83 Other

Volunteers Full-time staff Part-time staff

Does your organisation have a Strategic Plan? If YES - please attach or if NO tick box

Name of the Shire Officer you have spoken to about the grant: **Marlene Renton**

Does your organisation have any outstanding grant aquittals with the Shire of Murray? (Please tick)

Yes No

We confirm that we have read the Community Facility Fund Guidelines Yes No

2. Project Details

Project Name **Roof Over Cattle Holding Area**

Project Start Date **1/2/21** Project End Date **1/4/21**

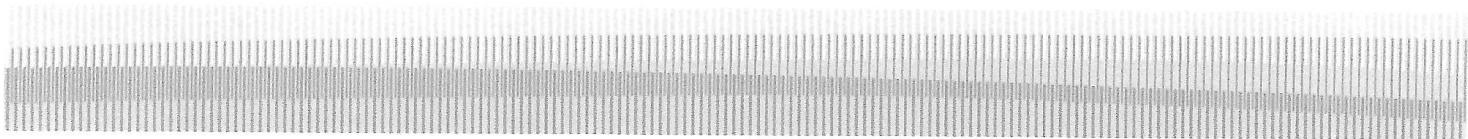
Location (Facility/Reserve name) **Murray Equestrian Centre**

Total project cost (ex GST) **\$ 31106** Funding requested (ex GST) **\$ 20000**

Is the facility leased or licensed from the Shire? Yes No

What kind of project are you doing? (Please tick box)

- Build or install new infrastructure
- Upgrade existing infrastructure
- Other (Please describe)





Describe your project works

What do you want to construct / install / refurbish? What spaces will be changed or created?

Please attach drawings, specifications, maps etc for reference

To construct a roof over our cattle holding area so that they are not stressed during hot days.

How will your project be implemented

What are the steps to completing your project and who will be responsible for each step?

BL and DA applications.	responsibility	Daryl Rapley
finalise contract with builder	responsibility	Daryl Rapley
Building construction	responsibility	Daryl Rapley

Why did you choose your preferred supplier / contractor?

Considerations are to include value for money, experience, availability, inclusions and exclusions.
Please attach copies of all quotes received as per the Community Facility Fund Guidelines.

Local experience of this type of structure. The costs of this sort of thing vary widely, depending on how down to earth the design and construction team is. This team is respected as value for money and reliable in this sort of thing. The quoted costs are close to our Daryl Rapley's expectation for the cost. Daryl has vast experience of regional construction jobs, as the founder and head of one of the biggest rural building companies in WA.

3. Project Justification

Why does the project need to be delivered?

What needs will the project meet, and how did your organisation identify the need / demand? For example, member or community survey or feedback, benchmarking against other organisations, growing participation.

We need cattle to run our events, and we are getting feedback from cattle suppliers that we need to be seen to be caring for our cattle on hot days. For instance, at Gingin in mid December their event will be run in the evening to avoid the heat. We can't do that of course because we don't have the lighting.

What other options were considered?

Tell us about other options your organisation considered when developing the project, and why this option was selected. You may consider short term v long term benefit, available time and resources, site considerations, cost etc.

Shade sails were considered but they have a significant cost and the practicalities of taking them down each year and their relatively short life rule them out.

Sprinklers were considered but they frighten horses and are not safe. And our participants would inevitably get wet, and would be uncomfortable and again not safe due to lack of concentration.

What strategic planning documents support the need for this infrastructure?

These may include a needs analysis, your strategic plan, Shire planning, or documents developed by your governing body or state sporting association. Please list any relevant documents.

none



4. Community Benefit

What are the benefits of the project to the community?

Consider who currently uses the facility, for what purpose and how the project will change or improve it.

Examples may be increased access for people with a disability, family friendly, female participation, attract regional events.

Will it be used by the whole community? Does the project provide opportunities that were previously not available to the community?

The benefit will be that it will allow the club and the membership to continue doing what we are doing, and to continue to grow. If we don't solve the problem of stressing the cattle on hot days, inevitably the club will fold, and probably sooner rather than later.

Are you partnering with any other groups to deliver the project?

If yes, provide written evidence of support and describe each organisations role in the project

No



5. Project Budget

Overall Project Budget you may choose to attach your own version

Revenue	Ex GST \$	Confirmed? Yes or No
Amount of funding application request	20000	
Your organisation's contribution	11106	
Other Grants (provide name of each funder)		

Sponsorship / other contributions

Total project cost – cash component (A) \$ 31106

Expenditure Ex GST \$

Detail items:

DA and BL	376
plans, specifications and construction	29730
owners contingency	1000

we have used GST inclusive figures as we are not registered

Total project cost – cash component (B) \$ 31106

Note that A and B should be the same amount

In kind contributions

Unskilled labour @ \$25 per hour and skilled labour @ \$40 per hour





What is your organisations plan for unexpected costs?

Project cost increases are not eligible for further grant funding from the Shire.

\$1000 is included as a contingency. If we have further over-runs, we'll have to pay them from our cash account.

6. Supporting Documentation

Please ensure all sections of the application are completed. You may answer questions in a separate document if required and attach to application.

Use the following checklist to ensure you have provided all relevant documentation for your project.

*** mandatory information for all projects**

Please tick box:

- Committee minutes supporting the decision for the grant application*
- Certificate of Currency for Public Liability*
- Copy of your organisations most recent bank statement and/or most recent financial statement*
- Quotes for all budget items*
- Strategic or business plan
- Letters of support from other groups / organisations
- Relevant drawings, plans and specifications
- Relevant strategic planning documents (web links may be provided)



7. Payment Details

Bank account details for electronic transfer of grant monies

Account name	Coolup Cutting Club
BSB number	306-021
Account number	067813-4
Bank name	Bankwest
Bank branch	Margaret River CSC

8. Application Declaration

This section must be completed by the incorporated body applying for the grant. If you are not incorporated you must have the auspice organisation complete this section.

I hereby declare that I am authorised on behalf of the organisation to sign this declaration and that the information supplied is, to the best of my knowledge, accurate and complete.

I confirm that I have read and understood the Community Facility Fund Guidelines.

I confirm that the Shire of Murray will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

Name

Gail Sarah Rapley

Position

Secretary

Signature



DARYL RAPLEY PER GAIL RAPLEY.

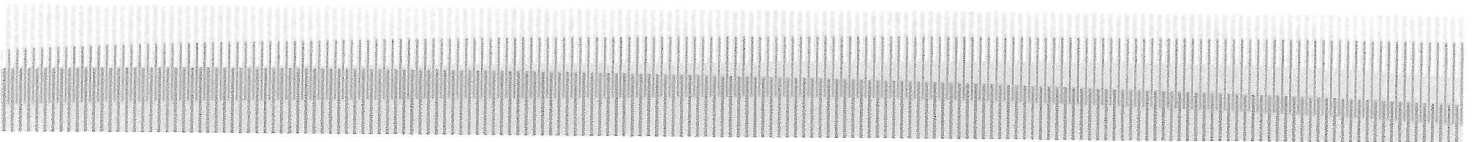
Date

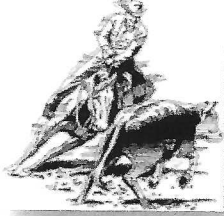
1/12/20

Please submit your completed application as below:

Post	In Person	Email
Community Facility Fund Shire of Murray PO Box 21 PINJARRA WA 6208	Shire Administration Office 1915 Pinjarra Road PINJARRA WA 6208	mailbag@murray.wa.gov.au

For assistance, please contact the Place and Community Team on 9531 7777.





Coolup Cutting Club

**Coolup Cutting Club
281 West Coast Drive
North Beach WA 6020**

27/11/20

Community Grants Program
Shire of Murray
PO Box 21
Pinjarra 6208

Re: Application for funds for Coolup Cutting Club for roof over cattle holding area

We hereby apply for funding for a roof over our cattle holding area at our cutting arena.

The proposed roof will help keep the cattle healthy on hot days. There are likely to be moves by cattle suppliers to want us to protect their cows on very hot days, and this would be the best way to do so.

If we can't get cattle for the events, there will be no events.

Given the moves towards protecting the health of livestock in general, it is a matter of when the cattle suppliers start to insist on it, not a matter of if.

Attached are:

Quote from the proposed builder, including supply and fix. It is impractical to get 2 quotes, and our experience suggests that the selected builder will be the cheapest. His quote is in line with what we would expect from our members experience of similar farm buildings, adjusted for size and scope.

The project budget.

Drawings and Site Plan

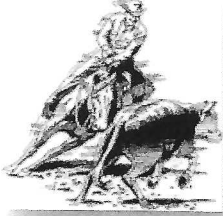
Support from Murray Equestrian Association: We've had a brief indication from the president that he supports the idea, but formal support is to follow

Brief Specification.

There are no other funding sources outside of our own funds.

Letter of support of the Coolup Cutting Club committee.

draft



Coolup Cutting Club

There are no strategic planning documents attached.

Daryl Rapley, project manager.

10th November 2020

Cole Constructions
Ron Cole
ron@huecoat.com.au
0419 931064

Thank you for enabling Cole Constructions Sheds to provide a quote for your new Shed, please find our list of inclusions and exclusions and information.

- • **Building size 30.000 long x 9.000 wide x 4.200 OPEN ALL WALLS (ROOF ONLY)**
- • Skillion Roof
- • 6.000 bays

We have allowed for the following ;

1. Certified Engineers drawings
2. Roof and Wall Cladding Trim Deck Profile ZINCALUME .47 TCT
3. Flashings to match
4. Bridging between all bays
5. Gutter and Downpipes
6. Delivered to Coolup
7. Full construction to Engineers specifications.
8. Mass block concrete footing to all post.

Two Week Construction.
Quote Valid for 60 Days

PRICE \$29,730.00 Including GST

Exclusions

1. Anything not stated above

Colour Selection & Check List

- • Roof ...ZINC.....
- • Corner flashings ...ZINC.....
- • Barge ...ZINC.....
- • Gutter ...ZINC.....
- • Downpipes ...ZINC.....

All Structures are ex our Maddington yard and are fully made to assemble with instructions; all materials are cut and punched for easy installation.

Cole Construction Sheds are pleased to offer their service to you and hope that we have answered all your questions for your new building, we only use locally sourced steels in the construction of all our products.

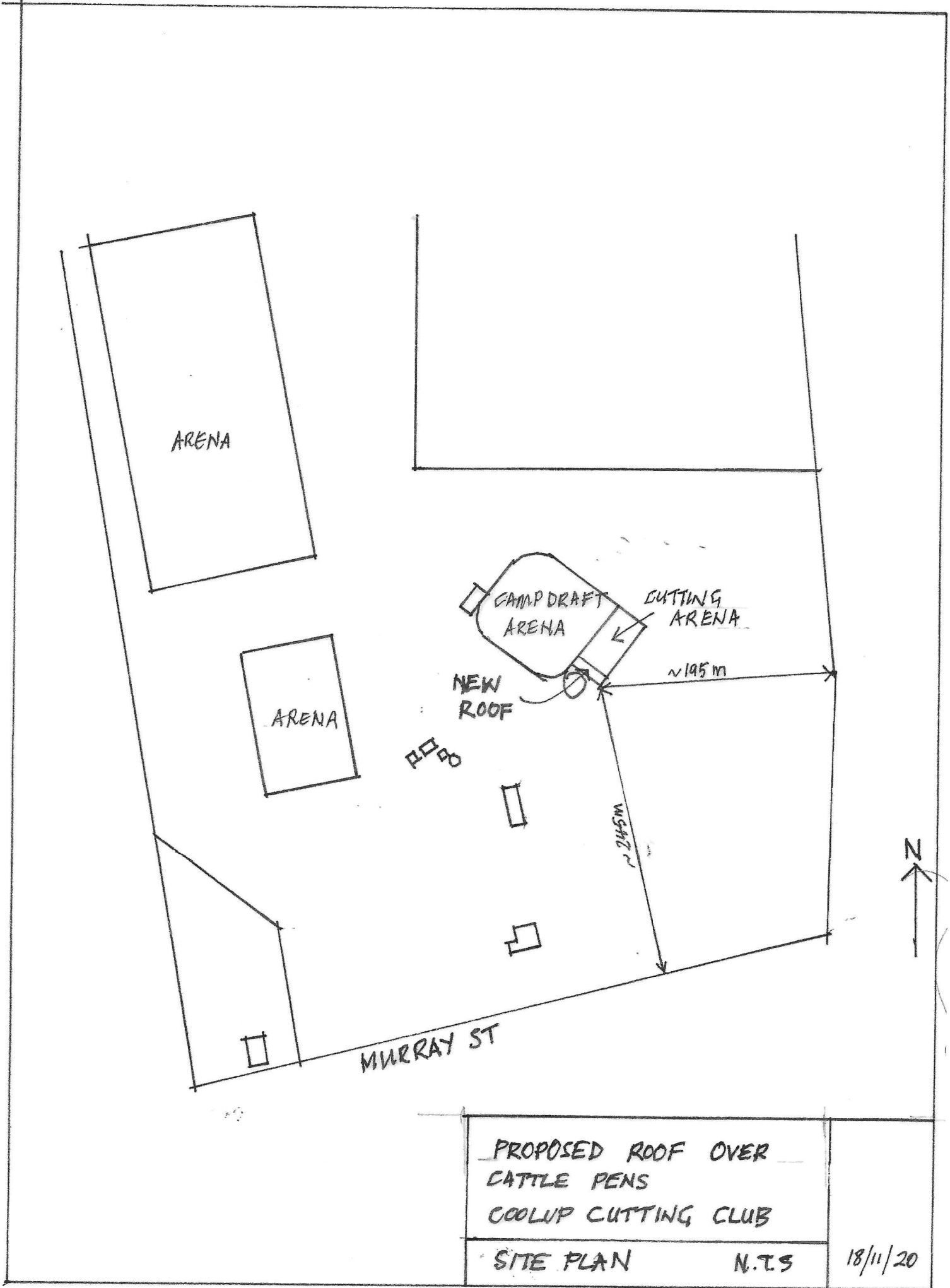
Please feel free to call me on my mobile 0419 931 064 for any further information or help we may offer in securing your order.

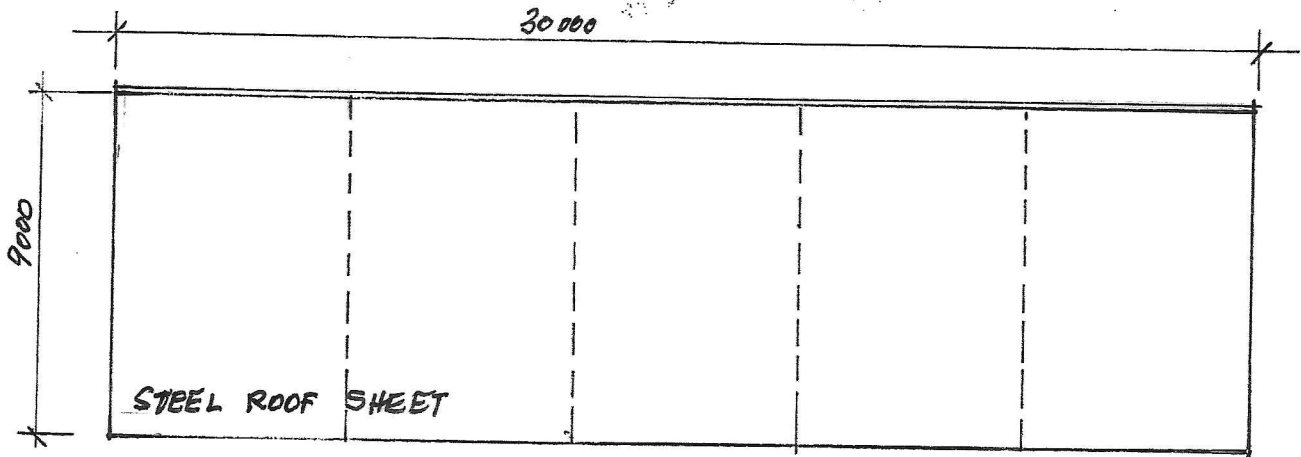
Best Regards

Ron Cole

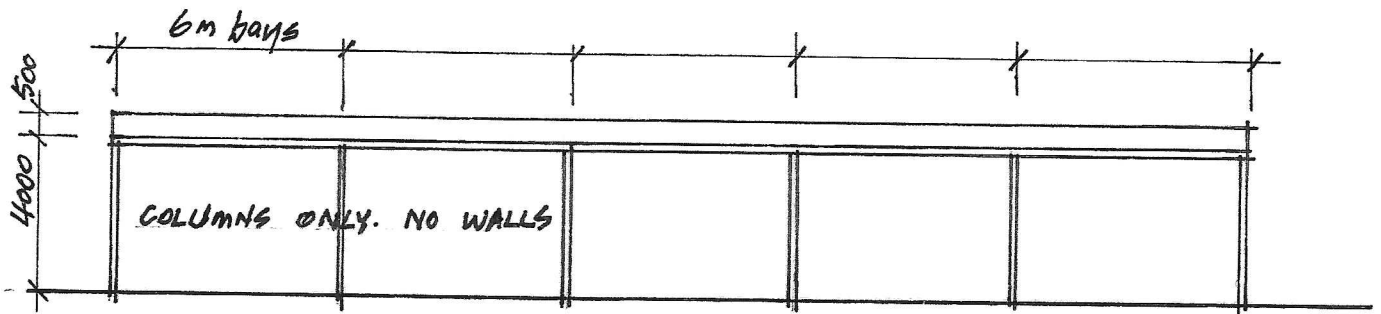
Budget for Coolup Cutting Club roof over cattle holding area

DA	\$147
BL	\$229
plans and specs	included in builders price
earthworks and prep work	\$0
building	\$29,730
owners contingency	\$1,000
total project budget	\$31,106

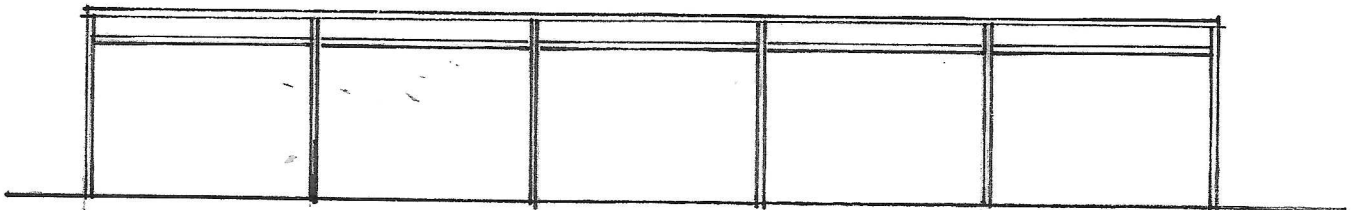




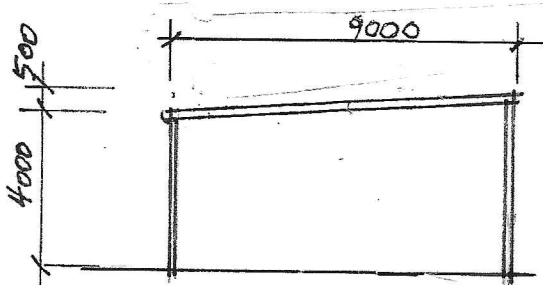
PLAN



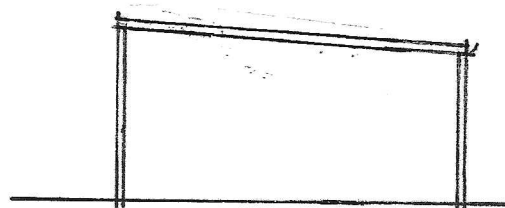
S.W. ELEVATION



N.E. ELEVATION



S.E. ELEVATION



N.W. ELEVATION

PROPOSED ROOF OVER
CATTLE PENS
COOLUP CUTTING CLUB

CONCEPT BUILDING PLANS

1:200

18/11/20

**281 West Coast Drive
North Beach WA 6020**

27/11/20

Brief Spec for Coolup Cutting Club roof over cattle holding area

Earthworks: nil

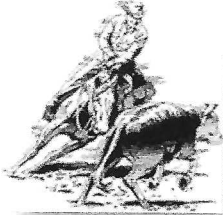
Structure:

Concrete footings

Steel frame

Zincalume roof sheets

Flashing and gutters as needed.



Coolup Cutting Club

**281 West Coast Drive
North Beach WA 6020**

27th November 2020

Community Grants Program
Shire of Murray
PO Box 21
Pinjarra WA 6208

RE: COMMUNITY FACILITY FUND APPLICATION

Please be advised that the Coolup Cutting Club Inc. committee have voted in favour of the attached Community Facility Fund Application for a roof over the cattle holding area attached to our cutting arena at Murray Equestrian Centre.

Kind regards

A handwritten signature in black ink, appearing to read 'Gail Rapley'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Gail Rapley
Secretary
Coolup Cutting Club Inc.
M: 0412 264 113



Coolup Progress Association

Shire of Murray
File No. 8/9117
Day Box No. D20/12
Officer: MR W/F: MR
01 December 2020
Alt Container:

EMAIL: cooluppa6214@outlook.com
FINANCE EMAIL: cooluppa6214@gmail.com
ABN: 62331641703
ASSOCIATION REGISTRATION: A0824373N

C/- Post Office
COOLUP WA
6214

President: Ange Rogers
Treasurer: Lynda Kirkham
Secretary: Bev Alexander

30th November 2020

Marlene Renton
Coordinator Sport and Recreation
Shire of Murray

Community Facility Fund – Coolup Hall Kitchen Upgrade

Hi Marlene

Please find enclosed herewith our application for Community Facility Funding towards upgrading the Coolup Hall kitchen to bring it up to date with community hall kitchen standards for preparation and serving of food.

At present we have only been able to obtain quotes for:

- the supply ONLY of cabinets and sinks.
- Supply and install hot water system.

The balance of costing will be taken up with installation of cabinets and counter tops, supply and installing new oven, electrical, plumbing and painting.

We believe the Shire of Murray were going to look at the floor to ascertain if the existing surface needs replacing.

Thanking you in anticipation

Yours truly

Bev Alexander
Secretary



Community Facility Fund Application Form 2020 – 2021

Prior to completing this application, please ensure you have read the Community Facility Fund Guidelines which are available on the Shire of Murray website www.murray.wa.gov.au

It is strongly recommended that applicants contact the Shire in the early planning stages to discuss the project.

1. Organisation Details

Organisation Name COOLUP PROGRESS ASSOCIATION

Postal Address Post Office, Coolup, WA, 6214

Contact Person Bev Alexander

Position Secretary

Phone 0407381281

E-mail cooluppa6214@outlook.com

ABN Number 62331641703

Is your Group/ Organisation registered for GST? (Please tick) Yes No

Does your Group/ Organisation hold current public liability insurance? Yes No

Is your organisation incorporated? (Please tick) Yes No

If yes, what is your incorporation number? A0824373N



How many participants does your organisation have?

Juniors

Seniors

Other

Volunteers 18

Full-time staff

Part-time staff

Does your organisation have a Strategic Plan? If YES - please attach or if NO tick box

Name of the Shire Officer you have spoken to about the grant: Marlene Renton

Does your organisation have any outstanding grant acquittals with the Shire of Murray? (Please tick)

Yes

No

We confirm that we have read the Community Facility Fund Guidelines Yes No

2. Project Details

Project Name Coolup Hall Kitchen Upgrade

Project Start Date 2021

Project End Date 2021

Location (Facility/Reserve name) Coolup Hall, 100 Murray Street, Coolup

Total project cost (ex GST) \$ 35,000

Funding requested (ex GST) \$ 20,000

Is the facility leased or licensed from the Shire? Yes No

What kind of project are you doing? (Please tick box)

Build or install new infrastructure

Upgrade existing infrastructure

Other (Please describe)



Describe your project works

What do you want to construct / install / refurbish? What spaces will be changed or created?

Please attach drawings, specifications, maps etc for reference

It is our opinion that the Coolup Hall Kitchen needs upgrading. New Cabinets, Counter Tops, Sinks, Plumbing and Electrical fittings. The footprint of existing kitchen will not be altered. (see design plan enclosed)
Please note that we can only estimate the installation costs at this time.

How will your project be implemented

What are the steps to completing your project and who will be responsible for each step?

Commencing 2021, once funding has been reached. Coolup Progress Association will be responsible for the organising of contractors to complete the renovations

Why did you choose your preferred supplier / contractor?

Considerations are to include value for money, experience, availability, inclusions and exclusions.
Please attach copies of all quotes received as per the Community Facility Fund Guidelines.

Bunnings are the preferred contractor for the supply of the cabinets and sinks. Bunnings have been very efficient when liaising with us, measuring up area and providing a very detailed floor plan.
Pini Plumbing and Gas have also provided a reasonable quote to supply and install Electric or Gas hot water unit.



3. Project Justification

Why does the project need to be delivered?

What needs will the project meet, and how did your organisation identify the need / demand? For example, member or community survey or feedback, benchmarking against other organisations, growing participation.

The Coolup Progress Association manage the Coolup Hall for the Shire of Murray . It has been evident for a few years that the kitchen needs upgrading to bring the area into line with Health regulations pertaining to serving of food.

Having this in mind we wish to now raise funds to enable this upgrade to go a head. We are approaching Shire of Murray for funding, because in the long run, the upgrade will enhance the value of the Coolup Hall (owned by Shire of Murray) and benefit all within the Shire of Murray and surrounds with a broader use facility.

What other options were considered?

Tell us about other options your organisation considered when developing the project, and why this option was selected. You may consider short term v long term benefit, available time and resources, site considerations, cost etc.

The option of leaving the existing kitchen as is, is not viable in the long run because we really need to provide better use facilities to enable the hall to be utilised regionally.

What strategic planning documents support the need for this infrastructure?

These may include a needs analysis, your strategic plan, Shire planning, or documents developed by your governing body or state sporting association. Please list any relevant documents.

Coolup is a small rural community that relies on the local infrastructure to accomodate many diverse functions such as weddings, funerals, community events etc to take place within the town of Coolup.

Coolup Progress Association is a Not For Profit organisation, that strives for the betterment of infrastructure within the the town of Coolup, creating a healthy community working towards developing recreational and leisure areas accessible to all.



4. Community Benefit

What are the benefits of the project to the community?

Consider who currently uses the facility, for what purpose and how the project will change or improve it.

Examples may be increased access for people with a disability, family friendly, female participation, attract regional events.

Will it be used by the whole community? Does the project provide opportunities that were previously not available to the community?

The upgrading of the Coolup Hall Kitchen will most definitely open this facility to more broader regional events.

Currently the Hall is used for Community events, such as Anzac Eve Ceremony, Community Christmas Party, Yoga, Polling Booth on Election Days, Kids Club, General Meetings etc

By upgrading the Kitchen, we can also open the opportunity for Catering Groups using the premises. There would be more opportunity for locals to hold Wedding Receptions as the kitchen would be able to accommodate preparation of food for larger numbers.

There will be more encouragement to other groups to consider using the hall for functions that entails preparation and serving food.

Are you partnering with any other groups to deliver the project?

If yes, provide written evidence of support and describe each organisations role in the project

We are not seeking any other groups for funding.

5. Project Budget

Overall Project Budget you may choose to attach your own version

Revenue	Ex GST \$	Confirmed? Yes or No
Amount of funding application request	20,000.00	
Your organisation's contribution	15,000.00	
Other Grants (provide name of each funder)		
Sponsorship / other contributions		
Total project cost – cash component (A)	\$ 35,000.00	
Expenditure		Ex GST \$
Detail items:		
Supply ONLY cabinets and sinks (Bunnings)		\$5667.00
Supply and Install Hot Water System (Pini Plumbing and Gas)		\$7395.00
Estimate Cost for supply and install Following:		
Stainless Steel counter tops, cabinets, sinks, electrical, new oven and plumbing		\$21,938.00
Total project cost – cash component (B)		\$ 35,000.00
Note that A and B should be the same amount		
In kind contributions		
Unskilled labour @ \$25 per hour and skilled labour @ \$40 per hour		
10 volunteers @ \$25 per hour for 10 hours		\$250.00



What is your organisations plan for unexpected costs?

Project cost increases are not eligible for further grant funding from the Shire.

Coolup Progress Association are well aware of unexpected costs and are prepared to contribute all costs over \$20,000 to complete the project.

6. Supporting Documentation

Please ensure all sections of the application are completed. You may answer questions in a separate document if required and attach to application.

Use the following checklist to ensure you have provided all relevant documentation for your project.

*** mandatory information for all projects**

Please tick box:

- Committee minutes supporting the decision for the grant application*
- Certificate of Currency for Public Liability*
- Copy of your organisations most recent bank statement and/or most recent financial statement*
- Quotes for all budget items*
- Strategic or business plan
- Letters of support from other groups / organisations
- Relevant drawings, plans and specifications
- Relevant strategic planning documents (web links may be provided)



7. Payment Details

Bank account details for electronic transfer of grant monies

Account name	Coolup Progress Association
BSB number	633000
Account number	163509359
Bank name	Bendigo
Bank branch	Pinjarra

8. Application Declaration

This section must be completed by the incorporated body applying for the grant. If you are not incorporated you must have the auspice organisation complete this section.

I hereby declare that I am authorised on behalf of the organisation to sign this declaration and that the information supplied is, to the best of my knowledge, accurate and complete.

I confirm that I have read and understood the Community Facility Fund Guidelines.

I confirm that the Shire of Murray will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

Name

Bev Alexander

Position

Secretary

Signature

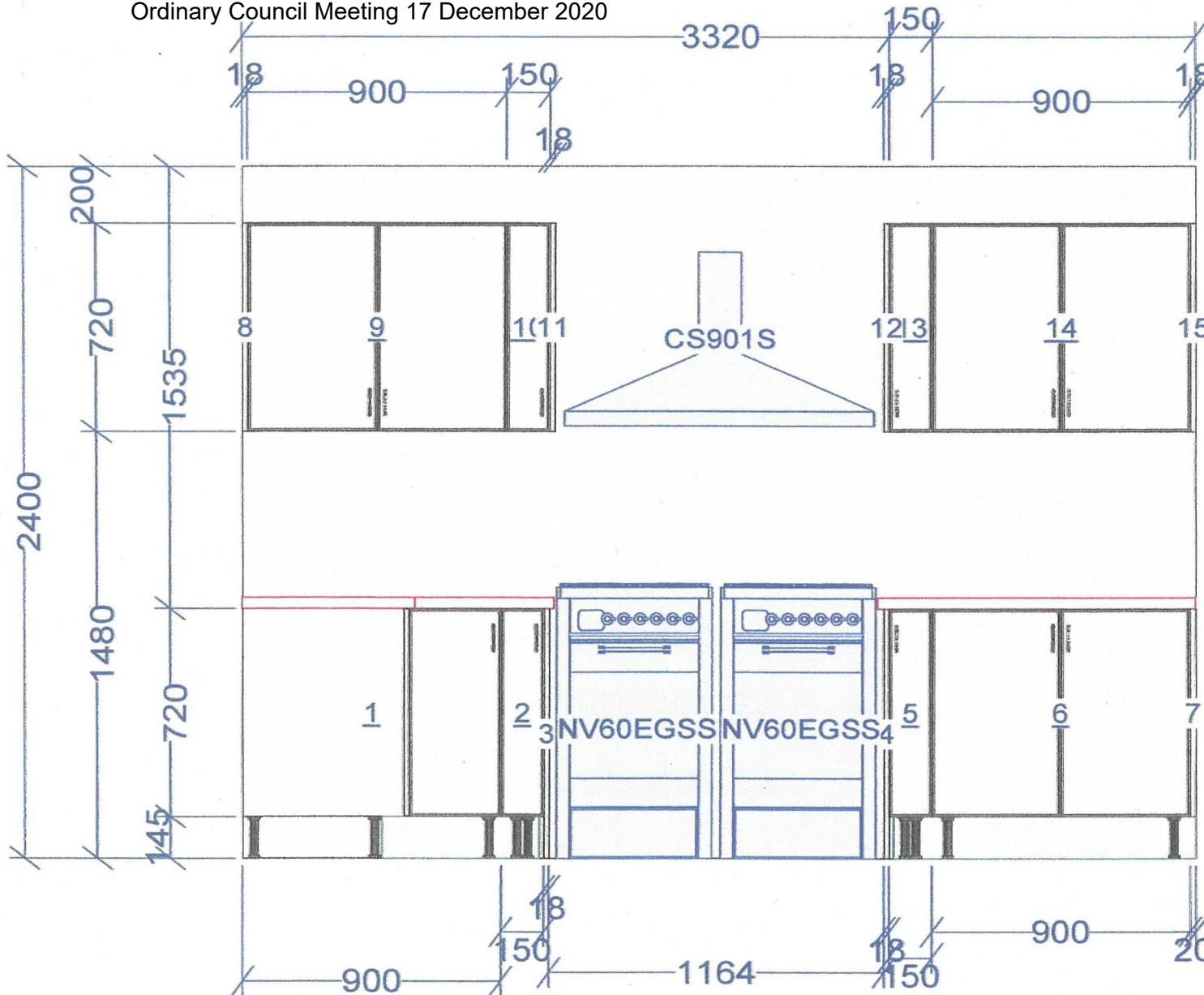
Date

30th November 2020

Please submit your completed application as below:

Post	In Person	Email
Community Facility Fund Shire of Murray PO Box 21 PINJARRA WA 6208	Shire Administration Office 1915 Pinjarra Road PINJARRA WA 6208	mailbag@murray.wa.gov.au

For assistance, please contact the Place and Community Team on 9531 7777.



Legend

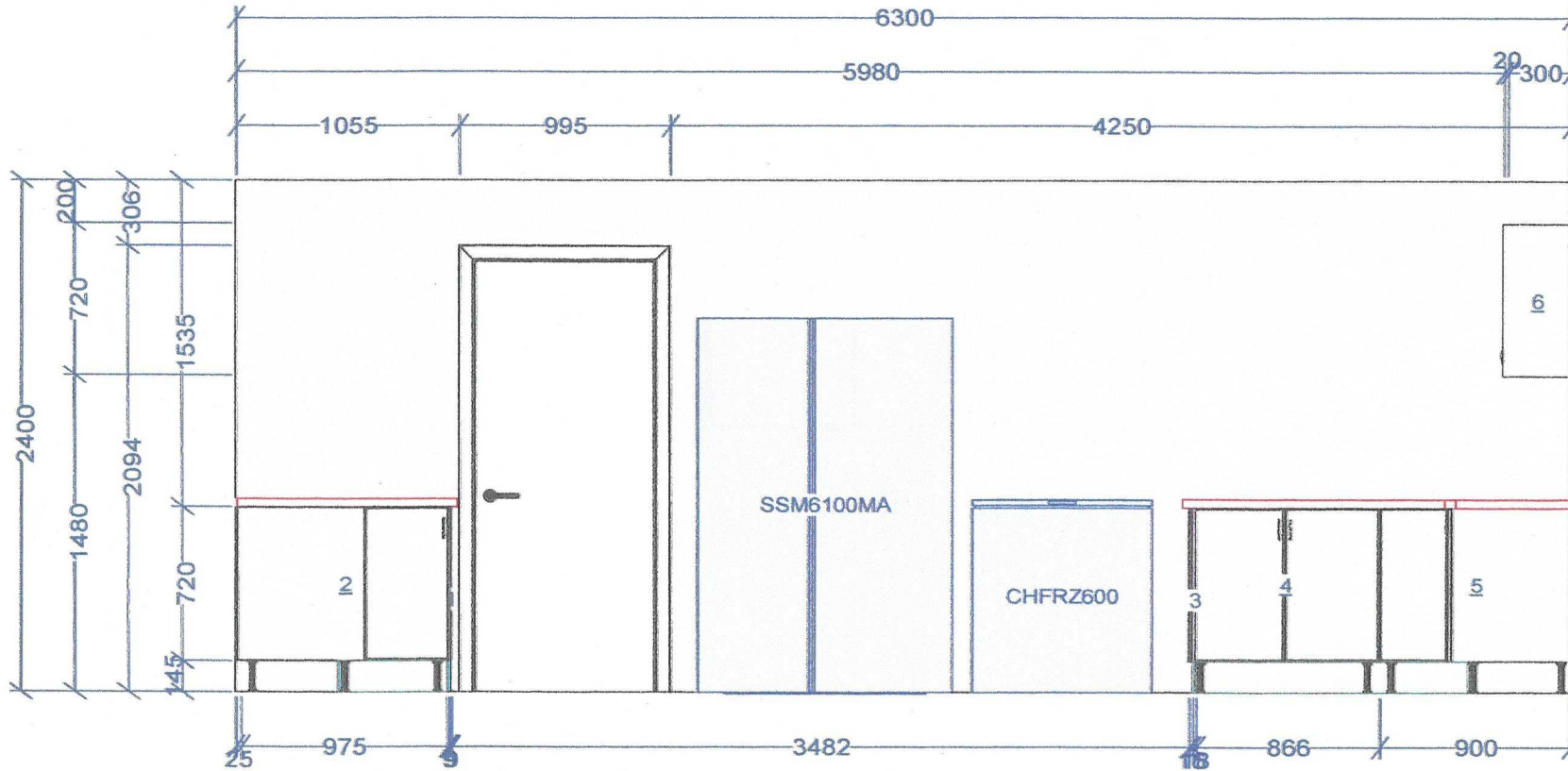
- 1: 900mm Corner Base Cabinet
- 2: 150mm Base Cabinet
- 3: Base End Panel - Gloss White
- 4: Base End Panel - Gloss White
- 5: 150mm Base Cabinet
- 6: 900mm Base Cabinet
- 7: Base Filler Panel - Gloss White
- 8: Wall End Panel - Gloss White
- 9: 900mm Wall Cabinet
- 10: 150mm Wall Cabinet
- 11: Wall End Panel - Gloss White
- 12: Wall End Panel - Gloss White
- 13: 150mm Wall Cabinet
- 14: 900mm Wall Cabinet
- 15: Wall End Panel - Gloss White

DESIGNER - MELITA WEMYSS

Note: This drawing is an artistic interpretation of the general appearance of the design. It is not meant to be an exact rendition.



Designed : 19/10/202
 Printed: 26/10/2020



Legend

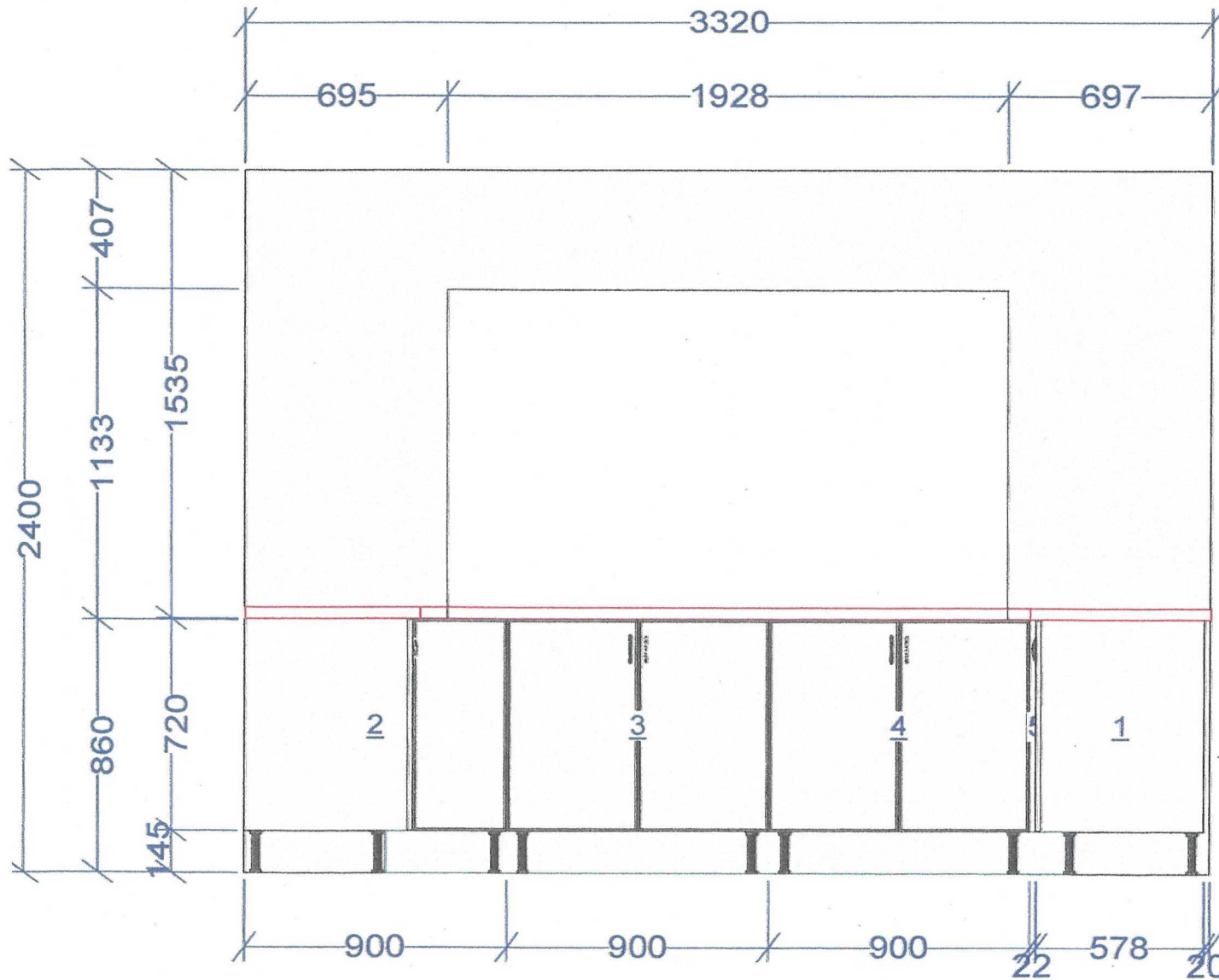
- 1: Base End Panel - Gloss White
- 2: 1000mm Blind Corner Base Cabinet
- 3: Base End Panel - Gloss White
- 4: 900mm Base Cabinet
- 5: 900mm Corner Base Cabinet
- 6: Wall End Panel - Gloss White
- 7: 900mm Wall Cabinet

DESIGNER - MELITA WEMYSS

Note: This drawing is an artistic interpretation of the general appearance of the design. It is not meant to be an exact rendition.



Designed : 19/10/202
 Printed: 26/10/2020



Legend

- 1: 1000mm Blind Corner Base Cabinet
- 2: 900mm Corner Base Cabinet
- 3: 900mm Base Cabinet
- 4: 900mm Base Cabinet
- 5: Base Filler Panel - Gloss White

DESIGNER - MELITA WEMYSS

Note: This drawing is an artistic interpretation of the general appearance of the design. It is not meant to be an exact rendition.



Designed : 19/10/202
Printed: 26/10/2020

COOP PROGRESS ASSOCIATION





25th November 2020

Dean Unsworth
Chief Executive Officer
Shire of Murray
PO Box 21
Pinjarra. WA. 6208

Dear Dean

Re: New green project

As you know, the Pinjarra Bowling and Recreation Club recently embarked on an exercise to construct a new 'C' bowling green to replace 'B' green, which has deteriorated and no longer meets the standard for competitive bowling. The site for the new 'C' green was identified by the Shire in 2014, when the new clubhouse was built, and the location of 'C' green is shown on Shire plans.

Throughout the Feasibility study and the grant application process, anticipated costs for the construction of 'C' green included Club funds and expected grants from both the Shire and the CSRFF. These funding sources were communicated to and supported by the Shire. In these discussions, the Club highlighted that green 'A' will also need replacing within two to three years as it too is deteriorating. The Club is attempting to build funding reserves to cover as much of the upgrade cost of this green as possible.

Approved grants from both the Shire and CSRFF fell short of our reasonable expectations of a third from each of the parties (the Club, Shire and CSRFF). The Club is therefore expected to meet 70% the total cost. In our forward planning for both 'C' and 'A' greens, we determined a reserve fund for both projects. Unfortunately, we are now required to excessively draw on the Club's reserve fund for the construction of 'C' green. This will leave us with limited funds to replace 'A' green and a real risk that within 2-3 years our capacity for pennant and competitive bowling in Pinjarra will be severely impacted.

Additionally, a shallow sewerage line was discovered directly under the proposed new 'C' green. Unfortunately, when the new clubhouse was built, the Shire acknowledged that the location of the sewerage line would interfere with a future



PINJARRA

Bowling & Recreation Club Inc

new green. Nevertheless, as a cost saving measure and in agreement with the Club Sub-Committee, it was constructed in its present shallow location to avoid and defer the cost of a pit and pumps. This issue was not conveyed to the Club Management Committee or the New Green Committee throughout the planning process for the new 'C' green.

The cost to move the sewerage line and provide a pit and pumps is estimated to be \$31,000. A cost, we are informed, that the Club must meet. We are also informed that the Shire cash contribution of \$26,500 (ex GST) from the Enhancement Reserve is not in addition to 'in kind' support from the Shire towards the removal and disposal of the topsoil and tree matter. Rather, funds from the cash contribution are to purchase all Shire 'in kind' support.

We acknowledge Clause 16 of the Lease Agreement between the Pinjarra Bowling and Recreation Club and the Shire of Murray where the burden of the cost of works is the Lessee's. However, the Club site is a Shire asset, and the Club is a lessee. The main responsibility for infrastructure upgrades/changes, such as sewerage line relocation, lies with the property owner (the Shire). The Club has, and will continue to, inject large value contributions and value-add to what is essentially a Shire asset.

The reason for this letter is two-fold:

1. To advise that the Club is highly unlikely to be in a position to pay for the upgrade of 'A' green in the near future if most of our reserves are to be used for the new 'C' green due to under funding by the Shire and CSRFF. This may well lead to the Club not meeting the requirements for providing up-to-standard and sufficient greens rinks for pennant games. Relocating some pennant games to the opposition greens will result in financial shortfalls to the Club.
2. Request the Shire to meet at least the unexpected cost of relocating the sewerage line and installation of the sewerage pit and pumps (\$31,000), and to provide in-kind services to remove from the Club site the top soil and tree matter.

In support of this request, it's important to note that the Pinjarra Bowling and Recreation Club has significantly contributed to community development since its establishment in 1952. Our Club has always worked hard to raise funds to contribute to infrastructure development and we have diligently met our commitments in terms of repayment of loans and meeting all costs relating to repairs, maintenance and minor improvements of the Club. We work tirelessly to build the Club membership and to make the Club accessible to the whole community.



PINJARRA
Bowling & Recreation Club Inc

The above is a brief submission of facts and concerns from the Club, and further supports and explanations can be provided if required. A meeting with yourselves to discuss the Club position and further Shire contribution would be most welcome.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Steel'.

plp Margaret Steel
Club President

Delegated Decisions of Development Approvals for November 2020

Application Number	Reason For Permit	Site Address Full Address	Decision	Lodged Date	Decision Date
616-242-1	Extension to existing Finger Jetty	40 Riverside Drive, Furnissdale WA 6209	Issued	6/11/2020	23/11/2020
P117/2020	Extractive Industry	1184 Old Bunbury Road, West Coolup WA 6214	Issued	30/06/2020	10/11/2020
P154/2020	Carport	61 Coopers Mill Way, Ravenswood WA 6208	Issued	12/08/2020	5/11/2020
P163/2020	20 Kennels	25 Sunshine Place, Nambelup WA 6207	Issued	26/08/2020	18/11/2020
P189/2020	Patio	7 Allambi Way, South Yunderup WA 6208	Issued	9/09/2020	5/11/2020
P202/2020	Variation to Building Envelope, Outbuilding and Change of Use: Outbuilding to Single House	127 Evergreen Loop, Stake Hill WA 6181	Issued	23/09/2020	5/11/2020
P217/2020	Shed Extension for Home Based Business - Bee Keeping	83 Tranquil Retreat, Barragup WA 6209	Issued	2/10/2020	19/11/2020
P222/2020	Variation to Building Envelope	26 Jennie Place, North Dandalup WA 6207	Issued	13/10/2020	5/11/2020
P224/2020	Dome Shelter	54 Munday Avenue, Pinjarra WA 6208	Issued	14/10/2020	5/11/2020
P227/2020	Shed	Lot 46 Birch Drive, Birchmont WA 6214	Issued	15/10/2020	10/11/2020
P231/2020	Patio	7 Byron Drive, South Yunderup WA 6208	Issued	19/10/2020	11/11/2020
P232/2020	Retail sales - Flowers & Gifts	626 Pinjarra Road, Furnissdale WA 6209	Issued	21/10/2020	28/11/2020
P234/2020	Shelter for Students	120 Fairbridge Road, Fairbridge WA 6208	Issued	26/10/2020	20/11/2020
P236/2020	Outbuilding	Lot 32 Cheshire Street, Coolup WA 6214	Issued	26/10/2020	10/11/2020
P238/2020	Variation to Building Envelope	115 Bolliong Grove, North Dandalup WA 6207	Issued	28/10/2020	27/11/2020
P239/2020	Patio Extension	21 Greenacre Street, Pinjarra WA 6208	Issued	29/10/2020	12/11/2020
P240/2020	Shed	Bolliong Grove, North Dandalup WA 6207	Issued	2/11/2020	18/11/2020
P241/2020	Shed/Wokshop	10 Kingfisher Drive, North Yunderup WA 6208	Issued	2/11/2020	5/11/2020
P243/2020	Variation to Building Envelope	Lot 91 Hasluck Circuit, North Dandalup WA 6207	Issued	3/11/2020	11/11/2020
P244/2020	Shed extension	115 Dirk Hartog Drive, Nambelup WA 6207	Issued	4/11/2020	10/11/2020
P246/2020	Amendment to approved alternative energy facility	Lot/Lot 9001 Dollyup Street, Stake Hill WA 6181	Issued	6/11/2020	19/11/2020
P253/2020	Variation to Building Envelope	14 Bolliong Grove, North Dandalup WA 6207	Issued	18/11/2020	19/11/2020
P258/2020	Shed - Variation height	Lot 63 Gilbert Road, North Dandalup WA 6207	Issued	20/11/2020	23/11/2020
P259/2020	Landscape Supplies	358 Hart Road, Coolup WA 6214	Issued	23/11/2020	27/11/2020
P262/2020	Signage (Re-Badging)	21 George Street, Pinjarra WA 6208	Issued	25/11/2020	27/11/2020

Outstanding Council Resolutions



Open Resolutions/Items

Name	Owner	Start Date	End Date	Status	Complete %	Recommendation/Council Decision	Progress Comment	Last Updated
OCM 22 October 2020 - 11.12 Replacement and Disposal of the Current Drainage Truck	Alan Smith	22/10/2020		Complete	50	That Council: 1. accepts the Confidential Assessment Report by the evaluation panel for the Replacement and Disposal of the current Drainage Truck; 2. accepts the offer submitted by Isuzu Australia Limited under the WALGA Preferred Supplier Contract NPN 04-13 to supply a Drainage Truck; and 3. advises all other tenderers that their tender submissions were unsuccessful.		Alan Smith Dec 3, 2020 11:26 AM
OCM 22 October 2020 - 11.4 Periodic Local Law Review – Shire of Murray Pinjarra Cemetery Local Law 2006 and Shire of Murray Waste Local Law 2016 & Proposed Pinjarra Cemetery Amendment Local Law 2020	Robert Marlborough	22/10/2020		In Progress	50	That Council: 1. by Absolute Majority, accepts the completion of the periodic review of the Shire of Murray Pinjarra Cemetery Local Law 2006 and Shire of Murray Waste Local Law 2016, as required by section 3.16(4) of the Local Government Act 1995, with the determination, as follows – a. the Shire of Murray Waste Local Law 2016 remains in effect and amendment or repeal of this local law is not required; and b. the Shire of Murray Pinjarra Cemetery Local Law 2006 be amended by making the proposed Pinjarra Cemetery Amendment Local Law 2020, as provided at Appendix 6, pursuant to section 3.12 of the Local Government Act 1995; 2. approves for the proposed Pinjarra Cemetery Amendment Local Law 2020 to be advertised in accordance with section 1.8 of the Local Government Act 1995; and, a. to make copies of the proposed local law available to the public with a submission period being open for a minimum period of 6 weeks; and b. to send a copy of the proposed local law to the Minister for Local Government; and 3. be provided with a further report on the proposed local law after the close of submissions in order to formally consider making the Pinjarra Cemetery Amendment Local Law 2020, by Absolute Majority in accordance with the provisions of the Local Government Act 1995.	Advertising arranged for proposed Pinjarra Cemetery Amendment Local Law for the Local Newspaper on 4/11/2020/ Submission period open until 23 December 2020. Letter will be sent to Minister of Local Government with copy of proposed Local Law on 4 November 2020.	Robert Marlborough Oct 29, 2020 01:43 PM
OCM 24 September 2020 - 11.13 Proposed Extractive Industry – Lot 1261 Willowdale Road	Alan Smith	24/09/2020		In Progress	65	That Council: 1. authorises the Chief Executive Officer to negotiate and endorse a long term lease agreement with Alcoa for the purpose of gravel extraction for Public Purposes; 2. establishes an Infrastructure Account of \$300,000 from the Asset Enhancement Reserve to develop and manage the extractive Industry site at Lot 1261 Willowdale Road for future infrastructure provision; and 3. develops a Business Plan for the proposed Extractive Industry at Lot 1261 Willowdale Road.	A briefing environmental document to support the extractive industry has been completed and a final review is being undertaken, this document will then be forwarded to Alcoa to progress the agreement for a Lease for the site.	Alan Smith Dec 3, 2020 11:30 AM

OCM 24 September 2020 - 11.8 Lease and Management Order Request – North Yunderup Country Women’s Association Hall – North Yunderup Community Group	Robert Marlborough	24/09/2020		In Progress	70	That Council: 1. supports a lease agreement being entered into between the Shire of Murray and the Country Women’s Association of Western Australia (Inc) for the CWA Hall located at Lot 1 (45) Culeenup Road, North Yunderup for a period of one year with a similar option period; 2. authorises the Chief Executive Officer to negotiate and endorse a lease agreement with the Country Women’s Association of Western Australia (Inc) with the annual rent being five hundred dollars (\$500.00), plus GST; 3. supports a management agreement being entered into between the Shire of Murray and the North Yunderup Community Group for the CWA Hall located at Lot 1 (45) Culeenup Road, North Yunderup for a period of one year with a similar option period; and 4. authorises the Chief Executive Officer to negotiate and endorse a management agreement with the North Yunderup Community Group.	CWA confirmed on 9/12 they are happy with minor modifications proposed and that Shire should proceed with finalising lease for signing by CEO and Shire President.	Leanne McGuirk Dec 9, 2020 01:59 PM
OCM 24 September 2020 - 11.4.1 Matter Arising - Application for Rating Exemption – Access Housing Australia Ltd	Tracie Unsworth	24/09/2020		In Progress		That Council: 1. continues to lobby through WALGA to remove any ambiguity in the Act that grants exemptions to charitable organisations such as Access Housing and thereby removing the impost to the general rate payer; and 2. officers investigate an appropriate mechanism through rate payer notices in the future to identify the cost subsidy borne by the rate payer.	To be considered as part of the Rating Strategy	Tracie Unsworth Dec 8, 2020 09:56 AM
OCM 27 August 2020 - Item 10.1.2 Amalgamation of Shire of Murray and Shire of Waroona Local Emergency Management Committees	Ron Porter	27/08/2020		In Progress	80	That Council supports: 1. the amalgamation of the Shire of Murray and Shire of Waroona Local Emergency Management Committees; and 2. the Chief Executive Officer overseeing the formation of a Working Group to establish the administration arrangements of the combined Local Emergency Management Committee and then seek final endorsement from the State Emergency Management Committee.	Identical item endorsed at the Shire of Waroona Ordinary Council meeting on the 22/09/2020. A terms of reference establishing combined structure and administration arrangements is being prepared before final endorsement is sought from State Emergency Management Committee (SEMC) in early December.	Ron Porter Nov 5, 2020 09:10 AM
OCM 27 August 2020 - Item 10.1.1 Beach Emergency Number (BEN) Signs	Ron Porter	27/08/2020		In Progress	50	That Council supports: 1. suitable locations being identified adjacent to the Peel Inlet and along the Murray and Serpentine Rivers, in consultation with stakeholders, for the potential installation of Beach Emergency Number (BEN) signs; 2. investigations be made into additional Beach Emergency Number (BEN) sign locations at approved and dedicated mountain bike and 4WD trail heads in the Dwellingup region; 3. correspondence be sent to the Director General of the Department of Biodiversity Conservation and Attractions seeking support for the installation of Beach Emergency Number (BEN) signs at suitable locations within the Lane Poole Reserve, Dwellingup; 4. grant funding options be investigated to offset the costs associated with the installation of Beach Emergency Number (BEN) signs within the district; and 5. a further report to be presented to Council to consider costs should grant funding not be secured.	Identical item endorsed at the Shire of Waroona Ordinary Council meeting on the 22/09/2020, will progress both Council recommendations as a single project.	Ron Porter Nov 5, 2020 09:11 AM

OCM 27 August 2020 - Item 11.8 The Exchange - Covid-19 Recovery Project	Dean Unsworth	27/08/2020		In Progress	20	Recommendation attached.	Economic consultant and Project Architect have been engaged and are currently progressing business case and conceptual drawings to support BBRF application. Draft documents will be referred to Council in December 2020 for input/comments, with the finalised documents expected to be considered by Council for endorsement at the January 2021 OCM. BBRF application period is anticipated to close March 2021.	Leanne McQuirk Dec 8, 2020 11:09 AM
OCM 25 June 2020 - Item 16.1 Confidential Report – Business Plan Outcome and Sale of Lots 301 to 305 Dewar Road and Lots 306 to 310 Beau Sovereign Court, North Dandalup (Formerly Lot 102 Lakes Road)	Robert Marlborough	25/06/2020		In Progress	90	That Council: endorses the Officers Recommendation included in the report for Item 16.1 provided under confidential cover.	Land titles received 4 September 2020. Agent appointed to Auction the lots to be sold. Auction date set as 10 October 2020. Statutory advertising arranged. Settlement Agent appointed to deal with land actions resulting from the auction. Auction held 10 October 2020. All lots passed in. As of 29 October 2020 two offers and acceptances received for Lot 303 Dewar Road and Lot 308 Beau Sovereign Court. Marketing for remaining lots ongoing.	Robert Marlborough Dec 3, 2020 01:07 PM
OCM 25 June 2020 - Item 11.6 Amendment No. 316 to Town Planning Scheme No. 4 - Proposed Equestrian Zone, Lots 462 and 502 South Western Highway, Blythwood	Rod Peake	25/06/2020	30/09/2020	In Progress	50	<p>That Council:</p> <ol style="list-style-type: none"> 1. pursuant to Section 75 of the Planning and Development Act 2005 resolves to prepare Amendment No 316 to the Shire of Murray Town Planning Scheme No. 4 to rezone portion of Lot 462 and Lot 502 South Western Highway, Blythwood, from Rural and Private Recreation to Special Use – Equestrian, with a range of suitable conditions that limit the use of the site to equestrian related activities and provide for the orderly progressive development of the land, including the need for a structure plan to guide development. 2. pursuant to Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 specifies that the Amendment is a standard amendment as it is considered not to comfortably fall within either the complex or basic amendment categories and will not result in any significant environmental, social, economic or governance impacts on land within the Scheme area; 3. authorises the Shire President and Chief Executive Officer to sign and seal the scheme amendment documents prepared to the satisfaction of the Director Planning and Sustainability; 4. authorises the amendment to be forwarded to the Environmental Protection Authority for consideration of the need for environmental assessment in accordance with section 81 of the Planning and Development Act; and 5. following compliance with sections 81 and 82 of the Act, proceeds to advertise the amendment for a period of at least 42 days. 	Scheme Amendment Documents prepared and referred to Environmental Protection Authority.	Rod Peake Nov 11, 2020 03:25 PM

<p>OCM 22 June 2017 – Item 16.1 Dwellingup Community Compact Draft Position Statement – Bauxite Mining in and Around Dwellingup - CONFIDENTIAL</p>	<p>Dean Unsworth</p>	<p>1/07/2018</p>	<p>30/06/2022</p>	<p>In Progress</p>	<p>75</p>	<p>That Council: 1. supports the recommendations of the Chief Executive Officer as presented in the table of 12 actions recommended by the Dwellingup Community Compact; 2. delegates to the Shire President and Chief Executive Officer to negotiate further with the Dwellingup Community Compact and Alcoa regarding the proposed Dwellingup Discovery Forest, but that Council fully supports this concept in principle; and 3. requests a further report following further negotiations with stakeholders and following the future public meeting with the community.</p>	<p>Consultant will present a first draft in November 2020.</p>	<p>Dean Unsworth Oct 26, 2020 09:44 AM</p>
<p>OCM 23 August 2018 - Item 11.6 Land Encroachments & Other Structures – Closure of Unmade Road – Balleee Island, South Yunderup</p>	<p>Robert Marlborough</p>	<p>23/08/2018</p>	<p>30/06/2021</p>	<p>In Progress</p>	<p>66</p>	<p>That Council: 1. approves for the Chief Executive Officer to formally progress with the Minister for Lands, through the Department of Planning, Lands and Heritage the closure of the unmade road reserve and the creation of a new Crown Reserve for the purposes of "foreshore" on Balleee Island, South Yunderup, with the following outcomes to be achieved: (a) the Crown Reserve land is to be managed by the Shire under a management order; (b) the new Crown Reserve boundaries are to be established in such a way to ensure 3 metre setbacks are provided to accommodate the patio encroachment from Lot 87 Balleee Island and the existing dwelling encroachment from Lot 83 Balleee Island; (c) a 5 metre wide easement being established within the new Crown Reserve to provide ongoing protection to existing Water Corporation infrastructure; (d) define the areas proposed in point 2; 2. pending the closure of the unmade road reserve and the creation of the new Crown Reserve actively encourage the Department of Planning, Lands and Heritage to facilitate suitable formal lease arrangements and the appropriate Peel Region Scheme consents, for an initial period of 10 years; (a) with the owner of Lot 82 Balleee Island for existing cottage (dwelling) adjacent to this property; (b) with the owner of Lot 83 for Gazebo and other structure adjacent to this property; 3. after receiving confirmation from the Department of Planning, Lands and Heritage that points 1 and 2 are supported and being actioned a further report be prepared for Council to consider the full cost breakdown of survey and other associated costs; and 4. authorises the Chief Executive Officer to continue engaging with the landowners of Lots 82, 83 and 87 Balleee Island to determine equitable contributions towards the cost of the survey works.</p>	<p>Funding approved in 20/21 budget to undertake formal survey work to progress outcomes on the land encroachments</p>	<p>Robert Marlborough Sep 2, 2020 03:05 PM</p>
<p>OCM 22 November 2018 – Item 11.9 Pinjarra Massacre Memorial Project</p>	<p>Leanne McGuirk</p>	<p>22/11/2018</p>	<p>30/06/2021</p>	<p>Deferred</p>	<p>30</p>	<p>That Council supports: 1. the Pinjarra Massacre Memorial Project in principle, including the development of a concept plan; 2. allocation of in kind workforce resources to assist in the development of a concept plan; 3. further consideration of the provision of financial and/or in kind support, following the completion of a concept plan; and 4. investigation into the opportunities of a Joint Management Agreement over Crown Reserve 31032.</p>	<p>This project is lead by the Department of Planning, Lands & Heritage, with the Shire being one of number of stakeholders. The project was placed on hold in early 2020. DPLH and local Elders have been advised that the Shire remains committed to supporting and enabling progression of the project and look forward to working with all key stakeholders when key stakeholders are ready to re-engage and progress with initiative.</p>	<p>Leanne McGuirk Dec 8, 2020 11:04 AM</p>

OCM 27 June 2019 – Item 11.24 Lower Murray River – Foreshore Stabilisation Guidelines	Alan Smith	27/06/2019	30/06/2021	In Progress	85	<p>That Council:</p> <ol style="list-style-type: none"> 1. supports the introduction of Foreshore Stabilisation Guidelines for the Lower Murray River; 2. continues to engage with Community Associations to inform and add value to the introduction of the Foreshore Stabilisation Guidelines for the Lower Murray River; 3. seeks approval from the Department of Water and Environmental Regulation (DWER) and Department of Planning Lands and Heritage (DPLH) for any required environmental and structural works within the Foreshore Stabilisation Guidelines for the Lower Murray River riverbanks that abut areas under the management of the Shire of Murray; and 4. once approvals have been obtained from DWER and DPLH for environmental and structural works on the Riverbanks, an engagement strategy be initiated to enable ongoing liaison directly with the community within proximity of the Lower Murray River. 	Further review of the riverbanks has been undertaken to finalise the requirements for the proposed design of the riverbank retaining wall to ensure they meet the satisfaction of both the Department of Water and Environmental Regulation and the Department of Planning, Lands and Heritage. Structural Engineers are required to finalise the design and this should be completed by March 2021	Alan Smith Dec 3, 2020 11:31 AM
OCM 19 December 2019 – Item 15.2 Plus 8 Peel Capacity Building Program	David Arkwright	19/12/2019	30/06/2021	In Progress	75	<p>That Council, in the event of a successful application to the State Government's X Tend grant program:</p> <ol style="list-style-type: none"> 1. approves the proposed delivery of capacity building programs for startups and SME's – predominantly in the food and agri-business sector, but also in other sectors as may be determined at the time of implementation; 2. approves that priority be given to Murray and Peel startups and SME's, with the option to include enterprise from beyond the Peel Region; 3. approves the working relationship with Spacecubed Ventures Pty Ltd, to deliver the capacity building programs as set out in the application to the X-tend grant fund; and 4. endorses the Shire's contribution of \$44,825 be funded over two financial years, with \$19,825 transferred from the 2019/20 Economic Development Initiatives budget and the remaining \$25,000 from recognised savings in the LTFP 2020/21 allocation for the GRV revaluation expenses. 	Leap and Sprint events now completed. Program reviewed by Shire and Spacecubed. Decision taken to change final element of the program. Spacecubed has submitted a proposal to the Shire - currently being evaluated by myself and Place team	David Arkwright Dec 8, 2020 09:34 AM
OCM 27 February 2020 Item - 11.10 Support to Southern Dirt	David Arkwright	27/02/2020	30/06/2021	In Progress	50	<p>That Council:</p> <ol style="list-style-type: none"> 1. approves that funding be set aside of \$15,000 for 2020/2021 and \$10,000 for 2021/2022 - to support the activities of Southern Dirt in the Shire of Murray and the wider Peel region; 2. agrees that the \$15,000 contribution in the 2020/2021 financial year be specifically directed to the activities that Southern Dirt is undertaking as part of its recently approved REDS grant through the Peel Development Commission; and 3. agrees that the \$10,000 contribution to Southern Dirt in the 2021/2022 financial year be made subject to an agreement between Southern Dirt and the Shire of Murray as to the specific activities that the funding will support, and also subject to confirmation that other Local Governments and organisations in the Peel region are also providing funding support for key activities to be carried out by Southern Dirt in that financial year. 	Southern Dirt has commenced work on Peel Food Event for 2021, and building a beef cluster. SD has also advanced the Peel network and is now seeking funding from Lottery West for a substantial on-line platform for southern WA. Southern Dirt also developing a support program for farmers on smaller land holdings. Also pursuing a glasshouse development project	David Arkwright Dec 8, 2020 09:34 AM

That Council:

1. supports the development of a detailed plan, feasibility and designs for the Shire of Murray to undertake the redevelopment of the Exchange Hotel in the theme presented at Appendix 12, that includes:
 - a Microbrewery/Tavern;
 - a Producers & Makers Co-operative Space; and
 - a pop-up Alfresco Space;

that will create a multi-faceted and integrated economic and social precinct that will provide a varying range of experiences to invigorate the town of Pinjarra;
2. supports officers undertaking further detailed investigations associated with implementation of the Exchange Hotel Micro-brewery and Co-Op Initiative, including but not limited to preliminary engagement with local producers and potential stakeholders / lessees to gauge level of interest in proposal;
3. allocates \$50,000 from the Asset Enhancement Reserve to undertake:
 - detailed plans and costs associated with development including a quantity surveyor report;
 - cost estimates of internal and external fit-out required for implementation of the proposal as proposed;
 - an economic impact assessment and Business Case; and
 - a draft Business Plan that meets the statutory requirements of the Local Government Act;
4. supports in principle the funding model to redevelop the Exchange Hotel precinct as follows:

Estimated cost of redevelopment (up to)	(\$4,000,000)
<i>Less</i>	
Allocation from the Waste Reserve	\$1,000,000
<u>Funding from the Asset Enhancement Reserve</u>	<u>\$ 500,000</u>
Total estimated funds required to develop	(\$2,500,000)*

* Funding from the Waste Reserve would be replaced upon outright sale of the property or replenished over time as these funds are not required in the short term.
 * Any grant funds secured would reduce the loan amount accordingly.

Option 1 – Short Term Lending Facility

- Drawn down at 3 monthly intervals: \$250,000 first two and \$500,000 thereafter
- Interest at 2% and paid quarterly
- Principal rolled over
- Total interest over the 22 month development phase - \$38,782
- Annual interest thereafter for the remaining 3 years - \$50,412
- Project closure being either:
 - a) outright sale of property; or
 - b) lease to operator;

- 5. notes that the funding model in recommendation 4 is not a formal allocation at this point, but that this is the preferred model if Council do progress to redeveloping the Exchange Hotel precinct; and**
- 6. instructs the Chief Executive Officer to provide to Council for consideration, plans, findings and further recommendations from the detailed investigations undertaken.**