



**ORDINARY COUNCIL MEETING
20 September 2022**

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ATTACHMENT – AGENDA ITEM 6.1
Minutes Ordinary Council Meeting August
2022



COUNCIL CALENDAR

Date	Time	Meeting
20 September 2022	4.00pm	Ordinary Council Meeting
18 October 2022	4.00pm	Ordinary Council Meeting

16 August 2022 MEETING PROGRAM

2.30pm	Councillor Forum
4.00pm	Ordinary Council Meeting

MEETING GUESTS

Nil

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MINUTES

Shire of Narembeen Ordinary Council Meeting Tuesday 16 August 2022, commencing at 4.00pm

1.0 Opening & Welcome

Presiding Person, Cr Kellie Mortimore welcomed everyone to the meeting and declared the meeting open at 4.00pm

2.0 Attendance & Apologies

Attendance

Councillors

Cr Kellie Mortimore Shire President, Presiding Person

Cr Chris Bray Member
Cr Trevor Cole Member
Cr Michael Currie Member
Cr Warren Milner Member
Cr Amy Hardham Member
Cr Holly Cusack Member

Officers

David Blurton Chief Executive Officer
Tamara Clarkson Executive Manager Corporate Services
Vanessa Wittstock CRC Coordinator
Salma Khan Corporate Services Officer (Minute Taker)

Apologies

Cr Scott Stirrat Deputy Shire President

Approved leave of absence

Nil

3.0 Declarations of Interest

Cr A Hardham declared an impartiality interest in item 8.1.1 as she is a member of the Narembeen Town Team.

4.0 Announcements

4.1 Application for leave of absence

5.0 Public Question Time & Deputations (15 min)

Nil

6.0 Minutes of Previous Meetings

6.1 Confirmation of Minutes of Ordinary Meeting of Council

6.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on Tuesday 19 July 2022.

RECOMMENDATION / COUNCIL RESOLUTION

That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Tuesday 19 July 2022 be confirmed as a true and accurate record of the proceedings.

MIN 7475/22

MOTION - Moved Cr. M Currie

Seconded Cr. W Milner

CARRIED 7/0

7.0 Status Report

RECOMMENDATION / COUNCIL RESOLUTION

That the Status Report for August 2022 be received.

MIN 7476/22

MOTION - Moved Cr. A Hardham

Seconded Cr. T Cole

CARRIED 7/0

8.0 Reports

8.1 Executive Manager Corporate Services

AGENDA ITEM: 8.1.1 Budget Allocation - Christmas Lights

Subject:	Budget Allocation - Christmas Lights
Applicant:	Not applicable
File Ref:	ADM121
Disclosure of Interest:	Not Applicable
Author:	Vanessa Wittstock – CRC Coordinator
Date:	4 August 2022
Attachments:	Narembeen Town Team RAC Connecting Communities Fund Application

PURPOSE

Council to consider an allocation towards purchase of commercial grade Christmas lights.

BACKGROUND

The Narembeen Community Resource Centre in partnership with the Narembeen Town Team has submitted a grant application (attached) with RAC's Connecting Communities Fund for \$10,000.00 to deliver the Narembeen Christmas Street Party. The Narembeen CRC intends to apply for the next round of the Ramelius Resources and Shire of Narembeen Community Benefit Fund.

Activation of the Main Street including transformation of the IGA carpark into a Christmas wonderland including lights, Christmas decorations, market stalls and children's activities will form part of the Narembeen Christmas Street Party event.

The Narembeen CRC and Narembeen Town Team are keen to involve the community in place activation in the four weeks leading up to Christmas. Part one of the wider project will see the community invited to decorate their homes with lights from the first of December and during this time the Narembeen Town Team will use lights to activate sites of significance across the townsite e.g. light poles on the main street, town clock, Shire garden and Lesser Hall gardens.

Following this a Christmas lights bike and walking tour will be held to showcase the lights across the town, hoping to increase visitor numbers to town during December.

Community members will be invited to attend the Christmas Street Party and connect with their community. A member of the community will be invited to 'turn on' the lights for the Christmas Street Party (trees will be lit in the IGA carpark). Community members will be invited to participate in the Christmas Light trail leading up to the event and participate in the bike and walking tour of houses and sites.

CONSULTATION

Executive Manager Corporate Services
Chief Executive Officer
Works Manager

STATUTORY IMPLICATIONS

Not applicable

FINANCIAL IMPLICATIONS

The \$10,000 will be included in the Budget Review February 2023 and allocated to the code 1151104 – Community Events.

POLICY IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

Not applicable

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 – 2032

Community: Happy, safe, healthy, and inclusive community

- Inclusive community activities

Economy: Retain and grow existing businesses, employment and attract new industry

- Support the diverse industry across the Shire

VOTING REQUIREMENTS

As this is an unbudgeted allocation an Absolute Majority decision of Council is required.

COMMENT

Christmas Lights aim to enhance and activate the main street and town centre and therefore create a better-connected space in the town that fosters a sense of belonging, promotes social connectedness, and supports mental health and wellbeing. The inclusion of a budget allocation for lights will allow purchase of commercial grade Christmas lights, that will withstand harsh conditions and last longer than consumer-graded lights and further spread the festive spirit within the Narembeen community.

The Works Manager has confirmed that Shire staff can install the lights however hire of a cherry picker may be required, the cost of which will be funded from the existing account.

Community feedback over the years has been that the Narembeen town centre looks sad during the festive season, especially in comparison to other country towns. If funding applications are unsuccessful, the Christmas Street Party event will still go ahead on a smaller scale, without Christmas lights.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council allocate \$10,000 in the 2022/23 budget for the purchase of commercial Christmas Lights.

MIN 7477/22

MOTION - Moved Cr. W Milner

Seconded Cr. C Bray

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

AGENDA ITEM: 8.1.2 Adoption of Community Wellbeing Plan (CWP) 2022 - 2024

Subject:	Adoption of Community Wellbeing Plan 2022 - 2024
Applicant:	Not Applicable
File Ref:	ADM650
Disclosure of Interest:	Not Applicable
Author:	Vanessa Wittstock – CRC Coordinator
Date:	4 August 2022
Attachments:	Community Wellbeing Plan 2022 - 2024

PURPOSE

Council to adopt the Narembeen Community Wellbeing Plan 2022 - 2024.

BACKGROUND

The Narembeen Community Wellbeing Plan (Narembeen CWP) was initially developed in 2018 with input from the Holyoake Wheatbelt Prevention Team as well as key stakeholders and agencies including Narembeen Police, Narembeen St John Ambulance, Narembeen District High School, Narembeen Health Service, WA Country Health Service, SDERA, Wheatbelt Community Alcohol and Drug Service and the Shire of Narembeen.

The Narembeen CWP seeks to build resilience, improve health and wellbeing, and strengthen agency collaboration; in turn reducing the incidence of risky behaviours and potential harms associated with alcohol and other drug use within the community of Narembeen.

The Narembeen Community Wellbeing Plan endeavours to achieve this by:

- Actively supporting partnerships between community and service providers to identify and address local issues.
- Providing a means to coordinate, implement and evaluate an evidence-based, whole of community approach in a timely and appropriate manner.

The Narembeen CWP was developed using best practice principles including planning workshops facilitated by the Wheatbelt Prevention Team with key stakeholders and agencies (held in November and December 2021), analysis of several consultation documents, anecdotal data and reports, and a Community Perception Survey 2021.

Documents that inform the Narembeen Community Wellbeing Plan:

- Shire of Narembeen Community Perception survey 2021
- WACHS – Narembeen Hospital Epidemiology Data 2021
- Shire of Narembeen Age Dependency Ratio
- Shire of Narembeen Public Health Plan

CONSULTATION

Executive Manager Corporate Services
Chief Executive Officer
Holyoake (Wheatbelt Suicide Prevention Coordinator + AOD Prevention Coordinator)
Narembeen Community Wellbeing Plan Committee

STATUTORY IMPLICATIONS

Not applicable

FINANCIAL IMPLICATIONS

There is an allocation in the 2022/23 Annual Budget to assist delivery of the CWP outcomes.

POLICY IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

Not Applicable

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 – 2032

Community: Happy, safe, healthy, and inclusive community

1.2 Facilitate and advocate for quality health services, health facilities and programs in the Shire

VOTING REQUIREMENTS

Simple Majority

COMMENT

The Narembeen CWP committee is to be acknowledged for their input towards the development of the Narembeen CWP and moving forward their dedication in working as a group to address the priorities and outcomes contained within the plan.

It is anticipated that the 2022 -2024 Narembeen CWP will continue to attract grant funding for activities, initiatives and events that are identified in the plan.

The Narembeen CWP is intended to be a two-year plan, however the CWP committee acknowledges that there may be cases where strategy and key priority areas will adopt some variations according to emerging trends in the community.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council adopt the Community Wellbeing Plan 2022-2024 as presented.

MIN 7478/22 **MOTION** - Moved Cr. A Hardham Seconded Cr. M Currie

CARRIED 7/0

4.21pm Vanessa Wittstock left the meeting and did not return.

AGENDA ITEM: 8.1.3 - Disposal of Shire owned land – Lot 68 Cheetham Way, Narembeen

Subject:	Disposal of Shire owned land – Lot 68 Cheetham Way, Narembeen
Applicant:	Syd Parsons, Bermuda Farms Pty Ltd
File Ref:	ADM143
Disclosure of Interest:	Nil
Author:	Tamara Clarkson – Executive Manager Corporate Services
Date:	9 August 2022
Attachments:	Nil

PURPOSE

To provide Council an update on the outcome of the sale process for Lot 68 Cheetham Way, Narembeen.

BACKGROUND

Council considered an offer of \$34,000 for Lot 68 Cheetham Way, Narembeen at the July 2022 Ordinary Meeting of Council. Council authorised the Chief Executive Officer to accept the offer. The proposed sale was advertised in the Fence Post on 10 August 2022.

CONSULTATION

Chief Executive Officer

STATUTORY IMPLICATIONS

Local Government Act 1995

3.58. Disposing of property

- (1) In this section — dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to — (a) the highest bidder at public auction; or (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives local public notice of the proposed disposition — (i) describing the property concerned; and (ii) giving details of the proposed disposition; and (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include — (a) the names of all other parties concerned; and (b) the consideration to be received by the local government for the disposition; and (c) the market value of the disposition — (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

(5) This section does not apply to — (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or (d) any other disposition that is excluded by regulations from the application of this section.

FINANCIAL IMPLICATIONS

The proceeds of the sale will be included in the February 2023 Mid-Year Budget review.

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

STRATEGIC PLAN REFERENCE

Corporate Business Plan 2020/21 – 2023/24

Goal Area 1. Focus upon local economic drivers to retain and grow existing business, employment and to attract new industry.

Improve the usage of vacant lots on Cheetham Way.

VOTING REQUIREMENTS

Simple majority

COMMENT

The Executive Manager Corporate Services has engaged Documentary Services Pty Ltd, a licensed settlement agent to progress the sale.

OFFICER RECOMMENDATION

Council receives the update and authorise the Chief Executive Officer to finalise the sale of Lot 68 Cheetham Way, Narembeen to S Parsons, Bermuda Farms Pty Ltd for \$34,000.

COUNCIL RESOLUTION

Council receives the update and authorise the Chief Executive Officer to finalise the sale of Lot 68 Cheetham Way, Narembeen to S Parsons, Bermuda Farms Pty Ltd for \$34,000 *subject to no objections being received.*

MIN 7479/22

MOTION - Moved Cr. C Bray

Seconded Cr. M Currie

CARRIED 7/0

AGENDA ITEM: 8.1.4 - Financial Report period ending 31 July 2022

Subject:	Financial Report July 2022
Applicant:	Shire of Narembeen
File Ref:	Not Applicable
Disclosure of Interest:	Nil
Author:	Teresa Cousins - Finance Officer
Date:	05 August 2022
Attachments:	Financial Report July 2022

PURPOSE

For Council to accept the monthly statement of Financial Activity disclosing the Shires financial activities for the period 31 July 2022.

BACKGROUND

The monthly financial report is presented in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*. A statement of financial activity and any accompanying documents are to be presented to the Council at an ordinary meeting of the Council within two months after the end of the month to which the statement relates. The Statement of Financial Activity Report summarises the Shire's financial activities.

CONSULTATION

Chief Executive Officer
Executive Manager Corporate Services

STATUTORY IMPLICATIONS

Local Government Act 1995, Section 6.4

Regulation 34(1) of the Local Government (Financial Management) Regulations 1996 requires a local government to prepare each month a statement of financial activity.

Regulation 34(2) requires the statement of financial activity to report on the sources and applications of funds, as set out in the annual budget.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

- Minor Compliance risk considered low.
Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring
- Financial Impact risk considered moderate.
Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 - 2032

Strategic Priority 4 Civic Leadership: Well governed and efficiently managed Local Government

VOTING REQUIREMENTS

Simple Majority

COMMENT

Council's closing position at 31 July 2022 amounts to \$4,528,867 with current assets of \$10,139,554 and \$4,135,441 in Reserve funds.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council receive the Shire of Narembeen's Financial Report for 31 July 2022.

MIN 7480/22

MOTION - Moved Cr. W Milner

Seconded Cr. T Cole

CARRIED 7/0

AGENDA ITEM: 8.1.5 - Schedule of Accounts for July 2022

Subject:	Schedule of Accounts for July 2022
Applicant:	Not Applicable
File Ref:	Not Applicable
Disclosure of Interest:	Nil
Author:	Kathryn Conopo – Administration Officer
Date:	02 August 2022
Attachments:	Creditors Payment List – July 2022 Credit Card Payments List 14 May – 14 June 2022

PURPOSE

For Council to review the payments made by the Shire of Narembeen in July 2022.

BACKGROUND

The Shire's schedule of accounts is to be provided to council each month pursuant to the Local Government (Financial Management) Regulation 1996.

CONSULTATION

Nil

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996

Reg. 13 List of Accounts

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared;
 - a. The payee's name;
 - b. The amount of the payment;
 - c. The date of the payments; and
 - d. Sufficient information to identify the transaction.

3. A list prepared under sub regulation (1) or (2) is to be –
 - a. Presented to the council at the next ordinary meeting of council after the list is prepared; and
 - b. Recorded in the minutes of that meeting.

FINANCIAL IMPLICATIONS

Not applicable

POLICY IMPLICATIONS

Not applicable

RISK MANAGEMENT IMPLICATIONS

Not applicable

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 2032

Strategic Priority 4 Civic Leadership: Well governed and efficiently managed Local Government

VOTING REQUIREMENTS

Simple majority

COMMENT

A schedule of accounts paid during the month of July 2022 is attached to this report and the total amounts paid from the municipal fund and the trust fund are as follows:

Municipal Account: \$ 966,081.66

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council:

1. Receive the Creditors Payment List - July 2022
2. Receive the Credit Card Payments List 14 May – 14 June 2022

MIN 7481/22 MOTION - Moved Cr. M Currie

Seconded Cr. A Hardham

CARRIED 7/0

8.2 Chief Executive Officer

AGENDA ITEM: 8.2.1 – AGENDA ITEM: Adoption of Draft Corporate Business Plan 2022-2026

Subject:	Adoption of Corporate Business Plan 2022-2026
Applicant:	Not Applicable
File Ref:	ADM172
Disclosure of Interest:	Not Applicable
Author:	David Blurton – Chief Executive Officer
Date:	2 August June 2022
Attachments:	Draft Corporate Business Plan 2022-2026

PURPOSE

For Council to consider the adoption of its Draft Corporate Business Plan 2022-2026 (CBP) document.

BACKGROUND

The Council adopted its Strategic Community Plan 2022-2032 (SCP) document at its July 2022 meeting following a process of extensive consultation with the community. While the SCP sets the strategic vision for the future, the CBP translates the Council's priorities from the Strategic Community Plan into operations and deliverables aligned to the annual budget process. It includes specific actions which Council will aim to deliver over the next four years as well as a four-year financial plan which summarises the projects which have been endorsed through Council's suite of existing plans.

CONSULTATION

It is suggested that the plan be adopted in draft to allow a 21-day community consultation period to be undertaken. This will allow Council to consider comments received from the community prior to final adoption.

STATUTORY IMPLICATIONS

Section 5.56 (1) of the Local Government Act 1995 requires all local governments to plan for the future. This plan for the future is provided by the Integrated Planning and Reporting Framework (IPRF).

The CBP represents the highest level of strategic planning undertaken by local governments. It is a legislative requirement as part of the Integrated Planning and Reporting Framework under the Local Government Act 1995. Its purpose is:

- Ensuring the community is involved in the setting of a long term vision;
- Providing Council with a clear understanding of the community's wellbeing, priorities, aspirations, needs and wants; and
- Setting out Council's priorities in relation to implementing its strategies.

FINANCIAL IMPLICATIONS

Financial implications are highlighted in the plan and a series of ratio measures have been included in the document for Council to consider (note 12). These ratios are used by the Department of Local Government and Communities as measures of local government sustainability.

The plan includes 2 self-supporting loans being raised in 2024/25 to fund delivery of netball court cover and a multipurpose hockey/tennis facility as per the Council's endorsed Sports facility plan. Other significant changes over the life of the plan include a reduction in road maintenance contributions received from Ramelius in 23/24 and onwards at the completion of mining activities and development of the LIA subdivision in 23/24 and 24/25.

POLICY IMPLICATIONS

Not Applicable

RISK MANAGEMENT IMPLICATIONS

Adoption of the plan eliminates the risk of noncompliance with the Local government Act and ensures clear direction on how the Council will achieve its vision.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022-2032

Civic Leadership – Well governed and efficiently managed local government.

VOTING REQUIREMENTS

Simple Majority

COMMENT

The CBP will be a key guiding strategic document, forming part of the Integrated Planning and Reporting Framework. Following the community engagement period, the report will be represented to Council at its September 2022 meeting.

It is suggested that during the 21-day consultation period copies are made available to public, website, Facebook page, sporting and community organisations to solicit the best response.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council receive the Draft Corporate Business Plan 2022-2026 document and advertise for a public consultation period of 21 days.

MIN 7482/22 **MOTION** - Moved Cr. A Hardham Seconded Cr. M Currie

CARRIED 7/0

4.32 pm T Clarkson exited the meeting

4.33 pm T Clarkson returned to the meeting

AGENDA ITEM: 8.2.2 - Council Policy Review

Subject:	Policy review
Applicant:	Not Applicable
File Ref:	ADM541
Disclosure of Interest:	Not Applicable
Author:	David Blurton – Chief Executive Officer
Date:	3 August 2022
Attachments:	1. Local Planning Policy – Outbuilding control (new) 2. Council Policy - Procurement Framework 3. Executive Policy – Purchasing Goods and Services 4. Executive Policy - Tender Management 5. Council Policy – Strategic Policy Framework 6. Council Policy – Debt Management 7. Policy 3.1.1 - Budget adoption

PURPOSE

To review several Council policies of an administrative nature.

BACKGROUND

The Council has a significant number of policies covering a range of issues which require periodical review.

CONSULTATION

Executive Manager Corporate Services
Works Manager

As per the Council's Strategic Policy framework document, the Council may consider a consultation process with the broader community when it considers new policies or significant changes to existing policies.

It is recommended that Council consult with its proposed Outbuilding Policy and Procurement Framework only as changes to other policies are considered relatively minor and operational in nature.

STATUTORY IMPLICATIONS

Local Government Act 1995

Section 2.7 Role of council

- (1) The council —
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

[Section 2.7 amended: No. 17 of 2009 s. 4.]

Section 5.41 Functions of CEO

The CEO's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and
- (c) cause council decisions to be implemented; and
- (d) manage the day-to-day operations of the local government; and
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- (f) speak on behalf of the local government if the mayor or president agrees; and
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

FINANCIAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Council has Adopted Strategic Policy Framework which guides the format, content, nature and review date for each policy. The Strategic Policy Framework also differentiates between Council Policies, Executive Policies and Procedures/Manuals.

It is considered good corporate governance to review policies as they fall due and to consider if any new policies should be added in line with legislative changes.

RISK MANAGEMENT IMPLICATIONS

Council not reviewing its policies within nominated timeframes – Low risk.

STRATEGIC PLAN REFERENCE

Strategic Community Plan 2023-32

Civic Leadership - Well governed and efficiently managed Local Government

VOTING REQUIREMENTS

Simple Majority

COMMENT

The following comment is provided relative to each policy.

Local Planning Policy – Outbuilding Control.

Council has previously resolved to develop a policy for the control of outbuildings at its meeting 16 March 2021 (718/21). The policy has been developed based on other rural Council's policies and allows for larger and taller sheds to be built on residential and town centre land than the standard planning regulations (deemed provisions) allow for. The table included in the policy sets some parameters for what Council considers acceptable in terms of outbuilding size based on the size of the lot and materials used. Adoption of the policy will ensure consistency in decision making relating to outbuildings and reflect rural lifestyle rather than the deemed provisions which are applied based on zoning category across the state regardless of lot size, location and amenity.

Council Policy – Procurement Framework

A recommendation of the recent Interim Audit was for Council to update its suite of procurement policies. The Council has a strategic policy framework which defines 3 layers of policy being Council, Executive and Procedural.

The major change recommended for this policy is the insertion of the table which summarises purchasing and quotation requirements at different consideration value thresholds, which was previously included in the Executive level policy. As advised by WALGA and the OAG, this reflects industry best practice in it is more appropriate than staff defining purchasing requirements in an Executive level policy.

Changes have been made to the table include the following;

- Increasing verbal quote requirement from \$999 to \$1500 to reflect inflation and adding the words "a purchase order is considered evidence of the verbal quote received" in response to audit issue raised.
- Increasing one written quote requirement from \$1,000 to \$4,999 to \$1,500 to \$7,499 to reflect rising costs of goods and services.
- Increasing third category requiring at least one written quote from \$5,000 to \$24,999 to \$7,500 to \$29,999
- Changing fourth category from \$25,000 to \$49,999 to \$30,000 to \$49,999
- Changing fifth category from \$50,000 to \$149,999 to \$50,000 to \$249,999
- Changing final category requiring tender process for \$150,000 + to \$250,000 + as per audit recommendation and change in regulations. These changes include addition of WALGA eQuote system and change in minimum assessment panel from one manager and two employees to one manager and one employee.

A change in purchasing threshold for the CEO from \$150,000 to \$250,000 is also requested to enable projects to proceed without the need for Council approval and minor wording changes to the Council working group section to reflect current practices.

Exemption to the quoting process have been inserted into the policy from the Executive Policy for consistency purposes.

Executive Policy – Purchasing Goods and Services

This policy is provided for Council's information rather than approval as it relates to processes, training, and other procurement matters of an operational nature.

Executive Policy – Tender Management

This policy is provided for Council's information rather than approval as it relates to tender process, procurement methods, contract development, and other procurement matters of an operational nature. Staff have added a section from the WALGA template relating to establishing pre-qualified panels as this may prove beneficial to award a select number of suppliers for goods and services rather than nominating a successful tenderer as the Act permits. Advice received indicates that this is not possible without specific wording embedded in Council Policy.

Council Policy – Strategic Policy Framework; Debt Management

These policies are due for review and no changes are recommended.

Council Policy – Budget Adoption

Staff consider that the objective of this policy can be achieved through the establishment of CEO Key performance indicators for CEO, hence it is recommended to rescind this policy.

OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council

1. in accordance with its Strategic Framework Policy, advertise its intention to modify the following policies;
 - a. Outbuilding Control
 - b. Procurement Framework
2. Note modifications to the following Executive Policies
 - a. Purchasing Goods and Services
 - b. Tender Management
3. Adopt the following policies without change
 - a. Strategic Policy Framework
 - b. Debt Management
4. Rescind the following policy
 - a. 3.1.1 Budget adoption policy

MIN 7483/22

MOTION - Moved Cr. W Milner

Seconded Cr. M Currie

CARRIED 7/0

9.0 Confidential Reports

Nil

10.0 Urgent business as permitted by Council

Nil

11.0 Councillor's Reports

Cr K Mortimore

Attended

- Roe Roc meeting
- Meeting with Architect for Administration Building modifications
- Community Wellbeing meeting
- Historical Society meeting
- Retired Councillor dinner

Cr H Cusack

Attended

- Narembreen Club meeting
- Retired Councillor dinner

Cr T Cole

Attended

- Retired Councillor dinner

Cr C Bray

Attended

- Community Wellbeing meeting
- Farmers Group meeting
- Retired Councillor dinner

Cr A Hardham

Attended

- Retired Councillor dinner
- Roe Tourism meeting

Cr M Currie

Attended

- Nil

Cr W Milner

Attended

- Retired Councillor Dinner

12.0 Date, time & place of next meeting

Tuesday 20 September 2022, 4.00pm at the Shire of Narembreen Council Chambers.

13.0 Closure

There being no further business the Chair declared the meeting closed at 5.02pm.

14.0 Certification of Meeting Minutes

I, Cr Kellie Mortimore, Shire President certify that the Minutes of the Ordinary Meeting of Council held on Tuesday 16 August 2022, as show on pages 1 to 22 are confirmed as a true and correct record of the meeting.

SHIRE PRESIDENT

Date

ATTACHMENT – AGENDA ITEM 7.0
Status Report

SHIRE OF NAREMBEEN - STATUS REPORT

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6826/19	18-Apr-19	ADM541	Strategic Policy Framework	That Council: 1. Adopt the Council Policy – Strategic Policy Framework as per the attachment. 2. Direct the CEO to undertake a review of all Council Policies over the next 12 months, to align them with the Strategic Policy Framework.	1. Strategic Policy Framework complete and available online. 2. Polices continue to be reviewed and updated. 3. Development of several HR Executive Policies	Ongoing	EMCS
7188/21	16-Mar-21	P1091/P1019	Proposed Outbuildings - Lot 14 (No 36) and Lot 15 (No 38) Thomas St, Narembeen	That Council:- 1. Note that the application for outbuildings on Lots 14 and 15 Thomas Street, Narembeen has been advertised for public comment as they entail variations to the 'Deemed to Comply' requirements of State Planning Policy 3.1 - Residential Design Codes. Advertising closed on the 7 March 2021 and one supportive submission has been received. 2. Note that the outbuildings meet the alternative Design Principle 5.4.3 P3 of the Residential Design Codes as 'it does not detract from the streetscape or the visual amenity of residents of neighbouring properties' and approve the Outbuilding subject to conditions. 3. Instruct staff to investigate the development of a Local Planning Policy to guide future development of outbuildings.	Final Policy presented to September 2022 meeting for adoption	Complete	CEO
7269/21	16-Sep-21	ADM491	Reserve 35856 and Lot 303 Fricker Road	That Council, in accordance with Schedule 1 of the Recycled Water Supply Agreement with Water Corporation: 1. Surrender Lot 303 Fricker Road to the Crown under Section 152 of the Planning and Development Act 2005 at nil cost on the condition that proposed Lot 101 is vested to the Council for the purposes of water supply. 2. Support the realignment of the boundary of proposed Lot 102 Fricker Road (Reserve 35856) to allow Shire staff legal access to proposed Lot 101 Fricker Road. 3. Support the amalgamation of proposed Lot 103 Fricker Road into Reserve 35856 to be vested to the Water Corporation for the purposes of wastewater treatment.	Transfer of land process and identify verification complete, however CEO needs to re-complete identity process September 2022	Ongoing	CEO
7292/21	16-Nov-21	ADM	Housing Strategy	That Council authorise the Chief Executive Officer to: 1. Dispose of 10 A and B Ada Street, 16 Hilton Way and 26 Thomas Street by way of sale in line with requirements of the Local Government Act 1995, and 2. Form a working group consisting of Councillors Cusack, Hardham and Milner to consider long term strategy for housing.	Housing discussion paper developed to inform strategy. Meeting held 1/9/2022	Ongoing	EMCS
7313/22	31-Jan-22	ADM053	Narembeen Hall Refurbishment	That Council 1. Accept the tender proposal from Budo Pty Ltd for \$240,258 ex GST for stage 1 restoration works of the Narembeen Hall; 2. Nominate an amount of \$102,730 ex GST from Council's phase 3 allocation of the LRCI program for additional works identified over those included as part of phase 1 and included in tender 05/2021.	Project nearing completion	Ongoing	CEO
7314/22	31-Jan-22	ADM053	Old Church Museum Refurbishment Tender	That Council 1. Accept the tender proposal from Budo Pty Ltd for \$235,815 ex GST for restoration works of the Old Church Museum; 2. Nominate an amount of \$115,299 ex GST from Council's phase 3 allocation of the LRCI program for additional works identified over those included as part of phase 1 and included in Tender 06/2021.	Project nearing completion	Ongoing	CEO
7315/22	31-Jan-22	ADM668	Local Road & Communities Infrastructure Program	That Council nominate the following projects for funding as part of Phase 3 LRCI program; Walker Lake Exercise Equipment \$50,000 Narembeen Public Hall Upgrade – stage 2 \$102730 Old Church Museum – stage 2 \$115,229 Footpath Infrastructure \$175725 Churchill Street Improvements - stage 2 \$350,000 Electronic Sign Board \$50,000 Seal Laneway Savage Street \$250,000	Projects Approved	Ongoing	CEO
7317/22	31-Jan-22	ADM053	Latham Road Tender	That in relation to the Latham Road Upgrade project tender 03-2021, Council; 1. Advise WCP Civil Pty Ltd that they are the preferred tenderer for the project; 2. Direct staff to identify and negotiate potential costs savings with WCP Civil Pty Ltd; 3. Pursue additional grant funds through the Blackspot Program for the project;	WCP Contract complete. New streetlights to be installed	Complete	CEO
7324/22	15-Feb-22	ADM	Wadderin Reserve	That Council: 1. Request transfer of the management order on Crown Reserve 20022 Cusack Drive, Wadderin from the Water Corporation to the Shire of Narembeen for the purposes of "water and conservation" with the power to lease. 2. Staff commence lease negotiations with the Wadderin Wildlife Group for the use of Reserve 20022 Cusack Drive.	Requested Water Corporation process transfer. Engaged lawyer to develop lease. Met with President to progress.	Ongoing	EMCS

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7420/22	19-Apr-22	P5294	Write off debt - Deceased Estate A5294 Saunders	That Council: 1. Approve the debt of \$1851.91 plus any interest accrued since 11 April 2022 to be written off against assessment A5294, and 2. Direct the CEO to commence the process to return the land to the Crown.	Ongoing	Debt written off. Follow up with Landgate re land	EMCS
7424/22	19-Apr-22	ADM093	Confidential Provision of Medical Services	That Council support the proposed changes to medical service delivery in Narembeen on a trial three-month basis as proposed by Dr Lines and review the effectiveness on the trial after the end of the trial period.	To be received after 3 months	ongoing. Confidential report June 2022	CEO
7449/22	21-Jun-22	ADM093	Confidential Provision of Medical Services	That Council authorise the CEO and Shire President to enact option 2 of this report.	meeting scheduled for 15/7/22	ongoing	CEO
7472/22	19-Jul-22	ADM093	Confidential Provision of Medical Services	That Council 1. Commence recruitment of a new full time GP service with the assistance of Rural Health West. 2. Discuss the opportunity to share in the GP recruitment process with the RoeRoc group of Councils. 3. Renegotiate the current contract for provision of medical services.	Process underway	Ongoing	CEO
7430/22	17-May-22	ADM168	Community Water Program	That Council 1. Provide an allocation of \$30,000 in the 22/23 Budget to support an application to the Community Water Program to develop a drainage improvement plan and stormwater harvesting system feasibility. 2. Present feasibility report to Council prior to applying to the fund	included in draft budget	complete	CEO
7435/2	17-May-22	ADM547	Confidential Mt Walker/Mt Arrowsmith Road Intersection	That Council authorise the use of the Council's common seal on the following documents relating to the widening of Mt Arrowsmith / Mt Walker Road intersection on Lot 16233 on deposited plan 225564. 1. Deed of termination of sale contract 2. Road construction and land use agreement 3. Deed of easement in gross	to be actioned	ongoing	CEO
7083/20	ongoing since 2020	ADM547	RAV Working Group	Previous status report item is complete. Details here - 7083/20 19-Aug-20 ADM547 Narembeen RAV Rating and Conditions Review That Council: 1. Form a RAV Working Group to assist with undertaking a review of all Shire RAV rated roads and the conditions that are applied to these roads. 2. Approve that the RAV working Group will be made up of the following members Cr S Stirrat, Cr R Cole, Cr A Wright, CEO and the Works Manager. 3. Approve that SMEC be engaged to assist in engineering advice and a route assessment submission for all changes required to the RAV network. 4. Requests that the working group prepare a report for Council consideration to be presented no later than the October 2020 Ordinary Council Meeting. 5. Request that Policy 10.1.20 Approving Restricted Access Vehicles (RAV) On Shire Approved Low Volume Roads be reviewed by the working group with a view to the policy being revoked and or updated. Discussed with Council December 2021. Assistance will be sought from consulting engineers to progress	July 22 - Main roads engaged to review 4 roads RAV status. Howson Project Management preparing assesment of additional roads for upgraded RAV status	This item to remain on the status report moving forward	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7445/22	21-Jun-22	ADM136	Arrangements for Management of Volunteer Bush Fire Brigades	That with respect to the Western Australian Local Government Associations (WALGA) proposed Advocacy Position on Arrangements for Management of Volunteer Bushfire Brigades, on the review of the consolidated Emergency Services Act, Council, supports WALGA proposed following Advocacy Position: 1.The Association advocates that the State Government must provide for: a) A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability and resources of the Local Government; b) The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades; c) Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and d) The recognition of prior learning, experience and competency of Bush Fire Brigade volunteers. 2. That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a). 3. Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility. 4. Council receives a further report on the future of its Bush Fire Brigade after further consultation with brigade members and the Chief Bush Fire Control Officer.	Point 4. to be discussed at BFB Annual Meeting 29/09/2022	ongoing	CEO
7450/22	21-Jun-22	EMP20	Confidential Chief Executive Officer Performance & Contract Review	That Council 1. Consider this confidential report and note the satisfactory nature of the CEO performance review outcome. 2. Resolve to adopt the report and note that the CEO's performance review for the 2021/2022 review period resulted in a level of satisfactory performance that exceeded the baseline job requirement. 3. Increase the Salary package by 4% to \$198,492. 4. Inform the CEO in writing of the outcome. 5. Set new KPI's aligning with the Strategic Community Plan.	Refer agenda item from September 2022	Complete	CEO
7470/22	19-Jul-22	ADM143	Confidential Disposal of Shire Owned Land	That Council: 1.Authorise staff to accept the offer of \$34,000 for the sale of Lot 68 Cheetham Way, Narembeen 2.In accordance with section 3.58 (3) of the Local Government Act 1995, advertise by local public notice of its intention to dispose of Lot 68 Cheetham Way, Narembeen for \$34,000 to Syd Parsons, Bermuda Farms Pty Ltd. 3.In accordance with section 3.58 (4) c (ii), declare the market value of the proposed disposition to be \$33,664. 4.Consider any submissions received on the proposed disposal at its meeting in August 2022.	Engaged Settlement agent	Ongoing	EMCS
7479/22	16-Aug-22	ADM143	Disposal of Shire owned land - Lot 68 Cheetam Way, Narembeen	Council receives the update and authorise the Chief Executive Officer to finalise the sale of Lot 68 Cheetham Way, Narembeen to S Parsons, Bermuda Farms Pty Ltd for \$34,000. Subject to no objections being received.			EMCS
7474/22	19-Jul-22	ADM053	RFQ-22 Supply and Delivery of Cement and Lime Stabilisation Products for a Three-year Period	That Council 1.Appoint Stabilised Pavements Australia (SPA) as the preferred supplier of lime and cement stabilisation products for a period of three years. 2.Nominate Downer Infrastructure as an alternative supplier of lime and cement stabilisation product in the event SPA is unable to supply.	Contract signed	Complete	CEO
7477/22	16-Aug-22	ADM121	Budget Allocation - Christmas Lights	That Council allocate \$10,000 in the 2022/23 budget for the purchase of commercial Christmas Lights.	Include in the February 2022 Budget Review	Ongoing	EMCS
7478/22	16-Aug-22	ADM650	Adoption of Community Wellbeing Plan 2022-2024	That Council adopt the Community Wellbeing Plan 2022-2024 as presented.		Complete	EMCS
7482/22	16-Aug-22	ADM172	Adoption of Corporate Business Plan 2022-2026	That Council receive the Draft Corporate Business Plan 2022-2026 document and advertise for a public consultation period of 21 days.	Refer Agenda item September 2022	Complete	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7483/22	16-Aug-22	ADM541	Council Policy Review	<p>That Council In accordance with its Strategic Framework Policy, advertise its intention to modify the following policies;</p> <ol style="list-style-type: none"> a. Outbuilding Control b. Procurement Framework <p>2. Note modifications to the following Executive Policies</p> <ol style="list-style-type: none"> a. Purchasing Goods and Services b. Tender Management <p>3. Adopt the following polices without change</p> <ol style="list-style-type: none"> a. Strategic Policy Framework b. Debt Management <p>4. Rescind the following policy</p> <ol style="list-style-type: none"> a. 3.1.1 Budget adoption policy 	1. Refer agenda item September 2022	Complete	CEO

ATTACHMENT – AGENDA ITEM 8.1.1
Adoption of Corporate Business Plan 2022/23
– 2025/26



Corporate Business Plan 2022/23 - 2025/26

www.narembreen.wa.gov.au

1. Planning Framework

Under Local Government (Administration) Regulations 1996 Regulation 19DA (3), a Corporate Business Plan for a district is to:

- set out, consistently with any relevant priorities in the Strategic Community Plan, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

In the preparation of the annual budget the local government is to have regard to the contents of the Plan for the Future to comply with Section 6.2(2) of the Local Government Act 1995. Development of the Plan has also been influenced by the Department of Local Government, Sport and Cultural Industries

2. Purpose of the Corporate Business Plan

The Corporate Business Plans defines the facilities, services, programs and projects the Shire will undertake to deliver the community priorities that are detailed in the adopted Community Strategic Plan.

The list of Community Priorities section later in the plan also provides the basis for quarterly reporting using a simple traffic light system. This information will be shared with Council and the Community on a quarterly basis. The Corporate Business Plan is reviewed and updated annually to reflect any changes to the long-term financial plan, service levels and to include any new programs, projects or strategic initiatives.

Assumptions

Population and economy	850 → 770 over 10 years (WA Planning) Generally older and ageing faster (than WA average) Dependent on agriculture
CPI	5.1% in March 2022 Annual average is 3-4% pa
Payroll	3.0% pa on average
External influences	Local Government Act Reform Work Health and Safety Legislation Aboriginal Cultural Heritage reform
External Risks	Increasing costs of contractors and low availability Lack of critical mass in the Wheatbelt and Shire Geographical location of Narembeen Health pandemic / endemic Increasing reliance and compliance on volunteers Mine closure due to economic downturn or end of life Increasing competitive nature of government funds Decreasing and complete loss of government funding for core services in the community

Poor telecommunications infrastructure and services
Ageing population in Narembeen and the Wheatbelt
Low capital return for business owners within the town site
Mental health of the community
Lack of job opportunities / diversity in the Shire and region
Natural disasters

3. Implementation Plan

Community Engagement

Purpose To share information, gather views and opinions, develop options, build consensus, and make effective decisions that consider stakeholder input.

Guiding Principles Taken from IAP2 drivers of contemporary engagement practice:

- Based on the belief that those who are affected by a decision have the right to be involved in the decision-making process
- Communicates to participants how their input impacts the decision
- Includes the promise that the public's contribution will influence the decision
- Provides participants with the information they need to participate in a meaningful way
- Promotes sustainable decisions by recognising and communicating the needs and interests of all participants including decision makers
- Seeks out and facilitates the involvement of those potentially affected by or interested in a decision
- Seeks input from participants in designing how they participate

Key Inputs Community Engagement Framework: Various engagement techniques that are identified for each engagement activity such as community and stakeholder workshops, surveys, social media, face to face interviews, submissions, pop up engagement hubs

Reviewed By utilising feedback received to inform the decision-making process

Reported Strategic Plan Reference section of ordinary meeting of Council items
Integrated Strategic Plan reports.
Summary of key engagement activities in the Annual Report

Resource Management - Integrating Asset, Finance, and Workforce Planning

Purpose To use our people and resources to protect and enhance our infrastructure and natural environment and to deliver Shire services in a financially sustainable manner

Guiding Principles Demonstrated compliance
Enhanced community consultation
Improved management of risk

Improved social responsibility
Skilled and motivated workforce
Sustainable financial performance
Well informed investment decisions

Key Inputs

Asset condition data
Community service level expectations
Long Term Financial Plan
Technical and quality requirements

Reviewed

Annually to update financial modelling using current data
Major review of the LTFP every 4 years

Reported

Annual Report
Asset Ratios
Plant Replacement and Utilisation reporting
Financial and strategic implications of Ordinary Meeting of Council items

Risk Management

Purpose

To ensure that relevant risks and opportunities have been identified, assessed, and mitigated as part of any decision or action.

Guiding Principles

Based on the best available information
Clarifies uncertainty
Facilitates continual improvement and enhancement of the organisation
Integral part of organisational processes
Informs decision making
Systematic, structured, and timely
Tailored to suit all environment types
Takes human and cultural factors into account
Transparent and adaptive to all areas of risk

Key Inputs

Governance Compliance Calendar
Officer Reports
Risk Reporting Framework
Audit Report

Reviewed

Risk Management and Governance falls on all levels of the organisation including Council, the Management Team, Staff and Persons who perform functions or deliver services on behalf of the Shire.

Council is responsible for ensuring that Council strategy and operations are managed within an effective risk management framework.

Regulation 17 review every 3 years
Risk Management profiling tool, reviewed quarterly

The Audit and Risk Committee, working with the CEO is responsible for reviewing the: Risk exposure of the Council and recommending to Council the acceptable level of risk tolerance.

How Reported

Audit and Risk committee meeting minutes
Risk section of ordinary Council meeting Items

4. Delivery Plan

The following tables reflect a four-year delivery program which will become the Council's focus to deliver its 10-year Strategic Plan. These deliverables will be reviewed annually and reported against on a quarterly basis.

- Develop**
- Implement**
- Continue/Maintain**

1. COMMUNITY: Happy, safe, healthy and inclusive community					
STRATEGY	ACTION	22/23	23/24	24/25	25/26
1.1 Together with key stakeholders identify and deliver opportunities for young people across the Shire	a. Develop and Implement a Youth Plan				
	b. Maintain a strong supportive relationship with the Narembeen District High School to encourage youth development				
1.2 Facilitate and advocate for quality health services, health facilities and programs in the Shire	a. Continued support for the retention of the Hospital and Police service and Ambulance Service				
	b. Co-ordinate regular schedule of seniors programs and events by the Narembeen CRC				
	c. Develop and Implement Aged Friendly Community Plan				
	d. Implement the Public Health Plan and Community Wellbeing Plan				
	a. Update the Narembeen CRC Business Plan and ensure it				

1.3 Inclusive community activities, events and initiatives	is aligned with Shire priorities and plans				
	b. Source funding and co-ordinate delivery on initiatives that support arts, culture and learning				
	c. Implement the conservation plan for St Paul's Anglican Church and Town Hall (State Heritage listed)				
1.4 Recreational, social and heritage spaces are safe and celebrate our lifestyle and active and healthy pursuits	a. Progressive achievement of the Sport and Recreation Facilities Plan				
	b. Undertake review of green spaces / reserves to maximise usage and identify optimum service levels for ovals and reserves.				
	c. Support and promote local heritage education and maintenance of heritage facilities				
1.5 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	a. Investigate and quantify volunteer contributions across our Shire				
	b. Narembeen CRC delivers initiatives to support volunteer organisations				
	c. Offer the Community Grant Scheme with Ramelius Resources				
1.6 Support emergency services planning, risk mitigation, response and recovery	a. Active leadership and participation in Emergency Management				
	b. Update the Animal Welfare Plan				
	c. Undertake review of Bush Fire Brigade management and operation				

2. ECONOMY: Retain and grow existing businesses, employment and attract new industry					
STRATEGY	ACTION	22/23	23/24	24/25	25/26
2.1 Support the diverse industry across the Shire.	a. Townsite intersection improvements completed	Green	White	White	White
	b. Continue to improve townsite attractiveness and work with business/property owners to a set a standard	Yellow	Green	Light Green	Light Green
	c. Develop and Implement Economic Development Plan	Yellow	Yellow	Green	Light Green
	d. Undertake industrial land subdivision	Yellow	Green	White	White
	e. Facilitate expansion of telecommunications networks across the Shire and advocate for reduced number of black spots	Yellow	Green	Light Green	Light Green
	f. Review town planning scheme	White	Yellow	Yellow	Green
	g. Work with Go Narembeen to deliver positive economic outcomes	Light Green	Light Green	Light Green	Light Green
	h. Actively promote commercial spaces to maximise utilisation	White	Yellow	Green	Light Green
	i. Implement a Marketing Plan that promotes Narembeen lifestyle and opportunities	White	White	Yellow	Green
2.2 Safe and efficient transport network enables economic growth	a. RAV Network assessment is completed	Green	Light Green	Light Green	Light Green
	b. Maintain and upgrade infrastructure assets in line with plans.	Yellow	Yellow	Yellow	Yellow
	c. Review 10yr Road Plan	White	Yellow	Green	White

2.3 Coordinated planning and promotion of the visitor and tourist experience	a. Promote and develop tourism opportunities in partnership with Roe Tourism and Go Narembeen.				
	b. Finalise lease of Wadderin Wildlife Sanctuary				
	c. Support the development of the Wadderin Wildlife Sanctuary as a tourism product in collaboration with Wadderin Wildlife Sanctuary Inc				
2.4 Retain and grow our local skills base	a. Develop and Implement Housing Strategy				
	b. Offer apprenticeships and traineeships in our workforce				
	c. Investigate the need for expanded childcare services.				

3. ENVIRONMENT: Care and protection of the environment					
STRATEGY	ACTION	22/23	23/24	24/25	25/26
3.1 Maintain a high standard of environmental health and waste services	a. Participate in the ROE Environmental Health Scheme				
	b. Investigate waste minimisation and education strategies through ROERoc				
	c. Effective Management of the Bending Regional Waste Site and Narembeen Transfer Station site				
3.2 Conservation of our natural environment	a. Effective management of invasive species programs to the community				
	b. Support the conservation and activation of the Wadderin Wildlife Sanctuary				

4. CIVIC LEADERSHIP: Well governed and efficiently managed Local Government					
STRATEGY	ACTION	22/23	23/24	24/25	25/26
4.1 Forward planning and implementation of plans to achieve strategic priorities	a. Continue to implement and monitor the Integrated Planning and Reporting milestones				
	b. Review of Long-Term Financial Plan				
	c. Active participation in ROEROC, GECZ and regional groupings				
	d. Develop, implement and review the community engagement policy / framework				

	e. Develop and Implement Workforce Plan				
4.2 Compliant and resourced Local Government	a. Continue to meet compliance with statutory and regulatory requirements				
	b. Review financial and asset management policies and practices				
	c. Undertake community satisfaction surveying to assess a range of performance measures.				
	d. Ensure Asset Valuations are undertaken in line with relevant Accounting standards				
	e. Review of Workplace Health and Safety processes and procedures to ensure compliance and minimise risk				

5. Community Facilities, Infrastructure and Services

Community Facilities	Service Objective
Caravan Parks	Maintain and enhance the Caravan Park to provide a safe and inviting experience for visitors
Gardens	To manage and maintain gardens so that they are seen as clean, fit for purpose and attractive
Housing	To maintain Shire owned houses to a level that retains their capital value
Library	To provide library services that engage and meet the needs of the local communities
Parks and Playgrounds	To manage and maintain parks and playgrounds that attract community members and visitors
Public Toilets	To maintain public toilets so that they are seen as clean, tidy, and usable
Recreation Grounds & Pavilions	To partner with local communities to manage and maintain to an acceptable standard relevant to current usage
Reserves	To retain and maintain reserves for community use relevant to current usage
Swimming Pool	To manage and maintain to the required standard relevant to current usage
Town Halls/Public Buildings	To manage and maintain to an acceptable standard relevant to current usage
Airport	To plan, renew and maintain infrastructure to a safe operating standard that meets community needs
Sewerage	
Footpaths	
Drainage & Stormwater	
Aged Care	
Childcare Centre	

Roads & Verges	
Community Engagement	To keep the community informed through various communication platforms and to involve them in relevant issues, events, and projects
Customer Service & Payments	To provide a high level of customer service and access to convenient payment options
Economic Development	To promote the shire and region as an attractive place for business
Finance and Governance	To deliver open and transparent systems and reporting that ensure the prudent use of funding streams
Fire & Emergency	To partner with relevant agencies and volunteers to ensure adequate resources to respond to emergencies
Maintenance - Roads	To schedule and deliver maintenance programs in line with resource capacity that support a reliable transport network
Natural Resource Management	To conserve, enhance, promote and rehabilitate the natural environment to ensure appropriate management and use
Public Health	To ensure that public health legislation is understood, managed and complied with
Regional Collaboration	To support regional co-operation and resource sharing opportunities with other LG's
Town Main Streets	To maintain streetscapes that are neat, tidy and welcoming
Town Planning and Building Control	To ensure that legislative requirements and building standards are complied with
Tourism Promotion	To promote and develop tourism and maintain local attractions
Volunteer & Community Group Support	To actively support community groups and volunteers to encourage community driven activities
Waste, Recycling & Refuse Sites	To provide waste services throughout the shire which are convenient to the community while meeting our legislative requirements

6. Financial Management Plan

The Shires Financial Management Plan plays an integral role of aligning the strategic goals and deliverable with the resource available to the Shire. The Financial Management Plan is provided on the subsequent pages and has been delivered with the following key assumptions:

- Inflation to range between 3% and 4% over the next four years
- Employee costs increases averaging 3% over the next four years
- Rates increases of 5% required of the first 2 years of the plan, reducing to 4% in the following 2 years.

- Operating Grants, subsidies won't fall below the current level with the exception of contributions from the Ramelius Mining operation.

The final page of the plan maps the expected movement in key ratios which the Department of Local Government and Communities uses as an indicator of sustainability.

4 Year Financial Summary					
		2022/2023	2023/2024	2024/2025	2025/2026
	Additional Information	\$'000's	\$'000's	\$'000's	\$'000's
Opening Surplus Position		2,708	0	(0)	-0
Net Operating Result	See Note 1	(3,279)	(2,482)	(2,254)	(2,238)
Add back non cash items excluded from Operating Result		2,947	3,153	3,185	3,217
Non-Operating Expenditure	See Note 2				
Plant Replacement (net)		(704)	(306)	(544)	(245)
Community Infrastructure Projects		0	(250)	(2,000)	0
Other Capital Expenditure		(7,745)	(2,636)	(2,556)	(2,638)
Total Non-Operating Expenditure		(8,450)	(3,192)	(5,099)	(2,883)
Non Operating Income	See Note 3				
Anticipated Road Contributions		5,063	1,322	1,169	1,766
Local Roads and Community Infrastructure		998			
Grants yet to be identified			550	1,000	195
Total Non-Operating Income		6,061	1,872	2,169	1,961
Financing Activites	See Note 10				
New Loans		0	0	400	0
Repayment of existing loans		(75)	(80)	(35)	(54)
Proceeds from s/s loans		16	22	22	50
Transfers (to)/from Reserves		72	706	1,614	(52)
Total Financing Activites		13	648	2,000	(57)
Budget Surplus / (Deficit)		0	(0)	(0)	(1)

Note 1 - Operating Position				
	2022/2023	2023/2024	2024/2025	2025/2026
	\$'000's	\$'000's	\$'000's	\$'000's
OPERATING INCOME				
Rates including Interims	1,942	2,039	2,141	2,227
Total Grants, Subsidies and Contributions - Operating	1,478	2,515	2,591	2,668
Total Fees & Charges	596	582	603	621
Total Interest Earnings	37	38	38	38
Other Income	76	76	76	76
Profit on Sale of Asset	199	0	0	0
TOTAL OPERATING INCOME	4,329	5,250	5,448	5,630
OPERATING EXPENDITURE				
Total Employee Costs	(2,108)	(2,172)	(2,237)	(2,293)
Total Materials & Contracts	(1,782)	(1,817)	(1,626)	(1,675)
Utility Charges	(290)	(301)	(313)	(326)
Insurance	(224)	(233)	(240)	(248)
Interest Payable on Loans	(40)	(39)	(84)	(93)
Depreciation	(3,122)	(3,153)	(3,185)	(3,217)
Other Expenditure	(17)	(17)	(18)	(18)
Loss on Sale of Asset	(24)	0	0	0
TOTAL OPERATING EXPENDITURE	(7,608)	(7,733)	(7,703)	(7,869)
NET OPERATING RESULT	(3,279)	(2,482)	(2,254)	(2,238)

Note 2 - Non-operating Expenditure					
		2022/2023	2023/2024	2024/2025	2025/2026
	Additional Information	\$'000's	\$'000's	\$'000's	\$'000's
Plant Replacement	See Notes 8 & 9				
Lght Vehicle Replacement Program		180	175	250	140
Less Trade in		-102	-95	-147	-75
Plant Replacement - Engineering Plant		894	283	800	245
Less Trade in		-269	-58	-360	-65
Total Plant Replacement Costs		704	306	544	245
Community Infrastructure Projects					
Multipurpose Sports Facility	Sports Strategy 2021			1,500	
Netball courts cover	Sports Strategy 2021			500	
Mt Walker Tennis Club lighting	Sports Strategy 2021				
Narembeen Oval Precinct lighting	Sports Strategy 2021		250		
Total Community Infrastructure Projects		0	250	2,000	0
Other Capital Expenditure					
ICT Management	See Note 4	207	41	26	6
Shire Building Asset Preservation	See Note 5	1,354	255	205	170
Road and Footpaths	See Note 3	6,134	2,340	2,195	2,398
Waste and Environment	See Note 6	0	0	130	64
Infrastructure under 50K	See Note 7	50	0	0	0
Total Other Capital Expenditure		7,745	2,636	2,556	2,638

Note 3 - Roads and Footpaths

Identifier	Description of Works	22/23	23/24	24/25	25/26
Roads to Recovery Projects					
Soldiers Road	SLK42.82-50.02 Reseal (6m)		225,000		
Soldiers Road	SLK 41.13-42.82 Reseal (3.7m)		85,000		
Soldiers Road	SLK 35.72-40.72 Gravel Resheet	914,207			
Sloss Road	SLK 0.00-4.30 Gravel Resheet		125,000		
Yeomans Road	SLK 8.70-11.70 Gravel Resheet		85,000		
Dixon Road	SLK 7.92-27.92 Gravel Resheeting			520,000	
to be determined					520,000
Regional Road Group Projects					
Kondinin Narembeen Road	Upgrade road to road type 5 with 7m seal				
Narembeen South Road	Second coat seal	179,481			
Cramphorne Road	37.29-42.29 Reconstruct and Primerseal		520,000		
Cramphorne Road	32.29-37.29 Reconstruct and Primerseal	520,000			
Cramphorne Road	27.29-32.29 Reconstruct and Primerseal				
To be determined				520,000	520,000
Other Capital Roadworks					
Kondinin Narembeen Road - WSN	SLK 10-13.2 Widen seal to 8m	913,000			
Kondinin Narembeen Road - WSN	SLK 14-16 Widen seal to 8m	145,987			
Kondinin Narembeen Road - WSN	SLK 1.4-26.6 clearing of vegetation	110,000			
Corrigin-Narembeen intersection - WSN	South Kuminin Intersection	267,697			
Kondinin Narembeen Road - WSN	SLK 19.5-23 widen and overlay	1,035,871			
Kondinin Narembeen Road - WSN	SLK 4.8-5.4 widen and overlay	186,224			
Kondinin Narembeen Road - WSN	SLK 6-6.3 widen and overlay	104,751			
Kondinin Narembeen Road - WSN	SLK0-2.7 reconstruction		180,000		
Kondinin Narembeen Road - WSN	SLK19.2 Dayman Rd intersection reconstruction		270,000		
Kondinin Narembeen Road - WSN	SLK26-26.8 widen and overlay			250,000	
Kondinin Narembeen Road - WSN	SLK0-26.61 linemarking			55,000	
Kondinin Narembeen Road - WSN	project management, development	35,815	40,000	20,000	
Churchill Street	second stage of street enhancement	350,000			
Laneway seal	Savage to Latham, behind hall	241,065			
Reconstruction works to be determined - damage	form ramelius trucks (offset 50% main/construction)		125,000	230,000	1,133,000
Other					
Townsite intersections Latham, Churchill					
Curral and Longhurst Streets-Blackspot	Widen, realign, improve traffic flows and safety	718,499			
reseals to be determined				50,000	55,000
LIA Development (reserve funded)			585,000	500,000	
Storm/Floodway Repair Works					
Longhurst Street	Floodway upgrades	90,000			

Note 3 - Roads and Footpaths

Identifier	Description of Works	22/23	23/24	24/25	25/26
Stormwater Harvesting Project	Floodway upgrades	30,000			
new culvert on Naremben-Corrigin Rd	Floodway upgrades	120,000			
Drainage Improvements to be determined				50,000	50,000
Footpaths					
Thomas street	Brown to Churchill	171,761			
Footpath improvements to be determined - grant funded			100,000		120,000
Total Road and Footpath Expenditure		6,134,358	2,340,000	2,195,000	2,398,000

Identifier	Income Source	22/23	23/24	24/25	25/26
Roads to Recovery	Department of Infrastructure and Transport (Federal)	867,841	520,000	520,000	520,000
Regional Road Group	MRD	415,333	346,320	346,320	346,320
Wheatbelt Secondary Freight Network	MRD	2,564,042	455,700	302,250	0
Federal Blackspot	MRD	332,801			
Local Roads and Community Infrastructure	Department of Infrastructure and Transport (Federal)	882,826			
to be determined					900,000
Total Road and Footpath Income		5,062,843	1,322,020	1,168,570	1,766,320

Note 4 - ICT Management

	2022/2023	2023/2024	2024/2025	2025/2026
CCTV System Replacement/Maintenance		15,000		
ICT Hardware Renewal	10,000	6,000	6,000	6,000
Medical Centre Server Replacement			20,000	
Administration Server Replacement		20,000		
Electronic Sign board - LRCI 3	50,000			
Electronic Vehicle Charging Station - LRCI 3A	116,842			
Electronic Fuel Management System	30,000			
Total Expenditure	206,842	41,000	26,000	6,000

Note 5 - Shire Asset Preservation

	2022/2023	2023/2024	2024/2025	2025/2026
Building Renewal				
Administration Building Refurbishment	120,000	35,000		
Cheetham Way New Units/House	500,000			
Depot amenities upgrade	30,000			
Old Church restoration - LRCI 3	115,229			
Town Hall Upgrades - LRCI 3/3A	191,230	200,000		
Cemetery Shade / seating	35,000			
Building renewals - to be determined		20,000	35,000	100,000
Sub Total Buildings	991,459	255,000	35,000	100,000
Lighting Renewals				
Street light renewals			50,000	
Sub Total - Lighting	0	0	50,000	0
Reserves and recreation				
Swimming Pool Heating - LRCI 3A	150,000			
CBH Dam Fence	16,090			
Walker Lake Exercise Equipment - LRCI 3	49,955			
Oval Reticulation upgrade			60,000	60,000
Sub Total - Reserves and recreation	216,045	0	60,000	60,000
Other Asset Renewals				
Narembeen Bowling Club Resurfacing	146,727			
Other Asset Preservation - yet to be determined		0	10,000	10,000
Sub Total - Other Assets	146,727	0	10,000	10,000
Total Preservation Expenditure	1,354,231	255,000	205,000	170,000

Note 6 - Environmental Proposals

	2022/23	2023/24	2024/25	2025/26
Bendering stage 1 closure				64,292
Bendering Stage 2 opening			129,548	
Total Environmental Proposals	0	0	129,548	64,292

Note 7 - Infrastructure under \$50K

	2022/23	2023/24	2024/25	2025/26
Signage Strategy	50,000			
Total Expenditure	50,000	0	0	0

Note 8 - Light Vehicle Replacement Program

Rego No	Plant Description	Date Purchased	Current km at 30 June 2022	Predicted Replacement Price			
				22/23	23/24	24/25	25/26
NB7399	Ford Courier ranger white	2008	131,325				
	<i>less trade in</i>			(4,000)			
NB1	Toyota Prado GXL - Works Manager	2021	67,887	60,000		60,000	
	<i>less trade in</i>			(35,000)		(35,000)	
NB206	Ford Ranger 2019	2019	34,834			25,000	
	<i>less trade in</i>					(12,500)	
1NB	Toyota Prado GXL - CEO	2022	850		60,000		60,000
	<i>less trade in</i>				(35,000)		(35,000)
111NB	Toyota Kluger GXL 2WD	2021	20,000		45,000		45,000
	<i>less trade in</i>				(20,000)		(20,000)
NB613	2.5L T/DSL Nissan Navara Dual Cab	2020	37,242		35,000		35,000
	<i>less trade in</i>				(20,000)		(20,000)
1HAQ077	2.5L Nissan Navara	2016	98,476				
	<i>less trade in</i>			(12,500)			
NB7900	Toyota Hilux - Mechanic	2016	73,968	50,000		50,000	
	<i>less trade in - keep and in boom spray</i>					(35,000)	
NB01	GX Toyota Kluger - EMCS	2019	96,263			45,000	
	<i>less trade in</i>					(24,000)	
NB806	Nissan RX Navara	2017	55,900		35,000		
	<i>less trade in</i>		22		(20,000)		53

Note 8 - Light Vehicle Replacement Program

Rego No	Plant Description	Date Purchased	Current km at 30 June 2022	Predicted Replacement Price			
				22/23	23/24	24/25	25/26
NB175	Nissan RX Navara	2020	53,728			35,000	
	<i>less trade in</i>					(20,000)	
NB7289	Nissan RX Navara	2020	47,026			35,000	
	<i>less trade in</i>					(20,000)	
NB7511	Skeleton Weed Vehicle	2020		70,000			
	<i>less trade in</i>			(50,000)			
0NB	Community Bus - Fuso Rosa	2018	36,314				
	<i>less trade in</i>						
NB8000	Community Bus - Toyota	2002	200,000				
	<i>less trade in</i>						
1HAQ076	Nissan Navara	2016	126,658				
	<i>less trade in</i>						
Total Net Cost				78,500	80,000	103,500	65,000
Total Capital Purchases				180,000	175,000	250,000	140,000
Total trade ins				(101,500)	(95,000)	(146,500)	(75,000)

Note 9 - Plant Replacement Program

Rego No.	Plant Description	Date Purchased	Predicted Replacement Price			
			2022/23	2023/24	2024/25	2025/26
NB6789	Mac 6x4 Prime Mover	2019				
	<i>less trade</i>					
NB6079	Prime Mover	2012	315,000			
	<i>less trade</i>		(105,000)			
NB7704	Mac Prime Mover	2011	315,000			
	<i>less trade</i>		(100,000)			
NB072	Crown Forklift	2016				
	<i>less trade</i>					
NB7000	Cat Grader 12M	2013			420,000	
	<i>less trade</i>				(160,000)	
NB880	Cat Grader 12M	2018				
	<i>less trade</i>					
NB195	Cat Grader 12M	2016				
	<i>less trade</i>					
NB688	Cat Grader 140	2020				
	<i>less trade</i>					

Note 9 - Plant Replacement Program

Rego No.	Plant Description	Date Purchased	Predicted Replacement Price			
			2022/23	2023/24	2024/25	2025/26
NB7108	Volvo Loader	2013			380,000	
	<i>less trade</i>				(200,000)	
NB371	Cat Backhoe	2021				
	<i>less trade</i>					
NB270	John Deere Front End Loader	2009				
	<i>less trade</i>					
NB685	John Deere Compact Tractor	1997				
	<i>less trade</i>					
NB7850	John Deere tractor	2014				130,000
	<i>less trade</i>					(25,000)
NB281	CAT roller	2016				
	<i>less trade</i>					
NB7684	Cat roller	2021				
	<i>less trade</i>					
1DVS509	Cat Vibrating roller	2011		200,000		
	<i>less trade</i>			(55,000)		

Note 9 - Plant Replacement Program

Rego No.	Plant Description	Date Purchased	Predicted Replacement Price			
			2022/23	2023/24	2024/25	2025/26
NB3893	Pohlner tow behind roller - modify	1999	15,000			
	<i>less trade</i>					
NB3521	Custom tow behind rubber roller	1961				
	<i>less trade</i>					
NB56	Mitsubishi (Fuso) Canter	2018				
	<i>less trade</i>					
NB3937	Howard Porter Semi Trailer	2002	120,000			
	<i>less trade</i>		(60,000)			
NB5708	Howard Porter Side Tipper	2004				115,000
	<i>less trade</i>					(40,000)
NB5766	Bruce Rock Engineering Side Tipper	2007				
	<i>less trade</i>					
NB5876	Bruce Rock Engineering Side Tipper	2012				
	<i>less trade</i>					
NB1500 2	Bruce Rock Engineering Side Tipper	2019				
	<i>less trade</i>					

Note 9 - Plant Replacement Program

Rego No.	Plant Description	Date Purchased	Predicted Replacement Price			
			2022/23	2023/24	2024/25	2025/26
NB15003	Tri Axle Dolly	2019				
	<i>less trade</i>					
1TSF779	Triaxle Low Loader	2017				
	<i>less trade</i>					
NB15055	Triaxle Semi Water Tank Trailer	2021				
	<i>less trade</i>					
NB5868	R/R water tanker	1998 (1970 model)				
	<i>less trade</i>					
NB3736	Bitumen Road Sprayer					
	<i>less trade</i>					
NB3731	Fuel tank trailer	1971				
	<i>less trade</i>					
NB3733	Traffic Light Trailer	1985				
	<i>less trade</i>					
NB3926	Car Trailer	1994				
	<i>less trade</i>					
NB5987	Road Sign Trailer	2017				

Note 9 - Plant Replacement Program

Rego No.	Plant Description	Date Purchased	Predicted Replacement Price			
			2022/23	2023/24	2024/25	2025/26
	<i>less trade</i>					
NEW	HD Car Trailer		15,000			
	<i>less trade</i>					
NB5811	Trailer for HD quad bike Wadderin	2008				
	<i>less trade</i>					
	<i>New triaxle Dolly</i>	New	35,000			
Parks Equipment						
KE2604	Vertimower trailer					
	<i>less trade</i>			(2,500)		
NB7536	Toro reelmaster mower	2007	64,010			
	<i>less trade</i>		(3,500)			
NB7943	Toro Groundsmaster 360	2017				
	<i>less trade</i>					
NB3750	Trailer with Ramp (gardens)	1992				
	<i>less trade</i>					

Note 9 - Plant Replacement Program

Rego No.	Plant Description	Date Purchased	Predicted Replacement Price			
			2022/23	2023/24	2024/25	2025/26
	John Deere HD Slasher					
NEW	Skidsteer loader with attachments			65,000		
NEW	Ute mounted boom spray		15,170			
NEW	Vertimower reel			18,400		
Total Plant Annual Cost (Net)			\$ 625,680	\$ 225,900	\$ 440,000	\$ 180,000
Passenger Vehicle commitments (net)			\$ 99,500	\$ 80,000	\$ 103,500	\$ 65,000

Note 10 - Loan Summary

New Loans

Start Year	Loan Purpose	Amount	Loan Period	22/23	23/24	24/25	25/26
	Multipurpose Sports Surface s/s	300,000	15			300,000	
	Netball Cover s/s	100,000	15			100,000	
Total Borrowed Amount				0	0	400,000	0

Loan Repayments

Loan No		Start Year	Loan Type	22/23	23/24	24/25	25/26
Loan Repayments							
New Loan	Multipurpose Sports Surface s/s	2024	(P & I Loan)				24,107
New Loan	Netball Cover s/s	2024	(P & I Loan)	0	0		8,035
TOTAL NEW LOAN REPAYMENTS				0	0	0	32,142
Existing Loan Repayments							
128	Recreation Centre	2014	(P & I Loan)	65,141	65,141	65,141	65,141
127	Homes for Aged	2017	(P & I Loan)	9,108	9,108	9,108	9,108
125	Swimming Pool	2007	(P & I Loan)	31,970	31,970	31,970	31,970
130	MT Walker Tennis Courts	2020	(P & I Loan)	4,018	4,018	4,018	
131	Bowling Club	2021	(P & I Loan)	8,415	8,415	8,415	8,415
Total Existing Loan Payments				118,652	118,653	118,653	114,635
Total Self Supporting Loan Payments				21,541	21,541	21,541	49,665
Total Loan Payments less S/S Loans				97,111	97,112	97,112	97,112
Total Loan Payments				118,652	118,653	118,653	146,777
(Note: This includes Existing Loan Repayments as well as new Loan Repayments)							

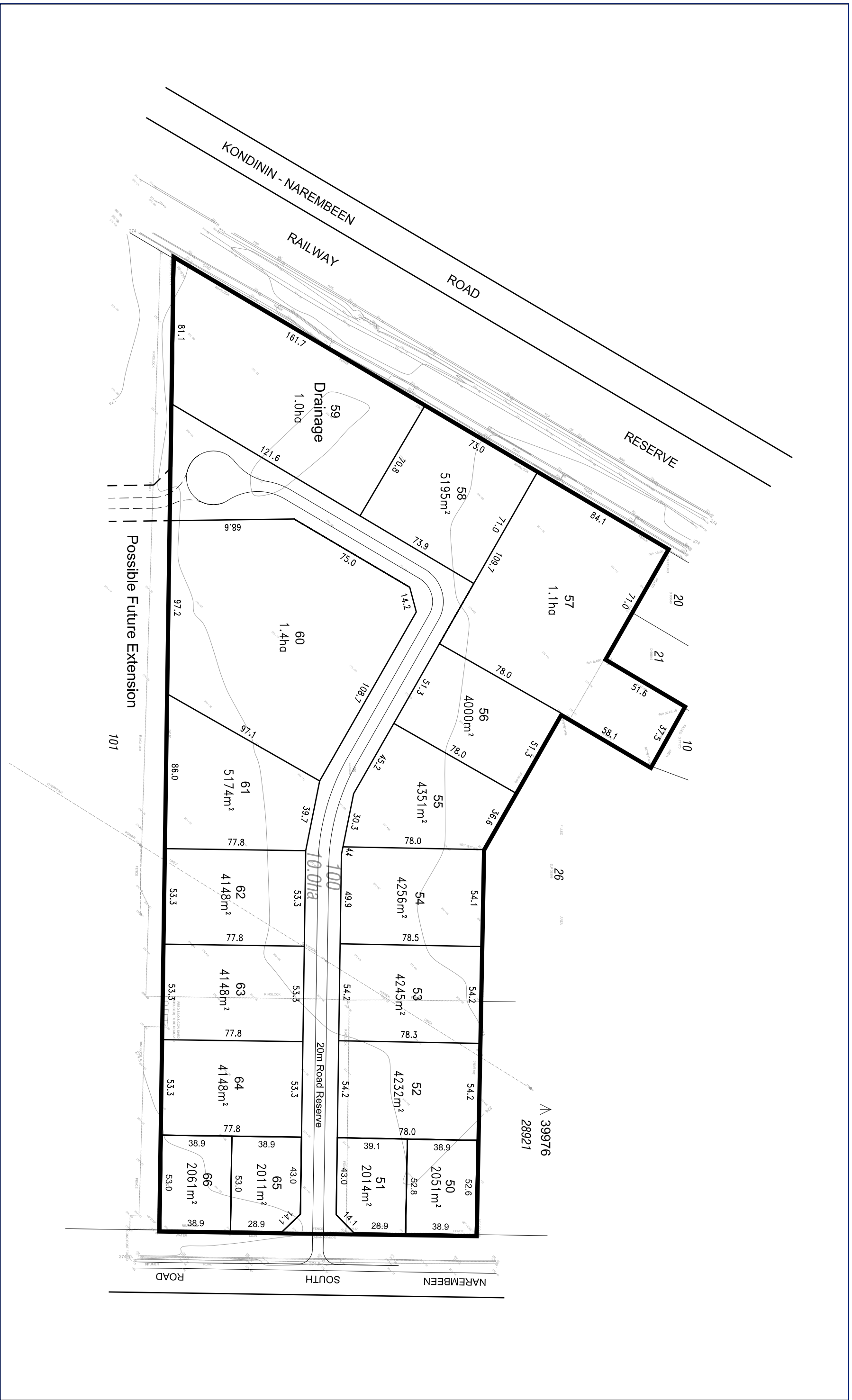
Note 11 - Cash Reserves				
	2022/23	2023/24	2024/25	2025/26
Employee Leave				
Opening Balance	264,014	264,014	269,294	274,680
Transfers TO/FROM Reserve	0	0	0	0
Interest-transfer TO Reserve	0	5,280	5,386	5,494
Closing Balance	264,014	269,294	274,680	280,174
Plant Reserve				
Opening Balance	585,940	669,185	747,653	651,282
Transfers TO/FROM Reserve	83,245	63,808	(109,141)	202,390
Interest-transfer TO Reserve	0	14,660	12,770	17,073
Closing Balance	669,185	747,653	651,282	870,746
Infrastructure Reserve				
Opening Balance	1,631,810	1,921,195	1,194,619	453,511
Transfers TO/FROM Reserve	289,385	(750,000)	(750,000)	(100,000)
Interest-transfer TO Reserve	0	23,424	8,892	7,070
Closing Balance	1,921,195	1,194,619	453,511	360,582
Recreation Reserve				
Opening Balance	613,980	613,980	626,260	26,785
Transfers TO/FROM Reserve	0	0	(600,000)	0
Interest-transfer TO Reserve	0	12,280	525	536
Closing Balance	613,980	626,260	26,785	27,320
Housing Reserve				
Opening Balance	479,509	159,832	163,029	166,289
Transfers TO/FROM Reserve	(319,677)	0	0	0
Interest-transfer TO Reserve	0	3,197	3,261	3,326
Closing Balance	159,832	163,029	166,289	169,615

Note 11 - Cash Reserves				
	2022/23	2023/24	2024/25	2025/26
Land Development Reserve				
Opening Balance	373,254	123,254	39,019	39,799
Transfers TO/FROM Reserve	(250,000)	(85,000)	0	0
Interest-transfer TO Reserve	0	765	780	796
Closing Balance	123,254	39,019	39,799	40,595
Avoca Farm Reserve				
Opening Balance	45,761	80,261	56,366	31,994
Transfers TO/FROM Reserve	34,500	(25,000)	(25,000)	0
Interest-transfer TO Reserve	0	1,105	627	640
Closing Balance	80,261	56,366	31,994	32,633
Heritage Reserve				
Opening Balance	20,284	20,284	20,690	21,103
Transfers TO/FROM Reserve	0	0	0	0
Interest-transfer TO Reserve	0	406	414	422
Closing Balance	20,284	20,690	21,103	21,526
Medical Reserve				
Opening Balance	90,365	90,365	92,172	94,016
Transfers TO/FROM Reserve	0	0	0	0
Interest-transfer TO Reserve	0	1,807	1,843	1,880
Closing Balance	90,365	92,172	94,016	95,896
Bendering Landfill Reserve				
Opening Balance	28,652	119,211	213,395	85,524
Transfers TO/FROM Reserve	90,559	90,000	(129,548)	(50,000)
Interest-transfer TO Reserve	0	4,184	1,677	710
Closing Balance	119,211	213,395	85,524	36,235
TOTAL - ALL RESERVES				
Opening Balance	4,133,569	4,061,581	3,422,497	1,844,984
Transfers TO/FROM Reserve	(71,988)	(706,192)	(1,613,689)	52,390
Interest-Transfer TO Reserve	0	67,108	36,176	37,947
Closing Balance	4,061,581	3,422,497	1,844,984	1,935,321

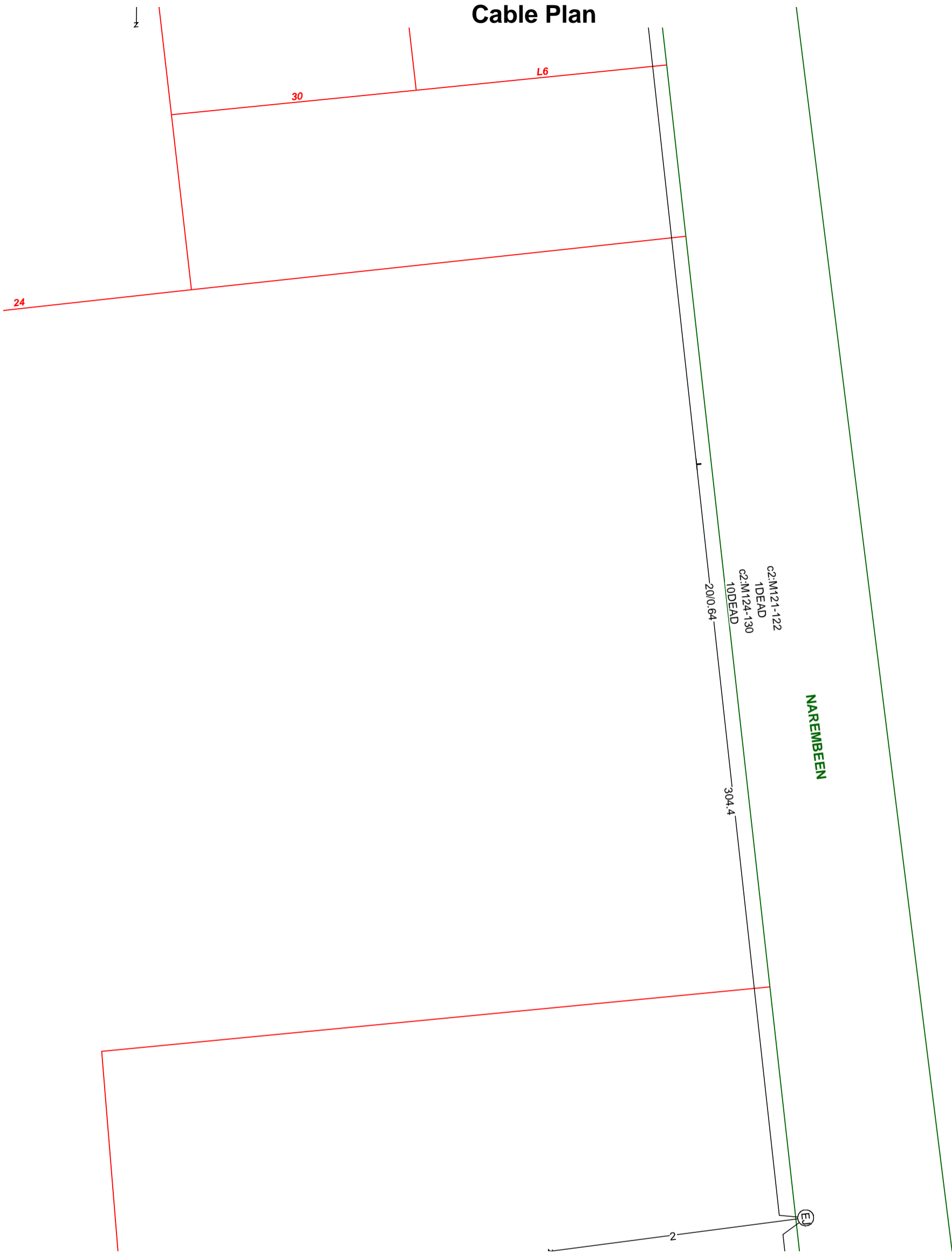
Note 12 - Ratio Data

	Historical data		Future Data			
	2019/20	2020/21	2022/23	2023/24	2024/25	2025/26
Asset Sustainability Ratio	1.02	1.25	2.71	1.01	1.60	0.90
Capital renewal and replacement expenditure as a proportion of depreciation expense						
Benchmark Figure of greater than 0.9						
Debt Servicing Ratio	15.2	9.36	24.84	26.58	26.84	21.92
Annual operating surplus before interest and depreciation as a proportion of principal and interest expense						
Benchmark Figure - greater than 2						
Net Loan Payments as a Portion of Available Revenue	2.0%	2.1%	2.7%	2.3%	2.2%	2.6%
Benchmark figure of 8% Maximum						
Debt Outstanding as a percentage of Available Revenue	19.0%	18.5%	17.1%	11.2%	17.5%	15.9%
Benchmark figure of 45% Maximum						
Operating Surplus Ratio	-0.51	-0.75	-1.24	-0.91	-0.79	-0.76
Net Operating position against own source revenue						
Benchmark Figure of greater than 0.01						
Own Source Revenue Coverage ratio	0.38	0.36	0.34	0.34	0.36	0.37
Own source operating revenue divided by operating expense						
Benchmark Figure of minimum 0.40						

ATTACHMENT – AGENDA ITEM 8.1.2
Light Industrial Area Expression of Interest
Process



Cable Plan



Report Damage: <https://service.telstra.com.au/customer/general/forms/report-damage-to-telstra-equipment>
 Ph - 13 22 03
 Email - Telstra.Plans@team.telstra.com
 Planned Services - ph 1800 653 935 (AEST bus hrs only) General Enquiries

Sequence Number: 215808203

Please read Duty of Care prior to any excavating

TELSTRA CORPORATION LIMITED A.C.N. 051 775 556

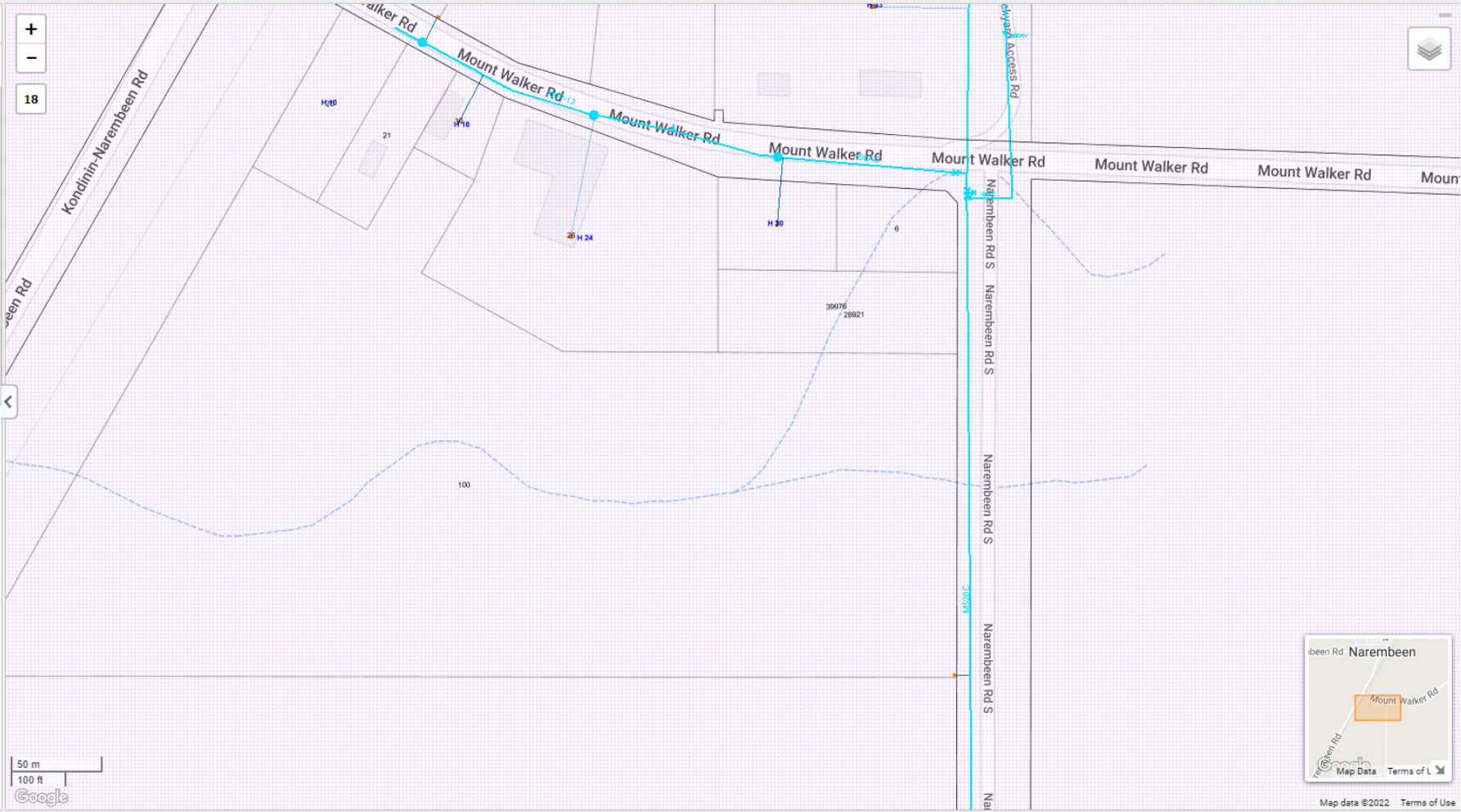
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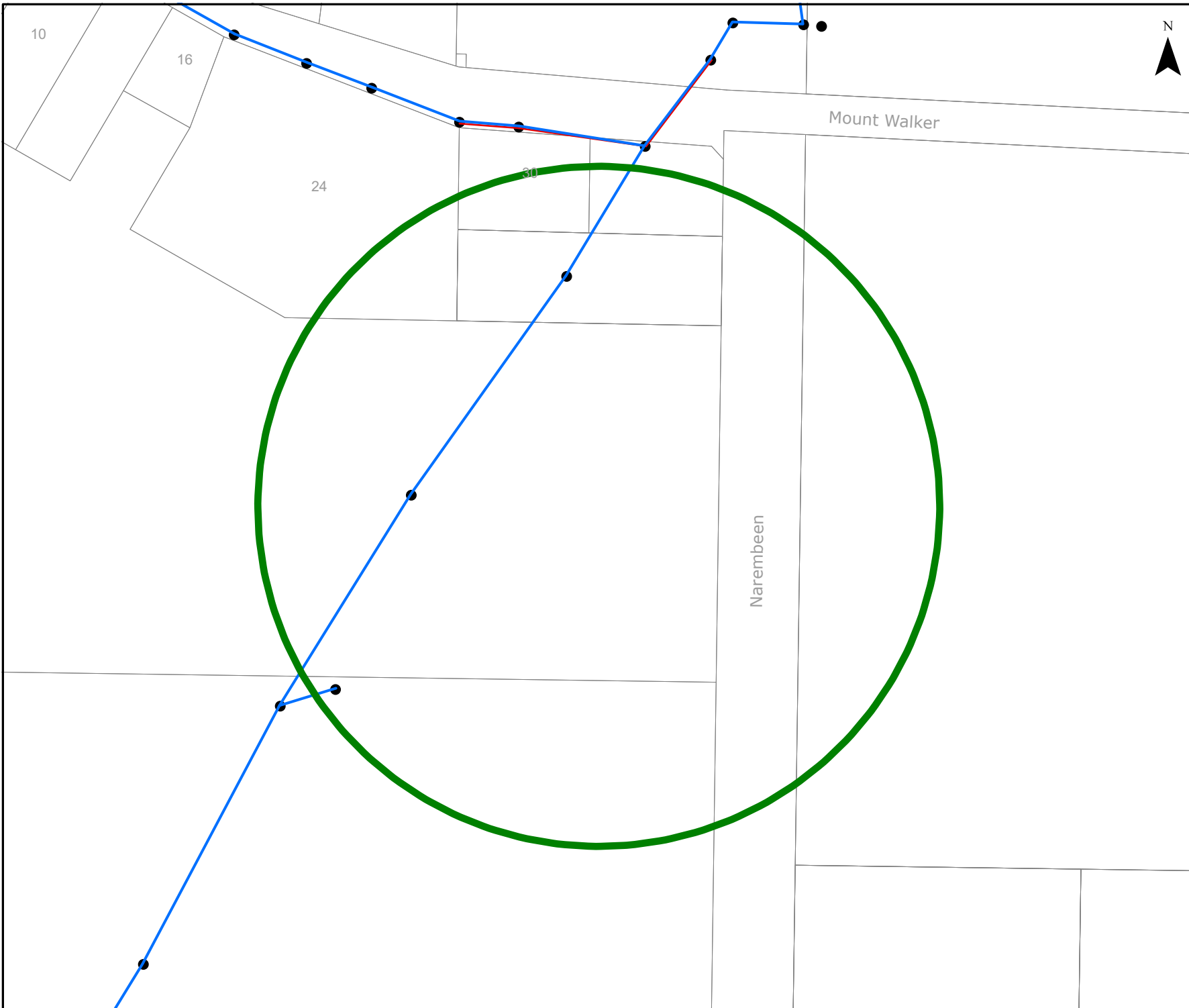
WARNING

Telstra plans and location information conform to Quality Level "D" of the Australian Standard AS 5488-Classification of Subsurface Utility Information. As such, Telstra supplied location information is indicative only. Spatial accuracy is not applicable to Quality Level D. Refer to AS 5488 for further details. The exact position of Telstra assets can only be validated by physically exposing it. Telstra does not warrant or hold out that its plans are accurate and accepts no responsibility for any inaccuracy. Further on site investigation is required to validate the exact location of Telstra plant prior to commencing construction work. A Certified Locating Organisation is an essential part of the process to validate the exact location of Telstra assets and to ensure the asset is protected during construction works.

See the Steps- Telstra Duty of Care that was provided in the email response.

- Details Layers Help
- +
- Contours
- Drainage
- Irrigation
- Local Government Authority
- Postal District Boundaries
- Sewer
- Water
- Water Corporation Landbase
- Water Enlargement





OVERHEAD LEGEND

Structures

- Power Pole ■ Transmission Poles

Transmission Overhead Powerline

- Transmission (33kV - 330kV)

Distribution Overhead Powerline

- High Voltage (1kV - 33kV)
- Low Voltage (< 1kV)

Proposed Construction Assets

- Design Area *
- High Voltage Overhead Powerline
- Low Voltage Overhead Powerline
- Power Pole

Communications Assets

- Overhead Pilot Cable

Feature

- Area of Interest

*** Please refer to coversheet**

Privately owned cables NOT SHOWN (including house services)

This map is INDICATIVE ONLY. Check that you have enough clearance from the DANGER ZONES near overhead powerlines.

**Telephone Support: 1300 769 345
Mon to Fri - 08:00 to 16:30**

Information valid for 30 days from date of issue

A4 Scale : 1:2500

WARNING! Look out for overhead power lines

**ATTACHMENT – AGENDA ITEM 8.1.3
Council Policy Review**

David Blurton

From: liz <liz@tpiplanning.com.au>
Sent: Wednesday, 31 August 2022 10:57 AM
To: David Blurton
Cc: Peter Lines
Subject: RE: Outbuilding Control policy - TPI

Good Morning,

On a residential lot, any cellar that complies with the Residential Design Codes would not need planning approval. I've never seen an application for a cellar, but it would not be considered an outbuilding.

The zonings (eg town centre) are on the Shires scheme map, so perhaps the policy can include a link to the maps - <https://www.wa.gov.au/government/document-collections/shire-of-narembreen-planning-information#local-planning-scheme>

Hope that this assists. Please let me know if you require any further input / advice.

Regards,

Liz Bushby
Town Planning Innovations
Mobile: 0488910869

From: David Blurton <ceo@narembreen.wa.gov.au>
Sent: Tuesday, 30 August 2022 4:45 PM
To: Peter Lines <pdlines@westnet.com.au>
Cc: liz <liz@tpiplanning.com.au>
Subject: RE: Outbuilding Control policy

Hi Peter,
Thanks for your comments.

- Shire managed reserves are typically state or crown land which is vested to the shire to manage. The Ski Lake is an example of this. Wadderin may eventually fall into this category as well.
- The development application forms are always changing so maybe we can insert a comment referring people to the shires website to ensure latest version is used.
- Assessing officer is normally our planning consultant (liz). Can insert details.
- Yes there are limits to the aggregate floor area which can be built on and these are in the town Planning scheme. Town centre is also defined in the scheme.
- Yes zincalume is unpainted metal material and yes other materials are acceptable, such as brick, wood panelling. Ill get some more advice about this and add to draft policy.
- I don't think cellar (or dungeon) would fit the definition of outbuilding as it currently stands. I'm unclear of the process for cellars (help please Liz!).

Regards,

David Blurton
Chief Executive Officer
Shire of Narembreen

T: (08) 9064 7308 F: (08) 9064 7037
1 Longhurst Street, Narembreen WA 6369

From: Peter Lines <pdlines@westnet.com.au>
Sent: Sunday, 28 August 2022 1:57 PM
To: David Blurton <ceo@narembeen.wa.gov.au>
Subject: Outbuilding Control policy

Dear David,

I refer to https://www.narembeen.wa.gov.au/Profiles/narembeen/Assets/ClientData/Council_Policy_-_Local_Planning_Policy_-_Outbuilding_Control.pdf

On page 1, under Policy Scope, I am unclear what is the meaning of Shire managed Reserves. Could you clarify, possibly with an example?

In the paragraph Application requirement would it be helpful to provide either a link to, or a blank example of, the Development Approval Form?

Who is the Assessing Officer? Perhaps an email address here would be helpful.

On page 2, in the examples of exempted structures, I think it should read chicken COOPS, rather than COUPS. Is there a limit to how many of these structures are allowed without getting approval? Later in the document there is a definition of Aggregate Floor Area, but no idea of how many square metres.

What is the definition of Town Centre? I presume the boundaries are itemised by address.

The fence material specification Zinalume is unclear; does it mean unpainted bare metal fencing, and/or are other materials acceptable? What are the permitted materials in the Town Centre?

I am curious about the possibility someone wishes to construct a cellar (below ground) away from the main residence? Does this qualify as an outbuilding? If so, what are the rules?

I hope these comments are useful.

Peter Lines

LOCAL PLANNING POLICY NO 1 – OUTBUILDINGS ON LOTS ZONED RESIDENTIAL, TOWN CENTRE OR WITHIN SHIRE MANAGED RESERVES

Each Policy needs to be numbered.

POLICY OBJECTIVES

Point c) I am of the view that a Policy cannot be used to exempt certain outbuildings from requiring planning approval, because that exemption is already contained under the *Planning and Development (Local Planning Schemes) Regulations 2015*. The Policy can simply reference existing exemptions that apply under the Regulations.

Given the size allowances proposed in the Policy, there may be negative impacts on neighbours and streetscape, so not sure I wouldn't include Point b).

Instead the Policy may recognise 'a need to balance amenity issues with the varying need of residents in a regional community who lead a different lifestyle to residents in metropolitan areas'.

POLICY DETAILS

Outbuildings are defined in the R Codes as '*an enclosed non-habitable structure that is detached from any dwelling*'.

I recommend deletion of references to carports as they are defined separately in the R Codes, and are subject to different controls than outbuildings. Same for cubby houses.

APPLICATION REQUIREMENTS

Suggest re-wording to:

Where development approval is required for an outbuilding, the applicant must submit:

- a) An Application for Development Approval form signed by the owner of the land;
- b) A scaled site plan, floor plan and elevations. The site plan should show all existing development such as existing dwellings, any existing outbuildings, driveways, and retaining walls.

The site plan should show the existing natural ground level and proposed finished floor level for any outbuilding. If retaining walls are proposed they must be clearly shown on the plans.

- c) Any other information required by the assessing officer to assess the application against the criteria of the R Codes and/or this Local Planning Policy.

STATUTORY EXEMPTIONS

- I would make 'deemed provisions' a sub heading
- Delete reference to shed as that term is not defined in the R Codes
- Reference the 'deemed provisions' of the *Planning and Development (Local Planning Schemes) Regulations 2015*, otherwise it is not clear where they come from.
- The Policy exemptions are already statutory exemptions under Regulations. It only refers to the deemed to comply requirements for small outbuildings, but there are also exemptions for larger outbuildings up to 60m² – see attached R Code extract.

- Query references to cubby houses, dog kennels, chicken coups etc – they may not necessarily be outbuildings. The R Codes have separate exemptions for cubby houses – see attached.

DEVELOPMENT PROVISIONS

- Suggest rename to POLICY REQUIREMENTS
- If the Policy outlines acceptable outbuilding sizes/heights, then it creates an expectation that outbuildings that meet the policy will be approved by the Shire. It will be difficult to refuse an application that complies with this Policy.
- There is a requirement under the R Codes that a certain amount of a Residential lot be retained as 'open space' if it coded R17.5 or over. It isn't clear how that interacts with this Policy, and if they still have to meet the open space requirements of the Codes.
- For amenity, I would encourage colorbond outbuildings in colours that may blend or compliment any dwelling on the same lot.

VARIATIONS TO DEVELOPMENT PROVISIONS

- Suggest rename to 'VARIATIONS TO POLICY PROVISIONS'
- The list of things to consider is very broad. It will make variations difficult to assess.
- I would suggest that applicants be required to address variations through measurable outcomes such as screening the outbuilding if visible from the street; where feasible, locating larger outbuildings to the rear of the dwelling etc
- Reference to variations implies that if the outbuilding meets Table 1 in the Policy it will comply.
- Once Council starts approving large outbuildings, then it sets a precedent. This situation has occurred in Shark Bay and now that Council is seeing real streetscape issues. Once the Shire starts approving larger outbuildings, you can't go back as it sets a precedent.

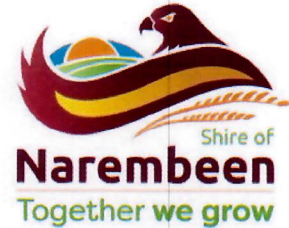
CONSULTATION

- The Regulations now allow for advertising to be via the Shires website now, instead of a newspaper.
- There is no need for on site signage if neighbours are consulted, and it is advertised on the Shire website.
- If the Shire is not going to consult with neighbours where an application complies with the Policy, then that needs to be clear when the Policy is advertised for public comment.

DEFINITIONS

- The definitions need to align with those in the R-Codes.
- The Policy does not apply to carports or garages so they don't need to be included.

Council Policy



Outbuilding Control

Recognise exemptions for outbuildings that comply with the R Codes.

POLICY OBJECTIVES

This policy seeks to:

- a) To accommodate outbuildings that meet the needs of the residents whilst being appropriate for the zone and land use;
- b) Ensure that outbuildings do not have adverse impacts on the streetscape, character, amenity, landscape or environmental attributes of the surrounding area;
- c) Exempt certain outbuildings from requiring Development Approval; and
- d) Provide guidance on the Development Approval requirements for outbuildings.

dictated by the Regs.

POLICY DETAIL

Outbuildings are recognised as an important addition to residential dwellings ~~as well as necessary for supporting agricultural and other rural land uses.~~ Ag + rural not covered.

Existing residential areas in Narembreen differ from metropolitan areas and are characterised by relatively large (av 1000sqm) lots. Narembreen residents also tend to lead different lifestyles to those in metropolitan areas. Large lot sizes combined with a regional outdoor lifestyle has resulted in residents needing outbuildings such as sheds ~~and carports~~ that exceed the deemed-to-comply criteria of the Residential Design Codes (R-Codes), particularly in respect of floor area and wall height. This is largely due to the garaging of vehicles, boats and caravans or to provide domestic workshops, games rooms and studios.

Provides

This Local Planning Policy ~~identifies~~ further guidance on acceptable variations to the R-Codes that are appropriate to the established local character and amenity, plus the needs of the Narembreen community.

POLICY SCOPE

This policy applies to all outbuildings, ~~sheds, and any roofed attachments~~ on land zoned Residential and Town Centre ~~zoned lots~~ as well as Shire managed Reserves in the Shire of Narembreen.

An application for development approval is required to be lodged for all outbuildings that are not identified as exempt (i.e. not requiring development approval) the exemption section of this policy or other Statutory Exemptions.

Regulations

This policy **does not** apply to Industrial, Farming, Rural Enterprise or Special use zones.

APPLICATION REQUIREMENTS

~~To~~ construct an outbuilding, the applicant must complete and submit:

- a) An Application for Development Approval Form;
- b) Scaled site plan, floor plan and a minimum of 2x elevation plans; and
- c) Any other information or documentation that the assessing officer requires to verify that the objectives of the Scheme will be achieved.

STATUTORY EXEMPTIONS

This Section provides guidance on the existing statutory development approval exemptions that apply to ~~the construction of sheds and~~ outbuildings. This section of the Policy has no implementation purpose, but merely highlights the exemptions of other planning instruments.

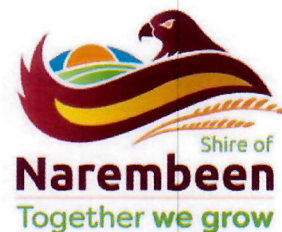
THE DEEMED PROVISIONS

The deemed provisions exempt outbuildings from development approval when the R-Codes

of the PD Act

Prior to

Council Policy



Outbuilding Control

apply, and all the applicable 'deemed-to-comply' provisions of the R-Codes are met.

POLICY EXEMPTIONS

The following outbuildings are exempt from requiring development approval:

An Outbuilding which:

- a) has a floor area not exceeding 10m²; and
- b) is no more than 2.4m in height; and
- c) complies with any applicable development standards of the Scheme or 'deemed-to-comply' standards of the Residential Design Codes.

For example:

- Prefabricated garden sheds;
- Cubby houses;
- Aviaries;
- Dog kennels;
- Chicken coups; and
- Pool pump sheds

60m² outbuildings not included?

?

DEVELOPMENT PROVISIONS

Any element of an outbuilding proposal that is not considered exempt under the above clauses or is proposed on a Shire managed reserve, requires a development approval, and will be assessed using the development provisions below.

Meeting these conditions is not a guarantee for development approval and approval is subject to the discretion of the Shire of Narembreen. All outbuildings proposed by a lessee on a Shire managed reserve requires development approval.

?

Table 1 – Development Provisions According to Zone / Size

	Residential <1000m ²	Residential >1000m ²	Town Centre
Max Aggregate Floor Area	100m ² or 12% of site whichever is less	150m ² or 12% of site areas whichever is less	250m ² or 12% of site areas whichever is less
Max Wall Height	3.5m	3.5m	6m
Max Ridge Height	4.5m	5m	9m
Setbacks	As per scheme and R-codes		
Zincalume	Yes	Yes	No

VARIATIONS OF DEVELOPMENT REQUIREMENTS

Applications seeking variations to this Policy shall be determined in accordance with:

- The purpose and objectives of this Policy;
- The Local Planning Scheme –
 - Aims of the Scheme;
 - Reserve objectives;
 - Zone objectives; and
- Schedule 2 cl. 67 of the Planning and Development (Local Planning Schemes) Regulations 2015 - Matters to be Considered by Local Government.

POLICY

to POLICY

Council Policy



Outbuilding Control

CONSULTATION

A proposal that is not in accordance with one or more clauses of this Policy may be advertised in accordance with the provisions of cl. 64 of the Planning and Development (Local Planning Schemes) Regulations 2015. Advertising may include:

- notification by post, email or other means of communication to property owners and occupiers that the Shire considers to be affected by the granting of development approval;
- publishing of a notice of the proposed development in a local paper;
- onsite signage;

The cost of any advertising in a paper and/or signage shall be met by the applicant.

DEFINITIONS

Aggregate Floor Area means the gross total area of all floors of outbuildings on a lot. For the application of this policy this includes any roofed attachments.

Carport means a roofed structure designed to accommodate one or more motor vehicles unenclosed except to the extent that it abuts a dwelling or a property boundary on one side, and being without a door unless that door is visually permeable.

Enclosed means an area bound on three or more sides by a permanent wall and covered by a water impermeable structure.

Garage means any roofed structure, other than a carport, designed to accommodate one or more motor vehicles and attached to a dwelling.

Outbuilding means an enclosed non-habitable structure that is detached from any dwelling, but not a garage. It also includes any roofed attachments.

Patio means an unenclosed structure covered in a water impermeable material which may or may not be attached to a dwelling.

R-codes means State Planning Policy 7.3 Residential Design Codes. These can be sourced at <https://www.dplh.wa.gov.au/rcodes>.

Roofed attachments means any roofed structure attached to, or within 500mm of, the outbuilding irrespective if they are an enclosed or unenclosed structure.

Unenclosed means an area bound on no more than two sides by a permanent wall/infilling feature.

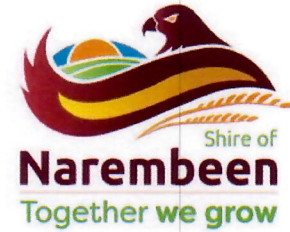
RELATED LEGISLATION

Local Government Act 1995

This is a Local Planning Policy prepared under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

*Planning + Development Act 2005
Shire of Narembeen Local Planning Scheme*

Council Policy



Outbuilding Control

DELEGATED AUTHORITY

Delegation HBP7 – Town Planning Functions allows CEO approval for applications which meet the Deemed Provisions or the parameters of this policy. However, all applications will be submitted to a meeting of Council for determination in the following circumstances:

- (a) Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation;
- (b) Where written objection is received to the proposal from any statutory agency;
- (c) Where the proposal is inconsistent with the intent of the Town Planning Scheme, relevant Policies, Residential Design Codes, or any Outline Development Plan or Local Planning Strategy adopted by Council;
- (d) Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Town Planning Scheme or any Policy and written objections have been received within the time specified, unless in the opinion of the Chief Executive Officer:
 - (i) the proposal is for exercise of discretion under the R-Codes and is consistent with the intent of the Town Planning Scheme, Residential Design Codes and any relevant Policy; and
 - (ii) the objections can be overcome by imposing a condition(s) on the development approval, or modifying the design of the development; or
 - (iii) the objection does not relate to valid planning and development issues associated with the proposal.
- (e) Where, in the opinion of the Chief Executive Officer:
 - (i) Any of the requirements of this policy are not satisfied; or
 - (ii) There is insufficient certainty as to whether the application complies with the intent of the Scheme, Residential Design Codes or any relevant Council Policy; or
 - (iii) It would be in the public interest or consistent with the principles of administrative accountability for Council to determine the application; or
 - (iv) The decision involves a matter of principle which, in the opinion of the Chief Executive Officer, should be made by the Council; or
 - (v) A condition recommended by a statutory agency is unnecessary or impractical, or unreasonable to be enforced by the Shire.

REVIEW DATE

August 2024

HISTORY

Adopted: MIN:

Reviewed: MIN:

Reviewed: MIN:



Recommend this be separate to the UPP.

Council Local Planning Policy 1



Outbuilding Control

POLICY OBJECTIVES

This policy seeks to:

- To accommodate outbuildings that meet the needs of the residents whilst being appropriate for the zone and land use;
- Balance amenity issues with the varying need of residents in a regional community who lead a different lifestyle to residents in the metropolitan area. Ensure that outbuildings do not have adverse impacts on the streetscape, character, amenity, landscape or environmental attributes of the surrounding area;
- Exempt certain outbuildings from requiring Development Approval; and
- Provide guidance on the Development Approval requirements for outbuildings.

POLICY DETAIL

Outbuildings are recognised as an important addition to residential dwellings, as well as necessary for supporting agricultural and other rural land uses.

Existing residential areas in Narembeen differ from metropolitan areas and are characterised by relatively large (av 1000sqm) lots. Narembeen residents also tend to lead different lifestyles to those in metropolitan areas. Large lot sizes combined with a regional outdoor lifestyle has resulted in residents needing outbuildings such as sheds and carports that exceed the deemed-to-comply criteria of the Residential Design Codes (R-Codes), particularly in respect of floor area and wall height. This is largely due to the garaging of vehicles, boats and caravans or to provide domestic workshops, games rooms and studios.

This Local Planning Policy identifies-provides further guidance on acceptable variations to the R-Codes that are appropriate to the established local character and amenity plus the needs of the Narembeen community.

Outbuildings are defined in the R Codes as 'an enclosed non-habitable structure that is detached from any dwelling'.

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POLICY SCOPE

This policy applies to all outbuildings, sheds, and any roofed attachments on land zoned Residential and Town Centre, zoned lots as well as Shire managed Reserves in the Shire of Narembeen.

An application for development approval is required to be lodged for all outbuildings that are not identified as exempt (i.e. not requiring development approval) in the exemption section of this policy or other Statutory Exemptions.

This policy **does not** apply to Industrial, Farming, Rural Enterprise or Special use zones.

APPLICATION REQUIREMENTS

Prior to ~~Fe~~-constructing an outbuilding, the applicant must complete and submit:

- An Application for Development Approval Form form signed by the owner of the land;
- A Scaled site plan, floor plan and elevations. The site plan should show all existing development such as existing dwellings, and existing outbuildings, driveways, and retaining walls. a minimum of 2x elevation plans; and
The site plan should show the existing natural ground level and proposed finished floor level for any outbuilding If retaining walls are proposed they must be clearly shown on the plans.

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Council Local Planning Policy 1



Outbuilding Control

c) Any other information required by the assessing officer to assess the application against the criteria of the R Codes and/or this Local Planning Policy.

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STATUTORY EXEMPTIONS

This Section provides guidance on the existing statutory development approval exemptions that apply to outbuildings. This section of the Policy has no implementation purpose, but merely highlights the exemptions of other planning instruments.

THE DEEMED PROVISIONS

The deemed provisions are contained within the Planning and Development (Local Planning Schemes) Regulations 2015 and they exempt outbuildings from development approval when the R-Codes

The following is an extract from the R-Codes outlining the 'deemed to comply' requirements for outbuildings. Any outbuilding that complies with the R-Codes is exempt from the need for planning approval, unless the lot is a heritage protected place.

C3 Outbuildings associated with a dwelling site address either:	
i. the standards for small outbuildings (A. Small outbuilding); or	
ii. the standards for large and multiple outbuildings (B. Large and multiple outbuildings).	
A. Small outbuilding	(i) no more than one outbuilding per dwelling site; (ii) has no more than two boundary walls ; (iii) does not exceed 10m ² in area; (iv) does not exceed a wall and ridge height of 2.7m; (v) not located within the primary or secondary street setback area; and (vi) does not reduce open space and outdoor living area requirements in Table 1 .
OR	
B. Large and multiple outbuildings	(i) individually or collectively does not exceed 60m ² in area or 10 per cent in aggregate of the site area, whichever is the lesser; (ii) set back in accordance with Table 2a ; (iii) does not exceed a wall height of 2.4m; (iv) does not exceed a ridge height of 4.2m; (v) not located within the primary or secondary street setback area; and (vi) does not reduce the open space and outdoor living area requirements in Table 1 .

POLICY PROVISIONS

Any element of an outbuilding proposal that is not considered exempt under the above clauses or is proposed on a Shire managed reserve, requires a development approval, and will be assessed using the development provisions below.

Council Local Planning Policy 1



Outbuilding Control

Meeting these conditions is not a guarantee for development approval and approval is subject to the discretion of the Shire of Narembeen. All outbuildings proposed by a lessee on a Shire managed reserve requires development approval.

Table 1 – Development Provisions According to Zone / Size

	Residential <1000m2	Residential >1000m2	Town Centre
Max Aggregate Floor Area	100m2 or 12% of site whichever is less	150m2 or 12% of site areas whichever is less	250m2 or 12% of site areas whichever is less
Max Wall Height	3.5m	3.5m	6m
Max Ridge Height	4.5m	5m	9m
Setbacks	As per scheme and R-codes		
Zincalume	YesNo	YesNo	No

Note – Applicants should be aware that land with a zoning of R17.5 or higher may be required to retain a defined portion of the lot as "open space" under R Code requirements, which may change the above requirements.

VARIATIONS OF TO POLICY PROVISIONS DEVELOPMENT REQUIREMENTS

Applications seeking variations to this Policy shall be determined in accordance with:

- The purpose and objectives of this Policy;
- The Local Planning Scheme –
 - Aims of the Scheme;
 - Reserve objectives;
 - Zone objectives; and
- Schedule 2 cl. 67 of the Planning and Development (Local Planning Schemes) Regulations 2015 - Matters to be Considered by Local Government.
- Applications to vary from this policy may be requested to screen proposed outbuildings if visible from the street, relocating the outbuilding to another portion of the block if possible or any other condition imposed by Council to reduce the impact on the local amenity.

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CONSULTATION

A proposal that is not in accordance with one or more clauses of this Policy may be advertised in accordance with the provisions of cl. 64 of the Planning and Development (Local Planning Schemes) Regulations 2015. Advertising may include:

- notification by post, email or other means of communication to property owners and occupiers that the Shire considers to be affected by the granting of development approval;
- ~~publishing of a notice of the proposed development in a local paper;~~
- onsite signage
- Publicationshine on the Shires website;

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The cost of any advertising in a paper and/or signage shall be met by the applicant.

Council Local Planning Policy 1



Outbuilding Control

DEFINITIONS

Aggregate Floor Area means the gross total area of all floors of outbuildings on a lot. For the application of this policy this includes any roofed attachments.

Enclosed means an area bound on three or more sides by a permanent wall and covered by a water impermeable structure.

Outbuilding means an enclosed non-habitable structure that is detached from any dwelling, but not a garage. It also includes any roofed attachments.

Patio means an unenclosed structure covered in a water impermeable material which may or may not be attached to a dwelling.

R-codes means State Planning Policy 7.3 Residential Design Codes. These can be sourced at <https://www.dph.wa.gov.au/rcodes>.

Roofed attachments means any roofed structure attached to, or within 500mm of, the outbuilding irrespective if they are an enclosed or unenclosed structure.

Unenclosed means an area bound on no more than two sides by a permanent wall/infilling feature.

RELATED LEGISLATION AND ADVICE

Local Government Act 1995

This is a Local Planning Policy prepared under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

The Shires Scheme Maps can be located online at <https://www.wa.gov.au/government/document-collections/shire-of-narembreen-planning-information#local-planning-scheme>

Development Application forms can be found on the Shire of Narembreen website <https://www.narembreen.wa.gov.au/the-shire/council-services/Building-and-Planning.aspx>

Questions on this policy or the Development Application process can be directed the Shire of Narembreen's Planning Consultant, Liz Bushby - Town Planning Innovations liz@tخطيطanning.com.au, phone 0488910869.

DELEGATED AUTHORITY

Delegation HBP7 – Town Planning Functions allows CEO approval for applications which meet the Deemed Provisions or the parameters of this policy. However, all applications will be submitted to a meeting of Council for determination in the following circumstances:

- (a) Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation;

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Council Local Planning Policy 1



Outbuilding Control

- (b) Where written objection is received to the proposal from any statutory agency;
- (c) Where the proposal is inconsistent with the intent of the Town Planning Scheme, relevant Policies, Residential Design Codes, or any Outline Development Plan or Local Planning Strategy adopted by Council;
- (d) Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Town Planning Scheme or any Policy and written objections have been received within the time specified, unless in the opinion of the Chief Executive Officer:
 - (i) the proposal is for exercise of discretion under the R-Codes and is consistent with the intent of the Town Planning Scheme, Residential Design Codes and any relevant Policy; and
 - (ii) the objections can be overcome by imposing a condition(s) on the development approval, or modifying the design of the development; or
 - (iii) the objection does not relate to valid planning and development issues associated with the proposal.
- (e) Where, in the opinion of the Chief Executive Officer:
 - (i) Any of the requirements of this policy are not satisfied; or
 - (ii) There is insufficient certainty as to whether the application complies with the intent of the Scheme, Residential Design Codes or any relevant Council Policy; or
 - or
 - (iii) It would be in the public interest or consistent with the principles of administrative accountability for Council to determine the application; or
 - (iv) The decision involves a matter of principle which, in the opinion of the Chief Executive Officer, should be made by the Council; or
 - (v) A condition recommended by a statutory agency is unnecessary or impractical, or unreasonable to be enforced by the Shire.

REVIEW DATE

September 2024

HISTORY

Adopted: September 2022 MIN:
Reviewed: _____ MIN:
Reviewed: _____ MIN:

Council Policy



Procurement Framework

POLICY OBJECTIVES

To ensure the procurement functions of the Shire of Narembreen are statutorily compliant and in line with the principles of the Council.

POLICY SCOPE

This policy applies to all Shire employees involved in procurement processes.

POLICY DETAIL

The procurement of goods and services for the Shire of Narembreen is a critically important business process. All Shire employees involved in procurement practices must have regard for the Shire's Code of Conduct requirements and display the highest standards of ethics and integrity, acting in an honest and professional manner at all times.

The Chief Executive Officer (CEO) must develop executive policies and procedures to ensure the Shire's procurement practices are legislatively compliant, specifically meeting the requirements set out in the Local Government (Function and General) Regulations 11-24AJ, and adhere to the Council's overarching principles, as detailed below:

1. **Best Value** – employees shall balance factors such as price, quality, timeliness of service, experience, lifetime management costs and other relevant selection criteria to ensure best value for the Shire
 - ~~All purchases above \$50,000 must have at least two written quotes unless a Council exemption is provided~~
 - ~~The CEO is to set other purchasing threshold and quotation requirements, and is able to grant exemptions under prescribed circumstances.~~

The table below summarises the purchasing and quotation requirements at different consideration value thresholds:

<u>Consideration Value</u>	<u>Minimum Quote Requirements</u>	<u>Minimum Assessment Requirements</u>
<u>Up to \$1,500</u>	<u>One verbal quote. A purchase order is considered evidence of the verbal quote received.</u>	<u>One employee</u>
<u>\$1,500 to \$7,499</u>	<u>One written quote</u>	
<u>\$7,500 to \$29,999</u>	<u>*Request two written quotes, receive at least one quote.</u>	<u>Two employees</u>
<u>\$30,000 to \$49,999</u>	<u>*Request three written quotes, receive at least two quotes.</u>	
<u>\$50,000 to \$249,999</u>	<u>Three quotes with formal quote process and pre-determined selection criteria</u>	
<u>\$250,000 and above</u>	<u>Tender or WALGA eQuote unless classified as tender exempt – see Executive Policy – Tender Management</u>	<u>A responsible manager and one other employee.</u>

Council Policy

Procurement Framework



*Staff must record evidence of all efforts to seek quotes as well as quotes in the Council's procurement system.

Exemptions

1. Quote Exemptions

When seeking an exemption from using the required quote or assessment process, employees must submit a request in writing to the Chief Executive Officer (CEO) or the Executive Manager Corporate Services (EMCS). The CEO and EMCS must not exempt their own transactions and should receive approval from each other for exemptions to apply i.e. the EMCS is required to approve exemptions relating to the CEO and vice versa. As an example, the CEO or EMCS may accept exemptions when:

- An emergency exists
- It is well established that only one supplier will be able to perform the work, given the Shire's remote nature.
- Delays caused by meeting the purchasing requirements or the cost of obtaining quotes might create a significant financial penalty for the Shire.
- Vehicles are under warranties requiring genuine parts and it can be established that only one provider is able to deliver genuine parts to the area.

2. Fuel Exemptions

Fuel is a tender exempt item under Local Government (Functions and General) Regulations 1996 11(g). As such the Shire's purchasing of bulk fuel will follow an alternate process whereby, each time bulk fuel is required the Works Manager will email three bulk fuel providers and request a written price per litre by a specific date. The Works Manager is authorised to assess and authorise the purchase of bulk fuel regardless of the purchase value.

The purchase of unleaded fuel from the Narembreen Roadhouse is also an exempt purchase. When purchasing fuel, employees must clearly write on the roadhouse receipt - their name, a description of the equipment or a licence/plant number, and where applicable a job/GL number.

Any employees found to be abusing the nature of this exemption will receive immediate disciplinary action.

3. Courier Exemption

Given the rural/remote nature of Narembreen, an exemption is being applied to courier/freight services. At this time the town only has Cody Express and Toll that will delivery to town and have service agreements in place with local drop off points.

The supply of courier services is deemed to be contract and quote exempt so the purchasing officer is able to choose whichever supplier is able to meet their delivery requirements without encountering operational inefficiencies by searching for quotes.

Council Policy

Procurement Framework



4. Sole Supplier Exemption

The below table outlines the list of known sole supplier arrangements in place at the Shire where quotations or contracts are not required:

<u>Telstra</u>	<u>Phone or Internet Services</u>	<u>This is the only provider with service within the Shire</u>
<u>Synergy</u>	<u>Electricity</u>	<u>Sole supplier</u>
<u>Water Corporation</u>	<u>Water</u>	<u>Sole Supplier</u>
<u>Narembreen Post Office</u>	<u>General Postal Services</u>	<u>It is impractical and implausible to use another town's post office and essentially Australia Post is a sole supplier for postal services.</u>
<u>Landgate</u>	<u>Rates Valuations and other land enquiry services</u>	<u>Sole Supplier</u>
<u>WALGA</u>	<u>Subscriptions and councillor training</u>	<u>Industry body supplier</u>
<u>LGIS</u>	<u>Insurance and insurance related services</u>	<u>Although other insurance suppliers exist they do not offer the same level of local government specific services available through LGIS. As such they are being deemed a sole supplier.</u>
<u>IT Vision</u>	<u>Financial Management Software provision</u>	<u>Although a number of Local Government Financial Management system providers exist, the Shire has implemented the Synergy Soft system through IT Vision a number of years ago. It is unfeasible to change this sort of system on a regular basis given the large amount of data contained within the system. As such Annual Licences etc. with IT Vision are to be classed as sole supplier as they are the only company able to provide a licence for the Synergy Soft system.</u>

Other organisations may be given a sole supplier exemption by the Chief Executive Officer, however a sole source of supply arrangement may only be approved where:

- The purchasing requirement has been documented with a detailed specification

Council Policy

Procurement Framework



- [The specification has been market tested and only one potential supplier has been identified as being capable of meeting the specified purchase requirement](#)
- [The market testing process and outcomes of supplier assessments have been documented and provided to the CEO, inclusive of a rationale for why the supply is determined as unique and cannot be sourced through more than one supplier.](#)

[Market testing must be conducted at least once every three years to confirm the goods or services required cannot be sourced elsewhere, where possible employees should look to establish a contractual arrangement with suppliers.](#)

2. **Uniformity** – suppliers, contractors and persons dealing with the Shire must be treated consistently in a fair and equitable manner
3. **Accountability** – any policy put in place by the CEO must ensure procurement decisions are open and transparent to ensure full accountability can be taken for purchasing decisions and the efficient use of Shire funds. Records of all procurement based activities must be retained in compliance with the State Records Act 2000 and the Shire’s record keeping plan.
4. **Full disclosure** - any actual or perceived conflicts of interest must be identified, disclosed and appropriately managed
5. **Confidentiality** - Any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and must not be released unless authorised by the supplier or relevant legislation.
6. **Local Economy** – whilst consideration must always be given to principle one (Best Value), Shire employees should seek where possible to engage in procurement practices to promote local economic development.
7. **Organisational Awareness** – all employees undertaking procurement activities must be adequately trained on how to conduct themselves
8. **Method** – where possible the Shire’s procurement should be conducted by way of an electronic transaction with full accountability such as EFT or credit card. The CEO must ensure policies govern all payment methods to ensure they are fully traceable, accountable and auditable.
 - The CEO must develop suitable executive policies to govern the various purchasing methods to ensure adequate controls and authorisation processes are in place so all transactions can be clearly identified as being for legitimate business purposes in line with the Local Government (Financial Management) Regulations 11, 12 and 13.
9. **Authority** – the purchasing authority of senior officers is set by this policy, as shown below, the purchasing authority of all other officers is to be determined by the CEO but no purchasing authority given by the CEO can be in excess of \$25,000.
 - CEO Purchasing Authority - \$150,250,000
 - Executive Manager Corporate Services Purchasing Authority - \$100,000
 - Works Manager Purchasing Authority - \$100,000
10. **Council Working Group** – ~~for all capital expenditure greater than \$100,000,~~ the use of a councillor working group ~~should~~ may be considered to help establish key quote criteria and performance requirements for certain projects. These groups may also help to review quotations to aid the CEO or Council in their decision making process.

Council Policy

Procurement Framework



DEFINITIONS

Procurement – the overarching function that describes the activities and processes to acquire goods and services. Importantly, and distinct from “purchasing”, procurement involves the activities involved in establishing fundamental requirements and criteria, sourcing suppliers, conducting tenders, developing performance standards, performance evaluation and negotiation of contracts. It also includes purchasing activities required to order and receive goods.

RELATED LEGISLATION

Local Government Act 1995
State Records Act 2000
Local Government (Functions and General) Regulations 1996
Local Government (Financial Management) Regulations 1996

OTHER RELATED POLICIES/KEY DOCUMENTS

Executive Policy – Purchasing Goods and Services

DELEGATED AUTHORITY

Delegated Authority 01 – Payments from Municipal and Trust Funds

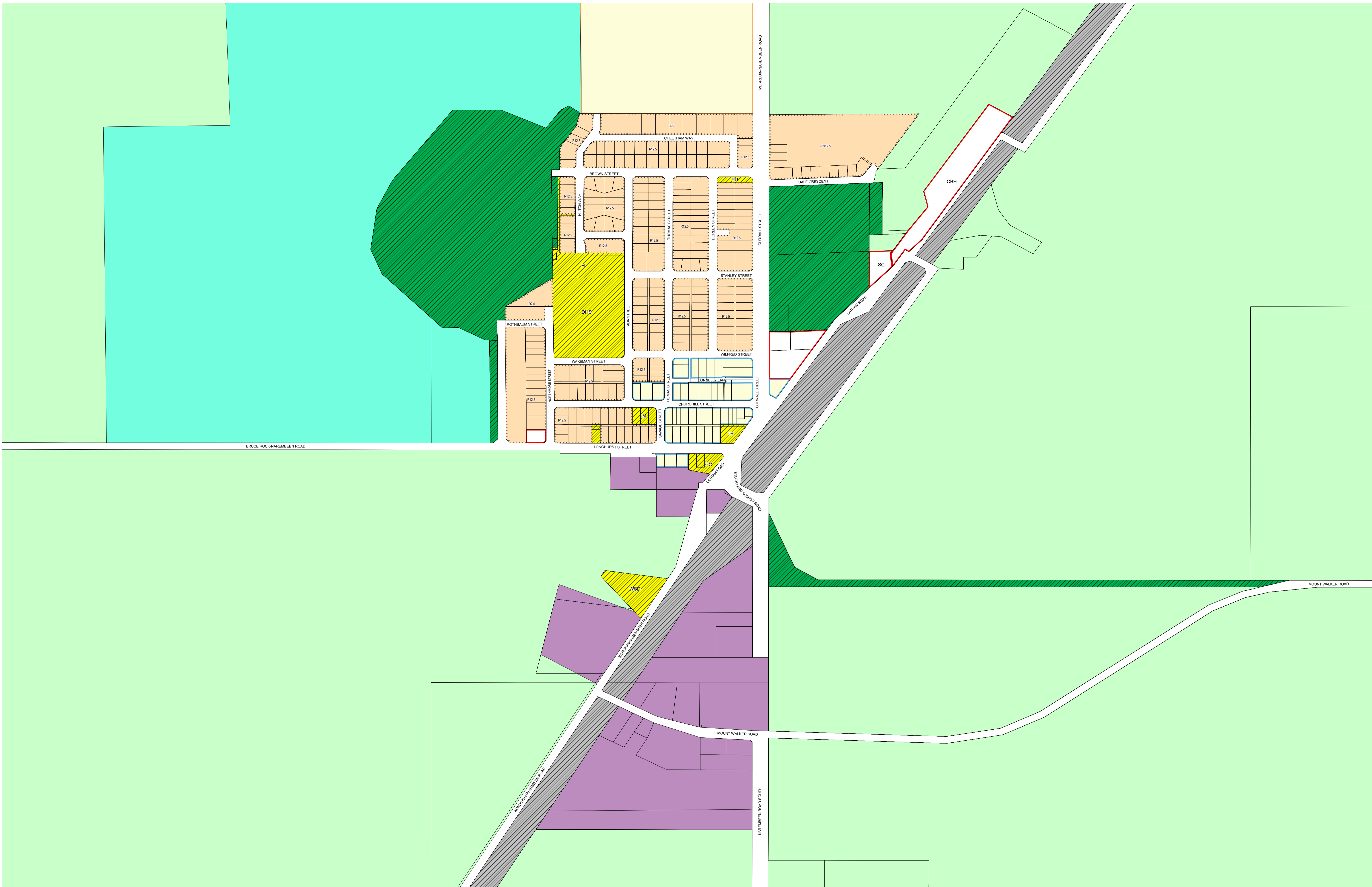
REVIEW DATE

~~April 2021~~
July 2022

HISTORY

Adopted:	17 July 2019	MIN:	6887/19
Reviewed:	xxxxxxx	MIN:	xxxx/xx
Reviewed:	xxxxxxx	MIN:	xxxx/xx

**ATTACHMENT – AGENDA ITEM 8.2.1
Housing Strategy**



LEGEND

LOCAL SCHEME RESERVES

	Conservation		NR	Public Purposes : Nature Reserves
	Public Purposes		FU	Public Purposes : Public Utility
	Public Purposes : Aerial Landing Ground		S	Public Purposes : Sanitary Site
	Public Purposes : Cemetery		SC	Public Purposes : Soil Conservation
	Public Purposes : Civic Centre		TH	Public Purposes : Town Hall
	Public Purposes : District High School		WSQ	Public Purposes : Water Supply, Sewerage and Drainage
	Public Purposes : Gravel		W	Public Purposes : Water or Water Supply
	Public Purposes : Hospital			Railway
	Public Purposes : Museum			Recreation and Open Space
	Public Purposes : Museum/Water Supply, Sewerage and Drainage			

LOCAL SCHEME ZONES

	Farming		Special Use
	Industrial		Special Use : Challet, Guesthouse and Reception Centre
	Residential		Special Use : Cooperative Bulk Handling
	Residential Development		Special Use : Panel Beating/Service Station/Residential
	Rural Enterprise		Special Use : Seed Cleaners
	Rural Townsite		Town Centre

OTHER CATEGORIES

(see scheme text for additional information)

	Scheme Area Boundary
	Local Government Boundary
	R20 R Codes
	A1 Additional Uses
	No Zone

VERSION No 1

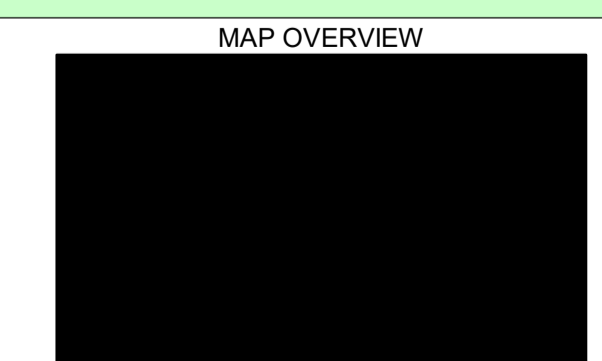
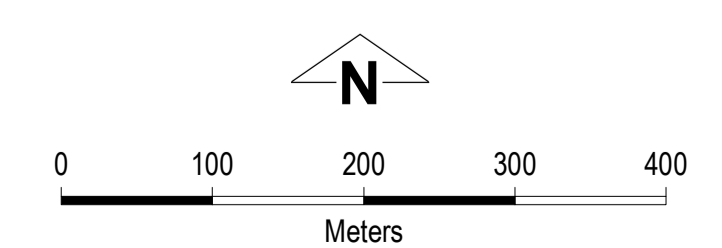
Whilst all care has been taken to accurately portray the current Scheme provisions, no responsibility shall be taken for any omission or errors in this documentation.

Consultation with the respective Local Government should be made to view a legal version of the Scheme. Please advise the Department of Planning, Lands and Heritage of any omissions or errors in the document at Spataldata@dph.wa.gov.au

Produced by GeoSpatial Planning Support,
Department of Planning, Lands and Heritage.

Base Information supplied by the Western Australian Land Information Authority, SLIP 1098-2018-1.

Shire of Narembeen
Town Planning Scheme No. 2
(District Scheme)



Authorised: T.Servaas
Plot Date: 15 November 2019
G.Gazette: Friday, 15 January 1999

Town Planning Scheme Map No. 9 of 10
MAP: Narembeen Townsite

Shire of Narembeen
Town Planning Scheme No. 2
(District Scheme)

Tables

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Table 1

– General site requirements for all single house(s) and grouped dwellings and multiple dwellings in areas coded less than R40

Tables 2a and 2b

– Boundary setbacks

Table 3

– Maximum building heights

Table 1: General site requirements for all single house(s) and grouped dwellings; and multiple dwellings in areas coded less than R40

1 R-Code	2 Dwelling type	3 Minimum site area per dwelling (m ²) ◆	4 Minimum lot area/rear battleaxe (m ²) ▼	5 Minimum frontage (m) ▼	6 Open space		7 Minimum setbacks (m)		
					min total (% of site)	min outdoor living (m ²)	primary street	secondary street ●	other/rear
R2	Single house or grouped dwelling	Min 5000	-	50	80	-	20	10	10
R2.5	Single house or grouped dwelling	Min 4000	-	40	80	-	15	7.5	7.5
R5	Single house or grouped dwelling	Min 2000	-	30	70	-	12	6	*/6
R10	Single house or grouped dwelling	Min 875 Av 1000	925	20	60	-	7.5	3	*/6
	Multiple dwelling	1000	-	-	60	-	7.5	3	*/6
R12.5	Single house or grouped dwelling	Min 700 Av 800	762.5	17	55	-	7.5	2	*/6
	Multiple dwelling	800	-	-	55	-	7.5	2	*/6
R15	Single house or grouped dwelling	Min 580 Av 666	655	12	50	-	6	1.5	*/6
	Multiple dwelling	666	-	-	50	-	6	1.5	*
R17.5	Single house or grouped dwelling	Min 500 Av 571	587.5	12	50	36	6	1.5	*
	Multiple dwelling	571	-	-	-	-	6	1.5	*
R20	Single house or grouped dwelling	Min 350 Av 450	450	10	50	30	6	1.5	*
	Multiple dwelling	450	-	-	50	-	6	1.5	*
R25	Single house or grouped dwelling	Min 300 Av 350	425	8	50	30	6	1.5	*
	Multiple dwelling	350	-	-	50	-	6	1.5	*
R30	Single house or grouped dwelling	Min 260 Av 300	410	-	45	24	4	1.5	*
	Multiple dwelling	300	-	-	45	-	4	1.5	*
R35	Single house or grouped dwelling	Min 220 Av 260	395	-	45	24	4	1.5	*
	Multiple dwelling	260	-	-	45	-	4	1.5	*
R40	Single house or grouped dwelling	Min 180 Av 220	380	-	45	20	4	1	*
R50	Single house or grouped dwelling	Min 160 Av 180	380	-	40	16	2	1	*
R60	Single house or grouped dwelling	Min 120 Av 150	380	-	40	16	2	1	*
R80	Single house or grouped dwelling	Min 100 Av 120	380	-	30	16	1	1	*

All standards for single house or grouped dwellings within R100, R160 and R-AC areas are as for the R80 Code

Legend

- ◆ subject to variations permitted under clause 5.1.1 C1.4
- ▼ only applies to **single houses**
- **secondary street:** includes **communal street**, private street, **right-of-way** as street
- indicated not applicable
- * see **Tables 2a** and **2b** and clause 5.1.3
- Av. average **site** area



Tables

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Table 1

– General site requirements for all single house(s) and grouped dwellings and multiple dwellings in areas coded less than R40

Tables 2a and 2b

– Boundary setbacks

Table 3

– Maximum building heights

Table 2a: Boundary setbacks - Walls with no major openings

		Wall length (m)													
		9 or less	10	11	12	13	14	15	16	17	18	19	20	25	Over 25
Wall height (m)															
3.5 or less*		1	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
4.0		1.1	1.5	1.5	1.5	1.5	1.5	1.5	1.6	1.6	1.6	1.6	1.7	1.7	1.8
4.5		1.1	1.5	1.5	1.5	1.5	1.5	1.6	1.7	1.7	1.7	1.7	1.7	1.8	2.0
5.0		1.1	1.5	1.5	1.5	1.5	1.6	1.7	1.8	1.8	1.8	1.8	1.9	2.0	2.3
5.5		1.2	1.5	1.5	1.5	1.6	1.7	1.8	1.9	1.9	2.0	2.0	2.1	2.3	2.5
6.0		1.2	1.5	1.5	1.5	1.6	1.8	1.9	2.0	2.0	2.1	2.1	2.2	2.4	2.8
6.5		1.2	1.5	1.5	1.6	1.7	1.9	2.0	2.1	2.1	2.2	2.2	2.3	2.7	3.0
7.0		1.2	1.5	1.5	1.6	1.8	2.0	2.1	2.2	2.2	2.3	2.4	2.5	2.8	3.3
7.5		1.3	1.5	1.6	1.7	1.9	2.1	2.2	2.3	2.3	2.4	2.5	2.6	3.0	3.5
8.0		1.3	1.5	1.6	1.7	1.9	2.1	2.2	2.4	2.4	2.5	2.6	2.7	3.1	3.8
8.5		1.4	1.6	1.7	1.8	2.0	2.2	2.3	2.5	2.6	2.7	2.8	2.9	3.3	4.1
9.0		1.4	1.7	1.7	1.8	2.0	2.3	2.4	2.6	2.7	2.8	2.9	3.0	3.6	4.3
9.5		1.4	1.7	1.8	1.9	2.1	2.4	2.5	2.7	2.8	2.9	3.0	3.2	3.8	4.6
10.0		1.5	1.8	1.9	2.0	2.2	2.4	2.6	2.8	2.9	3.0	3.1	3.3	4.0	4.8

Take the nearest higher value for all intermediate **height** and length values.

* Possible nil **setback** in accordance with clause 5.1.3.

Table 2b: Boundary setbacks - Walls with major openings

		Wall length (m)													
		9 or less	10	11	12	13	14	15	16	17	18	19	20	25	Over 25
Wall height (m)															
3.5 or less*		1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
4.0		1.8	2.0	2.2	2.4	2.5	2.7	2.8	3.0	3.1	3.3	3.4	3.6	4.5	5.0
4.5		2.0	2.2	2.4	2.6	2.8	3.0	3.1	3.2	3.4	3.7	3.8	4.0	4.8	5.4
5.0		2.3	2.5	2.6	2.8	3.0	3.2	3.3	3.5	3.7	3.9	4.0	4.2	5.1	5.7
5.5		2.5	2.7	2.9	3.1	3.3	3.5	3.6	3.7	3.9	4.2	4.4	4.6	5.5	6.0
6.0		2.8	3.0	3.1	3.3	3.5	3.8	3.9	4.0	4.2	4.5	4.7	4.9	5.7	6.3
6.5		3.0	3.2	3.4	3.6	3.8	4.0	4.1	4.2	4.4	4.7	4.9	5.2	6.1	6.6
7.0		3.3	3.5	3.7	3.8	4.1	4.3	4.4	4.6	4.8	5.0	5.2	5.5	6.4	7.0
7.5		3.5	3.7	3.9	4.2	4.4	4.6	4.7	4.9	5.1	5.3	5.5	5.7	6.6	7.3
8.0		3.8	4.0	4.2	4.4	4.6	4.8	5.0	5.2	5.4	5.6	5.8	6.0	7.0	7.7
8.5		4.0	4.3	4.5	4.7	4.9	5.2	5.3	5.5	5.7	5.9	6.1	6.3	7.3	8.0
9.0		4.3	4.5	4.7	5.0	5.2	5.4	5.6	5.8	6.0	6.2	6.4	6.6	7.6	8.3
9.5		4.6	4.8	5.0	5.2	5.4	5.7	5.8	5.0	6.2	6.4	6.6	6.9	8.0	8.7
10.0		4.8	5.0	5.2	5.4	5.7	6.0	6.1	6.3	6.5	6.7	6.9	7.2	8.2	9.0

Take the nearest higher value for all intermediate **height** and length values.



**ATTACHMENT – AGENDA ITEM 8.2.3
Financial Report – August 2022**

SHIRE OF NAREMBEEN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 August 2022

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Note 3 Cash and Investments	7
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Note 6 Grants and Contributions	12
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These accounts are prepared with data available at the time of preparation.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

STATUTORY REPORTING PROGRAMS

	Ref Note	Original Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1	2,708,224	2,708,224	2,582,770	(125,454)	(5%)	
Revenue from operating activities							
Governance		48,500	4,040	1,213	(2,827)	(70%)	▼
General Purpose Funding - All Rates		1,872,108	(852)	1,919,600	1,920,452	(225405%)	
General Purpose Funding - Other		592,964	44,003	29,235	(14,768)	(34%)	
Law, Order and Public Safety		71,591	5,964	55,603	49,639	832%	▲
Health		0	0	1,582	1,582		
Housing		84,321	6,939	5,770	(1,169)	(17%)	
Community Amenities		381,482	28,619	204,719	176,100	615%	▲
Recreation and Culture		78,795	24,938	1,035	(23,903)	(96%)	
Transport		622,577	51,880	3,754	(48,126)	(93%)	▼
Economic Services		298,005	24,833	8,016			
Other Property and Services		278,946	23,241	13,981			
		4,329,289	213,605	2,244,510			
Expenditure from operating activities							
Governance		(229,662)	(14,300)	11,728	26,028	182%	▲
General Purpose Funding		(170,396)	(14,198)	(17,383)	(3,185)	(22%)	
Law, Order and Public Safety		(186,341)	(15,517)	(8,235)	7,282	47%	▲
Health		(191,819)	(15,882)	(20,073)	(4,191)	(26%)	
Housing		(166,036)	(13,548)	(9,972)	3,576	26%	▲
Community Amenities		(1,162,332)	(96,378)	(37,329)	59,049	61%	▲
Recreation and Culture		(1,532,975)	(126,037)	(28,644)	97,393	77%	▲
Transport		(3,281,119)	(273,232)	(133,307)	139,925	51%	▲
Economic Services		(550,919)	(44,725)	(35,204)	9,521	21%	▲
Other Property and Services		(136,729)	(7,862)	(27,009)	(19,147)	(244%)	
		(7,608,328)	(621,679)	(305,427)			
Operating activities excluded from budget							
Add back Depreciation		3,122,135	520,354	0	(520,354)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal		(174,968)	(29,162)	0	29,162	(100%)	
		2,947,167	491,192	0			
Non-cash amounts excluded from operating activities							
Amount attributable to operating activities		(331,872)	83,118	1,939,083			
Investing Activities							
Non-operating Grants, Subsidies and Contributions	6	6,060,601	985,644	922,232	(63,413)	(6%)	
Proceeds from Disposal of Assets		370,000	0	0	0		
Capital Acquisitions	5	(8,819,611)	(1,260,001)	(549,008)	710,993	56%	▲
Amount attributable to investing activities		(2,389,010)	(274,357)	373,224			
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Self-Supporting Loan Principal		15,546	5,729	5,729	0	0%	
Transfer from Reserves		909,737	0	0	0		
Repayment of Debentures		(74,876)	(5,729)	(5,729)	0	0%	
Transfer to Reserves		(837,749)	(1,874)	(1,874)	0	0%	
Amount attributable to financing activities		12,658	(1,874)	(1,874)			
Closing Funding Surplus(Deficit)	1	0	2,515,112	4,893,204			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance threshold. Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2022/23 year is \$25,000 or 10% whichever is the greater.

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022**

BY NATURE OR TYPE

	Ref		Amended	YTD	Var. \$	Var. %	
	Note	Original budget	YTD Budget (a)	Actual (b)	(b)-(a)	(b)-(a)/(a)	Var.
			\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1	2,708,224	2,708,224	2,582,770	(125,454)	(5%)	
Revenue from operating activities							
Rates		1,942,098	(852)	1,919,600	1,920,452	(225405%)	
Operating Grants, Subsidies and Contributions	6	1,478,268	263,075	288,976	25,901	10%	
Fees and Charges		596,442	93,392	251,654	158,262	169%	▲
Interest Earnings		37,193	6,192	7,181	989	16%	
Other Revenue		76,000	12,664	40,264	27,600	218%	▲
Profit on Disposal of Assets		199,288	33,214	0			
		4,329,289	407,685	2,507,675			
Expenditure from operating activities							
Employee Costs		(2,108,259)	(382,659)	(271,782)	110,877		
Materials and Contracts		(1,782,263)	(288,321)	(280,663)	7,658		
Utility Charges		(289,750)	(48,230)	(37,665)	10,565	22%	
Depreciation on Non-Current Assets		(3,122,135)	(520,354)	0	520,354	100%	▲
Interest Expenses		(40,201)	(6,696)	8,979	15,675	234%	
Insurance Expenses		(224,400)	(37,394)	(111,931)	(74,537)	(199%)	▼
Other Expenditure		(17,000)	(2,830)	0	2,830	100%	
Loss on Disposal of Assets		(24,320)	(4,052)	0			
		(7,608,328)	(1,290,536)	(693,063)			
Operating activities excluded from budget							
Add back Depreciation		3,122,135	520,354	0	(520,354)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal		(174,968)	(29,162)	0	29,162	(100%)	
Non-cash amounts excluded from operating activities							
Amount attributable to operating activities		2,947,167	491,192	0			
		(331,872)	(391,659)	1,814,612			
Investing activities							
Non-operating grants, subsidies and contributions	6	6,060,601	985,644	922,232	(63,413)	(6%)	
Proceeds from Disposal of Assets		370,000	0	0	0		
Capital acquisitions	5	(8,819,611)	(1,260,001)	(549,008)	710,993	56%	▲
Amount attributable to investing activities		(2,389,010)	(274,357)	373,224			
Financing Activities							
Self-Supporting Loan Principal		15,546	5,729	5,729			
Transfer from Reserves		909,737	0	0	0		
Repayment of Debentures		(74,876)	(5,729)	(5,729)	0	0%	
Transfer to Reserves		(837,749)	(1,874)	(1,874)	0	0%	
Amount attributable to financing activities		12,658	(1,874)	(1,874)			
Closing Funding Surplus (Deficit)	1	0	2,040,334	4,768,733			

KEY INFORMATION

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

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

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

NOTES TO THE STATEMENT OF FINANCIAL
FOR THE PERIOD ENDED 31 AUGUST 2022

OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

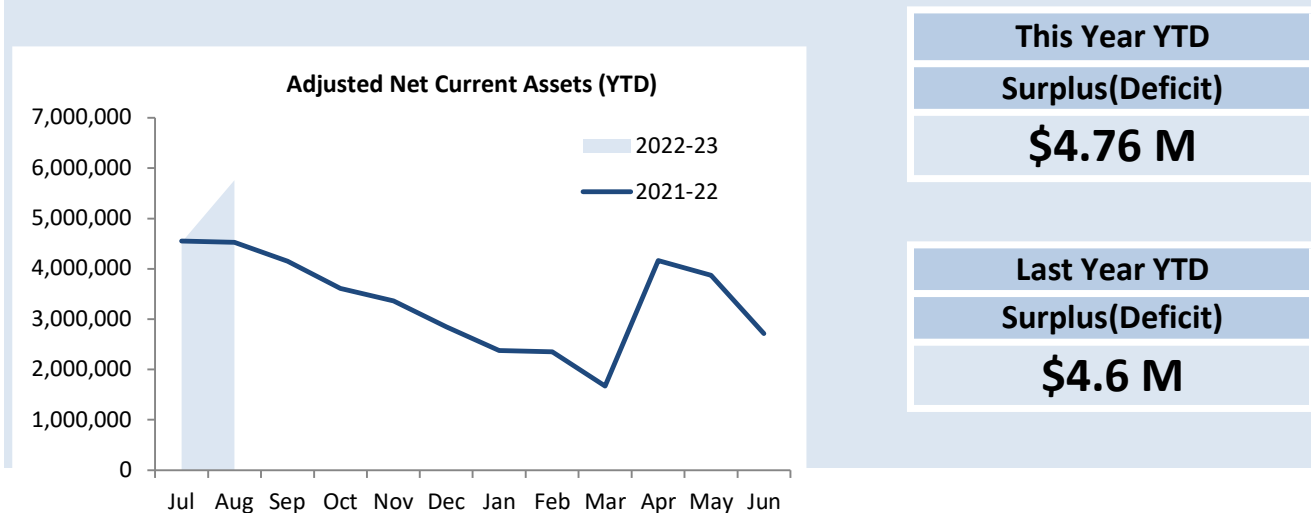
Adjusted Net Current Assets	Ref Note	30 June 2022	This Time Last Year 31 Aug 2021	Year to Date Actual 31 Aug 2022
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	4,514,146	4,715,892	4,628,885
Cash Restricted	3	4,133,568	2,813,325	4,135,441
Receivables - Rates	4	100,262	1,289,627	582,982
Receivables - Other	4	157,446	260,092	1,035,773
Loans receivable		15,545	9,593	9,817
Interest / ATO Receivable		68,518	5,828	56,789
Inventories		13,371	13,372	13,372
		9,002,856	9,107,727	10,463,059
Less: Current Liabilities				
Payables		(713,097)	(74,206)	(76,884)
Provisions - employee		(340,620)	(309,959)	(340,620)
Long term borrowings		(74,875)	(81,000)	(69,146)
Contract Liability		(1,217,253)	(1,305,060)	(1,142,795)
		(2,345,845)	(1,770,224)	(1,629,445)
Unadjusted Net Current Assets		6,657,011	7,337,503	8,833,613
Adjustments and exclusions permitted by FM Reg 32				
Restricted cash	3	(4,133,568)	(2,813,325)	(4,135,441)
Less: Loans receivable		(15,545)	(9,593)	(9,817)
Add : Long Term Borrowings		74,875	81,000	69,146
Adjusted Net Current Assets		2,582,770	4,595,585	4,757,501

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022**

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2022/23 year is \$25,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
General Purpose Funding - Rates	1,920,452	(225405%)	overbudget	Timing	rates raised July, YTD budget reflected rates being raised in August
General Purpose Funding - Other	(14,768)	(34%)	underbudget	Timing	YTD budget requires correction for FAGS income
Law, Order and Public Safety	49,639	832%	overbudget	Timing	ESL levy \$55k received July, planned to receive August rubbish collections fees budgeted august but raised in July. CRC grants greater than YTD budget
Community Amenities	176,100	615%	overbudget	Timing	Invoice for Ramleius for road grant agreement not raised in July
Transport	(48,126)	(93%)	underbudget	Timing	
Expenditure from operating activities					
Community Amenities	59,049	61%	underbudget	Timing	Depreciation not run yet, invoices not received for rubbish collection for July
Recreation and Culture	97,393	77%	underbudget	Timing	Depreciation not run yet, town oval maintenance below budget
Transport	139,925	51%	underbudget	Timing	Depreciation not run yet
Other Property and Services	(19,147)	(244%)	overbudget	Timing	system allocating deprecation charge to individual jobs but deprecitaion expense not run. Also issue with overhead allocation in changeover to new payroll system.
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(63,413)	(6%)	underbudget	Timing	adjustments required to YTD budgets for grant income accounts
Capital Acquisitions	710,993	56%	underbudget	Timing	relates to timing of payment to Latham Road contractor
Financing Activities					

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS

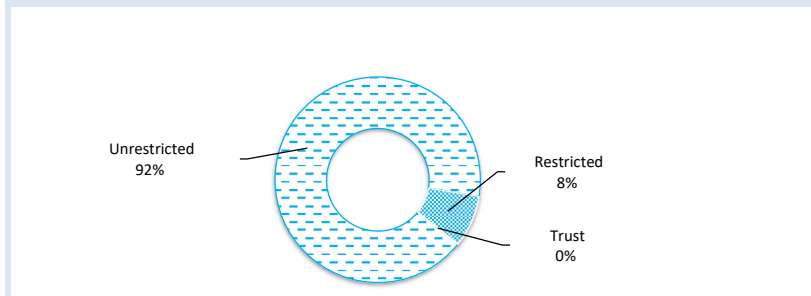
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	657			657			
At Call Deposits							
Municipal Fund	2,851,757			2,851,757	Bankwest	0.10%	
Reserve Fund		413,441		413,441	Bankwest	0.00%	
Trust Fund			1,990	1,990	Bankwest	0.00%	
Term Deposits							
Municipal Investment - Term Deposit CBA 38420506	1,780,391			1,780,391	CBA	2.14%	11/11/2022
Total	4,632,805	413,441	1,990	5,048,237			

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 financial position.

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 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 financial position.



Total Cash	Unrestricted
\$5.05 M	\$4.63 M

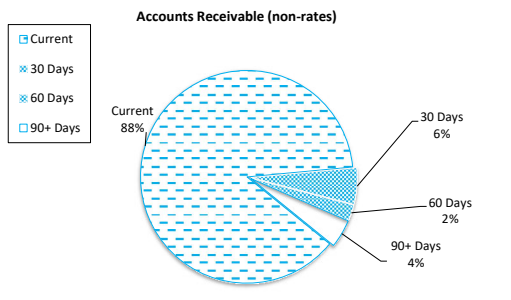
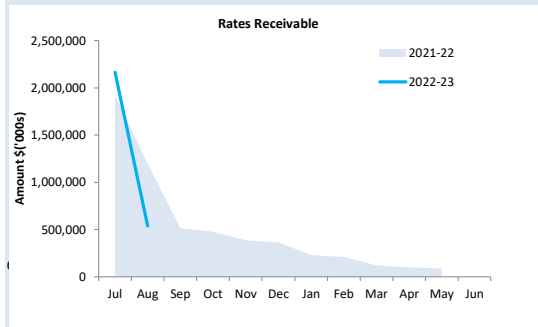
Rates Receivable including ESL and Rubbish	31 Aug 22	Receivables - General	Current	30 Days	60 Days	90+ Days	Total	
Opening Arrears	\$ 100,262	Receivables - General	\$ 79,518	\$ 5,038	\$ 2,220	\$ 3,910	\$ 90,686	
Levied this year	2,133,835	Percentage	88%	6%	2%	4%		
Less Collections to date	(1,651,115)	Balance per Trial Balance						
Equals Current Outstanding	582,982	Sundry debtors	79,518	5,038	2,220	3,910	90,686	
Net Rates Collectable	582,982	Total Receivables General Outstanding					90,686	
% Collected	77.38%	Amounts shown above include GST (where applicable)						

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.

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables



Debtors Due
\$90,686
Over 30 Days
12%
Over 90 Days
4%

Rates Received	Rates Due
77%	\$582,982

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022**

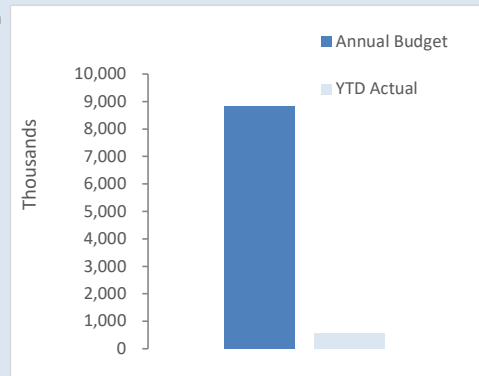
**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS**

Capital Acquisitions	Original Budget	Current		YTD Actual Total	YTD Budget Variance
		Annual Budget	YTD Budget		
		\$	\$	\$	\$
Land		0	0	0	0
Buildings	986,459	986,459	154,406	102,424	(51,982)
Plant & Equipment	1,154,180	1,154,180	82,358	0	(82,358)
Furniture & Equipment	276,842	276,842	1,666	0	(1,666)
Infrastructure - Roads	5,582,597	5,582,597	910,197	384,682	(525,515)
Parks, Gardens, Recreation Facilities	769,533	769,533	111,374	61,902	(49,472)
Other Infrastructure	50,000	50,000	0	0	0
Capital Expenditure Totals	8,819,611	8,819,611	1,260,001	549,008	(710,993)
Funding of Capital Acquisitions:					
Capital grants and contributions	6,060,601	6,060,601	985,644	922,232	(63,413)
Borrowings	370,000	0	0	0	0
Other (Disposals & C/Fwd)	0	0	0	0	0
Contribution from Rates and other revenue	2,389,010	2,759,010	274,357	(373,224)	(647,581)
Capital Funding Total	8,819,611	8,819,611	1,260,001	549,008	(710,993)

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$8.82 M	\$0.55 M	6%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$6.06 M	\$0.92 M	15%

INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)

		Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Buildings Specialised							
Administration Office and Chambers Refurbishment - stage 1,2	2055	120,000	120,000	20,000	6,287	-13,713	consultant appointed
LRCI phase 3A - Hall Accessibility upgrades	2119	75,000	75,000	12,500	0	-12,500	project underway
LRCI Stage 3 Townhall upgrades	2093	116,230	116,230	19,370	60,564	41,194	project underway
LRCI phase 3 - The Old Church Restoration	2101	115,229	115,229	19,204	35,372	16,168	project underway
Depot Ameneties Upgrade	2117	30,000	30,000	0	145	145	
Stormwater Harvesting Project	2116	30,000	30,000	0	56	56	
Sub Total		486,459	486,459	71,074	102,424	31,350	
Building - Non Specialised							
2 new houses Cheetham Way	2045	500,000	500,000	83,332	0	-83,332	Strategy to be developed
Total Buildings		986,459	986,459	154,406	102,424	-51,982	
Furniture and Equipment							
Hardware Renewal and Plan Initiatives (Admin Server)	2043	10,000	10,000	1,666	0	-1,666	project ongoing
LRCI phase 3A - Vehicle Charging Station	2123	116,842	116,842	0	0	0	
LRCI Phase 3A - Swimming Pool heating	2121	150,000	150,000	0	0	0	
		276,842	276,842	1,666	0	-1,666	
Plant & Equipment							
LRCI stage 3 - Electronic sign board	2094	50,000	50,000	8,332	0	-8,332	seeking quotes
Toyota Landcruiser - Skeleton Weed Vehicle NB7511	2041	70,000	70,000	11,666	0	-11,666	sought quotes. Waiting
Prime Mover NB7704	2086	630,000	630,000	0	0	0	Defer
Howard Porter Side Tipper NB3937	2087	120,000	120,000	20,000	0	-20,000	Defer
Electronic fuel management system	2095	30,000	30,000	0	0	0	Quotes sought
Replacement Vehicle - Mechanic	2064	50,000	50,000	8,332	0	-8,332	Defer
Toyota Prado - Works Manager	2115	60,000	60,000	10,000	0	-10,000	
Pohiner roller modifications	2105	15,000	15,000	2,500	0	-2,500	
Toro Reelmaster mower	2106	64,010	64,010	10,668	0	-10,668	
Heavy Duty Car Trailer	2107	15,000	15,000	2,500	0	-2,500	
Tri-Axle Dolly	2108	35,000	35,000	5,832	0	-5,832	
Ute mounted boom sprau	2109	15,170	15,170	2,528	0	-2,528	
		1,154,180	1,154,180	82,358	0	-82,358	

**INVESTING ACTIVITIES
NOTE 5
CAPITAL ACQUISITIONS (CONTINUED)**

	Account Number	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Infrastructure - Roads							
R2R - Soldiers road gravel resheet							
	2062	914,207	914,207	162,881	0	-162,881	Due for May Completion
RRG Funded - Narembeen South Road slk10.90-14.62 (4170005)							
	2079	179,481	179,481	30,654	0	-30,654	Completed except for final seal
WSFN - Narembeen-Kondinin Road slk10-13.2 widen to 10m and overlay							
	2080	913,000	913,000	152,166	0	-152,166	Completed except for final seal
WSFN - Narembeen-Kondinin Road slk14-16 widen and overlay							
	2081	145,987	145,987	25,072	0	-25,072	Completed except for final seal
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 clearing of vegetation for works incl traffic management							
	2082	110,000	110,000	18,332	0	-18,332	Design of next stage underway
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 project management, geotechnical, etc							
	2084	35,815	35,815	5,968	0	-5,968	Design of next stage underway
Latham road Improvements (C/F)							
	2015	718,499	718,499	119,750	384,088	264,338	commence Mid April
Longhurst Street Improvements - c/f							
	G136	90,000	90,000	15,000	0	-15,000	Defer
LRCI stage 3 - Seal Laneway Savage Street - Latham Road							
	2091	241,065	241,065	40,176	0	-40,176	Corp to remove pipe
LRCI phase 3A - Culvert on Corrigin/Narembeen Rd							
	2122	120,000	120,000	0	0	0	
RRG Funded - Cramphorne Road SLK 32.29 - 37.29 reconstruct and primerseal							
	2114	520,000	520,000	94,092	0	-94,092	
WSFN - reconstruct Corrigin-Narembeen Rd South Kuminin Intersection							
	2110	267,697	267,697	44,616	594	-44,022	
WSFN - Narembeen-Kondinin SLK 19.5-23 widen, overlay							
	2111	1,035,871	1,035,871	184,032	0	-184,032	
WSFN - Narembeen-Kondinin SLK 4.8-5.4 widen, overlay							
	2112	186,224	186,224	0	0	0	
WSFN - Narembeen-Kondinin SLK 6-6.3 widen, overlay							
	2113	104,751	104,751	17,458	0	-17,458	
		5,582,597	5,582,597	910,197	384,682	-525,515	
Other Infrastructure							
LRCI Phase 3 - Signage Stratage							
	2118	50,000	50,000	0	0	0	
		50,000	50,000	0	0	0	
Infrastructure - Parks & Gardens							
LRCI stage 3 - Footpath Infrastructure							
	1430	171,761	171,761	28,626	179	-28,447	Design stage
LRCI stage 3 - Planning and improvements Churchill Street							
	2092	350,000	350,000	58,332	0	-58,332	Progressing
Town Dam Fencing c/f							
	2070	16,090	16,090	16,090	17,700	1,610	
LRCI stage 3 - Walker Lake exercise equipment							
	2090	49,955	49,955	8,326	0	-8,326	
LRCI Phase 3A - Cemetery Shade/Seating							
	2120	35,000	35,000	0	0	0	
Bowling Club Resurface							
	2046	146,727	146,727	0	44,023	44,023	
		769,533	769,533	111,374	61,902	-49,472	
TOTAL CAPITAL ACQUISITIONS		8,819,611	8,819,611	1,260,001	549,008	-710,993	

Grants and Contributions

	Current		YTD Budget	YTD Actual	Variance (Under)/Over
	Annual Budget	Budget			
Operating grants, subsidies and contributions					
General Purpose funding					
Financial Assistance Grant Operating (LG Grants Commission) - Income					
	330,828	330,828	55,138	161,149	106,011
Financial Assistance Grant Funding - Roads (LG Grants Com) - Income	146,696	146,696	24,448	0	(24,448)
	<u>477,524</u>	<u>477,524</u>	<u>79,586</u>	<u>161,149</u>	<u>81,563</u>
Governance					
Emergency Services Levy (ESL) Contribution (DFES) - Income				-3,805	(3,805)
	0	0	0	-3,805	0
Emergency Services Levy (ESL) Contribution (DFES) - Income					
Emergency Services Levy (ESL) Contribution (DFES) - Income	4,500	4,500	750	0	(750)
Bush Fire Brigade Operating Grant (DFES) - Income	9,860	9,860	1,642	0	(1,642)
	0	0	0	0	0
	<u>14,360</u>	<u>14,360</u>	<u>2,392</u>	<u>0</u>	<u>(2,392)</u>
Community Amenities					
CRC Grants and Contributions	165,000	165,000	27,498	33,737	6,239
	<u>165,000</u>	<u>165,000</u>	<u>27,498</u>	<u>33,737</u>	<u>6,239</u>
Recreation and Culture					
Rec & Sport - Other Income	20,045	20,045	19,717	44,023	24,306
Library - Income	750	750	124	0	(124)
Pool Operating Grant (Dept. of Finance) - Income	0	0	0	0	0
	<u>20,795</u>	<u>20,795</u>	<u>19,841</u>	<u>44,023</u>	<u>24,182</u>
Transport					
Direct Grant Funding (Main Roads) - Income	217,577	217,577	36,262	0	(36,262)
Airfield Contributions				-326	
Road Maintenance Contributions	400,000	400,000	66,666	49,767	(16,899)
	<u>617,577</u>	<u>617,577</u>	<u>102,928</u>	<u>49,442</u>	<u>(53,161)</u>
Economic Services					
Grant Funding - Skeleton Weed Program (DAFWA) - Income	183,012	183,012	30,502	0	-30,502
	<u>183,012</u>	<u>183,012</u>	<u>30,502</u>	<u>0</u>	<u>(30,502)</u>
Operating grants, subsidies and contributions Total	1,478,268	1,478,268	262,747	284,546	25,929
Non-operating grants, subsidies and contributions					
Community Amenities					
Local Road and Community Infrastructure Funding Round 3	0	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Recreation and Culture					
Drought Communities Funding	1,733,857	1,733,857	288,976	0	(288,976)
	<u>1,733,857</u>	<u>1,733,857</u>	<u>288,976</u>	<u>0</u>	<u>-288,976</u>
Transport					
Regional Road Group Funding (Main Roads) - Income	415,333	415,333	69,222	0	(69,222)
Roads to Recovery Funding (FDoT) - Income	867,841	867,841	144,640	0	(144,640)
Black Spot Funding - Income	332,801	332,801	55,466	382,461	326,995
Footpath grants	0	0	0	0	0
Wheatbelt Secondary Freight Network	2,564,042	2,564,042	427,340	0	(427,340)
	<u>4,180,017</u>	<u>4,180,017</u>	<u>696,668</u>	<u>382,461</u>	<u>113,133</u>
Non-operating grants, subsidies and contributions Total	5,913,874	5,913,874	985,644	382,461	(175,843)
Grand Total	7,392,142	7,392,142	1,248,391	667,007	(149,914)

KEY INFORMATION

**ATTACHMENT – AGENDA ITEM 8.2.4
Schedule of Accounts – August 2022**

SHIRE OF NAREMBEEN
Creditors Payment List - August 2022

PAGE: 1

Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
	Building and Energy Department of Mines,industry regulation and safety		
EFT15885	T207 - BA22-03 - KING		56.65
	Naremben Shire Council		
EFT15886	T207 - BA22-03 - KING		5.00
	Accwest Pty Ltd		
EFT15887	General Accounting & Budget preparation		2,508.00
	Australian Services Union		
EFT15888	Payroll Deductions/Contributions		49.80
	Bitumen Distributors Pty Ltd		
EFT15889	1000 litres bitumen emulsion		1,402.50
	Budo Group Pty Ltd		
EFT15890	Stage 2 of 2 Naremben Town Hall Restoration - Claim 3		105,468.27
	CJB Carpentry		
EFT15891	erect 250m of 1800 chainmesh fence around CBH dam		19,470.00
	Cohesis Pty Ltd		
EFT15892	Cohesis - CIO and Qbit services - July and August 2022		6,908.55
	Cutting Edges Pty Limited		
EFT15893	Depot - parts for plant maintenance		5,358.76
	Daves Tree Service		
EFT15894	Council properties - tree pruning		23,100.00
	Eastern Hills Saws And Mowers		
EFT15895	Depot - parts for plant maintenance		630.60
	Industrial Automation Group Pty Ltd		
EFT15896	Standpipes - remote access and support - July to December 2022		1,332.65
	Landgate		
EFT15897	Certificate of Title x 3		84.60
	Office of Regional Architecture		
EFT15898	Refurbishment of Shire Offices - Stage A and B		6,712.70
	T - Quip		
EFT15899	Depot - parts for plant maintenance		229.00
	Toll Ipec Pty Ltd		
EFT15900	Freight Charges		187.87
	Town Planning Innovations		
EFT15901	General Planning Services		1,155.00
	Truckline		
EFT15902	Depot - parts for plant maintenance		361.25
	Trustee for J & S Baldwin Trust		
EFT15903	DEPOT - Batteries		1,334.00
	WA Contract Ranger Services		
EFT15904	WA Contract Ranger Weekly Services for 22/7/22 - 28/7/22		1,045.00
	WALGA		
EFT15905	WALGA - Memberships and Subscriptions - 2022/2023		27,404.29
	Wcp Civil Pty Ltd		
EFT15906	Latham Road upgrades - progress claim 3		364,867.21
	Western Australian Treasury Corporation		
EFT15907	Guarantee Fee - Annuity Lending - June 2022		4,835.49
	Westrac Equipment Pty Ltd		
EFT15908	DEPOT -Parts for plant maintenance		1,074.92
	Willway Plumbing and Gas		
EFT15909	Standpipe - repair 4x backflow valves		4,221.80

SHIRE OF NAREMBEEN
Creditors Payment List - August 2022

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
	Building and Energy Department of Mines,industry regulation and safety		
EFT15910	BSL -BA22-07 - AUSPAN - WILSON		403.76
	Naremben Shire Council		
EFT15911	T208 - BA22-04 - TOWN HALL		15.00
	A-Team Printing		
EFT15912	Customer Merchandise - Driver Log Book as per quote		114.40
	Aust Post		
EFT15913	Postage charges - July 2022		507.09
	Australian Services Union		
EFT15914	Payroll Deductions/Contributions		49.80
	Central Regional TAFE		
EFT15915	AUSCHEM Course		1,880.32
	Civic Legal		
EFT15916	Legal Advice - Medical Services - matter ACQ/151354		3,468.85
	Claw Environmental		
EFT15917	DrumMuster - drum collection		1,942.38
	Flowers by Elli Paige		
EFT15918	Flower arrangements for Retired Councillors Dinner		500.00
	Glide Print		
EFT15919	Admin - Shire branded window envelopes		865.70
	Great Eastern Country Zone Walga		
EFT15920	Great Eastern Country Zone Walga - Annual Subscription - July 2022 - June 2023		1,650.00
	Kristopher Barron		
EFT15921	REFUND - Gym Card Bond refund		50.00
	Landgate		
EFT15922	Mining Tenements - M2022/7 - 4/06/2022 - 7/07/2022		42.15
	Lynda Cornish		
EFT15923	Reimbursement - SOCK Week Event gift bags		32.50
	Moore Australia (WA) Pty Ltd		
EFT15924	IT - Moore Annual Financial Reporting template		1,375.00
	Naremben Hardware And Ag Supplies Pty Ltd		
EFT15925	Swimming Pool - materials for building maintenance		430.51
	Naremben IGA		
EFT15926	Admin Consumables July 2022		205.95
	P M Services Naremben		
EFT15927	Waste Transfer Station Management 23/072022 - 5/08/2022		2,592.00
	Prime Television (Southern) Pty Limited		
EFT15928	SOCK Poem Ad Promotion - 27/06 - 03/07 2022		1,406.90
	Regional Development Australia		
EFT15929	Subscription - RDA Wheatbelt GrantGuru Portal - Year 3 of 3		467.50
	Rural Water Council Of WA Inc		
EFT15930	Rural Water Council Of WA - Annual Subscription - July 2022 - June 2023		300.00
	Ryan Hunt		
EFT15931	REFUND - Accommodation - 2 nights, double cabin		264.00
	Satwant Singh		
EFT15932	REFUND - Gym card bond		50.00
	Scavenger Supplies Pty Ltd		
EFT15933	Shire Properties - Fire safety equipment service		4,438.50
	Sigma Chemicals		
EFT15934	Swimming Pool - Dolphin Liberty Pro Caddy (Creepy Crawly)		3,056.16
	WA Distributors Pty Ltd		
EFT15935	Cleaning and Caravan Park supplies		297.55

SHIRE OF NAREMBEEN
Creditors Payment List - August 2022

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
	Wheatbelt Office and Business Machines		
EFT15936	CRC - printing and copier charges - 04/07/2022 - 02/08/2022		142.38
	A & M Medical Services		
EFT15937	Swimming Pool - Annual service - Oxygen Equipment		111.60
	AFGRI Equipment Australia Pty Ltd		
EFT15938	Depot - parts for plant maintenance		1,237.06
	Avon Waste		
EFT15939	Waste Collection Services - July 2022		14,787.26
	Boc Gases		
EFT15940	Depot - parts for plant maintenance		53.36
	Ness Gas Supplies		
EFT15941	Caravan Park - Supply 2x Gas bottles - July 2022		340.00
	Prompt Safety Solutions		
EFT15942	Generic Traffic Plans and TGS's - 2022/2023		2,750.00
	Repec a division of GPC Asia Pacific Pty Ltd		
EFT15943	Depot - parts for plant maintenance		350.86
	Ross Diesel Service		
EFT15944	Depot - parts for plant maintenance		46.81
	Scavenger Supplies Pty Ltd		
EFT15945	URGENT WORKS - Replaced failed valves and electrical controller on pump one and tanks No		5,717.58
	T - Quip		
EFT15946	Depot - parts for plant maintenance		699.50
	Team Digital		
EFT15947	Ink cartridges + canvas paper		447.14
	The Narembeen Cafe		
EFT15948	Catering - 11/8/22 Cluster Meeting Narembeen		165.00
	Toll Ipec Pty Ltd		
EFT15949	Delivery Charges		215.16
	Trustee for J & S Baldwin Trust		
EFT15950	Depot - tyres for plant maintenance		566.00
	Two Dogs Hardware		
EFT15951	BGA Blower Kit		694.69
	Australian Services Union		
EFT15952	Payroll Deductions/Contributions		49.80
	Australian Taxation Office		
EFT15953	BAS - August 2022		57.00
	Chris Bray Electrics Pty Ltd		
EFT15954	Caravan Park - Assess and Repair center fan in ladies bathroom, assess and repair light and fan		189.20
	Copier Support		
EFT15955	Admin - printing and copier charges - 25/07/2022 - 23/08/2022		849.24
	Department Of Fire And Emergency Services (FESA)		
EFT15956	ESLB - Quarter 1 contribution		16,516.80
	Narembeen P & C Association		
EFT15957	Catering - Retired Councillor Dinner		3,600.00
	P M Services Narembeen		
EFT15958	Waste Transfer Station Management 06/08/2022 - 19/08/2022		2,592.00
	Repec a division of GPC Asia Pacific Pty Ltd		
EFT15959	Depot - parts for plant maintenance		294.50
	Ross Diesel Service		
EFT15960	Depot - parts for plant maintenance		849.29
	Sheridans For Badges		
EFT15961	Customer Merchandise - name badge as per quote		55.63
	Toll Ipec Pty Ltd		

SHIRE OF NAREMBEEN
Creditors Payment List - August 2022

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT15962	Toll Ipec Pty Ltd Delivery charges		62.82
EFT15963	Trustee for J & S Baldwin Trust Tyre repair - 111NB		45.00
EFT15964	WA Contract Ranger Services Ranger Services - 4/08/2022 - 11/08/2022		914.38
EFT15965	WA Distributors Pty Ltd Shire properties - cleaning supplies		275.95
EFT15966	Willway Plumbing and Gas Swimming pool - Supply and install new circulation pump in the Narembreen pool pump shed		3,545.30
EFT15967	Chris Bray Electrics Pty Ltd Swimming pool - Electrical repairs		121.00
EFT15968	Glenn Leslie Jones Refund - gym card bond		50.00
EFT15969	Jeremy Tetlow Refund - Gym card bond		50.00
EFT15970	Kellie Jane Mortimore Reimbursement for items purchased for Retired Councillors Dinner		46.96
EFT15971	LGIS - Contract - Walga Municipal Liability Scheme Insurance - Workers Compensation - Endorsement 2022/2023		1,310.61
EFT15972	Local Government Professionals Australia WA LG Professionals - Annual State Conference 2022		1,320.00
EFT15973	Local Health Authorities Analytical Committee Analytical Services - 2022/2023		396.00
EFT15974	Merredin Toyota and Isuzu Ute Depot - parts for plant maintenance		250.40
EFT15975	Nutrien Ag Solutions Parks and Gardens - Chemical		310.86
EFT15976	Qbit Trading Company Pty Ltd Admin - IT licences		357.50
EFT15977	Quinn Krepp Refund - Gym card bond		50.00
EFT15978	Repeo a division of GPC Asia Pacific Pty Ltd Depot - parts for plant maintenance		844.80
EFT15979	Toll Ipec Pty Ltd Delivery Charges		34.73
EFT15980	Trustee for J & S Baldwin Trust Depot - battery		331.00
EFT15981	Wadderin Wildlife Sanctuary Inc. Donation on behalf of retired Councillor Lines		400.00
EFT15982	Westrac Equipment Pty Ltd Depot - parts for plant maintenance		618.94
EFT15983	Wurth Australia Pty Ltd Depot - parts for plant maintenance		487.21
DD11484.1	Beam Precision Superannuation Super payment payrun 9 4 August 2022		13,853.79
DD11487.1	Synergy - Western Power Power usage and service charges - August 2022		854.93
DD11487.2	Synergy - Western Power Power usage and service charges - August 2022		4,899.75
DD11487.3	Synergy - Western Power Power usage and service charges - August 2022		4,617.28
	Synergy - Western Power		

SHIRE OF NAREMBEEN
Creditors Payment List - August 2022

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
DD11487.4	Synergy - Western Power Power usage and service charges - August 2022		1,358.29
DD11487.5	Synergy - Western Power Power usage and service charges - August 2022		290.38
DD11487.6	Synergy - Western Power Power usage and service charges - August 2022		262.50
DD11487.7	Synergy - Western Power Power usage and service charges - August 2022		1,213.23
DD11495.1	Sarina Kamini Pty Ltd CRC - Spice Class Event		1,320.00
DD11498.1	Bankwest Credit Card Purchases - 15 June to 13 July 2022		7,401.73
DD11507.1	Bond Administrator WOOLCOCK - 40655/22 - BOND - 3/31 CURRALL ST		2,030.90
DD11508.1	Bond Administrator MOANA - 40810/22 - BOND - 4/33 CURRALL ST		156.00
DD11510.1	Water Corporation Water usage and service charges - August 2022		49.76
DD11510.2	Water Corporation Water usage and service charges - August 2022		8,295.83
DD11510.3	Water Corporation Water usage and service charges - August 2022		3,540.35
DD11510.4	Water Corporation Water usage and service charges - August 2022		2,932.39
DD11510.5	Water Corporation Water usage and service charges - August 2022		2,198.63
DD11510.6	Water Corporation Water usage and service charges - August 2022		82.51
DD11511.1	Power ICT Pty Ltd Admin - messages on hold service		75.90
DD11511.2	Commander Australia Pty Ltd Admin - phone usage and service charges		68.51
DD11511.3	HBF HBF - Health - as per Contract of Employment- EMCS		169.63
DD11511.4	HBF HBF - Health - Works as per Contract of Employment		466.18
DD11511.5	Synergy - Western Power Power usage and service charges august		166.97
DD11511.6	Telstra CRC - Phone usage and charges - July 22		238.70
DD11511.7	Telstra CRC - Phone usage and charges - August 22		240.53
DD11511.8	Telstra Admin - phone charges August 2022		1,668.49
DD11512.1	Synergy - Western Power Reversal - airfield - usage and service charges - August 2022		-1,358.29
310822	BANKFEES - BANK FEES PAPER TRANSACTION FEES BANK FEES		6.40
310822	BANKFEES - BANK FEES ELECTRONIC TRANSACTION FEES BANK FEES		27.80
310822	BANKFEES - BANK FEES MAINENANCE FEES BANK FEES		20.00
	BANKFEES - BANK FEES		

SHIRE OF NAREMBEEN
Creditors Payment List - August 2022

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
310822	BANKFEES - BANK FEES OVER THE COUNTER FEE BANK FEES		5.00
310822	BANKFEES - BANK FEES CBA MERCHANT FEES BANK FEES		193.37

REPORT TOTALS

Bank Code	Bank Name	TOTAL
MUNI	Municipal 5347926	726,091.38
TRUST	Trust 5347934	2,667.31
TOTAL		728,758.69



Credit Card Purchases 15 June - 13 July 2022

CEO

Date	Account Code	Store		Amount
17/06/2022	PE116	OTR Roleystone	CEO - fuel	\$ 50.24
27/06/2022	PE116	AMPOL	CEO - fuel	\$ 98.74
4/07/2022	#2055	PAYPAL Melissa Wells	CEO - travel costs for interior designer	\$ 203.50
TOTAL CEO CREDIT CARD PAYMENTS				\$ 352.48

EMCS

Date	Account Code	Store		Amount
15/06/2022	1311102	Elders Insurance	EMCS -Skeleton Weed LAG insurance	\$ 1,849.13
20/06/2022	1321101	Seton	EMCS - caravan park - utility cart	\$ 603.16
20/06/2022	PE 221	Coles Express	EMCS - fuel	\$ 92.72
24/06/2022	4211200	Narembeen Post Office	EMCS - depot tablet - connection for payroll entry	\$ 63.95
24/06/2022	4211300	Bosstab	EMCS - depot tablet - wall mount	\$ 191.95
25/06/2022	4211300	Kmart	EMCS - depot tablet - protective cover	\$ 10.00
26/06/2022	PE 221	Coles Express	EMCS - fuel	\$ 104.58
30/06/2022	4118000	Signs Etc	EMCS - Councillor uniform samples	\$ 30.25
1/07/2022	42111500	Officeworks	EMCS - stationery	\$ 379.30
1/07/2022	2093	Shire of Narembeen	EMCS - building permit BA22-04 - Town Hall ramp	\$ 61.65
9/07/2022	PE 221	Coles Express	EMCS - fuel	\$ 100.79
12/07/2022	PE 221	Coles Express	EMCS - fuel	\$ 82.78
TOTAL EMCS CREDIT CARD PAYMENTS				\$ 3,570.26

WORKS

Date	Account Code	Store		Amount
22/06/2022	2015	Narembeen Hardware	Works - materials - Parks and Gardens	\$ 9.05
30/06/2022	PE 999	Narembeen Hardware	Works - materials - Parks and Gardens	\$ 161.35

5/07/2022	1131122	Narembeen Hardware	Works - materials - Parks and Gardens	\$ 17.70
TOTAL WORKS CREDIT CARD PAYMENTS				\$ 188.10

Mechanic

Date	Account Code	Store		Amount
21/06/2022	PE999	Church of Christ Narembeen	Mechanic - rags for workshop	\$ 24.00
23/06/2022	1221102	Narembeen Hardware	Mechanic - tools for workshop	\$ 72.60
23/06/2022	PE187	E & MJ Rosher Pty Ltd	Mechanic - parts for mower	\$ 291.41
28/06/2022	PE187	Alloy Stainless Products	Mechanic - parts for slasher	\$ 326.45
7/07/2022	1221105	Narembeen IGA	Mechanic - materials for plant maintenance	\$ 19.90
7/07/2022	1051112	Narembeen Hardware	Mechanic - tools for Parks and Gardens	\$ 74.75
TOTAL MECHANIC CREDIT CARD PAYMENTS				\$ 809.11

Skeleton Weed

Date	Account Code	Store		Amount
20/06/2022	1311102	Narembeen Hardware	Skeleton - tap - pressure cleaner	\$ 10.00
24/06/2022	1311102	Narembeen Roadhouse	Skeleton - fuel - boomspray	\$ 82.50
5/07/2022	1311102	Narembeen Hardware	Skeleton - cleaning equipment	\$ 49.35
7/07/2022	1311102	Ink Station	Skeleton - stationery	\$ 54.50
TOTAL SKELETON WEED CREDIT CARD PAYMENTS				\$ 196.35

CRC

Date	Account Code	Store		Amount
14/06/2022	110511110.209	WWC Communties	CRC - WWCC - renewal	\$ 87.00
14/06/2022	115112100.230	Narembeen Post Office	CRC - stationery	\$ 51.90
17/06/2022	CRC0	Narembeen Roadhouse	CRC - Mens Night Event - refreshments	\$ 24.00
17/06/2022	CRC0	Narembeen Workers Hotel	CRC - Mens Night Event - refreshments	\$ 32.00
17/06/2022	CRC0	Narembeen Workers Hotel	CRC - Mens Night Event - refreshments	\$ 372.00
17/06/2022	CRC0	Narembeen IGA	CRC - Mens Night Event - catering	\$ 643.64
17/06/2022	CRC0	Narembeen IGA	CRC - Mens Night Event - catering	\$ 38.46
28/06/2022	CRC4	Narembeen IGA	CRC - SOCK Week Event - catering	\$ 45.14
28/06/2022	CRC4	Narembeen Hardware	CRC - SOCK Week Event - prizes	\$ 99.70
1/07/2022	CRC4	Facebook	CRC - SOCK Week Event - advertising	\$ 12.00
1/07/2022	CRC4	Facebook	CRC - SOCK Week Event - advertising	\$ 12.00
3/07/2022	141150000.285	Green Envelope	CRC - Retired Councillors Dinner - invites	\$ 74.00
4/07/2022	CR11	Kmart	CRC - Morning Coffee Club - materials	\$ 116.50
4/07/2022	115112100.230	Officeworks	CRC - stationery	\$ 99.43

4/07/2022	141150000.285	Green Envelope	CRC - Retired Councillors Dinner - additional invites	\$ 50.00
5/07/2022	115112100.280	Paypal Linkwest	CRC - Linkwest Membership	\$ 370.00
7/07/2022	CRC9	Narembeen IGA	CRC - School Holiday Event - catering	\$ 15.30
TOTAL CRC CREDIT CARD PAYMENTS				\$ 2,143.07

13/01/2022	142111500.287	Bankwest	Interest & Other Charges	\$ 142.36
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TOTAL CREDIT CARD PAYMENTS **\$ 7,401.73**

**ATTACHMENT – AGENDA ITEM 8.2.5
Multipurpose Sports Facility Feasibility and
Concept Design**

Provided under separate cover when received

NAREMBEEN MULTIPURPOSE SPORTS FACILITY FEASIBILITY AND CONCEPT DESIGN

SHIRE OF NAREMBEEN



JULY 2022



Prepared by Otium Planning Group Pty Ltd:
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Otium Planning Group acknowledges the Australian Aboriginal, Torres Strait and South Sea Islander peoples of this nation. We acknowledge the traditional custodians of the lands on which our company is located and where we conduct our business. We pay our respects to ancestors and to Elders, past, present and emerging. Otium is committed to national reconciliation and respect for indigenous peoples' unique cultural and spiritual relationships to the land, waters and seas, and their rich contribution to society.

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Executive summary

To be inserted on approval of the draft

1. Introduction

The Shire of Narembeen (Shire) is a Local Government Authority (LGA) located in the Wheatbelt, approximately 286km east of Perth. Covering an area of 3,809m² and a resident population of 787 the Shire is seeking to develop a new synthetic field and pavilion to service the needs of tennis and hockey. As an outcome of the Shire's Sport and Recreation Facilities Plan 2021 – 2031, the infrastructure will be located at Narembeen Reserve (Figure 1), which currently caters for a range of sporting activities including Australian rules football (football), cricket, lawn bowls, tennis and hockey, and forms a part of a greater precinct with the aquatic centre, four outdoor netball / basketball courts and a caravan park.

It is anticipated the new infrastructure would provide the community with a modern and functional multi-sport facility, accommodating one full size hockey pitch and eight tennis courts, change rooms and supporting infrastructure to service the needs of the community for years to come.



Figure 1: Shire of Narembeen townsite, showing the location of Narembeen Reserve

1.1 Objectives

The objectives for the feasibility study is to investigate, analyse and verify options in the development of a synthetic field, catering for the sports of tennis and hockey, supporting infrastructure such as floodlighting and change rooms (pavilion). Specifically, the feasibility study it involves:

- A detailed analysis to proof up the case for the development. It will consider local parameters, respond to local demands and determine the requirements for the project to guide development opportunities.

- Integration all opportunities in an effort to create a functional and contemporary facility, with due consideration to access and inclusion, crime prevention through environmental design (CPTED) principles, materiality and innovation within design to ensure the facility is fit for purpose.
- Identification of potential risks and how these may be managed and mitigated within the context of facility design, and minimise risk in the establishment of the facility.
- Development of a concept design, estimate of probable costs construction, anticipated maintenance schedule and whole of life costs, for the Shire to incorporate within its a Capital Works Program.
- Having regard to the above, the feasibility study case will make recommendations for the Shire to consider should it be determined by Council to proceed with the project.

1.2 Methodology

The following methodology was used in the delivery of this feasibility study, providing the Shire with a comprehensive evidence based report that will guide the development of the proposed facility. The research, analysis and recommendations will provide the Shire with certainty over the potential long term economic, social and environmental impacts of the development.



The development of the feasibility study has focused on:

- Establishing project parameters through technical research and facility analysis to assess current level of use, functionality (fitness-for-purpose), quality of infrastructure, condition (review of asset management plans and condition audits) and identify potential constraints within each facility component and how these may be overcome / addressed.
- Establish the implications, constraints and opportunities as it relates to the development within Narembeen Reserve.
- Undertake stakeholder engagement to explore views in regards to current and future needs of the Shire, in consideration of local community sporting groups and best practice.
- The development of concept plans for the sporting infrastructure and pavilion demonstrating how the necessary components can be achieved within Narembeen Reserve. This has considered the renewal and redevelopment (upgrade) of the existing buildings and / or the need for a new where required.
- Integrating opportunities in an effort to create a functional and contemporary facilities, with due consideration to access and inclusion, materiality and innovation within design to ensure the facility is fit for purpose, environmental sensitivities and whole of life management.
- Establishing an estimate of probable costs along with asset and maintenance considerations.
- Developing an implementation plan that will guide the Shire to what and when actions should occur to develop the future facilities.

2. Demographic analysis

For sporting infrastructure, it is important to understand the catchment of a given area to establish how a facility may need to be developed. The proposed provision of a synthetic field provides the Shire a multitude of local neighbourhood, district and regional level functions, within the wider Wheatbelt area. These uses include school programs, club programs, competition (social and formal) and regional events.

The following demographic analysis outlines the key data for the Shire, which has been obtained using the Australian Bureau of Statistics (ABS) 2021 Census. The analysis has focused on the current population profile and age composition. Note: all tables and graphs have been compiled by Otium.

The Shire had an estimated population of 787 in 2021, which has decreased from 810 in 2016 (ABS 2021 Census). The average age of persons living in the Shire is 47, although it has an even spread of people in all age groups. The largest cohort of residents in the Shire are aged between 55 and 64, with those aged 25 to 34 the next largest, and the ages of 15 to 24 and 35 to 44 being the two age groups that are low in comparison, as shown in Figure 2 below.

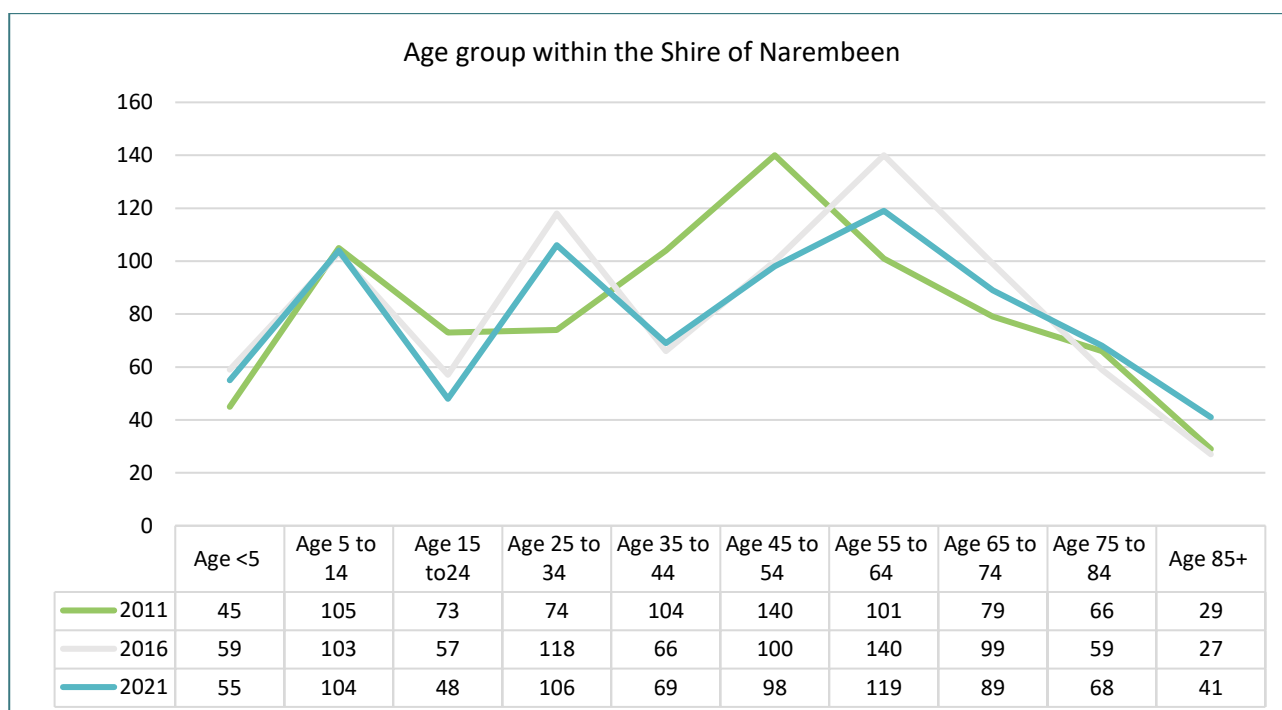


Figure 2: Age structure - 10-year age groups

This indicates the need for a whole of life approach to sport infrastructure and programs to service the needs of the resident population. The implication for sports like tennis and hockey is in relation to sport development pathways, where the change from one age group to another may suffer due to the low take up / participation. For example, when a person is too old for the junior competition or program, they may need to move into an adult competition, which may not be appropriate for their current level of skill, ability, physical strength or mental mindset. This may lead to the participants changing sports, not returning in future years or stop participating in sport altogether.

This highlights the importance of maintaining and expanding club-based opportunities for families and developmental (sports coaching and mentoring) programs for children. An opportunity that presents itself when developing a synthetic field is the ability to have small side games (Hockey 5's) and modified tennis programs like cardio tennis and Hot Shots, which will encourage continuation, and potentially take up in the sport.

As such, it is imperative that the Shire invests in infrastructure that can cater for a range of family-based and junior activities, to enhance sport proficiency pathways, especially as the sports of hockey and tennis can be played by all throughout life. However, the number of people that are ageing in the Shire, reflects the need to provide seniors programs such as walking hockey and Pickleball, and develop facilities that are inclusive for all, provide access and assist those with physical impairments.

When planning a new facility, it is important to consider the positive impact social gathering and community spaces will bring the community, especially in area where the demand for health, well-being and socialisation is clearly identified. Therefore, any development of must provide an environment which is conducive to both attracting young families (immediate catchment) and seniors (extended catchment).

3. Situation analysis

This section identifies the key planning considerations identified through an analysis of documentation related to the development of the synthetic field and pavilion, at Naremben Reserve. It seeks to provide an overview of the relative influence of previous decisions and the outcome of relevant planning processes to provide an evidence based rationale, as far as practicable, for the development while highlighting the critical components informing the subsequent recommendations.

3.1 Shire of Naremben

Table 1: Summary of Shire documents

Document name	Summary	Project relevance and assumptions
Strategic Community Plan 2022 - 2032	<p>The Strategic Community Plan (SCP) is the most critical overarching planning document where the mission, vision and objectives for the Shire are outlined. The following summarises the relevant strategic priorities which the Shire has committed to:</p> <p>COMMUNITY: Happy, safe, healthy and inclusive community</p> <ul style="list-style-type: none"> • 1.4 Recreational, social and heritage spaces are safe and encourage active and healthy lifestyles. <ul style="list-style-type: none"> ○ Achievement of the Sport and Recreation Facilities Plan. ○ Parks, nature reserves and community spaces are green, tidy, accessible and activated. <p>In the development of the SCP, community members identified the following as high priority:</p> <ul style="list-style-type: none"> • Sport and recreation activities, facilities and support. • Service and facilities for youth 	<ul style="list-style-type: none"> • The project aligns with the Shire’s strategic priorities and it is evident that the need to provide a high quality, well-designed and accessible facilities that will meet the current and future needs of the community. • The critical consideration of the Shire’s SCP is the development of facilities that enables all members of the community to recreate, socialise and participate in sport. • The facility will need to be adaptable in order to cater for a broad range of activities, services and programs.
Corporate Business Plan 2022/23 - 2025/26	<p>The CBP identifies the actions the Shire will undertake to deliver the priorities listed in the SCP. Of the above actions, the traffic light system indicates the following:</p> <ul style="list-style-type: none"> • Achievement of the Sport and Recreation Facilities Plan is currently in the development phase. 	<ul style="list-style-type: none"> • The Shire will need to establish partnerships with community groups, and funding bodies in the delivery of the facility. • The importance of quality, fit for purpose facilities is an important factor in player retention and participation. • The project will need to verify the budget that is currently listed in 2024/25.

Document name	Summary	Project relevance and assumptions
	<ul style="list-style-type: none"> • Parks, nature reserves and community spaces are green, tidy, accessible and activated has not yet started. <p>The CBP outlines the following:</p> <ul style="list-style-type: none"> • To partner with local communities to manage and maintain to an acceptable standard relevant to current usage of recreation grounds and pavilions. • To retain and maintain reserves for community use relevant to current usage. • The multi-purpose sports facility is listed in 2024/25 for implementation with an allocation of \$1.5m. 	<ul style="list-style-type: none"> • Appropriate methods of procurement for design and construction will be important in minimising risk to the Shire.
Draft Strategic Resource Plan 2018-2033	<p>The plan outlines how the Shire is planning to maintain, improve their level of service while balancing finances. The plan incorporates asset management plans for the Shire, and identifies the long-term maintenance and renewal as a challenge – one that is dependent on external funding.</p> <ul style="list-style-type: none"> • Five critical assets were listed including the recreation centre, and are considered a high priority in minimising risk of failure. The recreation centre has a replacement value of \$4.81m. Narembeen Reserve has a replacement value of approximately \$750,000. • At the time of publishing, rate revenue was forecast to increase by 3% generating about \$1.65m (2018-19) and expected to increase to \$2.49m in 2032-33. • It listed the hockey / tennis multi-use turf as a \$1.5m project. • The Shire had 27 employees at the time. • \$50,000 per year is allocated to building renewals and \$20,000 for other (it is assumed this is parks). In 2018-19 recreation and culture accounted for \$195,071. • Reserves are steadily increasing and borrowings are trending downwards. • Reported that Shire did not have a documented Operation and Maintenance Strategy, which is listed as a part of the improvement plan. 	<ul style="list-style-type: none"> • The Shire has limited financial resources to manage and replace its assets without external assistance. • The currently allocation of funds for annual maintenance is relatively low, and would potentially need to increase with the development of a synthetic field and pavilion. • It will be important to review maintenance and renewal costs in the development of any new synthetic field. A sinking fund would need to be a core consideration within this plan.
Shire of Narembeen Sport and Recreation Facilities Plan 2021-2031	<p>The purpose of the plan is to provide a clear vision in partnership with local sport and recreation clubs in regards to sport and recreation facilities over the next 10 years. It sought to identify facilities, the needs of sporting groups, ways to increase participation and establish a framework for investment. Key findings:</p>	<ul style="list-style-type: none"> • The plan identifies the need to replace Narembeen tennis courts with a synthetic dry sports surface for tennis and hockey. • Total participation in hockey and tennis is low but to remain competitive against other clubs and associations, facilities

Document name	Summary	Project relevance and assumptions
	<ul style="list-style-type: none"> • Memberships have been stable with limit growth. Especially in the youth demographic. • There are many barriers to participation include cost, population, competitive structure, diversity of sport / choice and distance. • Tracking of non-structured sports is difficult. • Sport relies heavily on volunteers. • \$4m had been spend in the last five years on infrastructure – mainly the recreation centre. • 11 facilities throughout the Shire – noting that some have a number of different components / activities on them. • Sport is crucial to the community, enhancing social outcomes. • Hockey club (large club): 91 members – that has been steadily growing. A strong focus on junior participation and maintaining a B-grade side. Rates the grass field as 2 – poor. Would like to have new surface, storage, toilet facilities close to the field and a sheltered area to spectate. • Tennis club (medium club): 47 members – stable with some evidence of decline. Rates the courts as 3 – moderate. Would like to have a new surface, access to court for disabled, improved storage and lighting. • Cricket Club (small club): 23 members – described as stagnant. Sees juniors as the source for future members. Rates the grass field as 2 – poor and the practice nets as 4 – good. Would like to improve cricket pitch and upgrade facilities. 	<p>need to be of high quality, fit for purpose, safe and accessible for all.</p> <ul style="list-style-type: none"> • A functional audit of the existing facilities is needed to confirm the condition and capability / capacity to meet the needs for sporting activities. • The feasibility study needs to confirm the requirement for the following in the development of a synthetic field: <ul style="list-style-type: none"> ○ Relocation of cricket nets. ○ Expand the existing tennis court pad. ○ Design and install and dry synthetic surface. ○ Install user pays LED floodlighting. ○ Install a storage and changing block in a location adjacent to the surface – potential share with cricket. ○ Create a disabled access point into the courts.
Disability Access Inclusion Plan (DAIP) 2016-2021	<p>The DAIP outlines the following key outcomes relevant to this project that the Shire has committed to, with identified actions listed under each one.</p> <ul style="list-style-type: none"> • People with disability have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority. <ul style="list-style-type: none"> ○ Monitor Shire services to ensure equitable access and inclusion. ○ Develop the links between the DAIP and other Shire plans and strategies. • People with disability have the same opportunities as other people to access the buildings and other facilities of the relevant public authority. <ul style="list-style-type: none"> ○ Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need, including all recreational areas. ○ Ensure that all new or redevelopment works provide access to people with disability, where practicable. 	<ul style="list-style-type: none"> • Accessibility into the synthetic field is an important factor to encourage use. • The synthetic field needs to be line marked for multiple sports (tennis and hockey) and the small sided / modified versions to encourage participation for all members of the community. • The Shire should consider going beyond compliance standards requirements to cater for its community. • Footpaths around and leading into the facility will be needed. • Access, equity and inclusion will need to be considered in the concept plan phase for this project.

Document name	Summary	Project relevance and assumptions
	<ul style="list-style-type: none"> ○ Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location. <p>Findings of consultation were:</p> <ul style="list-style-type: none"> ● It found the need to install hand rails and ramps at a number of facilities. ● Extension of the footpaths leading to the recreation centre. 	

3.2 State Government

Table 2: Summary of State Government Agency documents

Document name	Summary	Project relevance and assumptions
Strategic Directions: 2020 – 2023 – Department of Local Government, Sport and Cultural Industries	<p>The document provides vision and direction for Western Australia’s Sport and Recreation Industry. DLGSC seek to improve capability and outcomes across the local government, sport and recreation and culture and arts sectors. Key objectives relevant to this project are to promote:</p> <ul style="list-style-type: none"> ● Participation and achievement in sport, recreation, culture and arts. ● Enhance the benefits of cultural diversity and social inclusion. <p>By working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience. Key strategies include:</p> <ul style="list-style-type: none"> ● Strategic Priority and infrastructure programs: <ul style="list-style-type: none"> ○ State Sporting Infrastructure Plan – implementation. ● Sector sustainability, capacity building and excellence: <ul style="list-style-type: none"> ○ Public Open Space Policy and Shared User Guide for education facilities. ○ Guidance/ monitoring of sector infrastructure management practices. 	<ul style="list-style-type: none"> ● The potential alignment with the broader ‘Place’ activation activities and economic development opportunities should be factored into any development proposed. ● Financial viability is imperative if it is to secure support across government.
AusPlay: Participation data for the sport sector: Summary of key national findings 2020	<p>AusPlay is divided into two overarching age categories: Children (age 0-14) and Adults (15 and over). The data provides participation estimates across a range of 135 different sport and non-sport related activities. Sport-related activities are those related to National Sporting Organisations (NSOs), including participation that occurs without direct affiliation to the NSO. Non-sport-related activities are</p>	<ul style="list-style-type: none"> ● The project seeks to provide the community with a quality and fit for purpose facility, that will encourage participation in formal and non-formal sport, socialisation through volunteering and spectating. ● Creating a facility such as synthetic field is likely to have a positive effect on the community by providing opportunities

Document name	Summary	Project relevance and assumptions
data (Australian Sports Commission)	<p>not related to NSOs and include gym/fitness activities, bushwalking and many more. The national data output identified:</p> <ul style="list-style-type: none"> • Over 18.3 million Australians aged 15 or over (89.3%) participated in a sport or physical activity in the last 12 months. In WA, this was nearly 2 million (89.1%). • Nearly 3.5 million children (73%) participated in some form of organised sport or physical activity outside of school hours. In WA, this was 382,209 children (70.4%). • Adult men and women participate at similar levels across the life stages. • Approximately 11.3 million Australians (62%) aged 15 or over are participating in sport or non-sport related physical activity three or more times per week. In WA, the percentages are similar at 63% or 1,995,812 people. • Approximately 2.1 million or 59% of Australian children (60% in WA) aged 0 to 14 are active at least once a week through organised sport / physical activity outside of school hours. Only 21% (22% in WA) are active at least three times per week. 	<p>to participate in non-sporting activities for personal health and wellbeing.</p> <ul style="list-style-type: none"> • As the Shire’s main sporting precinct, the level of infrastructure needs to be designed so that it can cater for the community at a district level. Typically, a synthetic hockey field is considered as a regional facility.
AusPlay Tennis summary 2021 (Australian Sports Commission)	<ul style="list-style-type: none"> • Tennis is in the top 20 for sports for participation (ranked 12 – adults and 9 - children) and ranks fourth in regards to club participation in WA. On a national scale, tennis as seen a 3.3% drop between 2011 to 2021. • In Australia 1,266,184 currently play tennis, with 50% indicating fun / enjoyments as the primary reason for participating. • Adults (15+) account for 78% of the participants, with males accounting for 57% of the total participation. • The peak participation age group is 15-17. • WA currently has 108,892 participants accounting for 8.6% of the total, with 3.7% playing in the metro area. • 44% of adults participation is organised through a sports club or association. • 32% of adult participants played tennis up to 11 times a year, and 22% of participants played between 52-103 times a year with the highest average duration between 60-90 min (33%) followed by 2-3 hours at 28%. • On average participation rates for adults increased for those playing 1+ per month to 1+ per year over the last 5 years, culminating in a positive conversion rate to organised / club based tennis. Rates for children (<15) decreased across all levels. • 94,570 people are involved in a non-playing role with administrators (32%) and coaches / trainers (26%) being the two key roles. 	<ul style="list-style-type: none"> • Tennis is one of the top 20 sports that people participate in. • Peak participation is the youth demographic, indicating the need to have dedicated programs to attract and retain youth. • Facilities need to cater for volunteers and administrators. • A new eight court (floodlit) facility will be beneficial in attracting players.

Document name	Summary	Project relevance and assumptions
AusPlay Hockey summary 2021 (Australian Sports Commission)	<ul style="list-style-type: none"> Hockey is not listed in the top 20 for sports for participation, but does rank 10th for adults (15+) in regards to club participation in WA. In Australia 260,529 currently play hockey, with 54% indicating fun/enjoyments as the primary reason for participating. Adults account for 66% of the participants (0.8% of the total Adult population), with males accounting for 54% of the total participation. Children account for 1.8% of the total population under the age of 15, with 58% made up from girls. The peak participation age group for adults is 15-17, for children they are the 9-11 and 12-14 for girls and boys respectively. WA currently has 38,089 adult participants accounting for 22.1% of the total, with 2.8% playing hockey in remote areas. 82.9% of adult (15+) participation is organised through a sports club or association, with 95.3% considered as organised. 55% of adult participants played hockey at least once a week, with 22% of participants playing between 24-103 times a year with the highest average duration between 60-90 min (48%) followed by 90-120 minutes at 25%. On average participation rates for adults decreased across all categories prior to 2019, and in 2021 have equalled the rates seen in 2019. 101,863 people are involved in a non-playing role with coaches / trainers (38%) and officials (25%) being the two key roles. 	<ul style="list-style-type: none"> Hockey is a top 10 sport in WA, but does not list in the top 20 throughout Australia. Peak participation is the youth and children demographic, indicating the need to have pathways between primary school and high school programs. Facilities need to cater for volunteers and administrators. A synthetic surface would be beneficial in attracting players.

3.3 State Sporting Associations

Table 3: Summary of State Sport Associations documents

Document name	Summary	Project relevance and assumptions
Hockey WA Strategic Plan 2021 to 2026	<p>Outlines five pillars, with the following relevant to this project:</p> <p>Building tomorrow - delivering a five-star experience through engaged and motivated people and access to first class facilities.</p> <ul style="list-style-type: none"> 1.2 - Strategic Facilities Plan seeks to develop a key planning tool that is validated by research and provides guidance regarding future infrastructure, is most needed. Ensuring that existing infrastructure is maintained at the high standards expected by Hockey WA stakeholders. It will provide a guide to ensure that facilities across the state meet minimum standards for both compliance and visitor experience. 	<ul style="list-style-type: none"> The development of facilities and infrastructure meets Hockey WA's desire for sustainable growth of hockey throughout the state. Hockey WA support individual clubs and regional associations seeking to develop their own facilities, in an effort to grow the sport and improve participation pathways. Hockey WA outlines the need for clubs / LGA's to identify the risks associated with development of facilities and recommend appropriate risk mitigation measures.

Document name	Summary	Project relevance and assumptions
	<p>Safeguarding our sport - A coordinated approach to strong risk management, safety and governance.</p> <ul style="list-style-type: none"> • 4.3 - Environmental and Social Strategy seeks to develop a central strategy to cover our environmental, social and corporate governance. The diversity and independence of our Board will comprise part of this plan. <ul style="list-style-type: none"> ○ Reduced Water Usage. Hockey WA will engage with FIH, manufacturers, Local Government and venue operators to transition to environmentally friendly surfaces for hockey. ○ Lower Power Usage. A clear transition plan to install light-emitting diode (LED) lighting at all WA hockey venues. 	<ul style="list-style-type: none"> • The project is in alignment with the Strategic Plan. • Environmental design initiatives need to be considered in the development of the project including the use of LED lighting technology, and environmentally friendly surfaces (green engineering).
<p>Hockey WA Strategic Facilities Model (2022)</p>	<p>This model adopts the view that the synthetic facility, irrespective of type, will be self-sustaining on the basis that LGA's, clubs and associations will assiduously establish a sinking fund to renew and replace the facility when required, and not rely on additional external funding sources. The model acknowledges that provision of hockey infrastructure in the metropolitan area is driven by vastly different criteria from those which apply in the regions.</p> <p>In a regional area, key criteria include identifying a critical mass of interested players and a strong motivated local community to fundraise and manage the facility. There are of course questions related to how many players are needed to sustain the facility once built, however, in many regional instances viability is derived from sources other than turf hire revenue.</p> <p>It identifies synthetic fields in Bruce Rock and Gnowangerup as examples of how a community mobilised and defied what any sustainability or demand modelling exercise would deny. The model did not acknowledge Narembeen's interest in the development of a synthetic field, nor did it identify the club.</p>	<ul style="list-style-type: none"> • The model acknowledges that in many regional areas population will not be able to justify the provision of a synthetic field, and that it is often the motivated club or association that is more critical. • Identifies the Eastern Districts Hockey Association as being questionably sustainable from turf hire, with only 257 members. • Like Bruce Rock and Gnowangerup, provision of a facility in the Shire would not meet the criteria of any model and a decision will need to be made on the basis of: <ul style="list-style-type: none"> ○ Benefit to the community. ○ Equalisation of the competition. ○ Acceptable level of subsidy per rate payer to maintain such an asset. ○ External funding from sponsorship, fund raising and donations.
<p>Additional Synthetic Turf Procedure Policy Statement (Hockey WA 2009)</p>	<p>The document supports the establishment of additional viable synthetic turf hockey surfaces in Metropolitan and Regional "Preferred Facilities" and will consider providing financial and other assistance to Members and / or other approved applicants to establish additional synthetic turf hockey facilities in Western Australia (subject to defined criteria) that are in the interest of the growth and sustainability of the sport of hockey.</p>	<ul style="list-style-type: none"> • The Shire will need to satisfy the outlined criteria in an effort to meet the requirements as a "Preferred Facility. This feasibility study will need to broadly address each of these criteria.

Document name	Summary	Project relevance and assumptions																					
	<p>A “Preferred Facility” is one which meets the aims of Hockey WA to establish turf facilities based on population demographics and projections, developing and establishing hockey clubs. The identification of a “Preferred Facility” will be at the discretion of the HWA Board. An “Additional Facility” is one which is not identified by HWA as a “Preferred Facility”.</p> <p>Before HWA will consider any level of support for any proposed additional synthetic turf facility project the application must satisfy the following criteria:</p> <ul style="list-style-type: none"> • Written support of the relevant Local Authority, School or Tertiary Institution on whose land the proposed synthetic turf facility is to be constructed. • Demonstrate to the Hockey WA Board sufficient equity funding for the construction of the proposed facility. • A viable project management plan for construction must be in place. • The synthetic turf will be a Hockey WA approved product. • The synthetic turf will be installed by a Hockey WA approved supplier. • The proposed synthetic turf facility must demonstrate to the HWA Board that it will be able to generate sufficient income to service borrowings and to ensure its on-going financial viability (including realistic Turf Replacement Sinking Fund financial planning). It should also be aligned with the DLGSC’s – Lifecycle Costing Guidelines for facilities funding. • A draft management plan for all aspects of the facility has been prepared. 																						
<p>Hockey Field Specifications FIH – (2022)</p>	<p>This document has been prepared to enable clubs and organising bodies to provide hockey field(s) to the standards required for the FIH Event. It incorporates all minimum requirements for community and club based use from developmental hockey to league competition. The field requirements are identified as:</p> <table border="1" data-bbox="392 1129 1285 1418"> <thead> <tr> <th>Item</th> <th>Length</th> <th>Width</th> </tr> </thead> <tbody> <tr> <td>Field of play</td> <td>91.40m</td> <td>55.00m</td> </tr> <tr> <td>Minimum inner run- off</td> <td>2.0m</td> <td>1.0m</td> </tr> <tr> <td>Minimum outer run- off</td> <td>1.0m</td> <td>1.0m</td> </tr> <tr> <td>Operational margin</td> <td>1.0m</td> <td>1.0m</td> </tr> <tr> <td>Minimum total size</td> <td>101.40m</td> <td>61.0m</td> </tr> <tr> <td>Field orientation</td> <td colspan="2">North - South</td> </tr> </tbody> </table>	Item	Length	Width	Field of play	91.40m	55.00m	Minimum inner run- off	2.0m	1.0m	Minimum outer run- off	1.0m	1.0m	Operational margin	1.0m	1.0m	Minimum total size	101.40m	61.0m	Field orientation	North - South		<ul style="list-style-type: none"> • The design must adhere to the dimensions outlined in the document.
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	<table border="1" data-bbox="394 236 1288 424"> <tr> <td>Hockey Turf type</td> <td>Sand</td> </tr> <tr> <td>Category of FIH Field certification required</td> <td>Multi-sport</td> </tr> <tr> <td>Perimeter Fencing: Side</td> <td>Minimum 1m Height</td> </tr> <tr> <td>Perimeter Fencing: Back Line</td> <td>Minimum 4.5m height.</td> </tr> </table> <ul data-bbox="394 464 1288 655" style="list-style-type: none"> • The maximum longitudinal and lateral gradient is specified as no greater than 1% although no greater than 0.4% is preferred. • FIH field certification is required and include an assessment of the effectiveness of the Field irrigation system and this needs to be fully compliant and operational at the time of the Field test. • White lines is preferred if hockey is the main sport. 	Hockey Turf type	Sand	Category of FIH Field certification required	Multi-sport	Perimeter Fencing: Side	Minimum 1m Height	Perimeter Fencing: Back Line	Minimum 4.5m height.																																						
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Lighting for hockey fields - FIH (2022)	<p data-bbox="394 665 1288 820">The following table identifies those requirements of the FIH in floodlighting synthetic turf. Since the production of the guideline the affordability and enhanced capability of LED lighting have been advanced. Masts however must always be situated outside the overrun areas to a recommended minimum of 5m beyond the backlines and 6 m behind the side-lines.</p> <table border="1" data-bbox="394 858 1261 1268"> <thead> <tr> <th>Level of Play</th> <th>Average horizontal maintained illuminance (lux)</th> <th>Minimum uniformity U₁</th> <th>Horizontal ratio U₂</th> <th>Maximum gradient per G</th> <th>Uniformity 5ma UG</th> <th>Maximum Glare rating (GR)</th> <th>Minimum Colour rendering index (Ra)</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>Ball and physical training</td> <td>200</td> <td>≥ 0.40</td> <td>≥ 0.60</td> <td>N/A</td> <td>N/A</td> <td>< 50</td> <td>65</td> <td>AS 2560.2 FIH doc</td> </tr> <tr> <td>Development and community level training</td> <td>≥ 200</td> <td>≥ 0.60</td> <td>≥ 0.40</td> <td></td> <td>0.60</td> <td>< 50</td> <td>> 65</td> <td>FIH</td> </tr> <tr> <td>Class II Training and club group</td> <td>≥ 350</td> <td>≥ 0.50</td> <td>≥ 0.70</td> <td></td> <td>0.65</td> <td>< 50</td> <td>> 65</td> <td>FIH</td> </tr> <tr> <td>Class I high level non-televised national and international comps.</td> <td>≥ 500</td> <td>≥ 0.50</td> <td>≥ 0.70</td> <td>30%</td> <td>0.65</td> <td>< 50</td> <td>> 65</td> <td>FIH AS 2560.2</td> </tr> </tbody> </table>	Level of Play	Average horizontal maintained illuminance (lux)	Minimum uniformity U ₁	Horizontal ratio U ₂	Maximum gradient per G	Uniformity 5ma UG	Maximum Glare rating (GR)	Minimum Colour rendering index (Ra)	Source	Ball and physical training	200	≥ 0.40	≥ 0.60	N/A	N/A	< 50	65	AS 2560.2 FIH doc	Development and community level training	≥ 200	≥ 0.60	≥ 0.40		0.60	< 50	> 65	FIH	Class II Training and club group	≥ 350	≥ 0.50	≥ 0.70		0.65	< 50	> 65	FIH	Class I high level non-televised national and international comps.	≥ 500	≥ 0.50	≥ 0.70	30%	0.65	< 50	> 65	FIH AS 2560.2	<ul data-bbox="1312 665 2033 791" style="list-style-type: none"> • The concept design and cost estimate needs to cater for a minimum of >350lux (Class 1 training & club competition). • Notably this is similar to the requirements for tennis – club competition.
Level of Play	Average horizontal maintained illuminance (lux)	Minimum uniformity U ₁	Horizontal ratio U ₂	Maximum gradient per G	Uniformity 5ma UG	Maximum Glare rating (GR)	Minimum Colour rendering index (Ra)	Source																																							
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Tennis West Strategic Facilities Plan (2018)	<p data-bbox="394 1315 1288 1439">The strategy was formally adopted by Tennis West in 2018. The following represents a summary of the key outputs and recommendations relating to the sport of tennis. Four strategic priorities form the basis of the Tennis West facility planning and development framework and for metropolitan Perth these include:</p>	<ul data-bbox="1312 1315 2033 1406" style="list-style-type: none"> • Based on the Tennis West Strategic Facilities Plan player to court ratio, six floodlit hard courts would provide for a membership of 180, and if they were unlit, 120. As such, an 																																													

Document name	Summary	Project relevance and assumptions												
	<ul style="list-style-type: none"> Increasing venue access and use. Including, where appropriate, investigate the consolidation or rationalisation of underutilised courts to provide a more sustainable club network. Enhancing facility capacity. Including working with and encourage clubs who wish to convert their natural grass courts to hard courts as a result of high maintenance costs. Ensure any new hard courts developed provide floodlighting. Developing stakeholder partnerships: Which includes providing adequate support and resources to existing and potential future club coaches to ensure tennis programming and activities are being driven at a local level. Prioritising infrastructure investment: Which includes the mapping of registered players and establishing a metropolitan benchmark for venue catchments to identify overlaps, duplication and any potential rationalisation opportunities. <p>Limited community or non-member access to single use tennis facilities, ongoing maintenance of grass courts and a lack of floodlighting are key issues being experienced by clubs and local governments in the metropolitan zones.</p>	<p>eight court facility is considered as a district centre and will cater for the Shire over the life of the surface.</p> <ul style="list-style-type: none"> There is no reportable access issues to the tennis courts at Naremben Reserve, with the northern courts unlocked for public use. However the courts are not lit, which may restrict reasonable access with the distances that some members or potential users of the courts need to travel during the darker months. 												
<p>Court and enclosure dimensions – Tennis Australia</p>	<p>Provides the dimensions for tennis courts as defined in the Rules of Tennis by the International Tennis Federation. At a minimum these are:</p> <table border="1" data-bbox="389 962 1285 1201"> <thead> <tr> <th>Court Dimensions</th> <th>Club / Recreation</th> </tr> </thead> <tbody> <tr> <td>Total Area</td> <td>34.77m x 17.07m</td> </tr> <tr> <td>Run-off at back of court</td> <td>5.48m</td> </tr> <tr> <td>Run off at side of court to fence</td> <td>3.05m</td> </tr> <tr> <td>Minimum distance between two courts (unfenced)</td> <td>3.66m</td> </tr> <tr> <td>Recommended distance between two courts (unfenced)</td> <td>4.27m</td> </tr> </tbody> </table> <p>It outlines minimum standards for levels, gradients, orientation, playing lines etc.</p>	Court Dimensions	Club / Recreation	Total Area	34.77m x 17.07m	Run-off at back of court	5.48m	Run off at side of court to fence	3.05m	Minimum distance between two courts (unfenced)	3.66m	Recommended distance between two courts (unfenced)	4.27m	<ul style="list-style-type: none"> The design must adhere to the dimensions outlined in the document, most notably the distance of 4.27m between courts and the 5.48m run off at the back of the court.
Court Dimensions	Club / Recreation													
Total Area	34.77m x 17.07m													
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Document name	Summary	Project relevance and assumptions
<p>Narembeen Tennis Club Facility Audit – Tennis WA</p>	<p>An audit of the facility was conducted in January 2021, identifying the following:</p> <p>Court surface</p> <ul style="list-style-type: none"> • Dirt or silt on surface and excessive wear in high use areas. • Debris around enclosure perimeter. • Water pooling / ponding. • Badly worn patch between courts five and four. • Sunken dip between courts. • Average rating of moderate. • Estimated replacement of 3-5 years. <p>Net posts</p> <ul style="list-style-type: none"> • Average rating of moderate. • Protruding winders <p>Fencing</p> <ul style="list-style-type: none"> • Black PVC mesh – 3.6m in height. • Good condition • Slack mesh in areas. • Estimated replacement 6-10 years. 	<ul style="list-style-type: none"> • The courts are all classed as moderate and estimated to need replacing within the next 4 years. • The feasibility study will consider these comments in the design of the facility.

Document name	Summary	Project relevance and assumptions
	<p>Accessibility</p> <ul style="list-style-type: none"> • Formed paths on the southern side only. • Standard pedestrian gate 1000mm x 2100mm <p>Grounds and surrounds</p> <ul style="list-style-type: none"> • Well-presented and maintained. • No natural shade on site. • Shade structures available within viewing range of some courts. • Lovely veranda. <p>Clubroom</p> <ul style="list-style-type: none"> • Looks good from outside looking in! <p>Car parking</p> <ul style="list-style-type: none"> • Approximately 60 spaces plus overflow. • No accessible parking space. 	
<p>State Sporting Association Facility Guidelines</p>	<p>Specific design standards across a range of sports which provide a guideline to be adopted when spatially planning a site. The main consideration relates to the extent of facility development desired by the national/international and state bodies and those realistically within the remit of a local government to provide. These include:</p> <ul style="list-style-type: none"> • Tennis Australia Infrastructure Planning Guide – 2018. • Tennis Australia National Court Surface Policy – 2017. • Tennis Australia Ancillary facilities and equipment – 2011. • 2015 Cricket Australia Community Cricket Facilities Guidelines. • Cricket lighting guidance note (2021) – Cricket Australia. <p>Each document is slightly different, but in general the guiding principles include:</p> <ul style="list-style-type: none"> • Strategic need, facility demand and participation growth opportunities. • Accessibility and inclusion, catering for multiple formats of the sport. • Maximising utilisation and improved programming. • Best practice technical and design standards for courts and buildings. 	<p>A review of the plans identify a number of common threads which can be summarised as:</p> <ul style="list-style-type: none"> • The strategic documents vary from being explicit in identifying sites for development, whilst others are generic in advising on the approximate location of facilities in accordance with population growth. • The Plans lack the ability to implement and deliver and are heavily reliant on developing close relationships with local governments in order to achieve the desired outputs. • More recent Strategic Plans have a number of aspirational objectives and requirements which require interpretation at the local government level. • Many of the strategies have been developed in isolation with some reference to ground sharing, co-location and compatible uses and as such should be used as a guide only. • The majority of the strategies are linked to funding available through Community Sporting and Recreation Facilities Fund (CSRFF).

3.4 Summary

The findings to be considered in the development of the facility are as follows:

- The proposed facility is in alignment with the Shire's SCP, CBP and DAIP, Hockey WA and Netball WA Strategic Plans.
- It is evident that sport plays a considerable part in the Shire's social network, bringing people together and encourage healthy active lifestyles.
- The need to accommodate competition structures and provide flexibility by designing in multi-purpose fields and buildings is an important consideration when developing facilities of the community.
- As a multi-use facility, it is likely to be supported by the DLGSC and its subsequent CSRFF grant program.
- The existing tennis courts are rated below average and will need to be replaced in the coming years. The provision of a range of high quality synthetic field with court infrastructure must be provided to meet the requirements for sporting activity.
- Sports fields and tennis courts need to consider the standards set by the State Sporting Associations, but are ultimately design in line with organisational requirements and provision standards.
- Catering for all age groups and considering the needs of both young children (and young families), as well as the aged and less physically mobile is a critical factor in developing social cohesion, improving health and well-being.
- A well-connected path network, that is well-lit (when facilities are in use) and provides seating and shelter opportunities needs to be included in the design.
- An access consultant should be engaged during the design phase to review drawings to ensure compliance with Australian Standards and Regulations. Another benefit is that they can provide a list of improvements that go beyond compliance, which will assist the Shire to meet actions identified in the DAIP.
- All lighting is to use LED technology to match play standards and be connected to a smart controller or the like.
- The use of recyclable or reusable products should be explored where an opportunity exists.
- Crime Prevention Through Environmental Design (CPTED) principles need to be applied to the design of the facility in an effort to minimise safety concerns.
- Car parking will need to be addressed prior to any development application, to determine the number of bays required during peak periods, leading to a design maximises shared use.
- The synthetic field would require a facility management plan to be developed, establishing responsibilities and allocations of costs for maintenance and renewals.
- A staged approach to the development of facilities is likely, in an effort to distribute funding over several years.

4. Consultation

For this stage of the project the key level of engagement on the project was to 'Consult' as shown below. The following provides a summary of outcomes that will be used in the development of the feasibility study.

Inform	Consult	Involve	Collaborate	Empower
Goal	Goal	Goal	Goal	Goal
To provide the community with balances and objective information to assist them in understanding issues, options and opportunities.	To obtain community feedback on analysis, alternatives or decisions.	To work directly with the community to ensure that its concerns, values and aspirations are consistently understood and considered.	To collaborate with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To support the development of the community, its program / partnership capacity, and the acquisition of community resources for self-reliance, innovation and sustainability.

Figure 3: Public level of engagement

4.1 Shire of Narembreen

While the Shire outlined the following, it is envisaged that further consultation (internal and external) will follow on from the development of this feasibility study, seeking more information and direction prior to progressing to the next stage.

- The Shire is currently planning for the facility in the following years:
 - Design: 2022-2023.
 - Construction: 2023-2024.
- The project is to only consider sand filled (dry) hockey fields.
- The existing hockey building it not owned by Shire.
- They acknowledge the limited population base, but require a synthetic hockey surface to remain competitive, retain members / players, be able to host finals and provide quality facilities – broadening scope for other sporting opportunities such as Hockey 5's.
- The tennis courts would be in need of replacing in the next five or so years.
- The design needs to reflect the required functional relationship between the proposed synthetic field, supporting infrastructure and pavilion, and the existing spaces on the reserve – in particular the cricket field, recreation centre, car park and playground.
- The Shire does not have infrastructure, asset management plans, condition audits etc for the existing facility.
- In 2020, Council decided to waive sporting club ground fees due to Covid-19 and were looking to introduce a user pay system for lighting, which is yet to occur. It was also agreed that as clubs would be asked to contribute to the upgrade of their facilities, no fees was a suitable option. This will occur in 2022/23 financial year.
- The oval is used predominately by football. During summer there is a cricket competition on the oval to the north of the football oval. There are two hockey fields but majority of the time, only one is used. This is the field closest to the tennis courts.
- The existing car park is for the tennis, hockey, bowls and recreation centre. There is additional parking on the north and south sides of the ovals.
- Cricket have their field and the cricket nets that are utilised on a Sunday in summer. They currently use the football change rooms.
- Tennis have a number of open days in summer and pennants for a short season. As well as social tennis on a Sunday afternoon. There are no lights. The facilities at the recreation centre are used.
- Hockey train once a week and the lights are utilised, and have four games during the winter season, lights not used. There are four teams in the competition and fixtures are made with football and netball to encourage 'one day sport' this means that the typical fixturing of one week home and one way does not necessarily occur. The facilities at the recreation centre are used during this time.

4.2 Local sports clubs

4.2.1 Narembeen Hockey Club

The club outlined the following:

- Established in 1931, the hockey club current consists of seven board members – which has been relatively stable of the last couple of years.
- Financially the club has been saving for improvements at the venue. They generation over \$12,000 for the 2021 season.
- Memberships:
 - 14 men, 22 women, 26 juniors, 3 social & 10 life.
 - Average annual playership = 70.
 - Senior membership is \$150 - \$47 for Hockey WA registration.
 - Junior Membership is generally \$50 however due to sponsorship money received this year we were able to cover the Hockey WA registration fee and capped it at \$15 to encourage participation.
- Teams:
 - One men's team (ages 18+) - only one grade across the regional competition.
 - A-grade ladies (ages 18+).
 - B-grade women – including boys aged 15 and below.
 - Junior teams – about 30 children between the ages of 6 (grade 2), 13 (grade 8) and Minky – 15 children under 6 years of age.
 - Note: Rotation of players restricts growth.
- Season is March to September, including pre-season.
- Training: Once a week.
- Matches: 6 games of a 12 week season at home, plus finals.

Note: The club cannot host a preliminary or grand final as Hockey WA requires it to be on the premium surface. As such, it alternates between Merredin and Bruce Rock.

- When asked if they have ever provided or are considered providing the community with the following programs, even if it is just once a week, an off season term program etc, the answer was that it has never been considered due to lack of lighting on the hockey field however could be if the surface was to go ahead.
 - Goldstixs.
 - Walking hockey or JBall.
 - Hockey Sixer's.
 - Floorball (typically indoors) or JBall.
 - Coaching clinics.

In regards to the proposed facility, the club would like to see:

- Floodlights to Australian Standards for hockey.
- Benches for the players and spectators – ideally positioned on the sidelines with the east facing as the preference.
- A kiosk for preparation and selling of drinks etc. (not a bar).
- Toilets and showers, and change rooms.
- Small club room.
- Should the existing facility need to be removed, then it will need to be replaced. If not, then it may be possible to make the current club space into the storage are for goals etc.
- There is an opportunity to share the facility with cricket.
- Additionally, D's across the site to restrict wear and tear of the match play goals.
- A net that divides the facility into two.
- The pitch must be fully fenced.

4.2.2 Tennis club

The club outlined the following:

- The tennis club consists of five board members – which has been relatively stable of the last couple of years. Financially the club is stable, but are limited in their ability to generate income beyond cook ups and membership fees, due to the new building.
- Average annual participants: 40 players with aged between 15-60, and an even distribution between male and females. This has been a consistent number for the last five years.
- Season is October to March, noting that October to December the playership numbers are good, and they drop off after Christmas due to school holidays and people travelling away from Narembreen.
- Training: Once a week
- Matches: 7 rounds on 8 courts, plus finals. Approximately 60 games per season for the zone competitions. Each match averages 90min.
- Social competitions: 2pm-5.30pm on Sundays 20min round robins from October to March.
- Open day event: Sees 80 participants.
- Public use: The club is not sure on how much time the courts are used for 'general public use' throughout the year. The two courts at the rear (7 and 8) are left unlocked for the public all year around with the nets in.
- Existing courts:
 - The courts are currently maintained by the club, with a groom and clean before each season.
 - It has a synthetic grass surface, that was 19mm pile when installed 20 year ago. While the fibres have reduced down to around 10mm in areas, there are still some years left but would need to have the base and sub-grade fixed when time for replacement. Tree roots caused most issues with cracking, and undulating base.
- When asked if they have ever provided or are considered providing the community with the following programs, even if it is just once a week, an off season term program etc, the said no.
 - Hotshots.
 - Cardio tennis.
 - Red ball tennis.
 - Pickleball - <https://usapickleball.org/what-is-pickleball/>.
 - Coaching clinics.

In regards to the proposed facility, the club would like to see:

- Floodlights to Australian Standards for tennis.
- Eight courts are enough.
- Would prefer fixed poles, and in the off season have the ability to use wheel systems. Would need storage for the poles and nets when hockey season is in.
- A net that divides the facility into two or three sections depending on the final design.
- The courts must be fully fenced.

4.2.3 Cricket club

The club outlined the following:

- Average annual participants: 1 team that plays seven games a year at home. This is a mix between one day and T20 cricket. They train once a week.
- The facility consists of:
 - One cricket ground of 120m in diameter.
 - Three turf wickets, noting that the centre one gets used the most.
 - 2 practice wickets (synthetic turf) – that I noted a not compliant to standards.
 - They use one bowling machine, that is powered through a standard GPO.
- Facility requests
 - The club would like to see the practice nets floodlit to Australian Standards for cricket.
 - If the practice nets need to be relocated, the ideally location is at the north western end of the ground – but happy to look at other options if this is not feasible.

4.3 Department of Local Government, Sport and Cultural Industries (DLGSC)

The DLGSC outlined the following:

- The Department, in principle, would support any improvements to existing infrastructure or new infrastructure on the basis of sound evidence such as a needs analysis, feasibility study and / or business case.
- Any project would need to meet the objectives of increasing participation, inclusion and access for all, multifunctional use and mitigate risk to users.
- The CSRFF is still a \$12.5 mil fund, and any project would need to meet the requirements of the funding program.

The DLGSC would like to be kept informed during the next phase of the process.

4.4 State Sporting Associations

4.4.1 Tennis West

Tennis West outlined the following:

- There are three tennis facilities in the Shire, with one of them, Arrowsmith (left image) no longer being used, Mt Walker had recently resurfaced their four court facility (right image) and Narembeen.

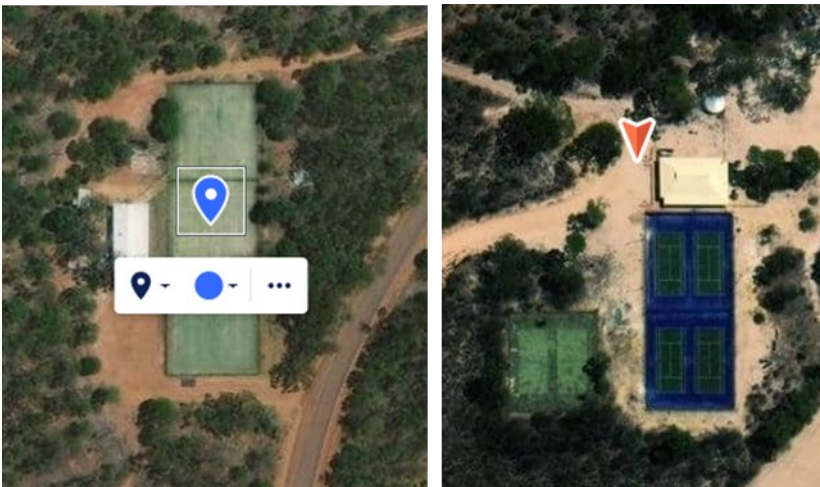


Figure 4: Arrowsmith and Mt Walker tennis facilities (Tennis West)

- Tennis West provided facility audits for Mt Walker and Narembeen (with the later reviewed as a part of the document review).
- Tennis West indicated that the clubs were small, but reasonably well managed.
- Support the use of synthetic surfaces for tennis.

4.4.2 Hockey WA

Hockey WA outlined the following:

- In general, Hockey WA do not support the use of a hockey surface for tennis, however they are supportive of a multi-purpose category four turf in a regional location. They reference several examples including Merredin and Gnowangerup. Refer to the images in Figure 5.
- Hockey WA do not have a preferred facilities guide or the like, that identifies core supporting infrastructure for clubs. They reference the pitches dimensions guide (DLGSC) and Australian Standards for floodlighting.
- Hockey WA provided the 2021 registrations for the region, as shown in Figure 6.



Figure 5: Merredin and Gnowangerup hockey pitches with tennis overlays (sourced: Slip 2022)

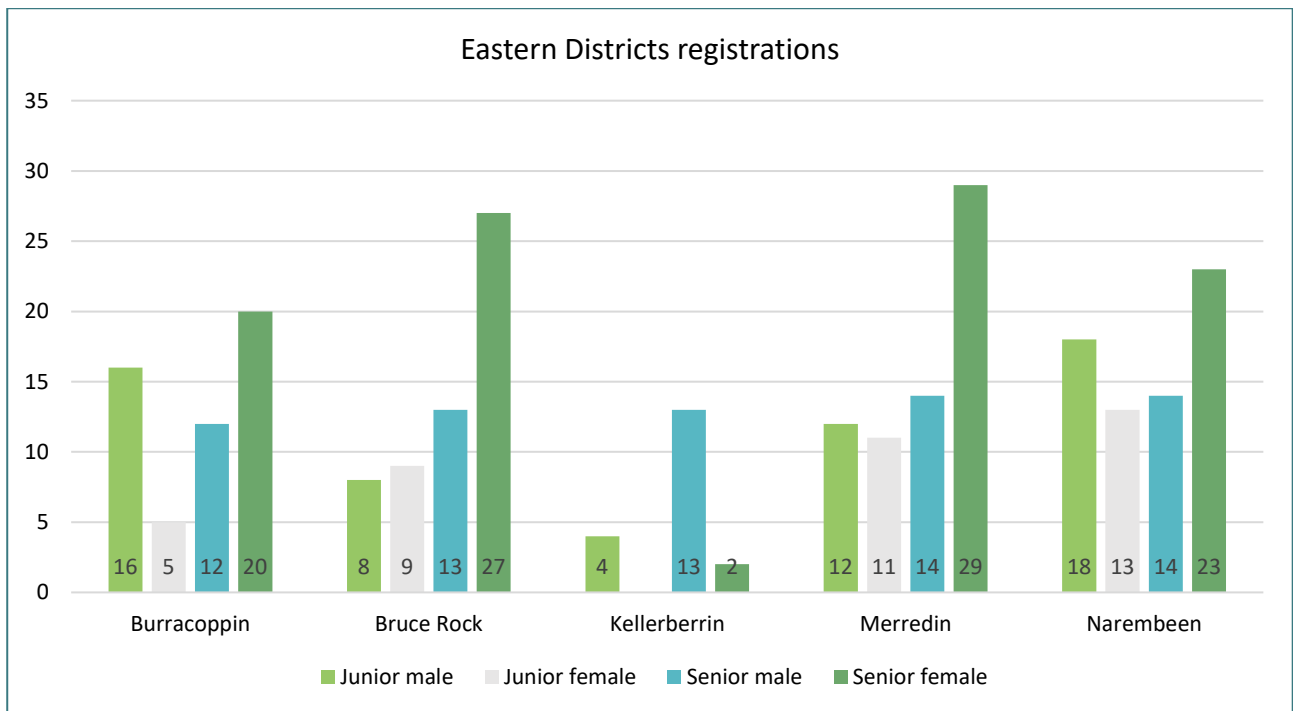


Figure 6: Eastern Districts 2021 registrations (Hockey WA)

4.5 Summary

In summary:

- The Shire has shown support for the project allocating \$1.5 million on the LTFP.
- The timeline for activities will need to be aligned to ensure all necessary pre-design planning has been completed:
 - Design: 2023-2024.
 - Construction: 2024-2025.
- Floodlighting is important to the delivery of a successful facility.
- The existing courts are at the end of their life, and a full renovation is likely to be required in the event the new synthetic field does not go ahead. As such, the delivery of a synthetic field to cater for both hockey and tennis, provides cost efficiencies for the Shire.

- The synthetic field needs to be marked for tennis (eight courts) and hockey, and adaptable for modified versions of the sport.
- Supporting infrastructure such as benches, shelter and equipment is important to the clubs.
- A modern pavilion is required to cater for sport, and in particular gender neutral change rooms, storage and kiosk.
- The cricket practice nets are in poor condition, and would need to be upgraded in the event the new synthetic field does not go ahead.
- Tennis West and Hockey WA support the provision of quality infrastructure for sport.
- The Shire needs to apply for funding through CSRFF, for up to one-third of the construction cost. It should be noted that this application is due on the last Friday in September, every year. One of the stipulations of the program is that construction is not allowed to occur until notification of success or otherwise, has been release. With this in mind, the Shire would only be able to construct in 2025/26.

5. Site analysis

The project focuses on a northern lot of Narembeen Reserve, Currall Street (Figure 7). The following section provides an overview of Narembeen Reserve that will be used to develop the concepts at the next phase.



Figure 7: Service locations (Source: Slip 2022)

5.1 Ownership

- The lot is owned by the State and managed by the Shire.
- Zoning is assumed to be 'Parks and Recreation' with a power to lease.
- The northern lot is approximately 1,070m².

5.2 Existing sporting infrastructure

Narembeen Reserve currently caters for tennis, hockey, cricket, football, lawn bowls, netball and basketball to the south of the site.

A visual audit of the site was undertaken of the areas that are likely to impact on or be impacted by the proposed development. The following is a summary of the audit, which sought to assess functionality, quality and condition to inform the future positioning of the required infrastructure. Refer to Appendix 1 for the images and commentary.

For the purposes of this report, all viewed assets were photographed and given a condition rating utilising the nominated scale / range - Range: 0 = New (excellent) to 10 = Failed, no longer serviceable or requires immediate replacement (Very Poor). Typically, a rating of 7 indicates the need to replace / renew immediately.

5.2.1 Tennis courts (future site for the hockey field / tennis courts)

- There are eight courts present with synthetic surfaces, and one disused court without a synthetic surface. They are in a 3 x 3 configuration. The synthetic surface lifting in areas, and shows sign of wear and tear. The yarn itself is well worn and is flat.
- The surface had a lot of debris (some to be expected with the trees nearby).
- Courts are fully fenced with access gates on all sides. They are in good condition. While there is direct access from all sides, access for people with disabilities is restricted.
- The recreation centre has been built up to the southern fence line which provides a good covered viewing area.
- The level of the courts are about the same as the car park, with a three course high brick wall on all sides, to stop the water from coming in.
- The courts are not floodlit.
- The courts are showing signs of the pavement cracking, water pooling (mould growing), ants coming through cracking and an undulating playing surface.
- The posts are sleeved with protruding winders.
- Condition rating 7 (courts) and 4 (fencing).

5.2.2 Hockey building

- The building is a shed type of structure with a concrete base, and little insulation.
- It has two rooms – the activity / club room and a store room with an undercover area.
- It is located at the north-east end of the tennis courts, with direct access to the car park.
- The club room is used for serving food and drinks from eskies and small fridges, has a wood fire heater and not air-conditioning.
- The storage room has sufficient space and is where the club stores their chest freezer.
- The building has no running water, drainage or toilets / showers / changing facilities. Although there is an outside water tap / drinking fountain.
- To the west, there is an old shed that was the old store room and is no longer used and needs to be removed.
- Condition rating 2 (building) and 9 (shed).

5.2.3 Cricket oval and surrounds

- The cricket oval has a natural turf centre wicket that allows for three wickets to be prepared.
- The ground is in good condition with no brown patches, but has inconsistent hardness throughout. Some areas are soft – closer to the northern end of the football field and hard near the car park. It was not evident if drainage was an issue on the field.
- This area is also used for hockey, with two pitches prepared during the year.
- There are two cricket nets with synthetic turf laid on 50% of the concrete pad. The concrete pad is 25m x 2m. The net structure is stable but not in good condition and uses a combination of chainmesh and soft netting.
- The football field is floodlit, with one pole located at the south-west corner of the cricket practice nets.
- Condition rating: 7 (cricket nets) and 4 (field).

5.2.4 Recreation Centre

- A new building that provides change rooms for the fields, and due to the location are not conducive for the hockey or tennis clubs to use.
- The change rooms have not been designed as gender neutral facilities.
- The public toilets are proximal the courts, but are 100m from the existing hockey building.
- The club room / bar / members area provides three spaces with views to the grass fields, courts and lawn bowls.
- A veranda wraps around the northern and eastern end of the recreation centre with good views of the courts and grass fields.
- A playground is located at the south-eastern end of the courts, and blocks the view from inside of the recreation centre to the cricket oval and the northern part of the football oval.
- Condition rating: 2 (building) and 2 (playground).

5.3 Power

Power (blue) is connected site, (Figure 7), although the capacity within the existing switchboard has not been determined. The Shire will need to undertake a maximum demand assessment as a part of the project, in the likelihood that a power upgrade will be needed. A review of the dial before you dig information provides the following:

- Identifies a high and low distribution cable, street light circuit crossing Currall Street and Transformer to service existing buildings and sporting infrastructure.
- Shows low voltage overhead power lines along the western edge of Currall Street, and northern edge of Dale Crescent.

It is likely trenching will need to occur from the switchboard to service the pavilion and floodlighting as Western Power will not allow for the establishment of new power supply within the same Lot. It is assumed that trenching would occur north through the car park (or road reserve) and east along the northern edge of the synthetic field.

5.4 Water

Water (blue) and sewer appear to be connected to site (Figure 7), servicing the recreation centre. In relation to the existing hockey club building, there are no toilets and therefore is not connected to sewer, but water is connected to drinking fountain external to the building. It is likely that the water connection will need to be upgraded to cater for a pavilion with a function kitchen, change rooms and toilets. A review of the dial before you dig information provides the following:

- Water runs along Dale Crescent.
- Sewer runs along Currall Street with waste water access chambers (man holes) located within the sporting reserve lot.

Similar to that for power supply, it is assumed that trenching would occur north through the car park (or road reserve) and east along the northern edge of the hockey pitch / tennis court.

5.5 Geology and topology

According to the Australian Soil Resource Information System (on-line) typical soils in the Wheatbelt are keystone gravels, sandy earths, coloured sand, calcareous loamy earth and loamy duplex. Other key items relevant to the area:

- The site is level, which is to be expected with an establish sporting facility.
- Australian Height Datum (AHD) for the courts and hockey building, is 276m and 278m respectively.
- Flood risk is classed as L1 (low risk).
- Salinity risk is classed as H1 (high risk).
- Subsurface acidification risk is classed as M1 (medium risk).
- Surface acidity is classed as L1 (low risk).

As the information above is not specific to the development area, it is recommended that the Shire include the necessity of undertaking a site and feature survey and geotechnical investigation as a part of the design contract. This will assist the design engineers and architect with the information needed to progress designs.

5.6 Heritage

While there it appears that the land does not intersect with any Aboriginal sites or heritage places, the Shire will need to undertake Due Diligence. The Shire will need to consider the requirements of the Department of Planning, Lands and Heritage (DPLH) Aboriginal Cultural Heritage Act 2021 in the planning of the development. These have been developed to assist in the identification of any risk to Aboriginal heritage and to mitigate risk where heritage sites may be present. The guidelines are available at: <https://www.dplh.wa.gov.au/information-and-services/aboriginal-heritage/land-use-under-the-aha>.

5.7 Environmental

The site does not appear to have any significant environmental constraints, with the exception of several trees to the north of the site. The concept design will need to retain, as far as practicable these trees, noting it is likely the two trees located next to (west) of the two courts at the northern end will need to be removed.

5.8 Groundwater

There was a comment raised during consultation that the groundwater level is high, purportedly at 1.5m below the current tennis court base. With the lack of data to substantiate this, the Shire will need to include this within the geotechnical investigation works.

5.9 Summary

The site appears to have no significant constraints with the exception of existing infrastructure. However, the Shire will need to have a coordinated approach to assure that all site constraints are addressed during the design process. It is recommended that:

- A geotechnical investigation is undertaken to determine sub-grade conditions for the design to the standard AS1726 Geotechnical Site Investigations. This needs to be included within the scope of the design team. Typically, this involves:
 - Sand Penetrometer (SP) testing from the surface to a depths of between 3-10m (to be determined by the design engineer).
 - A report that outlines soil profile, salinity, alkalinity and groundwater levels with recommendations informing the design of all infrastructure.
- A site and feature survey, noting that this needs to be included within the scope of the design team.
 - Cadastral boundaries to be digitally overlaid from Landgate SLIP (Shared Land Information Platform) data.
 - Edge of road reserve (back of kerb), carparking and all cross overs etc.
 - Existing perimeter bollards, fences, retaining walls, and gates/maintenance access on all relevant sides – where relevant.
 - Edge and corners of all buildings, outdoor structures and adjoining shelters / cricket practice nets.
 - Floor levels and roof heights of buildings.
 - Relevant existing footpaths (inside perimeter edge), maintenance sheds, water tanks, garden beds, permanent shelters, seating, lighting, water fountains, playground (extent of the limestone wall), or other structures etc.
 - All service infrastructure including the power domes & switchboards, reticulation/bore and lighting.
 - Locations of sewer, gas, electricity, telecommunications and water service pits/lids. Note: this does not include depth measurements.
 - Any significant trees contained within 10m of the development area
 - Contour across the internal grassed areas in 10 metre by 10 meter grids – as far as practicable for the cricket oval portion of the site.
 - It is likely the following survey standards would apply.
 - GRID: Perth Coastal Grid 94 (PCG94).
 - DATUM: Australian Height Datum 71 (AHD71).
- Engage with the DPLH to determine the full requirements (if any) for the development of the site.
- Undertake an electrical demand assessment for the works. This is usually undertaken during the design process, with applications being submitted to Western Power on the basis of the recommendations. It needs to be noted, that there are often delays associated with assessment of applications, and in the ability for Western Power to schedule and mobilise the works to occur.

In regards to facilities:

- The existing tennis courts a near the end of their reasonable life and will need to be replaced in the coming years. Due to this issues with the pavement, it is likely that a full reconstruction will be required which will then serve the Shire for next 20 or so years. This provides an opportunity to establish a synthetic field.
- The synthetic field and pavilion will need to account for drainage.

- Floodlighting will be required as it helps with programming in the darker months, or extending play / training into the cooler part of the evening in summer.
- The cricket oval is in good condition and its hardness can be reduced with a dedicated maintenance regime.
- The cricket practice nets need to be replaced, and developed in line with Cricket Australia guidelines. Lighting of the nets should be considered in the design, but it is not considered to be a priority.
- The hockey building is in good condition, but what is foreseen as the best location for any new facility. A kiosk and activity rooms assist clubs to remain viable, and as such water, drainage and air-conditioning will be needed.
- Due to the location of the change rooms in the recreation centre, and that they are not gender neutral – the new pavilion will need to include change rooms. This would then require sewer (or leach drains) to be connected.
- The recreation centre is the main facility in the precinct, and the development of the pavilion will need to supplement the sport of hockey, and other clubs.

6. Pitch design

Ensuring a sports facility is sustainable is often crucial to its funding and long-term success, whilst for others, maximising the use of available space is the key to increasing sport's provision in a neighbourhood. These trends are increasingly making the concept of multi-sports facilities attractive to those investing and funding community and education sports. However, not all sports can be played on the same types of surface and the decisions made regarding the type of surface will play a significant factor in the long-term success of any synthetic field. The Federation of International Hockey (FIH) Guide to Outdoor Hockey Surfaces details the different types of surfaces that can be used and their suitability for the various stages on the hockey development pathway.

As the Shire are wanting to develop a multi-sport surface to cater for hockey and tennis, the most suitable surface is sand-dressed surface. The FIH developed Gen 2 concept (Category 4 as mentioned by Hockey WA previously) which describes the types of playing surface and line marking layouts that allow community versions of the sports to be played on full-size hockey fields or blocks of tennis / netball courts. There are many examples of these types of facilities in the regional Australia, as shown previously in Figure 8, and below.



Figure 8: Concept for Uni of South Australia and image of Dimboola Memorial Secondary School (Sourced: Polytan 2022)

The main consideration in the development of a sand-dressed multi-sport synthetic field is in regards to sport it is catering for. In this case, hockey is considered to be the main sport where a standard sand-dressed surface is usually somewhere between 12-22mm compared to the likes of soccer that requires >24mm, tennis which is between 12-20mm and cricket which is between 9-12mm. Notably, the existing tennis courts at Narembeen were 20mm when installed 20 years ago, but are short as 6mm in areas now. For general school activities these surfaces are suitable, kids games (four square etc), community sport / fitness training making it an ideal surface throughout the year.

With this in mind, it is imperative that the synthetic field is designed and constructed to the correct standards. The Shire should ensure that the design is governed by FIH Hockey Turf and Field Standards which are internationally recognised standards that ensure the appropriate quality of performance for the intended level of play.

6.1 Lighting

Sustainable hockey facilities are fundamental to the development of hockey opportunities for everyone and the move to synthetic fields means there is an increasing desire to use them over an extended period each day. Sports floodlighting is a necessary component of any sports field (synthetic or otherwise) as it provides opportunities for people to train, play or participate at any time of the day. When providing sport floodlighting, it must be designed in accordance with the relevant Australia Standards which outlines the appropriate type, level and quality of lighting for the given sport.

Typically either a 6 or an 8 pole system meeting the requirements of AS2560.2.1 (tennis) and AS2560.2:2021 (Hockey) and obtrusive lighting calculations in accordance with AS4282 is what is provided. A recent standard change has seen the minimum standard of 250 lux (training and low grade club competitions) Class 1 change to Class 2 >350 lux.

The FIH guides to sports lighting describe the different categories of lighting for fields providing information needed to work through the design, specification and procurement processes to ensure a good result is achieved for players, spectators and for the environment.

6.2 Fencing

It has been widely accepted that synthetic sports surfaces, hockey in particular have a higher risk associated spectator injury and the potential for surface damage. Typically, hockey facilities are fully fenced to a minimum of 3m behind the goal areas (including training goals) and 1.8m for other areas. It is important for a number of reasons including:

- Provide a perimeter that separates the natural surrounds from the synthetic surfaces to manage the site better.
- To keep stray animals off the fields.
- To protect the pitch from vehicle access.
- To assist in retaining balls within the playing area.
- To allow spectators to view the game safely.
- The fencing can then also be used for signage (Shire, club and sponsors) and should have tubular steel cylinders added to the fence posts for flags and the like.

To ensure uniformity, it is the concept plan will show a 3m chainmesh fence is provided all around synthetic field.

6.2.1 Gates

Single pedestrian entry gates along the north, west, south and eastern sides to the synthetic field will be required. The exact position of these will be determined in the detail design phase and in consideration with the pavilion design. These gates need to open outwards for player safety and to protect the synthetic field.

At each of the entry points design for foot traffic, the concrete footpath will have a synthetic permanent mat to assist in minimising cross-contaminants between the field and the natural landscape. Refer to Figure 9 and Appendix 1 for additional examples.



Figure 9: Single gate entry

Additionally, double gates will be required into the storage area and potentially along the eastern side for maintenance and emergency vehicle access.

6.2.2 Dividing curtains

The fencing will need to allow for and provide attachment infrastructure for dividable sports curtains and the storage units in order to maximise the fields when small sided sports are in play. These curtains will bisect the field into two, along the length of the centre line. The centre line of this cross section will contain the cables and support sleeves for the sports dividable curtains. Refer to Figure 10 and Appendix 1 for additional examples.



Figure 10: Examples of sports curtains

6.2.3 Goal recess

The fencing can also incorporate recesses for goal storage when not in use as shown below, and can be kept in place for training, noting they will need to be moved for small sided games. The only disbenefit is that the extent of the external area will need to increase.



Figure 11: Example of a goal recess (Sourced: Google 2022)

6.3 Player shelters / technical area

Player benches and shelters need to be incorporated into the design to enable ease of access and management of the site as seen below. While a requirement of FIH, tennis will also be able to use these areas. There are many versions on the market with a couple of examples below.



Figure 12: Examples of player seating and shelters

6.4 Tennis nets

There are two options for tennis nets, the standard poles and sleeve style and portable nets. The tennis club indicated that they prefer the standard approach, but as ball roll is critical for hockey – multisport synthetic fields like this usually use the portable ones, as shown below. The design and cost estimate has allowed for this set up.



Figure 13: Portable tennis net system (Sourced: Polytan 2022)

6.5 Spoon drain

A spoon drain (swale) is required at the perimeter of the playing field envelope or the run off boundary. A spoon drain is the scalloping of (generally) earth or concrete to achieve a channel whereby water can flow without much disturbance to the surrounding ground and is often used for discrete drainage. In this case it would be made from cement (or otherwise) that is designed to capture rubbish from spectators leaning over the fence (e.g.: cigarette butts), external contaminants etc as well as water.



Figure 14: Profiles of spoon drains

6.6 Certification

To ensure that the hockey field is designed and constructed to the highest standard and that FIH Approved Products are being installed correctly, the FIH Quality Programme for Hockey Turf includes the certification of hockey fields. It is recommended that the Shire seeks to certify the design as a multi-sport field with FIH and should include it as a separate contract. Further information can be sourced from <http://www.fih.ch/inside-fih/fih-quality-programme-for-hockey-turf/find-out-who-has-fih-certification/fih-certified-fields/>

Note that there are no certification standards for tennis, with the only pile height as the determining factor. All other construction details for tennis courts apply – levels, line markings, drainage etc.

6.7 Accommodation schedule

Based on the information to date, an accommodation schedule (Table 4) has been established to guide the development of the synthetic field and surrounding sporting infrastructure. Each component meets the requirements of the State Sporting Associations, clubs and Shire as far as practicable.

Table 4: Field infrastructure accommodation schedule

Synthetic field infrastructure - Accommodation schedule		
Rooms / area description	Area (m ²) / Qty	Comment, explanation and/or question for the Shire
Hockey pitch	1	<ul style="list-style-type: none"> Pitch size = 91.4m x 55m. Runoff area = 3m (minimum all around). Marked with training D's across the field to establish two Hockey 5's pitches. The off pitch storage area will be determined in the design.
Tennis courts	8	<ul style="list-style-type: none"> 8 tennis courts. Centralised in each half. One manual winch drawn net along the centre line, splitting the field in half.
Cricket oval	1	<ul style="list-style-type: none"> 120m in diameter trying to maintain the potential for two turf wickets. It should be noted that only one team and 7 matches a year, the Shire could reasonably get away with one.
Cricket practice wickets	2	<ul style="list-style-type: none"> A bank of two synthetic practice wickets to current cricket standards. 50m chain PVC coated chain mesh fencing. A minimum of 28m, ideally 34m in length. The concrete slab must be completely covered with the synthetic surface. The use of rubber along the bottom portion of each net its recommended in lieu of soft netting. A GPO is required to cater for the clubs bowling machine. Lighting (LED) should be planned for the practice nets. They need to meet the requirements of AS2560.2 for Cricket Training - Outdoors (outdoor practice pitches / nets).
Sports floodlighting (LED) for the synthetic field	1	<ul style="list-style-type: none"> Typically either a 6 or an 8 pole system meeting the requirements of AS2560.2.1 (tennis) and AS2560.2:2021 (Hockey) and obtrusive lighting calculations in accordance with AS4282. Minimum standard is Class 2 >350 lux is recommended.
Perimeter fencing	1	<ul style="list-style-type: none"> Full height 3m chain mesh fencing all around. Double gates required at the storage end, and potentially on another side for emergency access. A single gate is required on each side (6 in total to cater for the split of the courts).
Hockey goals	4	<ul style="list-style-type: none"> Four new goals required. The old ones are not necessarily design for synthetic fields or in a condition that won't damage the new surface.
Tennis posts and nets	8	<ul style="list-style-type: none"> This is irrespective of the style. The cost allowance is for the portable version. A storage area needs to have double gates and large enough to storage all eight of these.
Hockey dug outs	2 + tech area	<ul style="list-style-type: none"> Similar to those at Bruce Rock. Ideally placed on the western side of the field with views to the east. A GPO is required at each dug out, and the technical area. A water fountain / bottle filling station would be beneficial.
Spectator seating	1	<ul style="list-style-type: none"> The best option for the Shire is to install a concrete pad with purchase portable stands – which can be used for other events.

6.8 Concept plan

Using the requirements of the accommodation schedule and in alignment with the outcomes of consultation identified in Section 4, the design team developed the following concept plan (Figure 15) for the synthetic field and supporting infrastructure. Refer to Appendix 2 for the A3 version. This design minimises the need to extend the cricket pitch / grassed area to the east, maintains the Shire's need to use a full size grass hockey pitch on occasions and improves transitioning between the car park and field. In summary:

- Assumes the pavilion will be located in the same location as the current building. This is the only location that will allow the existing trees to remain with direct access from the car park - discussed in the next section.
- A full size hockey pitch with four D's across the pitch, with 3m run off all around.
- Eight tennis courts.
- One centre net along the centre line, enabling the two small sized pitches for hockey and a back net for tennis. Ideally this net is in no more than two lengths.
- Sports floodlighting to Class 2 >350 lux.
- Tennis net and goal storage area to the north – next the pavilion.
- Pedestrian gates on all sides.
- Two player benches and technical area.
- Concrete path around the perimeter.
- Cricket field of 120m in diameter.
- Two possible locations for the cricket practice nets. The western location is the preferred option as it is more practical to connect power, lighting, and have access to storage in the new pavilion. However it would block the view from the pavilion to the cricket field. It should not be located up against the fence of the synthetic field (like it currently is), as it would block people watching hockey or tennis from the eastern side.



Figure 15: Synthetic field and supporting infrastructure concept plan

6.8.1 Overview of development post design

Figure 16 below provides a typical cross section for a hockey field and Appendix 2 provides a generalised construction methodology. The method comprises of preparing the playing fields base layer similarly to that of a road. The sub-grade / base is stabilised and the subsequent layers being compacted as though traffic were to traverse over it. Asphalt is laid onto the road base / pavement followed by a dense rubber underlay and then the synthetic surface. As a consequence of using asphalt, traditional drainage methods can be employed whereby gullies / strip drains are evenly spaced to intercept the stormwater which runs through the rubber underlay and on top of the asphalt surface.

It should be noted that there are variations to synthetic field construction, and it must be governed by the site details and conditions outlined in the geotechnical report.

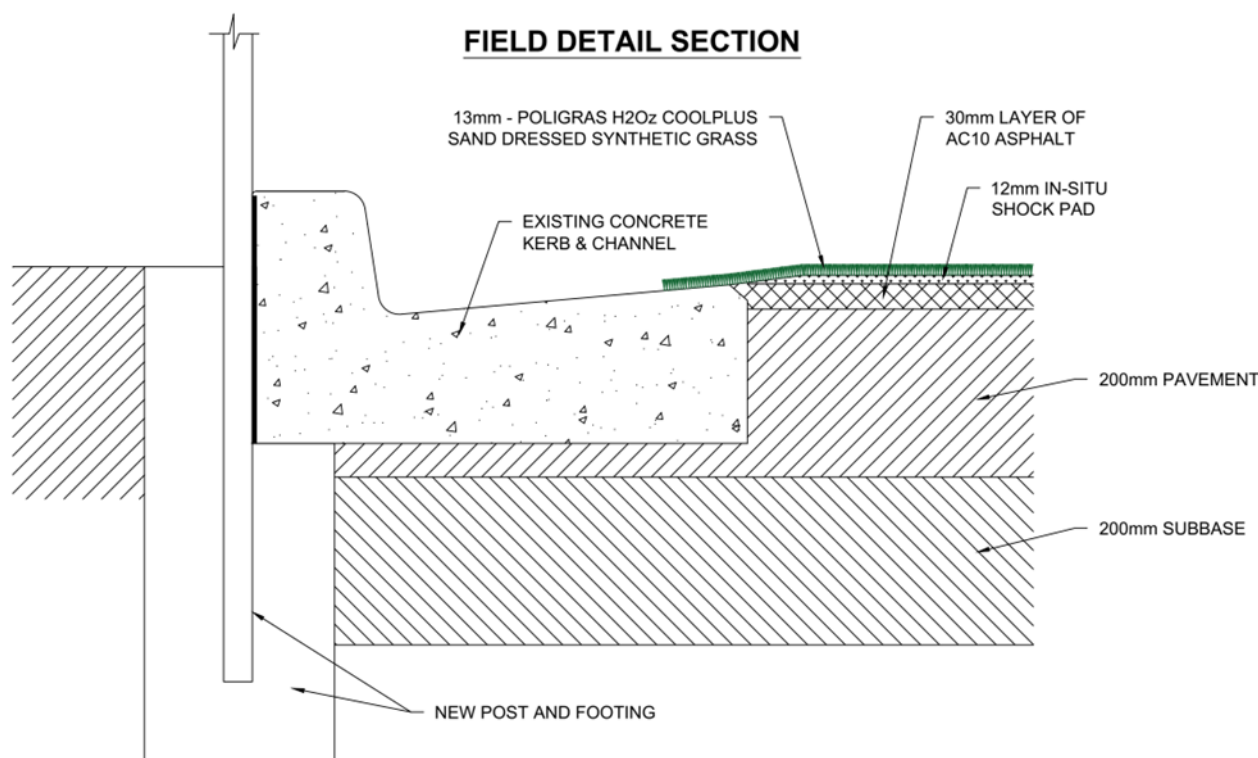


Figure 16: Typical cross section for a hockey field

As shown above, the synthetic surface itself is a minor element in the success and integrity of a synthetic field over its life. There have been many failures across Australia, where the design was comprised in an attempt to value engineer the project for the short-term. Examples include:

- Reducing the thickness of the sub-base or pavement.
- Using a prefabricated shock pad that is laid over the pavement instead of in-situ rubber.
- Minimising hold points at each stage of development, thus missing the opportunity to test (quality assurance) that the component has been constructed correctly.
- Using a design and construction procurement method. This method usually sees a design team work for a civil construction company who have the larger stake in the works. As such, the design team are governed by the lead contractor and not the Shire which means that the Shire loses control over design integrity.
- Split construction contracts where one company (including the Shire itself) does a portion of works like bulk earthworks, and then another does the next portion. This type of approach has several risks – the main one is where something goes wrong and each company points the finger at each. Typically, the LGA would be the one holding the overall risk. Establishing one contract to supply, construct and install should mitigate this risk back to the contractor.

As such, it is recommended that the Shire deploy one contract for design and documentation – this includes all investigative activities, and then one contract for construction – pending confirmation of this approach.

7. Pavilion design

A concept plan provides an illustrative floor plan, drawn to scale that clearly articulates the intent of the functional infrastructure components demonstrating their interaction within the site and reflects the required functional relationship between spaces within the pavilion and activities on the reserve.

Generally, pavilions are considered to be a multi-purpose buildings that can accommodate the appropriate number of users required to meet the needs of the sporting users (senior) depending on the sport. Designs should allow for various parts of the building to be used by different parties at the same time without compromising each other, for example, the kiosk can serve the junior clubs, with the club room area catering for the seniors.

7.1 Accommodation Schedule

Based on the information to date, an accommodation schedule (Table 5) has been established to guide the development of the pavilion. Each room meets the requirements of the State Sporting Associations, clubs and Shire as far as practicable and will be used to develop the concept plan.

Table 5: Pavilion accommodation schedule

Pavilion - Accommodation schedule		
Rooms / area description	Area (m ²)	Comment, explanation and/or question for the Shire
Activity Room	40	<ul style="list-style-type: none"> The size of this space is of similar size to the existing space. Caters for club (and community) use.
Kitchen	15	<ul style="list-style-type: none"> This is for food preparation, and will need to accommodate dry storage, and a space for the box freezer and a drinks/food fridge. Provide an internal and external food service area.
External storeroom	30	<ul style="list-style-type: none"> Large space (bigger than the existing store room) to service the club and potentially the cricket club. The room could be split, to have a smaller internal storage area with an access door to the activity room. This will allow enough room for most things such as tables and chairs, training equipment. Note all doors to swing out.
First Aid room/s	10	<ul style="list-style-type: none"> This is a must as it is foreseen it will be needed, noting that the other one appears to the footy club's.
Umpires room	10	<ul style="list-style-type: none"> Not sure this is required – and needs to be confirmed at the next stage.
Cleaners Room	5	<ul style="list-style-type: none"> Usually, a new building will need a cleaners room. It includes a sink and drain.
Female toilets	10	<ul style="list-style-type: none"> In line Building Codes of Australia (BCA) / National Construction Code of Australia (NCC).
Male toilets	10	<ul style="list-style-type: none"> In line BCA / NCC.
Universal access toilet (UAT)	10	<ul style="list-style-type: none"> In line BCA / NCC. This has a shower as it is possible that it could be used. This will need to be a right hand facility, as the recreation centre is a left hand room.
Change rooms	70	<ul style="list-style-type: none"> A minimum of two (2) non-gender specific change rooms per senior field, that can accommodate up to 15 people at a time depending on the sport. Includes wet areas – showers and toilets.
Plant Room (dry)	10	<ul style="list-style-type: none"> Communications, electrical distribution board, hot water etc.
Bins Storage	10	
Veranda	100	<ul style="list-style-type: none"> An elevated covered veranda is required on any side of the pavilion that has a view to the playing fields.
Total Building Footprint	360	

7.2 Concept plan

The concept plan (Figure 17) for the pavilion has been based on industry benchmarks and in alignment with the outcomes of consultation identified in Section 4. It should be noted that car parking and wider landscaping treatments have not been included as there is no formal car parking. Refer to Appendix 3 for A3 versions of the concept and elevations.

Our assessment of the available land after the new synthetic field has been positioned together with adequate vehicle access from existing internal roads determined the proposed hockey / tennis club room and change rooms best and most appropriate site to be on the north eastern tip of the new field. This site achieved direct vehicle access off the internal road while limiting the need for existing tree removal. Its position allowed for a secure compound for tennis nets and hockey goals to be located west of the proposed club change rooms that had direct pathway to those fields.

The building design commenced with a spatial arrangement diagram to establish the most appropriate positions for each space relating to its use. It was determined change rooms be located to the east which aligned with the central access point to the fields – directly south of the proposed structure. In summary:

- The activity room and kitchen kiosk has been situated to the east to allow viewing of both the new hockey and tennis fields as well as the cricket oval. Immediately behind the activity spaces is the external storage.
- This location is considered appropriate as it has direct access to the car parking space and internal road and also services both new and existing fields.
- Between the change rooms and activity spaces is the kiosk first aid and umpires rooms. All addressing the playing fields and protected by the spectator veranda.
- Behind and central is all amenities spaces. They are located (north side) and accessed via a wide circulation corridor dividing the change rooms and amenities spaces while also providing internal access into the kitchen and main sports activity room.
- Cleaning and plant rooms are located at the rear but also have clear access to the internal road for good servicing.



Figure 17: Building concept plan (Artem Architecture, 2022)

The architecture proposed is a skillion roof with falls to the north. The design approach was dictated by the existing trees further north and to prevent leaf build up from shedding trees, and it is proposed that the skillion design will protect the veranda roof from existing tree leaf build up. The veranda is a traditional flat roof on post and beam to provide sun and rain shelter. The concept plans construction methodology is based on cavity brick perimeter walls up to 2800mm high with the skillion formed from truss frames with metal cladding for economic reasons.

Key features include:

- 360m² building footprint, including an internal gross floor area of 250m², and external gross floor area of 110m².
- Activity room accessible directly from the carpark with views to the hockey pitch and oval.
- Kitchen that services both the external veranda and activity room.
- Two non-gender specific change rooms.

7.3 Modular construction

Another option for consideration is that of a modular construction. There are several companies on the market that have a focus on sport and recreation facilities. Modular buildings require minimal groundworks and space beyond the built area of the building as they are manufactured in the factory, and go through a robust quality assurance process. Once delivered to site, playing fields and surrounding areas are not affected during construction, minimising disruption to playing seasons and the neighbouring community.

They are more cost-effective than traditional buildings (estimated to be 40-60% cheaper), and are now well tested the local government environment, throughout Australia. Additionally, the time to construct on site can take as little as six weeks which means limited disruption to sporting activities and they all comply with the NCC. Images of some facilities are shown below, in Figure 18.

The Australian Football League (AFL), South Australian National Football League (SANFL), Queensland Rugby, Football NSW, Football Queensland and Football South Australia have endorsed and developed guidelines in the design and development of modular buildings.



Figure 18: Examples of modular buildings

This is an option that the Shire should consider, noting that it would mean preparing a design and construction contract. Should the Shire choose to undertake this option, the design brief and qualitative assessment criteria must be well developed prior to releasing the Request for Quote, as there are only a few companies with the demonstrated experience in the delivery of these types of facilities. Figure 19 provides a floor plan of the modular version that is shown in Figure 17, at a cost of less than \$1 million.

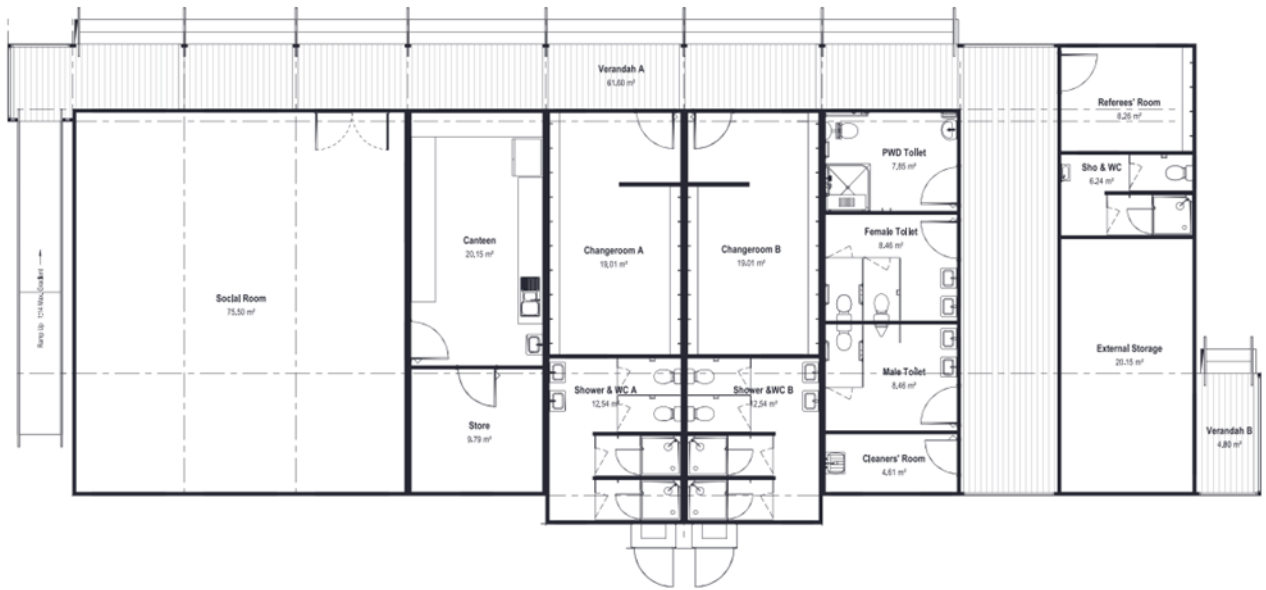


Figure 19: A floorplan of a pavilion (Sourced: Ausco 2022)

8. Design principles

The layout of the building and sporting infrastructure (hockey / tennis / cricket) infrastructure has been developed in accordance with the following design principles.

8.1.1 Access and inclusion

The aim was to identify at this early stage, the proposed landscaped and pedestrian areas including pedestrian paths of travel, shorelines, to test how the proposed designs meets the access requirements of people with a disability, the intent of the Disability Discrimination Act 1992, the principles of Universal Design and relevant legislative requirements.

Universal Design is defined as ‘the design of products and environments to be usable by all people to the greatest extent possible without the need for adaptation or specialised design’. This concept has been further developed into the seven Principles of Universal Design. These principles provide guidance to achieving good universal design in a wide range of design disciplines including environments, products and communications. Of the seven principles, the Principles of Universal Design considered to be of particular relevance to the project are presented below:

- Equitable use, where the design is useful and marketable to people with diverse abilities.
- Flexibility in use, where the design accommodates a wide range of individual preferences and abilities.
- Simple and intuitive to use.
- Low physical effort, where the design can be used efficiently and comfortably and with a minimum of fatigue.

At the next stage of design, the Shire will need to:

- Quantify the number of accessible parking bays. This should be based on anticipated demand, and may exceed the ratios for 9b buildings as stipulated in the Premises Standards / BCA / NCC.
- Should they be required, ensure that drop off / pick up bays allow space for transferring in and out of vehicles and access to associated paths of travel. It is recommended that the principles for parallel accessible bays are adopted in accordance with the Australian Standards.
- Apply the technical design criteria of Australian Standards in the design of all paths of travel, ensuring a continuous accessible path of travel is achieved including provision for turning and passing spaces.
- All pathways are to have cross slope sufficient only to address water shedding, and where a pathway has slope (i.e. steeper than 1:33), no cross fall is required for the shedding of water.
- Principal entrances to buildings should be clearly and intuitively identifiable to aid wayfinding and designed with an unobstructed and level external approach that is generous in dimension with flush transitions and wide clear open door widths.
- Ensure all entrances to buildings are to Australia Standards and are sheltered with sufficient circulation space to enter and exit the building.
- Achieve unobstructed horizontal and vertical clearances. This will apply to location of artwork and outdoor furniture such as seating, drinking fountains, bins, bollards, light and signage poles and the like in relation to the path of travel.
- Sanitary facilities – UAT / showers. Across the precinct ideally provide an even distribution of left and right hand transfer options to meet the intent of BCA / Access Code requirements. The recreation centre has a left hand UAT, and therefore this building is to have a right hand UAT.
- In the kiosk and servery, it is considered that a height servery height of 900-950mm is suitable for a servery where the main function is to pass small food items from the kitchen over the counter. This height meets the side reach range requirements of AS1428.2 1992 and would also meet the needs of a person who is standing / working on the kitchen side of the servery.
- Ensure the appropriate interface between the landscape and buildings.
- Develop a wayfinding strategy to apply both active and passive methodologies.

It is recommended that the Shire engage a qualified assessed by an Access Consultant as a part of the design development process. This will help in the design of an accessible building in accordance with Australian Standards and other legislative requirements, prior to the facility being constructed.

8.1.2 Crime Prevention Through Environmental Design (CPTED)

CPTED refers to the application and integration of design principles within the built environment to minimise Crime, and create safer environments and great public places for all. The draft Safer Places by Design (2021) supports the creation of well-designed built environments and focuses on four key principals, as shown below in Figure 20.

These Guidelines provide a practical resource in the application of crime prevention through environmental design (CPTED), to promote the value of good design in delivering vibrant and safe public environments. The design of the building and sport infrastructure has considered each of the principals in its development, noting that these will need to be refined in the detailed and schematic design stages for the project.

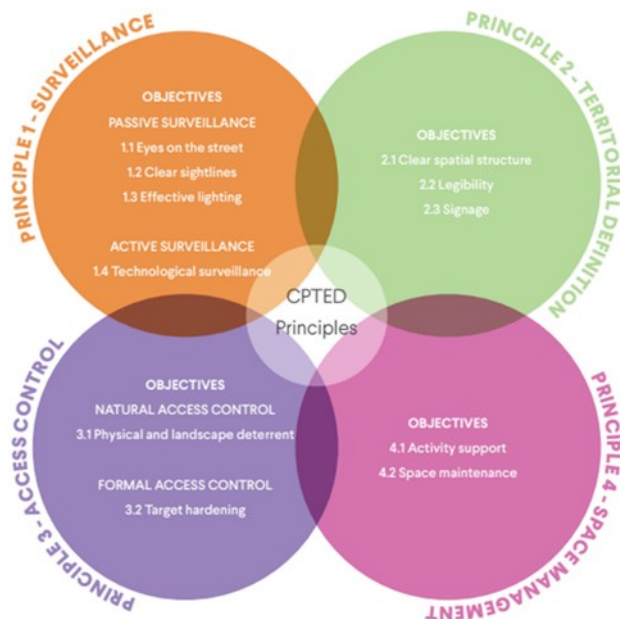


Figure 20: CPTED principles (Department of Planning, Lands and Heritage, 2021)

8.1.3 Healthy Active by Design (HAbD)

The Heart Foundation's (HAbD) offers a practical guide to incorporating health and physical activity into the design of the built environment. The tool assists in the planning for the inclusion of physical activity and health into the design of the space. Figure 21 outlines the key considerations and the design response, noting that the next stage in the design of the site will detail specific requirements.



Figure 21: Healthy Active by Design Principles (The Heart Foundation, 2021)

9. Capital cost

A cost estimate has been developed by a Quantity Surveyor, for the concept plans shown in Appendix 2 and 3. The estimated cost for the building and all field infrastructure is \$2,425,575 and \$6,136,250, respectively – with an overall project total of \$8,561,825, as shown in Table 6 below. The costs are based on 2022 figures, includes design, contingencies, escalation and project management costs and regional allowances. Refer to Appendix 4 for the detailed breakdown.

It should be noted that, with the recent market uncertainty and increased costs associated with construction (sourcing and cost of materials, time delays, labour shortages etc.) it is recognised that the actual cost of development is significantly higher than would have been the case pre-Covid-19. It is further recommended that in addition to municipal funding, that the Shire should put in place a funding strategy to secure the additional resources to deliver the project from other state and federal government funding.

Table 6: Capital build estimate summary (DCWC, 2022)

Item	Cost (ex GST)
Building	\$2,425,575
Field infrastructure and equipment	\$6,136,250
Total	\$8,561,825

The costs are aligned to the quotation provided by Polytan for a hockey pitch, the Hockey WA sustainability model and the market.

In addition to the above, consideration will need to be given to the costs associated with additional technical studies and heritage assessments that may be required to ensure all statutory approvals are obtained in advance of the development. This may include, but are not limited to:

- Site and feature survey. This includes underground service location.
- Geotechnical investigation. Soil profiling and ground water levels.
- Tree survey. Tree type, health and status.
- Traffic and parking impact study. Noting that it is likely only parking is required.
- Electrical services assessment. Capacity of the site to cater for the new facilities.
- Access and inclusion audit. To ensure the design will meet the minimum and desired requirements of the Shire.

10. Funding opportunities

The development of sport and recreation facilities relies heavily on significant capital investment, which can be the difference between providing a functional facility that provides the greatest level of service or one which may compromise the activities it was meant to cater for. Historically, LGAs have funded the development of facilities via a mix programs and initiatives.

As there is no such specific funding program to contribute to the development of the Sportsplex, there has been a need to explore all funding programs from community, state and national level. The following information provides a summary of realistic funding options associated with this project.

10.1 Community Sporting and Recreation Facilities Fund (CSRFF)

The CSRFF program, operated by the DLGSC, provides financial assistance to LGAs 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 program provides three categories, and provides up to one-third of the total project (Capital) cost, and up to 50% for a development bonus for large projects in new areas:

- Small grants: for projects that cost less than \$300,000. There are two rounds, summer and winter, for this category.
- Annual grants: for projects between \$300,001 to \$500,000.
- Forward grants: for projects that cost more than \$500,001. These projects are more complex, where works will be spread over a maximum of three years.

The current allocation has been subject to change, with priority given to increasing participation, female sports amenities, facility sharing and rationalisation. The construction of new facilities to meet sport and recreation needs would fall within the remit of this fund. To be considered in each grant round, the Shire must lodge a detailed submission in line with the programs schedules – most likely September for the given year.

This funding source, will be a significant contributor in the development of the sporting infrastructure and building. Given the likelihood of a staged development, it provides the Shire with an opportunity to align each project amongst other sporting projects, ensuring that they will not be competing for funding in the same year.

10.2 Government funding / election commitments

Invariably opportunities arise through investment allocated under the state and federal government election process. The Shire has the opportunity to advocate for funding through one of the State's funding streams to progress the development of the nominated projects.

It is important to ensure a business case is clearly evident to provide the optimum opportunity to lobby for funds during that process. Often a detailed business case, that includes a social-economic-environmental return on investment, is required by federal departments and one that would be recommended to develop to provide the Shire with the optimum opportunity to lobby for funds.

One of the implications for these projects is that they need to be construction-ready to meet the timelines associated with the funding. As such, the Shire should look to advance the design of the projects ahead of its construction schedule, demonstrating the projects 'shovel readiness', in an effort to lobby ahead of other LGAs that may not be in the same position.

10.3 SportAUS – Community sport infrastructure

Provides funding for small to medium scale projects up to \$500,000 to improve local community sport infrastructure, which will support greater community participation in sport and physical activity and / or offer safer and more inclusive community sporting hubs.

10.4 Sports bodies

Various grants can be attracted from funding bodies related to community and elite level facility developments. The Australian Cricket Infrastructure Fund has two categories, that are applicable for this project. These are:

Table 7: Cricket Australia funding categories

Category	Funding Amount	Types of Projects	Maximum Grant Amount
Minor	\$1,000 - \$10,000	Pitches, practice facility refurbishment, minor change facility / pavilion refurbishment, supporting infrastructure (e.g. shade / shelter)	Up to 50% of the total project cost
Major	\$10,001 - \$30,000	New practice facilities, significant oval upgrades, sports lighting, change facility / pavilion upgrade, major refurbishments	Up to 50% of the total project cost

10.5 Key user groups

The hockey and tennis clubs could contribute towards the development of the facility. Typically, club based funding for these projects are used to upscale facilities to provide higher quality fixtures / fitout / equipment, larger rooms or additional items not usually provided by the LGA. For example, providing the cost difference between match play and training floodlighting, installation of a cool room or the provision of player shelters. Furthermore, clubs are also in a position to seek and negotiate sponsorship from local businesses to assist in the development of infrastructure or provision of equipment.

10.6 Summary

The development of the infrastructure recommended in the Feasibility Study is reliant on achieving a suitable level of external funding. At this stage, it is considered that the following represents the availability of funding opportunities based on current criteria. The predominant funding source is likely to be from municipal mechanisms, including loans or reserves.

Table 8: Funding likelihood

Funding Source	Opportunity
CSRFF program	Likely – to a maximum of 1/3 of the capital cost.
Government funding / election commitments	Potentially – through federal commitments and Shire advocacy.
SportAUS – Community sport infrastructure	Potential (but marginal funding level available)
Sports bodies	Likely – but only for the cricket nets and potentially towards the building.
Key User Groups	Likely, but any funding obtain would go towards funding fit out above the Shire’s provision standards.

11. Asset management

For the purpose of the feasibility study, the asset management component will focus on the synthetic field, and will acknowledge other core items.

Synthetic fields arguably provide limitless and can be utilised continuously with the only consideration being maintenance of the surface and the need to avoid cross contamination (dirt and dust) which impacts on lifecycle. A heavily utilised hockey synthetic should last for between eight to 12 years before the surface needs to be replaced, while grass pitch infrastructure is required to be maintained weekly and lay dormant for a period each year (preferably) to enable the grass and reticulation/drainage issues to be resolved.

Other aspects which need to be considered with turf infrastructure is the need to replace the shock pads (beneath the surface) every 16-20 years and complete infrastructure every 24-30 years (recommendations of HWA financial planning model which is referenced later in the report).

The Natural Grass vs Synthetic Turf Decision Making Guide produced by the Department of Local Government, Sport and Cultural Industries, which although limited in its application, identifies a number of critical aspects that need to be considered in an maintenance plan for a synthetic surface. Relevant to this project are:

- Limited use pesticides or herbicides for pest and disease management are required (reducing harmful chemical inputs).
- Recycled materials are often used and reused sandshoe cushioning can be used for the shock pad.
- A comparison of annual operating costs between natural grass and synthetic hockey turf. The department's guidelines, although dated and untested in WA, indicates:
 - Sand filled synthetic turf costs \$10,000 to maintain annually (indicative costs only).
 - Synthetic turf will require replacement at the end of its useful life. This will require a sinking fund to be set aside annually and costs from the hire of the turf need to accommodate this component.

It must be noted that while there has been a gradual transition of competitive match play and training from grass to synthetic turf in hockey, grass is still viewed as being of significance in the development of juniors and basic skills.

11.1 Maintenance schedules

The ongoing maintenance of synthetic surfaces is essential to ensure that the playing characteristics are kept at the appropriate performance level throughout the life of the surface. Most suppliers and manufacturers offer warranties of between five and ten years. The maintenance should long term be managed internally but there would be a benefit of developing a contract with the installer for the first 12 months.

As part of most certification processes such as FIH it is now common for the surface supplier to provide a maintenance schedule. This should be developed between the supplier and the Shire clearly identifying the roles and responsibilities to ensure that the warranties are not adversely affected.

Routine maintenance requirements associated with a synthetic surface includes tasks such:

- Daily removal of foreign matter from the surface (litter, grass clippings, leaves, etc).
- Regular inspection of the surface for damage and any moss/weed growth.
- Basic grooming of the surface using a towable drag-mat or brush attachment to keep infill distribution levels within tolerance and importantly to prevent infill compaction. Depending on field usage levels done on a weekly or fortnightly basis.

Over time fine particles of dust and debris will accumulate within the synthetic surfacing system. As such a six-monthly specialist maintenance service is recommended to keep the synthetic playing field in optimal condition.

Specialist maintenance requirements associated with this synthetic surface service should include the following components:

- Brushing and vacuuming of the surface using purpose-built synthetic field maintenance equipment to remove detritus material from amongst the surface infill.
- Grooming of the surface to decompact the infill and to ensure that infill material is evenly distributed.
- Repairs to damaged areas, if required.
- Treatment of moss/weed growth, if required.
- Meet with ground staff and discuss their efforts and offer suggestions on improvement.

According to synthetic turf maintenance specialist in Perth, a regional facility typically requires two major servicing events a year - once at the beginning of each season. As an example Merredin, which is a similar facility that being planned in the Shire, has a service before tennis season, and before hockey season at an estimated cost of \$4,000 per visit. An opportunity exists for the Shire to align their seasonal servicing with surround LGA's to arguably cost share through a reduction in travel to and from Perth.

Cleaning, brushing and field inspection can always be done more frequently to the benefit of the surface. Common sense and careful observation should prevail and if any serious doubt exists about the effectiveness of the maintenance regime or the condition of the field. A typical maintenance schedule is:

Table 9: Typical maintenance schedule

Time	Activity
Daily	<ul style="list-style-type: none"> • Safety checks. • Check fixtures and fittings. • Make sure gates are shut. • Check and top-up fill levels at high-traffic areas such as penalty spots, and short corners.
Weekly	<ul style="list-style-type: none"> • Clear natural debris and rubbish from the area. • Clear any new weeds, moss or algae - especially around fences. • Brush the surface of the pitch.
Monthly	<ul style="list-style-type: none"> • Check infill levels. • Outside the fence, check cleanliness of access paths, check and clear mowing strips. • Check seams and inlaid lines and report failures to installer.
Periodically (at least every six months)	<ul style="list-style-type: none"> • Check thoroughly for moss, algal growth, food stains, or other debris, and remedy as appropriate. • Treat pitch with moss killer, algaecide, etc (if required). • Power brush and deep clean to help keep the infill mobile and the carpet fibres erect (filled only).
Annually	<ul style="list-style-type: none"> • Treat pitch with moss-killer or algaecide. • Call in installer if any aspect is causing significant concern.

11.2 Asset and maintenance costs

A general formula driven model to determine costs per annum for renewal, maintenance and operating of a building is shown in Table 10. Annual costs for the building are based on the total build cost only of \$1,475,500. These costs will vary dependent upon use, damage, climatic conditions etc and need to be considered when forward planning for budgets.

Table 10: Model for annual maintenance

Life Cycle Cost	Pavilion
Maintenance (1.5%)	\$22,132.50
Operating (3%)	\$44,265.00
Renewal (2%)	\$29,510.00
Total cost per annum	\$95,907.50

*Note: These figures are in today's dollars (September 2022) and does not include design requirements, escalation, GST or regional loading.

More specifically, Hockey WA has developed a sustainability model that is considered as best practice. In consideration of developing a synthetic field, the Shire needs to consider the following:

- The initial capital expenditure related to the design, site establishment and construction for the synthetic field is estimated to cost \$3,326,225. This includes an anticipated earthworks cost of \$181,000, site clearance and demolition of \$127,000 and \$1.9million for the synthetic field.
- Lifecycle costs will need to be built into any financial consideration. In realistic terms, the synthetic field will not get as much use as facilities in the Perth metropolitan area and would likely be less than the average (conservative) cost below.

Table 11: Synthetic turf system renewal costs

Item	Type	Cycle (years)	Cost*
Surface only	Replace and dispose	9	\$448,000
Shock pad	Repair	9	\$40,000
Shock pad	Replace and dispose	18	\$170,000
Sub-base and pavement	repair 18 and 36	18 and 36	\$67,500

*Note: These figures are in today's dollars (September 2022) and does not include design requirements, escalation, GST or regional loading.

- Costs for floodlighting the synthetic field cost approximately \$880,000. LED lights appear to need less maintenance and replacement of the lamps; however they still need to have the lens cleaning regularly and repointed / calibrated.

Table 12: Floodlighting renewal costs

Item	Type	Cycle (years)	Cost*
Sports floodlighting	Cleaning	Every 2	\$4,800
	Replacement	30	\$880,000

*Note: These figures are in today's dollars (September 2022) and does not include design requirements, escalation, GST or regional loading. Replacement assumes all poles, footings etc.

- Costs for the building, fencing, park furniture, pathways and ancillary infrastructure should be in line with the Shire's figures.

11.3 Summary

At this stage, the estimated costs for maintenance, asset renewal and replacement are broad in nature as the type of construction, materials and project specifications are not defined. As such, they should be used as a guide to assist in decision making, and long-term planning. Appendix 5 provides these activities and cost over a 30 year period.

Often the required maintenance activities are not followed through and clubs make do with what they have, which may not be in the best interests of the sport. It is a recommendation for the Shire to establish a Facility Management Plan to guide all activities in relation to both facilities, in particular the maintenance for the synthetic field. This should be included as a requirement of the design package where the design team provide a detail the life cycle of materials and equipment, warranties and manuals, schedule of maintenance activities, cost plan, instruction manual and training for staff / volunteers in everyday field maintenance.

12. Implementation plan

The feasibility study and has considered all the implications as outlined throughout the document and developed the following table to clearly outline the recommended actions the Shire needs to take to ensure a quality, well-managed, sustainable development of the future facility. The recommendations have been broken down into the following timeframes, including estimated costs (ex GST), unless otherwise specified:

Immediately	As soon as practicably possible.
Short Term	12 months to 2 years.
Medium Term	3 to 5 years.
Ongoing	Regular and consistent planning and dialogue required throughout the delivery of the project.

Table 13: Implementation Plan

Activity	Description	Timeline
Presentation of feasibility study	Disseminate the feasibility study and ensure the case is fully understood.	October 2022
Advocacy presentation	Disseminate the feasibility study to relevant funding bodies includes DLGSC and the WA State Government.	As relevant
Funding Strategy	Development of a Funding Strategy is required to explore the options for the development for the facility. The Strategy needs to explore potential loan repayment plans, anticipated grant assistance, rate base contribution and other funding mechanism.	Immediately
Community and Stakeholder consultation	Consult with, and advise current user groups and lease holders of facilities of the intent to develop these facilities and work in partnership with the user groups to confirm the appropriate level of space required to facilitate their ongoing occupation. A key component of this action is to inform them of the works to date, provide an opportunity to feedback on the design and to inform them of what actions are next.	Immediately
Develop the facility specification	Based on community feedback, and other subsequent reports, the Shire will need to develop design briefs and specification for each facility – synthetic field and supporting infrastructure and the pavilion. Key activities include: <ul style="list-style-type: none"> • Develop design briefs and specification for each facility. • Room data sheets. • Agreement with stakeholder of the above. 	Short term
Develop a business case	A requirement of most Federal Funding programs is the need to provide a detailed business case that accounts for economic, health, social and environmental benefits. It is recommended that the Shire seek to develop a business that the provides the justification to maximise its leverage for funding. This includes confirming the following: <ul style="list-style-type: none"> • Management models. 	Short term Est. \$25,000-\$35,000

Activity	Description	Timeline
	<ul style="list-style-type: none"> • Maintenance models. • Asset management strategy planning. • Funding Management Plan. • Workforce resource planning. <p>These works can be progressed in parallel to other works.</p>	
Electrical demand assessment	The Shire is to engagement an electrical consultant to undertake a current and predicted demand assessment. The report needs to outline current capacity, implications (e.g.: non-compliance), options and future requirements. This information can be used to apply for an upgrade with Western Power.	Short term Est. \$15,000
Site and feature survey	<p>A site and feature survey needs to be undertaken and needs to include:</p> <ul style="list-style-type: none"> • Cadastral boundaries to be digitally overlaid from Landgate SLIP (Shared Land Information Platform) data. • Edge of road reserve (back of kerb), carparking and all cross overs etc. • Existing perimeter bollards, fences, retaining walls, and gates/maintenance access on all relevant sides – where relevant. • Edge and corners of all buildings, outdoor structures and adjoining shelters / cricket practice nets. • Floor levels and roof heights of buildings. • Relevant existing footpaths (inside perimeter edge), maintenance sheds, water tanks, garden beds, permanent shelters, seating, lighting, water fountains, playground (extent of the limestone wall), or other structures etc. • All service infrastructure including the power domes & switchboards, reticulation/bore and lighting. • Locations of sewer, gas, electricity, telecommunications and water service pits/lids. Note: this does not include depth measurements. • Any significant trees contained within 10m of the development area • Contour across the internal grassed areas in 10 metre by 10 meter grids – as far as practicable for the cricket oval portion of the site. <p>Note: that this is to be included as a requirement of the design package.</p>	Short term Est. \$15,000
Geotechnical investigation	<p>Carry out sufficient geotechnical investigation to determine sub-grade conditions for the design to the standard AS1726 Geotechnical Site Investigations. The extent of the drilling will need to be determined, but at a minimum:</p> <ul style="list-style-type: none"> • Assess subsurface soil and groundwater conditions across the site. • Provide preliminary recommendations on suitable footing systems for the proposed development. • Provide preliminary allowable bearing pressure and settlement estimates for shallow footings. • Provide a preliminary site classification(s) for the expected development in accordance with AS 2870 (2011) 'Residential Slabs and Footings', and provide appropriate site remediation measures to improve the site classification, if required. • Provide preliminary recommendations and geotechnical design parameters for earth retaining structures. 	Short term Est. \$20,000 - \$50,000

Activity	Description	Timeline
	<ul style="list-style-type: none"> • Provide a preliminary design California Bearing Ratio (CBR) for the purpose of pavement design. • Assess the suitability of the in situ soils for disposal of stormwater by infiltration. • Provide preliminary advice on appropriate site preparation procedures, including compaction criteria. • Provide preliminary advice on other geotechnical issues which may affect the proposed development. <p>Note: that this is to be included as a requirement of the design package.</p>	
Establish the project on the LTFP	Work with key stakeholder to obtain commitment of funds and continue the planning process, design documentation through to construction. This is needed to ensure that funds are allocated to the works listed within the Implementation Plan. This must include funds in line with the maintenance plan.	Ongoing
Engage a synthetic hockey turf design specialist	Commence design for the precinct development according to agreements and available funds. Prepare a consultants brief, to include in a procurement package for a hockey turf design specialist. If required, the Shire may seek to engaged a consultant to prepare a brief.	Short-medium term Est. \$200,000
Engage a Access Consultant	The Shire should engage a Access Consultant to review the drawings the schematic design stage and during the design development phases.	On commencement of design Est. \$12,000 without a site visit.
Construction	Development of the facility in line with the Shire timelines.	2024/25

13. Conclusion

A critical consideration in the development of the facility will be the potential to consider the case for investment (i.e. business case). This will require the following matters to be assessed and clarified:

- To confirm the strategic positioning and how the development of the meets the objectives of the Shire and its stakeholders. This would incorporate a more extensive stakeholder consultation process to test, verify or challenge the outputs of this feasibility study.
- Develop the rationale for the extent of infrastructure desired and a clear understanding of how growth and potential phased development could occur within the site, seeking to clarify:
 - The extent of all facility infrastructure as identified in the feasibility study.
 - Asset management and maintenance strategies.
 - The development of a detailed design brief for the purpose of procurement.
- Determine the appropriate governance and management model to be employed, including leasing and booking arrangements for each pavilion and the synthetic field, or part of.
- An income and expenditure assessment to clarify the level of subsidy which is acceptable to the Shire.
- Undertake a risk analysis at the start of the business case process and review on completion of the business case to ascertain the likely risks and potential mitigation measures which will need to be employed to address them.
- Develop a procurement strategy to minimise risk to the Shire. Key items include:
 - Design contract.
 - Construction contract.
 - Supply contract.
 - Access Consultant.
- To incorporate all technical studies required to proof the land up for development. This would necessitate the commissioning of a geotechnical study and site and feature survey.
- Confirm a realistic timeline for delivery and develop an Implementation Plan taking into account the outcomes of the more detailed technical research.

Appendix 1: Visual audits

Images (all taken by Author)	Comments
<p data-bbox="161 370 448 395">Existing tennis court area</p> 	<ul style="list-style-type: none"> • There are eight courts present with synthetic surfaces, and one disused court without a synthetic surface. They are in a 3 x 3 configuration. The synthetic surface lifting in areas, and shows sign of wear and tear. The yarn itself is well worn and is flat. • The surface had a lot of debris (some to be expected with the trees nearby) • Courts are fully fenced with access gates on all sides. They are in good condition. While there is direct access from all sides, access for people with disabilities is restricted. • The recreation centre has been built up to the southern fence line which provides a good covered viewing area. • The level of the courts are about the same as the car park, with a three course high brick wall on all sides, to stop the water from coming in. • The courts are not floodlit. • The courts are showing signs of the pavement cracking, water pooling (mould growing), ants coming through cracking and an undulating playing surface. • The posts are sleeved with winders that poke out. • Condition rating 7.

Images (all taken by Author)

Comments

Existing tennis court area



Cricket oval and practice nets



- The cricket oval has a natural turf centre wicket that allows for three wickets to be prepared.
- The ground is in good condition with no brown patches, but has inconsistent hardness throughout. Some areas are soft – closer to the football northern goal end and hard near the car park.
- This area is also used for hockey, with two pitches prepared during the year.
- There are two cricket nets with synthetic turf laid on 50% of the concrete pad. The concrete pad is 25m x 2m. The net structure is stable but not in good condition and uses a combination of chainmesh and soft netting. Condition rating: 7

Hockey building



- The pavilion is a shed structure, that has two rooms – the activity / club room and a store room with an undercover area.
- It is located at the north-east end of the tennis courts, with direct access to the car park.
- The club room is used for serving food and drinks from eskies and small fridges, has a wood fire heater and not air-conditioning.
- The storage room has sufficient space and has a deep chest freezer in it.
- The building has no running water, drainage or toilets / showers / changing facilities. Although there is an outside water tap / drinking fountain.
- Condition rating 2.
- To the west, there is an old shed that was the old store room and is no longer used.

Recreation Centre



- The recreation centre has a central bar / serving area with a commercial kitchen. It is managed by a group not affiliated with any of the sporting clubs, on behalf of the Shire.
- There are three areas for patrons – the area that has pool tables and darts overlooking the lawn bowls; the area overlooking the courts and the area overlooking the fields. All areas appear to be well lit, have good sound attenuation properties and have good views.
- The facility caters for well over 200 people.
- On entry you are greeted with the public toilets (that includes showers) and a meeting room which are used by the tennis club.
- There is a match office on the northern side, that is used by tennis.
- An undersized cleaners store is present, and in other facilities similar to this would be approximately 10m². It is considered to be

Images (all taken by Author)

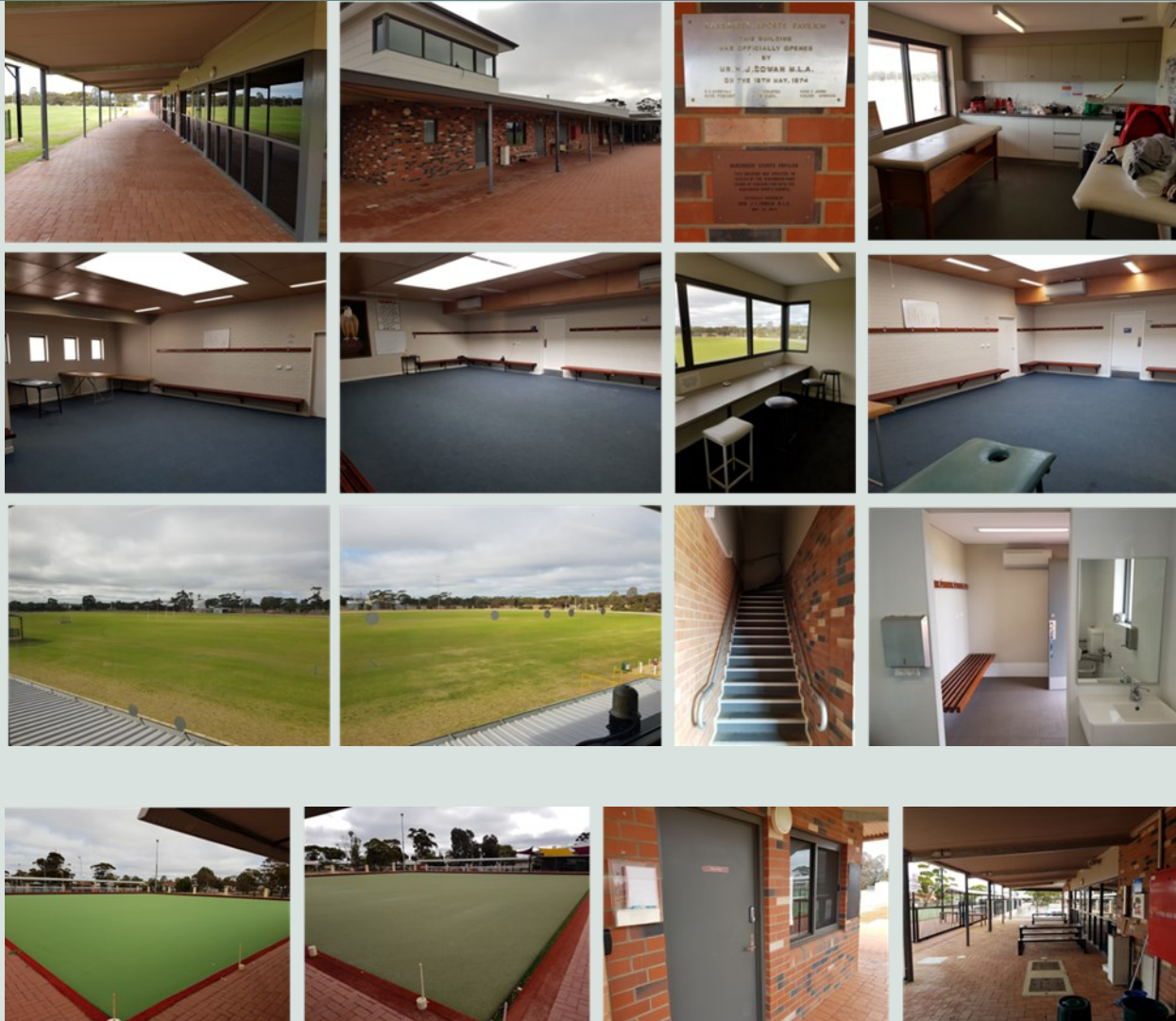
Comments



- unergonomic as it is narrow, which is exacerbated through the retro fitting of shelving.
- A separate bin store is provided, in a location that is easy for the waste to be picked up.
- An internal storeroom for the Shire is small, but does not appear to have much stored in there at present. Shelving will improve the capability of this room.
- The kitchen is large, and services both the centre, but and the sports clubs through an arrange. It has direct access to the sports fields.
- All of the toilets and showers have been modernised within the constraints of the existing walls etc. However, they are not gender neutral.
- The two change rooms that service the fields are very large, and beyond that of typical provision standards.
- The first aid room is a good size, but only services the fields and appears to set up by the football club.
- The umpires room does not gender neutral.
- The scorers room upstairs is only accessible to able bodied people.
- Two lawn bowls greens are present – one is synthetic and the other is carpet.
- Overall condition rating: 2

Images (all taken by Author)

Comments



Images (all taken by Author)

Comments

Fencing and gates from other facilities (Merredin and Bruce Rock)



- Merredin and Bruce Rock are two synthetic turf facilities in neighbouring LGA's.
- Merredin was constructed in about 2014/15 and caters for hockey and tennis. It has a small building (kitchen and storage) and the changerooms are a part of the Merredin Recreation Centre. It has full height fencing on 3.5 sides, and two sets of curtains. Player shelters are not provided and portable tennis nets are used. It is marked with D's across the field.
- Bruce Rock is new and has been design for hockey only. It has full height fencing on the two ends, and 1.2m high fences on the sides. It is not marked with D's across the field. Player shelters were recently installed. It does have a drinking fountain, but no shade and is some distance from the change rooms and toilets. There is a path established along three sides against the fence.
- Both facilities a sand filled hockey fields, are floodlit and have plenty of parking.

Images (all taken by Author)

Comments

Other infrastructure needs from other facilities (Meridian and Bruce Rock)



Appendix 2: Site plan and section details

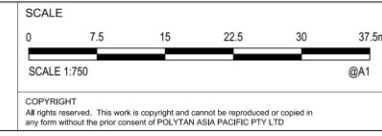
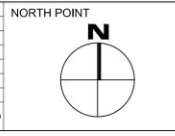


LEGEND:

	SYNTHETIC SURFACE
	HOCKEY LINEMARKING
	TENNIS LINEMARKING
	1.8m HIGH CHAIN MESH FENCING
	GOAL STORAGE AREA
	CRICKET BOUNDARY LINE
	CRICKET PRACTICE NETS
	LIGHT POSTS

ISSUED FOR APPROVAL

No.	REVISION	DATE	APPROVED
0	APPROVAL ISSUE - CONCEPT ONLY	25/08/22	AWC

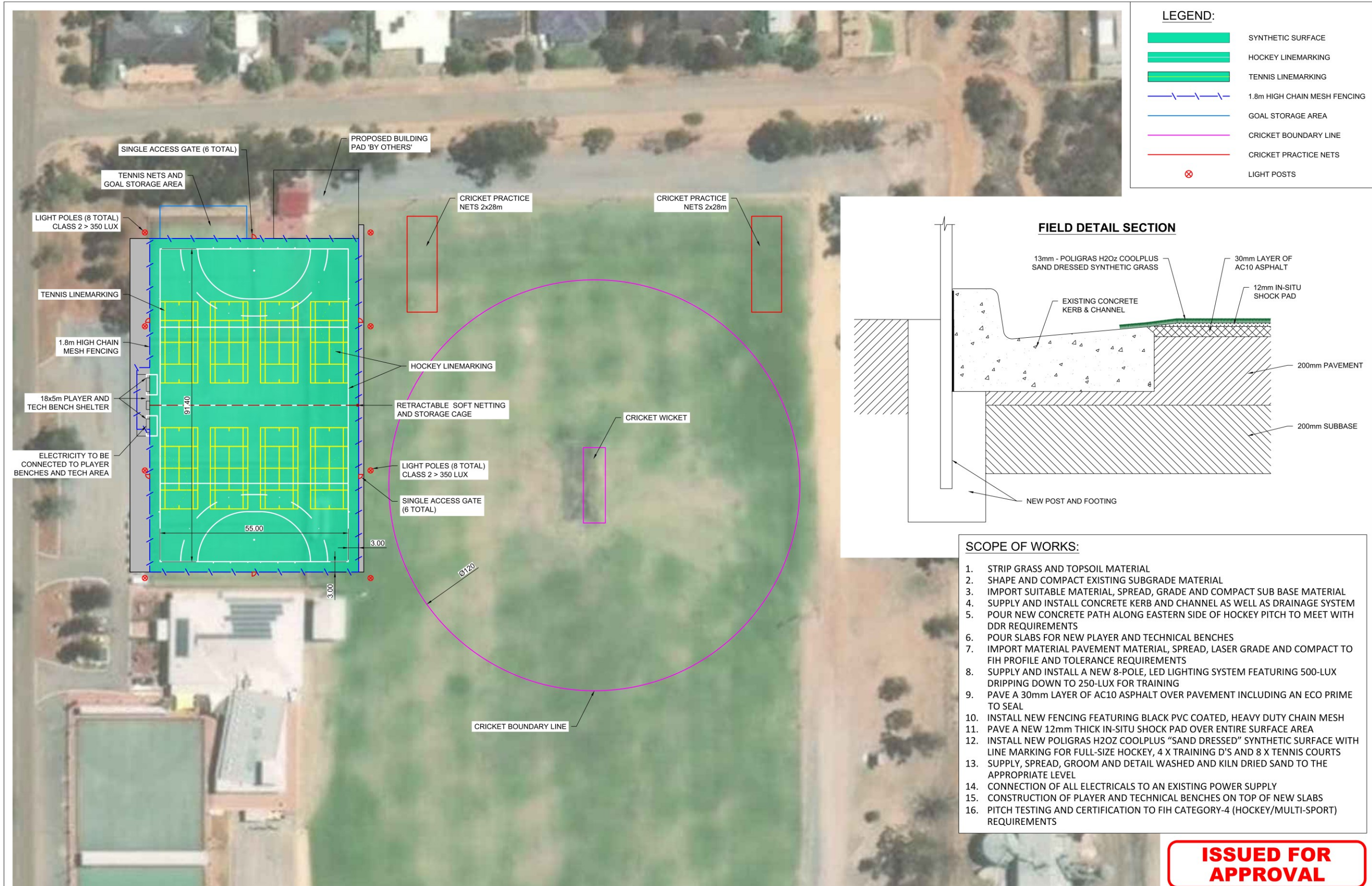


PROJECT
HOCKEY AND TENNIS FACILITY
NAREMBEEN RESERVE

DRAWING
PROPOSED WORKS OVERLAY
LAYOUT PLAN

DESIGN	AWC	DRAWING No.	REV No.
DRAWN	AWC	P_NFU_PWO_002	0
VERIFY	AWC		

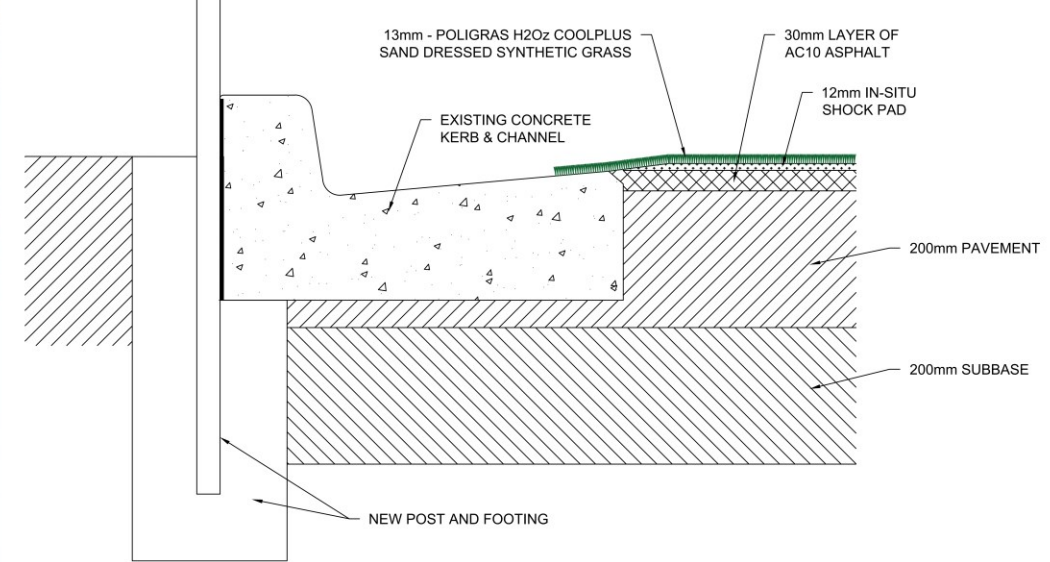
STATUS:	APPROVAL ISSUE - CONCEPT ONLY	SHEET SIZE	A3
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LEGEND:

- SYNTHETIC SURFACE
- HOCKEY LINEMARKING
- TENNIS LINEMARKING
- 1.8m HIGH CHAIN MESH FENCING
- GOAL STORAGE AREA
- CRICKET BOUNDARY LINE
- CRICKET PRACTICE NETS
- LIGHT POSTS

FIELD DETAIL SECTION



SCOPE OF WORKS:

1. STRIP GRASS AND TOPSOIL MATERIAL
2. SHAPE AND COMPACT EXISTING SUBGRADE MATERIAL
3. IMPORT SUITABLE MATERIAL, SPREAD, GRADE AND COMPACT SUB BASE MATERIAL
4. SUPPLY AND INSTALL CONCRETE KERB AND CHANNEL AS WELL AS DRAINAGE SYSTEM
5. POUR NEW CONCRETE PATH ALONG EASTERN SIDE OF HOCKEY PITCH TO MEET WITH DDR REQUIREMENTS
6. POUR SLABS FOR NEW PLAYER AND TECHNICAL BENCHES
7. IMPORT MATERIAL PAVEMENT MATERIAL, SPREAD, LASER GRADE AND COMPACT TO FIH PROFILE AND TOLERANCE REQUIREMENTS
8. SUPPLY AND INSTALL A NEW 8-POLE, LED LIGHTING SYSTEM FEATURING 500-LUX DRIPPING DOWN TO 250-LUX FOR TRAINING
9. PAVE A 30mm LAYER OF AC10 ASPHALT OVER PAVEMENT INCLUDING AN ECO PRIME TO SEAL
10. INSTALL NEW FENCING FEATURING BLACK PVC COATED, HEAVY DUTY CHAIN MESH
11. PAVE A NEW 12mm THICK IN-SITU SHOCK PAD OVER ENTIRE SURFACE AREA
12. INSTALL NEW POLIGRAS H2OZ COOLPLUS "SAND DRESSED" SYNTHETIC SURFACE WITH LINE MARKING FOR FULL-SIZE HOCKEY, 4 X TRAINING D'S AND 8 X TENNIS COURTS
13. SUPPLY, SPREAD, GROOM AND DETAIL WASHED AND KILN DRIED SAND TO THE APPROPRIATE LEVEL
14. CONNECTION OF ALL ELECTRICALS TO AN EXISTING POWER SUPPLY
15. CONSTRUCTION OF PLAYER AND TECHNICAL BENCHES ON TOP OF NEW SLABS
16. PITCH TESTING AND CERTIFICATION TO FIH CATEGORY-4 (HOCKEY/MULTI-SPORT) REQUIREMENTS

ISSUED FOR APPROVAL

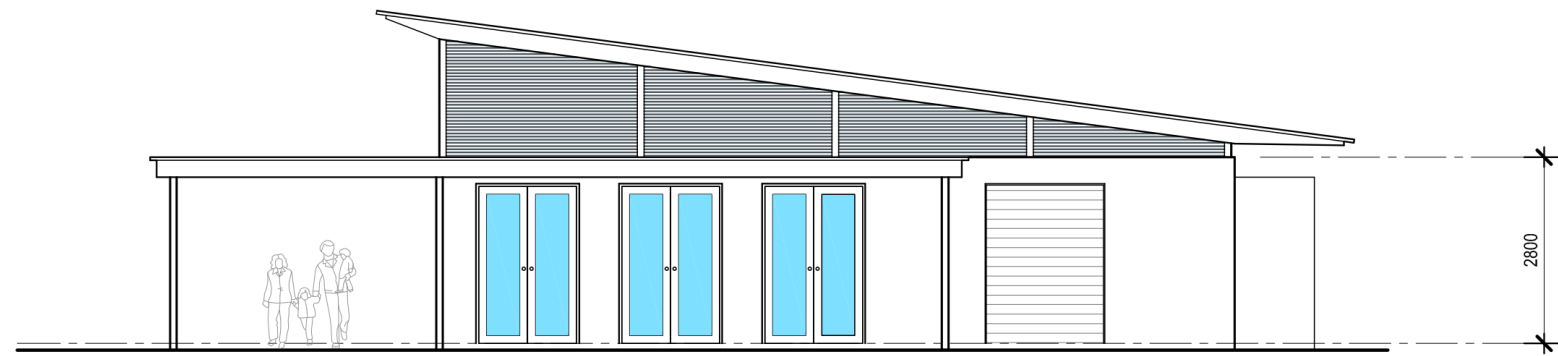
	<p>NORTH POINT</p>	<p>SCALE</p> <p>SCALE 1:500 @A1</p> <p><small>COPYRIGHT All rights reserved. This work is copyright and cannot be reproduced or copied in any form without the prior consent of POLYTRAK ASIA PACIFIC PTY LTD.</small></p>	<p>CLIENT</p> <p>Narembene Together we grow</p>	<p>PROJECT</p> <p>HOCKEY AND TENNIS FACILITY NAREMBEEN RESERVE</p>	<p>DRAWING</p> <p>PROPOSED WORKS OVERLAY</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">DESIGN</td> <td style="width: 5%;">AWC</td> <td style="width: 40%;">DRAWING No.</td> <td style="width: 40%;">REV No.</td> </tr> <tr> <td>DRAWN</td> <td>AWC</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">P_NFU_PWO_001</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">0</td> </tr> <tr> <td>VERIFY</td> <td>AWC</td> </tr> <tr> <td colspan="2">STATUS: APPROVAL ISSUE - CONCEPT ONLY</td> <td>SHEET SIZE</td> <td>A3</td> </tr> </table>	DESIGN	AWC	DRAWING No.	REV No.	DRAWN	AWC	P_NFU_PWO_001	0	VERIFY	AWC	STATUS: APPROVAL ISSUE - CONCEPT ONLY		SHEET SIZE	A3
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DRAWN	AWC	P_NFU_PWO_001	0																	
VERIFY	AWC																			
STATUS: APPROVAL ISSUE - CONCEPT ONLY		SHEET SIZE	A3																	

Appendix 3: Building concept plan and elevations





E-01 SOUTH ELEVATION
A101 1:100



E-02 EAST ELEVATION
A101 1:100

REV	DATE	DESCRIPTION


ARTEM architecture
 p: (08) 9433 2221 | m: 0417 890 779

AR ARCHITECTURE
TEM

PAVILION ELEVATIONS DESIGN
 DRAWING NAME :
 PROJECT TITLE :
 LOT D22529
 CURRALL STREET
 NAREMBEEN

1:100
 @ A3 0 5 10 20 30
 drawn by: D. Miller
 date: 13/09/2022
A3.00

Appendix 4: Cost estimate compiled by Donald Cant Watts Corke (September 2022)

SHIRE OF NAREMBEEN		HOCKEY BUILDING				FIELD INFRASTRUCTURE			
Item	Description	Quantity	Unit	Rate (\$)	Total (\$)	Quantity	Unit	Rate (\$)	Total (\$)
1.00	Buildings								
1.01	Allowance for Hockey Building	360	m2	3,008	1,083,000				
	TOTAL BUILDING COST	360	m2	3,008	1,083,000				
2.00	External Works & Landscaping								
2.01	Allowance for Site Clearance	500	m2	10	5,000	7,700	m2	10	77,000
2.02	Allowance for demolition of buildings / structures	1	P.Sum	25,000	25,000				Excluded
2.03	Allowance for demolition / removal of hardstandings / Outdoor courts				Excluded	1	P.Sum	50,000	50,000
2.04	Allowance for ground works / earthworks	500	m2	100	50,000	6,039	m2	30	181,170
2.05	Allowance for playing surface complete including line markings				Excluded	1	Sum	1,745,700	1,745,700
2.06	Allowance for fencing to playing surface complete				Excluded	322	m	500	161,000
2.07	Allowance for gates in fence				Excluded				Included
2.08	Allowance for shelters / benches etc				Excluded	2	No	35,000	70,000
2.09	Allowance for new cricket wicket				Excluded	1	No	15,000	15,000
2.10	Allowance for cricket practice nets				Excluded	2	No	25,000	50,000
2.11	Allowance for minor works / maintenance to grass surfaces for oval (no other works allowed for creation of oval)				Excluded	1	P.Sum	150,000	150,000
2.12	Allowance for fitments; bins, seats, furniture	1	P.Sum	10,000	10,000	1	P.Sum	10,000	10,000
2.13	Allowance for signage	1	P.Sum	2,500	2,500	1	P.Sum	2,500	2,500
2.14	Allowance for sports equipment				Excluded	1	P.Sum	114,000	114,000
2.15	Allowance for Main Contractors Preliminaries and Margin	10%	Sum	92,500	9,000	10%	Sum	2,626,370	263,000
	External Works & Landscaping Sub Total				101,500				2,889,370
3.00	Site Services								
3.01	Allowance for service trench to building	1	P.Sum	50,000	50,000				Excluded
3.02	Allowance for services infrastructure to building	1	P.Sum	250,000	250,000				Excluded
3.03	Allowance for Sports Floodlighting; 250 lux				Excluded	8	P.Sum	110,000	880,000
3.04	Allowance for power to pitch area				Excluded	1	P.Sum	25,000	25,000
3.05	Allowance for irrigation system				Excluded				Excluded
3.06	Allowance for CCTV	1	P.Sum		Excluded	1	P.Sum		Excluded
3.07	Allowance for Main Contractors Preliminaries and Margin	10%	Sum	300,000	30,000	10%	Sum	905,000	91,000
	External Services Sub Total				330,000				996,000
	TOTAL CONSTRUCTION COSTS (PERTH PRICES)				1,514,500				3,885,370
	Regional Loading Factor	35.00%		1,514,500	530,075	35%		3,885,370	1,359,880
	TOTAL CONSTRUCTION COSTS				2,044,575				5,245,250
4.01	Design Contingencies	5.00%	P.Sum	2,044,575	102,000	5.00%	P.Sum	5,245,250	262,000
4.02	Construction Contingencies	5.00%	P.Sum	2,146,575	107,000	5.00%	P.Sum	5,507,250	275,000
4.03	Headworks and Statutory Charges		Note		Excluded		Note		Excluded
4.04	Building Act Compliance		Note		Excluded		Note		Excluded
4.05	Percent for Public Art		Note		Excluded		Note		Excluded
4.06	Land Costs (if applicable)		Note		Excluded		Note		Excluded
4.07	Other Costs - FFE		Note		Excluded		Note		Excluded
4.08	Other Costs - ICT		Note		Excluded		Note		Excluded

SHIRE OF NAREMBEEN		HOCKEY BUILDING				FIELD INFRASTRUCTURE			
Item	Description	Quantity	Unit	Rate (\$)	Total (\$)	Quantity	Unit	Rate (\$)	Total (\$)
4.09	Professional Fees	10.00%		1,723,500	172,000	8.00%		4,422,370	354,000
	On-Costs - Sub Total				381,000				891,000
	GROSS PROJECT COST				2,425,575				6,136,250
5.00	Escalation								
5.01	Base date of pricing - September 2022								
5.02	Allowance for escalation to start on site		Note		Excluded		Note		Excluded
	Escalation - Sub Total				-				-
	ESCALATED NET PROJECT COST				2,425,575				6,136,250
6.00	Local Authority Managed Costs								
6.01	Project Management Costs		Note		Excluded		Note		Excluded
	Total Local Authority Costs				-				-
	ESTIMATED GROSS PROJECT (COMMITMENT) TOTAL COST				2,425,575				6,136,250

Building accommodation schedule of rates

Description	Area (m2)	Rate (\$)	Total (\$)
Allowance for Activity Room	40	\$3,500	\$140,000
Allowance for Kiosk	15	\$6,500	\$98,000
Allowance for External Storeroom	30	\$3,000	\$90,000
Allowance for First Aid Room	10	\$3,000	\$30,000
Allowance for Umpires Room	10	\$3,100	\$31,000
Allowance for Cleaners Room	5	\$3,000	\$15,000
Allowance for Female Toilet	10	\$4,500	\$45,000
Allowance for Male Toilet	10	\$4,500	\$45,000
Allowance for Universal Access Toilet	10	\$4,500	\$45,000
Allowance for Change Rooms	70	\$4,000	\$280,000
Allowance for Plant Room	10	\$2,700	\$27,000
Allowance for Bins Storage	10	\$3,000	\$30,000
Allowance for Internal Circulation	30	\$2,900	\$87,000
Allowance for Veranda	100	\$1,200	\$120,000
Total	360	Average rate \$3,083	\$1,083,000

Notes:

- Excludes GST
- Excludes Environmental Offset / Management Plans etc
- Specific exclusions as above
- Excludes abnormal ground conditions / contamination etc
- Excludes major services diversions
- Excludes major utility upgrades / contributions & headworks
- Excludes works to any conservation areas
- Excludes parking and fences to new building
- Excludes legal costs, site costs, agents fees, finance etc
- Excludes land purchase costs
- Allows for minor upgrade works to existing oval only
- Excludes works to existing road, carpark, playground and landscape in Option 1 and 3
- Budgets are current day (September 2022) therefore need to be escalated once the program is known
- Costs assume Competitive Tender process with local builders using basic selection of materials
- Loose Furniture to new building is excluded
- OPC based on preliminary for discussion drawings dated P_NFU_PWO_001 Rev 0 and building layouts A1.01 dated 13 September 2022
- All scope, quantities and rates are provisional therefore subject to adjustment

Appendix 5: Asset maintenance plan

Activity	Year														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Synthetic turf system															
Surface only - replace and dispose									\$448,000						
Shock pad - repair									\$40,000						
Shock pad – replace and repair															
Sub-base and pavement – repair and renovate															
Annual maintenance – external contractor	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Regular maintenance – club / Shire	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Sports floodlighting															
Cleaning		\$4,800		\$4,800		\$4,800		\$4,800		\$4,800		\$4,800		\$4,800	
Replacement															
Building															
Maintenance	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132
Renewal	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510

Activity	Year														
	16	17	18	19	20	20	21	22	23	24	25	26	27	28	30
Synthetic turf system															
Surface only - replace and dispose			\$448,000										\$448,000		
Shock pad - repair													\$40,000		
Shock pad – replace and repair			\$170,000												
Sub-base and pavement – repair and renovate			\$67,500												
Annual maintenance – external contractor	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
Regular maintenance – club / Shire	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Sports floodlighting															
Cleaning	\$4,800		\$4,800		\$4,800		\$4,800		\$4,800		\$4,800		\$4,800		
Replacement															\$880,000
Building															
Maintenance	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132	\$22,132
Renewal	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510	\$29,510

Warranties and Disclaimers

The information contained in this report is provided in good faith. While Otium Planning Group has applied their own experience to the task, they have relied upon information supplied to them by other persons and organisations.

We have not conducted an audit of the information provided by others but have accepted it in good faith. Some of the information may have been provided 'commercial in confidence' and as such these venues or sources of information are not specifically identified. Readers should be aware that the preparation of this report may have necessitated projections of the future that are inherently uncertain and that our opinion is based on the underlying representations, assumptions and projections detailed in this report.

There will be differences between projected and actual results, because events and circumstances frequently do not occur as expected and those differences may be material. We do not express an opinion as to whether actual results will approximate projected results, nor can we confirm, underwrite or guarantee the achievability of the projections as it is not possible to substantiate assumptions which are based on future events.

Accordingly, neither Otium Planning Group, nor any member or employee of Otium Planning Group, undertakes responsibility arising in any way whatsoever to any persons other than client in respect of this report, for any errors or omissions herein, arising through negligence or otherwise however caused.