Ordinary Council Meeting Attachments
Wednesday 18 September 2019

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
9.3.1	**List of Accounts Paid for the period ending 31 August 2019** **Attachments** 1. List of Accounts Paid as at 31 August 2019	1 – 10
9.3.2	**Monthly Financial Reports for the Period Ending 31 July 2019** **Attachments** 1. Monthly Financial Report for period ending 31 July 2019	N/A
9.4.1	**Register of Policy Review Timeline** **Attachments** 1. Register of Policies Review Timeline	11
9.4.2	**CSRFF Forward Planning Grant -Muchea Hall Change room Redevelopment** **Attachments** 1. Draft CSRFF Forward Planning Grant Application 2. Draft Business Case 3. Draft Cost Benefit Analysis 4. Draft Funding Strategy	12 – 267
9.4.3	**Review of Chief Executive Officer Performance Criteria** **Attachments** 1. Performance Criteria as per CEO Contract 2. Draft Performance Criteria	268 – 270
9.4.4	**Self-Supporting Loan Agreement between the Shire of Chittering and Immaculate Heart College** **Attachments** 1. Self-Supporting Loan Agreement	N/A

SHIRE OF CHITTERING

ACCOUNTS PAID
AS AT 31 AUGUST 2019 PRESENTED TO THE
COUNCIL MEETING ON THE 18 SEPTEMBER 2019

This Schedule of Accounts paid under delegated authority as detailed below, which is to be submitted to each member of Council on the 18 SEPTEMBER 2019, has been checked and is fully supported by vouchers and invoices which have been duly certified as to the receipt of goods, the rendition of services and as to prices, computations and costings.

Voucher No's		Value	Pages		Fund No.	Fund Name
From	To		From	To		
Payroll	PR5046	$95,719.60	1	1	1	Municipal Fund
Payroll	PR5074	$93,380.50	1	1	1	Municipal Fund
EFT18343	EFT18496	$741,737.16	1	8	1	Municipal Fund
14349	14349	$340.00	8	8	1	Municipal Fund
Direct	Debit	$38,996.54	8	9	1	Municipal Fund
Trust	Trust	$13,404.65	9	9	2	Trust Fund
	Total	**$983,578.45**				

Officer: Mary Eager ***Signature: On file***

Authorised by: Rhona Hawkins ***Signature: On file***

Date of Report: 2nd September 2019

Disclosure of Interest by Officer: Nil

	LIST OF ACCOUNTS PAID IN AUGUST 2019 - SUBMITTED TO COUNCIL 18 SEPTEMBER 2019					
	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	Payroll Payments					
1	PR5046	07/08/2019	Payroll	PPE 06/08/19		$95,719.60
2	PR5074	21/08/2019	Payroll	PPE 20/08/19		$93,380.50
				Total Payroll Payments		**$189,100.10**
	EFT Payments					
3	EFT18497	08/08/2019	AUSTRALIAN TAXATION OFFICE (ATO)	Bas Return May 2019		$30,607.00
4	EFT18498	08/08/2019	GREAT SOUTHERN FUEL SUPPLIES			$16,759.86
	I051115	04/07/2019	GREAT SOUTHERN FUEL SUPPLIES	DEPOT FUEL Diesel 7061L	9547.32	
	I052158	19/07/2019	GREAT SOUTHERN FUEL SUPPLIES	DEPOT FUEL Diesel 5248L	7212.54	
5	EFT18499	08/08/2019	LGRCEU	Payroll deductions		$20.50
6	EFT18500	08/08/2019	SHIRE OF CHITTERING	Payroll deductions		$575.00
7	EFT18501	13/08/2019	ALISON RELITI	EVENT WYW Prizes		$24.99
8	EFT18502	13/08/2019	LGIS INSURANCE BROKING			$20,616.37
	062-204328	01/07/2019	LGIS INSURANCE BROKING	ADMIN INSURANCE Management Liability 2019/20	15693.87	
	062-204312	01/07/2019	LGIS INSURANCE BROKING	ADMIN INSURANCE Cyber Liability 2019/20	3300.00	
	062-204321	01/07/2019	LGIS INSURANCE BROKING	ADMIN INSURANCE Journey Injury 2019/20	110.00	
	062-204352	01/07/2019	LGIS INSURANCE BROKING	ADMIN INSURANCE Travel 2019/20	825.00	
	062-204346	01/07/2019	LGIS INSURANCE BROKING	ADMIN INSURANCE Personal Accident 2019/20	467.50	
	062-204333	01/07/2019	LGIS INSURANCE BROKING	ADMIN INSURANCE Marine Cargo 2019/20	220.00	
9	EFT18503	13/08/2019	LGISWA			$36,304.79
	CR100-134048	02/07/2019	LGISWA	ADMIN INSURANCE 2019/20 Contributions Credit Note First Instalment	-4381.30	
	100-134324	04/07/2019	LGISWA	ADMIN INSURANCE Crime 2019/20	1739.10	
	100-134326	04/07/2019	LGISWA	ADMIN INSURANCE LGIS Liability 2019/20 Instalment 1	19553.99	
	100-134322	04/07/2019	LGISWA	ADMIN INSURANCE LGIS Bushfire 2019/20	19393.00	
10	EFT18504	13/08/2019	LGIS INSURANCE BROKING	ADMIN INSURANCE Motor Vehicle 2019/20		50333.7
11	EFT18505	13/08/2019	LGISWA			$112,455.80
	100-134325	04/07/2019	LGISWA	ADMIN INSURANCE LGIS Property 2019/20 Instalment 1	40789.56	
	100-134327	04/07/2019	LGISWA	ADMIN INSURANCE LGIS Workcare 2019/20 Instalment 1	71666.24	
12	EFT18507	16/08/2019	AUSSIE GOLD	ADMIN FREIGHT Uniforms		$33.00
13	EFT18508	16/08/2019	AUSTRALIA DAY COUNCIL OF WA	CULTURE AUSTRALIA DAY Gold Membership 2019/20		$594.00
14	EFT18509	16/08/2019	BINDOON BAKEHAUS & CAFE			$136.20
	00001459	07/08/2019	BINDOON BAKEHAUS & CAFE	GOVERNANCE REFRESHMENTS Lower Chittering Sport And Recreation Facility Reference Group Meeting 01/08/19	60.00	
	00001461	07/08/2019	BINDOON BAKEHAUS & CAFE	GOVERNANCE REFRESHMENTS Citizenship Ceremony, Council Dinner	76.20	
15	EFT18510	16/08/2019	BINDOON GENERAL STORE	GOVERNANCE NEWSPAPERS Monthly Newspaper Account August 2019		$50.70
16	EFT18511	16/08/2019	BINDOON IGA	VARIOUS REFRESHMENTS Milk		$31.43

17	EFT18512	16/08/2019	BINDOON MOBILE RECOVERY CAMPAIGN	COMM GRANTS Mobile Recovery Campaign Vehicle Running Expenses		$3,000.00
18	EFT18513	16/08/2019	BOB WADDELL & ASSOCIATES	GOVERNANCE CONSULTANCY 2019/20 Annual Budget		$330.00
19	EFT18514	16/08/2019	CHITTERING PEST & WEED	RURAL WEED CONTROL Verge Spraying		$13,640.00
20	EFT18515	16/08/2019	CHITTERING TOURIST ASSOC (INC)	COMM GRANTS Chittering Spring Festival		$3,000.00
21	EFT18516	16/08/2019	Compac Marketing Australia	TOURISM SIGNAGE Digital Prints		$437.74
22	EFT18517	16/08/2019	DOUBLEVIEW EARTHMOVING	EDMONDS RESERVE Bollard Install		$330.00
23	EFT18518	16/08/2019	FULTON HOGAN INDUSTRIES PTY LTD	EDWARDS PLACE Asphalt		$704.00
24	EFT18519	16/08/2019	JOHN BARLOW	COMMUNITY BUS Courtesy Payment July 2019		$200.00
25	EFT18520	16/08/2019	Lions Cancer Institute	COMM GRANTS Children's Big Day Out Christmas Party		$1,000.00
26	EFT18521	16/08/2019	MARKETFORCE PRODUCTIONS			$458.50
	30819	04/07/2019	MARKETFORCE PRODUCTIONS	GOVERNANCE ADVERTISING Credit	-125.33	
	28612	29/07/2019	MARKETFORCE PRODUCTIONS	LOWER CHITTERING SPORT & REC ADVERTISING WA Business Plan 08/07/19	583.83	
27	EFT18522	16/08/2019	McLEODS BARRISTERS & SOLICITORS	GOVERNANCE LEGAL Lower Chittering Sports & Recreation Facility		$481.79
28	EFT18523	16/08/2019	NORTHERN VALLEYS NEWS			$1,429.00
	INV-1256	06/08/2019	NORTHERN VALLEYS NEWS	ADMIN ADVERTISING NV Candidate Information Session August 2019	295.00	
	INV-1255	06/08/2019	NORTHERN VALLEYS NEWS	ADMIN ADVERTISING NV Disposal Of Property, Lot 99 Santa Gertrudis Drive, Lower Chittering August 2019	295.00	
	INV-1254	06/08/2019	NORTHERN VALLEYS NEWS	GOVERNANCE ADVERTISING NV August 2019 Chatter	839.00	
29	EFT18524	16/08/2019	National Rural Health Alliance	MEMBERS SUBSCRIPTIONS Membership Of The Friends Of The Alliance 01/07/19 - 30/06/20		$253.00
30	EFT18525	16/08/2019	On Hold On Line	ADMIN COMM Monthly Messages On Hold August 2019		$69.00
31	EFT18526	16/08/2019	Opteon Property Group Pty Ltd	RATES VALUATION EXPENSES 168 Binda Place		$1,650.00
32	EFT18527	16/08/2019	PETER OSBORN	COMMUNITY BUS Courtesy Payment July 2019		$50.00
33	EFT18528	16/08/2019	PUMA ENERGY	PUMA FUEL July 2019		$2,673.38
34	EFT18529	16/08/2019	RAMM SOFTWARE			$11,745.47
	RSL-16013	01/07/2019	RAMM SOFTWARE	WORKS CONSULTANTS Rental Pocket Software 01/07/19 - 30/06/20	1371.99	
	RSL-16121	01/07/2019	RAMM SOFTWARE	WORKS CONSULTANTS Annual Support & Maintenance 01/07/19 - 30/06/20	6919.40	
	RSL-16045	01/07/2019	RAMM SOFTWARE	WORKS CONSULTANTS Works Management Licence 01/07/19 - 30/06/20	3454.08	
35	EFT18530	16/08/2019	RSEA PTY LTD	MUCHEA EAST ROAD Traffic Light Hire 01/04/19 - 30/04/19		$2,386.60
36	EFT18531	16/08/2019	Reinforced Concrete Pipes Australia	FOOTPATH ARCHIBALD STREET Drainage Materials		$3,771.68
37	EFT18532	16/08/2019	STEVE'S KERB REPAIRS	FOOTPATH ARCHIBALD STREET Kerbing		$345.95
38	EFT18533	16/08/2019	STEWART & HEATON CLOTHING CO P/L	ESL BFB CLOTHING 60 x Bushfire Services T-Shirts, 1 x T540 Yellow Cargos in size R077		$1,052.70
39	EFT18534	16/08/2019	SYNERGY	SHIRE ELECTRICITY August 2019		$6,519.50
40	EFT18535	16/08/2019	UNIQCO INTERNATIONAL PTY LTD	GOVERNANCE CONSULTANCY Fleet Management August 2019		$3,175.26

41	EFT18536	16/08/2019	VETERAN CAR CLUB OF WA (INC)	COMM GRANTS Chittering Car Day		$1,000.00
42	EFT18537	16/08/2019	VODAFONE MESSAGING	ESL COMM Vodafone Messaging July 2019		$526.88
43	EFT18538	16/08/2019	VOLUNTEERING WA	WELFARE MEMBERSHIPS Renewal 2019/20		$290.00
44	EFT18539	16/08/2019	WALGA	MEMBERS MEMBERSHIP Association Membership 2019/20, MEMBERS SUBSCRIPTIONS Procurement Services 2019/20, MEMBERS SUBSCRIPTIONS Tax Services 2019/20, ADMIN SUBSCRIPTIONS Council Connect 2019/20, ADMIN SUBSCRIPTIONS Employee Relations 2019/20, MEMBERS SUBSCRIPTIONS Local Laws Service 2019/20, MEMBERS SUBSCRIPTIONS Governance Service 2019/20, PLANNING SUBSCRIPTIONS Environmental Planning Tool 2019/20		$32,549.71
45	EFT18540	16/08/2019	WHEATBELT GYMNASTICS	ADMIN FLOWERS 01/07/19 - 29/07/19		$125.00
46	EFT18541	22/08/2019	AUSTECH SURVEILLANCE PTY LTD	ADMINISTRATION BUILDING MAINTENANCE Relocate Phone Lines		$420.00
47	EFT18542	22/08/2019	Aqua Pump and Irrigation	CLUNE PARK MAINTENANCE Air Re-develop Bore		$1,650.00
48	EFT18543	22/08/2019	Avantgarde Technologies Pty Ltd	ADMIN IT Fixed Term Support August 2019		$10,208.00
49	EFT18544	22/08/2019	BINDOON GENERAL STORE	GOVERNANCE CIVIC FUNCTIONS Cellophane		$12.00
50	EFT18545	22/08/2019	BINDOON HARDWARE & RURAL SUPPLIES			$10,372.97
	10143471,74	25/07/2019	BINDOON HARDWARE & RURAL SUPPLIES	CHITTERING VALLEY OVAL MAINTENANCE Fast Set Concrete, Gates, Strainer Posts, Hinges	1212.00	
	10143946	29/07/2019	BINDOON HARDWARE & RURAL SUPPLIES	RURAL WEED CONTROL Verge Spraying Supplies	7848.00	
	JULY2019	31/07/2019	BINDOON HARDWARE & RURAL SUPPLIES	HARDWARE SUPPLIES July 2019	1312.97	
51	EFT18546	22/08/2019	BINDOON IGA	ESL BFB REFRESHMENTS First Aid x 11 13/07/19		$37.98
52	EFT18547	22/08/2019	BINDOON MOWERS & MACHINERY	SUNDRY PLANT Repair Pole Saw		$35.00
53	EFT18548	22/08/2019	BINDOON SPORT AND RECREATION			$1,193.76
	00006215	25/07/2019	BINDOON SPORT AND RECREATION	BINDOON OVAL BORE ELECTRICITY 28/02/19 - 25/07/19	1138.77	
	00006217	25/07/2019	BINDOON SPORT AND RECREATION ASSOCIATION INC	CHINKABEE COMPLEX ELECTRICITY Anzac Memorial Cenotaph 28/02/19 - 25/07/19	54.99	
54	EFT18549	22/08/2019	BRAGSKALE PTY LTD			$7,623.00
	INV633	08/08/2019	BRAGSKALE PTY LTD	DEPOT BUILDING Set Out Slab, Formwork & Footings For Shed Ext	2200.00	
	INV632	08/08/2019	BRAGSKALE PTY LTD	DEPOT BUILDING Formwork & Concrete Ramp To Toilet Block	825.00	
	INV636	15/08/2019	BRAGSKALE PTY LTD	BROCKMAN CENTRE PRECINCT MAINTENANCE Clean Gutters	198.00	
	INV637	15/08/2019	BRAGSKALE PTY LTD	LOWER CHITTERING HALL MAINTENANCE Clean Gutters, Clean Light Fittings, Install Fire Extinguisher & Patch Wall	231.00	
	INV635	15/08/2019	BRAGSKALE PTY LTD	21 BINDA PLACE MAINTENANCE Repair Window Lock	66.00	
	INV640	15/08/2019	BRAGSKALE PTY LTD	ADMIN BUILDING MAINTENANCE Paint & Hang Doors To EMCS Office & Meeting Room	561.00	
	INV639	15/08/2019	BRAGSKALE PTY LTD	SUSSEX BEND RESERVE MAINTENANCE Install Water Tank & Gutter	572.00	
	INV641	15/08/2019	BRAGSKALE PTY LTD	VARIOUS HOUSING MAINTENANCE Cleaning & House Preparation	198.00	
	INV642	15/08/2019	BRAGSKALE PTY LTD	MUCHEA HALL MAINTENANCE Clean Gutters	99.00	
	INV643	15/08/2019	BRAGSKALE PTY LTD	EDMONDS RESERVE MAINTENANCE Install Gates & Bollards	1188.00	

	INV645	15/08/2019	BRAGSKALE PTY LTD	CHINKABEE COMPLEX MAINTENANCE Clean Gutters	264.00	
	INV638	15/08/2019	BRAGSKALE PTY LTD	BROCKMAN CENTRE PRECINCT MAINTENANCE Install Head Flashings To Bindoon Museum	825.00	
	INV634	15/08/2019	BRAGSKALE PTY LTD	FOOTPATH ARCHIBALD STREET Set Out Alignments, Assist With Earthworks	396.00	
55	EFT18550	22/08/2019	BULL-CHITT AUTO ELECTRICS	CH1255 FUSO TRUCK Battery Replacement (WORKS)		$847.00
56	EFT18551	22/08/2019	DAIMLER TRUCKS PERTH	CH1254 FUSO TRUCK 160,000Km Service, Rotate Tyres, Wheel Alignment, Battery Replacement x 2 (WORKS)		$3,584.95
57	EFT18552	22/08/2019	DOUBLEVIEW EARTHMOVING	MUCHEA EAST ROAD RENEWAL Bitumen Sealing Driveways		$4,000.00
58	EFT18553	22/08/2019	Dunnings Chittering Roadhouse	ESL BFB REFRESHMENTS 4wd Course x 8 21/07/19		$123.70
59	EFT18554	22/08/2019	Dynamic Group Comm & Electrical			$3,901.49
	INV-160593	01/08/2019	Dynamic Group Comm & Electrical	BINDOON TOILET BLOCK MAINT Test Lighting, Replace Tubes & Starters	182.36	
	INV-160594	01/08/2019	Dynamic Group Comm & Electrical	CHINKABEE COMPLEX MAINT Replace Isolating Switch To Air conditioner	126.48	
	INV-160598	02/08/2019	Dynamic Group Comm & Electrical	JOHN GLENN PARK MAINT Fault in Toilet Lights, Replace Tube & Starter	110.90	
	INV-160608	06/08/2019	Dynamic Group Comm & Electrical	MUCHEA OVAL MAINT Fault Find Exhaust Fan Men's Changerooms	154.96	
	INV-160613	08/08/2019	Dynamic Group Comm & Electrical	MUCHEA OVAL MAINTENANCE Replace 2 x Floodlight Globes, Rewire & Repair All Floodlight Connections	2835.25	
	INV-160618	09/08/2019	Dynamic Group Comm & Electrical	JOHN GLENN PARK MAINTENANCE Replace 4 x Globes	195.12	
	INV-160624	12/08/2019	Dynamic Group Comm & Electrical	MUCHEA HALL MAINT Replace Exhaust Fan In Men's Changerooms	154.96	
	INV-160623	12/08/2019	Dynamic Group Comm & Electrical	BINDOON FIRE STATION MAINTENANCE Replace RCBO20	141.46	
60	EFT18555	22/08/2019	GREAT SOUTHERN FUEL SUPPLIES	DEPOT FUEL Diesel 7000L		$9,645.02
61	EFT18556	22/08/2019	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA LIMITED	BUILDINGS SUBSCRIPTIONS 01/07/19 - 30/06/20		$1,760.00
62	EFT18557	22/08/2019	KLEEN WEST DISTRIBUTORS	VARIOUS BUILDINGS Cleaning Supplies		$1,088.78
63	EFT18558	22/08/2019	LAST DROP WATER CARRIERS	SUSSEX BEND RESERVE MAINTENANCE Fill 4500L Tank		$150.00
64	EFT18559	22/08/2019	LO-GO APPOINTMENTS			$10,533.60
	00420156	09/07/2019	LO-GO APPOINTMENTS	WORKS RECRUITMENT Temporary Works Supervisor 30/06/19 -06/07/19	2487.10	
	00420258	23/07/2019	LO-GO APPOINTMENTS	WORKS RECRUITMENT Temporary Works Supervisor 07/07/2019-20/07/2019	2487.10	
	00420311	30/07/2019	LO-GO APPOINTMENTS	WORKS RECRUITMENT Temporary Works Supervisor 21/7/19 - 27/07/2019	3072.30	
	00420364	06/08/2019	LO-GO APPOINTMENTS	WORKS RECRUITMENT Temporary Works Supervisor 27/07/2019 -03/08/19	2487.10	
65	EFT18560	22/08/2019	LOCAL GOVERNMENT PROFESSIONALS	ADMIN TRAINING Finance Professionals Network PD Day 23/08/19 x 3		$250.00
66	EFT18561	22/08/2019	MUCHEA PLUMBING & GAS	BINDOON HALL MAINTENANCE Quarterly ATU Service		$660.00
67	EFT18562	22/08/2019	McLEODS BARRISTERS & SOLICITORS	LOWER CHITTERING SPORTS & REC Contract For Architectural Services		$2,246.57
68	EFT18563	22/08/2019	NORTHERN VALLEYS NEWS	LOWER CHITTERING SPORT & REC ADVERT NV Major Land Transaction (August 2019)		$295.00
69	EFT18564	22/08/2019	OCS SERVICES PTY LTD	SHIRE CLEANING July 2019		$8,901.56
	90983877	19/07/2019	OCS SERVICES PTY LTD	SHIRE CLEANING July 2019	4450.78	
	90986440	09/08/2019	OCS SERVICES PTY LTD	SHIRE CLEANING August 2019	4450.78	

70	EFT18565	22/08/2019	ON PRESS DIGITAL PRINT SOLUTIONS	ESL BFB PRINTING Bush Fire Fighting Manuals x 10		$525.80
71	EFT18566	22/08/2019	OSH GROUP PTY LTD	WORKS OHS Fitness For Work Complex & Report		$1,728.00
72	EFT18567	22/08/2019	RAVI CONCRETE CONTRACTORS			$4,700.00
	00001005	31/07/2019	RAVI CONCRETE CONTRACTORS	DEPOT UPGRADE Install Concrete Slab	2500.00	
	00001005A	31/07/2019	RAVI CONCRETE CONTRACTORS	DEPOT BUILDINGS Ramp For Toilet Block	2200.00	
73	EFT18568	22/08/2019	Reinforced Concrete Pipes Australia			$571.56
	108643	31/07/2019	Reinforced Concrete Pipes Australia	FOOTPATH ARCHIBALD STREET Side Entry Universal Lid	184.80	
	306828	31/07/2019	Reinforced Concrete Pipes Australia	FOOTPATH ARCHIBALD STREET Universal Frame, Universal Side Entry Apron Left	386.76	
74	EFT18569	22/08/2019	Rusty's Plumbing Gas & Maintenance			$8,453.00
	35	31/07/2019	Rusty's Plumbing Gas & Maintenance	LAKE NEEDONGA TRAIL Supply & Install Storm Water Lines	4900.00	
	36	31/07/2019	Rusty's Plumbing Gas & Maintenance	CLUNE PARK UPGRADE Supply & Install Poly Line To Tank	770.00	
	48	14/08/2019	Rusty's Plumbing Gas & Maintenance	CLUNE PARK MAINTENANCE Repair Broken Pipe Under Bollards	231.00	
	47	14/08/2019	Rusty's Plumbing Gas & Maintenance	CLUNE PARK PUBLIC CONVENIENCES MAINTENANCE Unblock Toilets, Pump Out Septic	880.00	
	45	14/08/2019	Rusty's Plumbing Gas & Maintenance	WANNAMAL PUBLIC CONVENIENCES MAINTENANCE Supply & Install New Pump	770.00	
	46	14/08/2019	Rusty's Plumbing Gas & Maintenance	MUCHEA HALL MAINTENANCE Replace Kitchen Taps, Renew Drink Chiller Tap	319.00	
	43	14/08/2019	Rusty's Plumbing Gas & Maintenance	CEMETERY PUBLIC CONVENIENCES MAINTENANCE Replace Section Of Copper Tube	143.00	
	44	14/08/2019	Rusty's Plumbing Gas & Maintenance	BINDOON PUBLIC CONVENIENCES MAINTENANCE Unblock & Realign Existing Sewer Pipes Near ATU	440.00	
75	EFT18570	22/08/2019	SHERIDANS FOR BADGES	ADMIN STATIONERY Door Sign Chittering Room		$168.30
76	EFT18571	22/08/2019	SLIMS TYRE SERVICE			$840.40
	00013085	31/07/2019	SLIMS TYRE SERVICE	CH5026 FORD RANGER 15,000Km Service (PARKS)	481.40	
	00013233	13/08/2019	SLIMS TYRE SERVICE	CH1894 TOYOTA LANDCRUISER Tyre Repair (UPPER CHITTERING)	359.00	
77	EFT18572	22/08/2019	SPENCE INDUSTRIES			$2,429.60
	298	07/08/2019	SPENCE INDUSTRIES	P1273 CAT LOADER Repair Blown Hose (TIP)	754.05	
	301	07/08/2019	SPENCE INDUSTRIES	CH1260 GEHL LOADER Remove Window (WORKS)	209.00	
	300	07/08/2019	SPENCE INDUSTRIES	CH1263 ROLLER Check Fuel Leak, Replace Fuel Cap (WORKS)	630.55	
	299	07/08/2019	SPENCE INDUSTRIES	VARIOUS VEHICLES Repair Reverse Camera, Weld Rear Bracket, Replace Rear Light (LOWER CHITTERING)	836.00	
78	EFT18573	22/08/2019	STEWART & HEATON CLOTHING CO P/L			$333.39
	SIN-3085654	14/08/2019	STEWART & HEATON CLOTHING CO P/L	ESL BFB CLOTHING 6 x PPC Badges	32.54	
	SIN-3085941	14/08/2019	STEWART & HEATON CLOTHING CO P/L	ESL BFB CLOTHING 51 x PPC Badges	300.85	
79	EFT18574	22/08/2019	TIME CRITICAL	ESL BFB TRAINING Provide CPR x 11 13/07/2019		$302.50
80	EFT18575	22/08/2019	The Trustee For The Spencer Family Trust T/A F.M. Surveys Pty Ltd	BROCKMAN CENTRE PRECINCT BUILDINGS Contour & Feature Surveys		$8,800.00

81	EFT18576	22/08/2019	VODAFONE MESSAGING	ESL COMM Vodafone Messaging August 2019		$526.15
82	EFT18577	22/08/2019	WESTRAC PTY LTD	CH1261 CAT GRADER Cutting Edges (WORKS)		$326.17
83	EFT18578	22/08/2019	LGRCEU	Payroll deductions		$20.50
84	EFT18579	30/08/2019	AUSTECH SURVEILLANCE PTY LTD	TOURIST BUREAU MAINTENANCE Install New CCTV		$2,860.00
85	EFT18580	30/08/2019	AVON WASTE	SANITATION WASTE COLLECTION FT1 August 2019		$26,970.54
86	EFT18581	30/08/2019	BINDOON AND DISTRICTS AGRICULTURAL	COMM GRANTS Bindoon Show 2019 Event Sponsorship		$3,000.00
87	EFT18582	30/08/2019	BINDOON GENERAL STORE	GOVERNANCE REFRESHMENTS OCM 21/08/19		$73.00
88	EFT18583	30/08/2019	BINDOON IGA			$237.83
	01/6769	12/08/2019	BINDOON IGA	VARIOUS REFRESHMENTS Kitchen Restock 12/08/19	71.80	
	03/0063	22/08/2019	BINDOON IGA	WORKS TOOLBOX MEETING Breakfast Supplies	79.45	
	01/0946	23/08/2019	BINDOON IGA	WELFARE YOUTH REFRESHMENTS August 2019	86.58	
89	EFT18584	30/08/2019	BINDOON MOWERS & MACHINERY			$495.00
	00004299	01/08/2019	BINDOON MOWERS & MACHINERY	SUNDRY PLANT Chainsaw Sharpening Kit	170.00	
	00004314	19/08/2019	BINDOON MOWERS & MACHINERY	SUNDRY PLANT Fixcut Stihl Heads x 4	180.00	
	00004321	22/08/2019	BINDOON MOWERS & MACHINERY	SUNDRY PLANT Chainsaw Repairs	145.00	
90	EFT18585	30/08/2019	BOB WADDELL & ASSOCIATES	GOVERNANCE CONSULTANCY 2018/19 Fair Value Valuations		$231.00
91	EFT18586	30/08/2019	BOC LIMITED	DEPOT SUPPLIES Oxygen & Acetylene Gas 28/06/19 - 28/07/19		$51.19
92	EFT18587	30/08/2019	BRAGSKALE PTY LTD	VARIOUS BUILDING MAINTENANCE Install Tactile Pavers, Clean Gutters		$264.00
93	EFT18588	30/08/2019	BULL-CHITT AUTO ELECTRICS	CH5456 TOYOTA BUS Battery Replacement (COMMUNITY)		$594.00
94	EFT18589	30/08/2019	BUNNINGS BUILDING SUPPLIES	JOHN GLENN PUBLIC CONVENIENCES Roller Cover, Indicator Bolts x 2, Doors x 2		$337.13
95	EFT18590	30/08/2019	CHITTERING PEST & WEED	FOOTPATH ARCHIBALD STREET Ants & Bee Treatment		$132.00
96	EFT18591	30/08/2019	CLI Lawyers Pty Ltd			$2,250.15
	B345593	01/08/2019	CLI Lawyers Pty Ltd	RATES DEBT COLLECTION Disbursements (A3221)	25.00	
	B345429	01/08/2019	CLI Lawyers Pty Ltd	RATES DEBT COLLECTION Disbursements (A11262)	104.15	
	B345901	08/08/2019	CLI Lawyers Pty Ltd	RATES DEBT COLLECTION Professional Fees (A11063)	121.00	
	B345921	20/08/2019	CLI Lawyers Pty Ltd	RATES DEBT COLLECTION Disbursements (A11262)	2000.00	
97	EFT18592	30/08/2019	COOEE COURIERS & TRANSPORT	LIBRARY FREIGHT State Library 23/07/19		$107.91
98	EFT18593	30/08/2019	DANHIRE PTY LTD	JULIMAR ROAD Tree Removal		$495.00
99	EFT18594	30/08/2019	DEPARTMENT OF FIRE AND EMERGENCY	ESL LEVY Quarter 1 2019/20		$70,704.80
100	EFT18595	30/08/2019	Dynamic Group Comm & Electrical			$1,217.45
	INV-160627	13/08/2019	Dynamic Group Comm & Electrical	BINDOON FIRE STATION MAINT Investigate & Repair Faulty Light Switch	157.79	
	INV-160629	21/08/2019	Dynamic Group Comm & Electrical	LOWER CHITTERING HALL MAINT Install Double GPO, Complete Lighting Repair	1059.66	
101	EFT18596	30/08/2019	Euan Martin	VARIOUS WORKS & EVENTS Mats, Marshmallow Skewers, Painting Supplies, Tools		$435.52
102	EFT18597	30/08/2019	FILMBITES	EVENT SCHOOL HOLIDAY WORKSHOPS Screen Acting 17/07/19, Makeup SFX 18/07/19		$1,947.00
103	EFT18598	30/08/2019	HIGH PERFORMANCE PRINTER REPAIRS			$8,580.00

	20330	20/08/2019	HIGH PERFORMANCE PRINTER REPAIRS	WORKS MINOR ASSET HP Designjet T2300 MFP Plotter	7700.00	
	20281	27/08/2019	HIGH PERFORMANCE PRINTER REPAIRS	WORKS PRINTING Annual Care Pack Service T2300 2019/20	880.00	
104	EFT18599	30/08/2019	J & K HOPKINS	ADMIN MINOR ASSET 2 x Comfo V/Chair Black		$228.00
105	EFT18600	30/08/2019	JCT'S CREATIVE SOLUTIONS	ESL BFB Cleaning July 2019		$297.00
106	EFT18601	30/08/2019	JEFF LOUDON	WANNAMAL PUBLIC CONVENIENCES Cleaning July 2019		$852.50
107	EFT18602	30/08/2019	JOHN BARLOW	COMMUNITY BUS Courtesy Payment August 2019		$100.00
108	EFT18603	30/08/2019	JOHN WOODS AGNEW	COMMUNITY BUS Courtesy Payment 27/08/19		$50.00
109	EFT18604	30/08/2019	JR & A HERSEY	MUCHEA EAST ROAD RENEWAL 12 x Spray & Mark Black		$90.09
110	EFT18605	30/08/2019	LANDGATE CUSTOMER ACCOUNT			$421.20
	945125	01/08/2019	LANDGATE CUSTOMER ACCOUNT	RATES VALUATION EXPENSES Land Enquiry x 29	52.40	
	349837	01/08/2019	LANDGATE CUSTOMER ACCOUNT	RATES VALUATION EXPENSES GRV Interim Vals x 4	368.80	
111	EFT18606	30/08/2019	LO-GO APPOINTMENTS	WORKS RECRUITMENT Temporary Works Supervisor 04/08/2019 - 10/08/2019		$3,200.32
112	EFT18607	30/08/2019	LOCAL GOVERNMENT PROFESSIONALS			$150.00
	12,110	01/08/2019	LOCAL GOVERNMENT PROFESSIONALS	PLANNING TRAINING LG Professionals Workshop 25/07/19 (PO)	50.00	
	12,151	15/08/2019	LOCAL GOVERNMENT PROFESSIONALS	ADMIN TRAINING Local Government Better Practice Program, Managing the challenges of the 2019	100.00	
113	EFT18608	30/08/2019	MARKET CREATIONS	VARIOUS PRINTING Rates Design		$2,504.00
114	EFT18609	30/08/2019	McLEODS BARRISTERS & SOLICITORS			$3,934.95
	108946	01/08/2019	McLEODS BARRISTERS & SOLICITORS	PLANNING LEGAL Lease Negotiations Bell Hill Reserve NBN Co	266.42	
	109009	01/08/2019	McLEODS BARRISTERS & SOLICITORS	PLANNING LEGAL Lease Negotiations Bell Hill Reserve Telstra Round 1	1820.06	
	109581	01/08/2019	McLEODS BARRISTERS & SOLICITORS	GOVERNANCE LEGAL Sale Lot 99 Santa Gertrudis Drive, Lower Chittering	1848.47	
115	EFT18610	30/08/2019	Milton Graham (Illion Australia Pty Ltd)			$2,354.50
	900922	01/08/2019	Milton Graham (Illion Australia Pty Ltd)	RATES DEBT COLLECTION Disbursements (A9959)	44.50	
	903135	01/08/2019	Milton Graham (Illion Australia Pty Ltd)	RATES DEBT COLLECTION Solicitors Fees (A1899, A10823, A9959)	2310.00	
116	EFT18611	30/08/2019	NAJA BUSINESS CONSULTING SERVICES			$37,331.25
	0207A	13/08/2019	NAJA BUSINESS CONSULTING SERVICES	RECREATION CONSULTANTS Business Case Development Muchea Club & Changeroom Redevelopment, Travel Costs	206.25	
	0207	13/08/2019	NAJA BUSINESS CONSULTING SERVICES	RECREATION CONSULTANTS Muchea Club & Change-room Redevelopment Phase 1 & 2	37125.00	
117	EFT18612	30/08/2019	NORTHERN VALLEYS LOCAVORE STORE	EVENT TASTE OF CHITTERING Refreshments		$151.40
118	EFT18613	30/08/2019	NORTHERN VALLEYS NEWS	ADMIN ADVERTISING NV Notice Of Temporary Road Closure Wandena Road (Mid-August 2019)		$135.00
119	EFT18614	30/08/2019	ON PRESS DIGITAL PRINT SOLUTIONS	RATES PRINTING Rates Notices, Envelopes, Fridge Magnets & Information Brochures		$4,101.90
120	EFT18615	30/08/2019	RAVI CONCRETE CONTRACTORS	FOOTPATH ARCHIBALD STREET Supply Concrete, Mesh, Mell Joint & Labour, Form & Pour Footpath Including Pram Ramps		$33,814.00
121	EFT18616	30/08/2019	RAVIM RBC	GOVERNANCE CONSULTANCY Management Of Community Facilities Corporate Framework & Policy, Service Level Agreement Template, Community Facilities Data Sheet		$7,095.00
122	EFT18617	30/08/2019	RBC RURAL	PHOTOCOPIER CHARGES August 2019		$3,044.29

123	EFT18618	30/08/2019	ROCKWATER PTY LTD	LOWER CHITTERING SPORT AND RECREATION Assessment Of Impacts Of Pumping New Bore		$3,351.48
124	EFT18619	30/08/2019	SHIRE OF CHITTERING			$28,426.09
	A1627	07/08/2019	SHIRE OF CHITTERING	29 BINDA PLACE Rates 2019/20,	2085.31	
	A11630	07/08/2019	SHIRE OF CHITTERING	CHITTERING HEALTH CENTRE Rates 2019/20	4319.26	
	A9565	07/08/2019	SHIRE OF CHITTERING	11 EDMONDS PLACE Rates 2019/20	10357.70	
	A11711	07/08/2019	SHIRE OF CHITTERING	FERGUSON HOUSE Rates 2019/20	1596.57	
	A9531	07/08/2019	SHIRE OF CHITTERING	21 BINDA PLACE Rates 2019/20	1839.18	
	A9560	07/08/2019	SHIRE OF CHITTERING	8 EDMONDS PLACE Rates 2019/20	8228.07	
125	EFT18620	30/08/2019	SLIMS TYRE SERVICE			$1,600.90
	00013269	16/08/2019	SLIMS TYRE SERVICE	CH10975 ISUZU D-MAX Wheel Alignment (RANGER)	505.00	
	00013349	22/08/2019	SLIMS TYRE SERVICE	CH1270 HOLDEN COMMODORE Investigate & Repair Fuel Line Fault (EMCS)	1095.90	
126	EFT18621	30/08/2019	SOUTH MIDLANDS POLOCROSSE CLUB	COMMA GRANTS SMPA Annual Tournament		$467.50
127	EFT18622	30/08/2019	SPENCE INDUSTRIES	CH1263MULTIPAC ROLLER Fuel Tank Fault Repairs (WORKS)		$814.90
	303	21/08/2019	SPENCE INDUSTRIES	P1273 CAT LOADER Call Out Fee (TIP)	104.50	
	304	21/08/2019	SPENCE INDUSTRIES	CH1263MULTIPAC ROLLER Fuel Tank Fault Repairs (WORKS)	710.40	
128	EFT18623	30/08/2019	STATE LIBRARY OF WESTERN AUSTRALIA	LIBRARY LOST BOOKS 2019/20		$330.00
129	EFT18624	30/08/2019	SUNNY SIGN COMPANY	CHITTERING ROAD Signage		$143.00
130	EFT18625	30/08/2019	SYNERGY	SHIRE ELECTRICITY August 2019		$8,995.51
131	EFT18626	30/08/2019	TELSTRA	SHIRE TELEPHONE July 2019		$5,197.93
132	EFT18627	30/08/2019	TIME CRITICAL	ESL BFB 13 x CPR Certificates		$357.50
133	EFT18628	30/08/2019	WINC AUSTRALIA PTY LTD	ADMIN STATIONERY Restock August 2019		$209.18
				Total EFT's		**$741,737.16**
	Muni Cheques					
134	14349	21/08/2019	SHIRE OF CHITTERING - PLEASE PAY CASH	EVENT TASTE OF CHITTERING Volunteer Payment x 17		$340.00
				Total Cheque Payments		**$340.00**
	Direct Debits					
135	DD7678.1	7/08/2019	WA SUPER	Payroll deductions		$11,943.42
136	DD7678.2	7/08/2019	SuperWrap Personal Super Plan	Superannuation contributions		$192.38
137	DD7678.3	7/08/2019	COLONIAL FIRST STATE INVESTMENTS LTD	Superannuation contributions		$238.97
138	DD7678.4	7/08/2019	MLC Super - Plum Super - USI	Superannuation contributions		$238.97
139	DD7678.5	7/08/2019	REST SUPERANNUATION	Superannuation contributions		$431.45
140	DD7678.6	7/08/2019	ANZ SMART CHOICE SUPER	Superannuation contributions		$418.38
141	DD7678.7	7/08/2019	AUSTRALIAN SUPER	Superannuation contributions		$1,427.18
142	DD7678.8	7/08/2019	Australian Ethical Retail Superannuation	Superannuation contributions		$278.19
143	DD7678.9	7/08/2019	PRIME SUPER	Superannuation contributions		$134.81
144	DD	14/08/2019	BENDIGO BANK	CREDIT CARD July 2019		$6,463.98
145	DD	15/08/2019	ISUZU	Lease August 2019		$189.20

146	DD7724.1	21/08/2019	WA SUPER	Payroll deductions		$11,798.94
147	DD7724.2	21/08/2019	ANZ SMART CHOICE SUPER	Superannuation contributions		$192.08
148	DD7724.3	21/08/2019	SuperWrap Personal Super Plan	Superannuation contributions		$192.08
149	DD7724.4	21/08/2019	COLONIAL FIRST STATE INVESTMENTS LTD	Superannuation contributions		$180.45
150	DD7724.5	21/08/2019	MLC Super - Plum Super - USI 707324260241	Superannuation contributions		$179.80
151	DD7724.6	21/08/2019	REST SUPERANNUATION	Superannuation contributions		$413.15
152	DD7724.7	21/08/2019	ANZ SMART CHOICE SUPER	Superannuation contributions		$414.17
153	DD7724.8	21/08/2019	CARE SUPER	Superannuation contributions		$898.92
154	DD7724.9	21/08/2019	AUSTRALIAN SUPER	Superannuation contributions		$1,389.39
155	DD7678.10	7/08/2019	Colonial First State Rollover &	Superannuation contributions		$216.52
156	DD7678.11	7/08/2019	CBUS SUPER	Superannuation contributions		$195.20
157	DD7678.12	7/08/2019	ANZ SMART CHOICE SUPER	Superannuation contributions		$192.38
158	DD7724.10	21/08/2019	Australian Ethical Retail Superannuation	Superannuation contributions		$278.19
159	DD7724.11	21/08/2019	PRIME SUPER	Superannuation contributions		$126.47
160	DD7724.12	21/08/2019	Colonial First State Rollover &	Superannuation contributions		$174.51
161	DD7724.13	21/08/2019	CBUS SUPER	Superannuation contributions		$197.36
				Total Direct Debits		**$38,996.54**
				Total Municipal Payments		**$970,173.80**
	Trust Payments					
162	EFT18506	16/08/2019	CHITTERING SPRINGS ESTATE	BOND REFUND AUGUST 2019		$11,693.00
163	EFT18629	30/08/2019	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BSL LEVY FEE JULY 2019		$1,656.65
164	EFT18630	30/08/2019	SHIRE OF CHITTERING	BSL LEVY AGENT FEE JULY 2019		$55.00
				Total Trust Payments		**$13,404.65**

Policy Details	Review or New	Presented to Council to workshop	Presented to Council to adopt
Administration Policy 1.4 Complaints Handling	Review	Tuesday, 12 November 2019	Wednesday, 11 December 2019
Administration Policy 1.5 Execution of Documents	Review	Tuesday, 12 November 2019	Wednesday, 11 December 2019
Administration Policy 1.7 Communications	Review	Tuesday, 12 November 2019	Wednesday, 11 December 2019
Administration Policy 1.9 Recycled Purchasing	Review	Tuesday, 12 November 2019	Wednesday, 11 December 2019
Administration Policy 1.11 Security Cameras and CCTV	Review	Tuesday, 12 November 2019	Wednesday, 11 December 2019
Administration Policy 1.16 Community Engagement	Review	Tuesday, 12 November 2019	Wednesday, 11 December 2019
Finance Policy 2.1 Budget Preparation	Review	Tuesday, 4 February 2020	Wednesday, 18 March 2020
Finance Policy 2.7 Significant Accounting Policies	Review	Tuesday, 4 February 2020	Wednesday, 18 March 2020
Finance Policy 2.10 Cheque Signatory / EFT Requirements	Review	Tuesday, 4 February 2020	Wednesday, 18 March 2020
Finance Policy 2.11 Credit Cards	Review	Tuesday, 4 February 2020	Wednesday, 18 March 2020
Staff Policy 3.1 Code of Conduct - Staff, Volunteers and Contractors	Review	Tuesday, 12 May 2020	Wednesday 17 June 2020
Staff Policy 3.7 Staff Housing	Review	Tuesday, 12 May 2020	Wednesday 17 June 2020
Staff Policy 3.18 Use of Council Vehicles	Review	Tuesday, 12 May 2020	Wednesday 17 June 2020
Staff Policy 3.19 Social Media	Review	Tuesday, 12 May 2020	Wednesday 17 June 2020
Elected Members Policy 4.1 Code of Conduct	Review	Tuesday 11 August 2020	Wednesday 16 September 2020
Elected Members Policy 4.2 Petitions to Council	Review	Tuesday 11 August 2020	Wednesday 16 September 2020
Elected Members Policy 4.3 Elected Members' Fees, Allowances, Reimbursements and Benefits	Review	Tuesday 11 August 2020	Wednesday 16 September 2020
Elected Members Policy 4.6 Agenda Forums	Review	Tuesday 11 August 2020	Wednesday 16 September 2020
Community Development Policy 6.1 Australia Day Awards	Review	Tuesday 13 October 2020	Wednesday 18 November 2020
Engineering, Construction and Maintenance Policy 7.5 Road Maintenance	Review	Tuesday 13 October 2020	Wednesday 18 November 2020
Engineering, Construction and Maintenance Policy 7.6 Heavy Vehicle Access	Review	Tuesday 13 October 2020	Wednesday 18 November 2020
Town Planning Policy 9.5 Road Names	Review	Tuesday 13 October 2020	Wednesday 18 November 2020
Environment and Health Policy 10.2 Bushfire Control	Review	Tuesday 9 February 2021	Wednesday 17 March 2021
Environment and Health Policy 10.4 Clearing of Land	Review	Tuesday 9 February 2021	Wednesday 17 March 2021
Environment and Health Policy 10.7 Multiple Dogs	Review	Tuesday 9 February 2021	Wednesday 17 March 2021
Environment and HealthPolicy 10.8 Smoke-Free Outdoor Areas	Review	Tuesday 9 February 2021	Wednesday 17 March 2021

Government of **Western Australia**
Department of **Local Government, Sport and Cultural Industries**

Office Use Only
TRIM: _____
Grant No: _____
Project Coordinator: _____

CSRFF Grant Application Form

Year 2020/21 – 2022/23 Triennium

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

You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.		
All applications MUST be submitted to your local government. Contact your local government to determine the cut off date for the submission of applications.		
DLGSC Contact: Jenifer Collins	Date: 25/7/2019	Office: Wheatbelt (Northam)

TYPE OF GRANT:

☐	**ANNUAL GRANT $100,000 – $166,666 (Up to $250,000 with development bonus)** The total project cost (GST exclusive) is between $300,001 and $500,000.
☒	**FORWARD PLANNING GRANT $166,667–$2 million** The total project cost (GST exclusive) exceeds $500,000. Note: Where the grant requested is $166,667 or less but the total project cost is over $500,000, applicants are to follow the criteria for a Forward Planning grant but will be funded as an Annual grant.

Year of Claim (Applicable to forward planning grants only):
Please indicate the year that you would prefer to claim a grant, taking into account the CSRFF Acquittal Requirements. Only indicate first preference for funding in 2020/21 if all planning is finalised and the project will be completed before 1 June 2021.

☐ **2020/21**	☒ **2021/22**	☐ **2022/23**

Would the project proceed if funding was allocated in a later year? ☒ Yes ☐ No
If yes, how would the project be impacted The project would be delayed. This would not be ideal as the existing facilities are non-compliant and have reached full capacity. It may also impact on the cost to build, as the market is currently competitive

How would the resulting cost escalation be funded? Shire funds or club self-supporting loan if required

Applicant's Details:

Organisation Name:	Shire of Chittering				
Postal Address:	PO BOX 70				
Suburb:	Bindoon	State:	WA	Postcode:	6502
Street Address:	6177 Great Northern Highway				
Suburb:	Bindoon	State:	WA	Postcode:	6502

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Lisa Kay	Title:	Dr ☐ Mr ☐ Mrs ☐ Ms ☒
Position Held:	Community Development Coordinator		
Business Phone:	(08) 9576 4601	Facsimile:	
Mobile Phone:		Email:	cdc@chittering.wa.gov.au

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Organisation Business Details:

Does your organisation have an ABN?	Yes ☐ No ☐	ABN:	
Is your organisation registered for GST?	Yes ☐ No ☐	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGAs exempt.	
Is your organisation not-for-profit?	Yes ☐ No ☐		
Is your organisation incorporated?	Yes ☐ No ☐	Incorporation #: *	
Bank details:	Bank:	BSB:	A/c:

Local Government Authority Details:

LGA:	Shire of Chittering		
Contact:	Lisa Kay	Title:	Dr ☐Mr ☐Mrs☒ Ms
Position Held:	Community Development Coordinator		
Business Phone:	(08) 9576 4601	Facsimile:	
Mobile Phone:		Email:	cdc@chittering.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Muchea Club and Changeroom Redevelopment

Project Description: Refer Section 3 of the Business Case

This project will see the development of a new club house and change rooms to meet the needs of the local sporting and community clubs in the Muchea area. This project will deliver critical community infrastructure that will increase sporting participation and physical activity, in particular female involvement, build social capital and expand regional capacity.

The new club house and change rooms will provide necessary infrastructure that is not, and could not without great expense and relocation of existing facilities, be adequately serviced by the existing, aged, Muchea Hall. Expected to cost $1.65m (ex GST), this project will provide the Shire of Chittering with the following:

- A large main club room (16230 x 8860) with access to, and windows facing, the sports oval;
- A slightly larger social room (10200 x 15560) also with access to, and windows facing, the sports oval;
- Commercial kitchen with servery to the outside of the clubhouse (under cover) and inside to the main club room;
- Full bar facilities with cool room storage and openings to the main club room and social room;
- Community amenities consisting of male and female toilets, including ambulant accessible facilities and two unisex accessible (disabled) toilets
- Two changerooms specifically for the use of sporting clubs with each changeroom comprising:
  - Two separate shower and accessible (disabled) toilets for umpires, one dedicated accessible (disabled) shower and toilet, two additional toilets and three showers, two vanity basins and hand drier;
  - Racks, benches and lockers for changing and storage of personal belongings;
  - A treatment area for rubdowns, massages and strapping
- Main foyer;
- Administration Office; and
- Storage areas

Project location:	Muchea Hall and Oval, Archibald St, Muchea		
Land ownership:	Who owns the land on which your facility will be located? Vested in the Shire of Chittering Lease Expiry (if applicable): N/A		
Planning approvals		If no, provide the date it will be applied for:	
Where applicable, has planning permission been granted? (LGA)		Yes ☐ No ☒	01/07/20
Aboriginal Heritage Act?		Yes ☐ No ☒	01/07/20
Department of Biodiversity, Conservation and Attractions?		Yes ☐ No ☒	01/07/20
Native Vegetation Clearing Permit?		Yes ☐ No ☒	01/07/20

Please list any other approvals that are required. Nil	Yes ☐ No ☐	___/___/___

What discussions have been held with adjoining local authorities?

Discussions have been held with the City of Swan regarding sporting facilities in general
Approximate distance from proposed project to nearest adjoining council boundary: 6km

Have you discussed this project with Department of Infrastructure and Regional Development (Federal Government)**?** No ☒
If so, are you seeking funding from them? No ☒

How will your project increase physical activity?

There are three main areas identified in which the project will contribute to an increase in physical activity: Refer to Section 6 of the Business Case (Identification of Need)

F**emale participation:**

In a presentation made to the Council the current Muchea Hall User Groups predict to have the following **additional female participation** levels as follows:

- Chittering Junior Football Club
  In 2020 progress to having Yr 5/6, Yr 7/8 as well as Yr 9/11 girls; and, with Chittering Senior Women's Football Club, the possibility to have the girls move into Senior Football based at Muchea.
- Chittering Junior Cricket Club
  In 2020 to progress current age groups to add u14, u15 girls teams.
- Muchea Netball Club
  Future plans to increase age groups especially the u/10 groups from one to four teams. Also increasing the u/12 teams from 1 to 2 teams.
- Muchea Senior Cricket Club
  In addition to growing current teams, women's cricket is also the next step for the club, once the junior girls reach the adult age levels.

The construction of new facilities will aid in the attraction and retention of female participation in these expected areas of growth by providing privacy and a comfortable space. Refer to Section 6.5 of the Business Case

2. Junior Cricket: Projected growth to include u/13, u/14 and u15 boys teams if facilities are able to cater

3. Population growth: Chittering has grown at an average rate of 4% per annum over the last 10 years. It is estimated that 8,100 will be living in the Shire by 2026, which represents a 48% increase from the 2016 Census. The Shire also enjoys the second largest child population (20%) in the Wheatbelt. With changerooms at the hall reaching capacity with the current participation levels, it is expected that the addition of new clubrooms and changerooms will facilitate increase in physical activity in line with population growth. Refer to Section 6.1 of the Business Case

Do you share your facility with other groups? Yes ☒ If so, who: Junior and senior cricket clubs, junior football club and netball club.

List up to three sport and recreation activities which will **directly benefit** from your proposal.

Sport/community organisation	**% use of the facility**	**Hours per week**
Junior and senior cricket	40	30 per week during season
Junior football	40	30 per week in season
netball	20	20 per week

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

Junior Football	**2016/17**	**195**	**2017/18**	**221**	**2018/19**	**210**
Junior Cricket	**2016/17**	**0**	**2017/18**	**45**	**2018/19**	**70**
Senior Cricket	**2016/17**	**16**	**2017/18**	**32**	**2018/19**	**50**

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Netball	**2016/17**	**105**	**2017/18**	**95**	**2018/19**	**83**

What is the name of the State Sporting Association for your activity/sport?	
1. Western Australian Cricket Association, **2**. West Australian Football Commission, **3**. Netball WA	
Have you discussed your project with your State Sporting Association? Yes ☒ No ☐	
Contact Name: **1**. Stuart Dart (Cricket) **2**. Paul Lekias (football) **3.** Jo Smith, Matthew Hansen (netball)	Date of contact: **1**. 6/8/19, **2**. 6/8/19, **3.** 4/9/19

PLANNING

1.	**When did you complete your needs assessment?** Need was identified in 2016, this current needs assessment was completed in August 2019.

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	How has the need for your project been identified and assessed? **Refer to Section 6 of the Business Case** December 2016: Muchea Hall User Group (MHUG) identified a need to upgrade facilities. The Shire assessed and sought the possibility of funding through the Department of Sport & Recreation CSRFF small grants program, Wheatbelt Community Chest Fund and Lotterywest for the installation of a pavilion and change-room extension to the Muchea Hall. No suitable grants available. December 2017: MHUG meeting; the Chittering Junior Football Club advised that that it was seeking expressions of interest for junior girls teams and further indicated that if junior girls teams were to go ahead and the club grows, that the Shire may need to consider future modifications to the change-rooms to accommodate female teams. Girls team now playing. May 2018: Cricket facility audit by Inside Edge noted open showers, lack of lockable toilets, wear and tear June 2018: MHUG advised that a new Aerobic Treatment Unit (ATU) system or upgrade would need to be included to accommodate increased usage of the facility. Shire assessed and changed the $10,000 allocation for development of concept plans for the renovation/remodeling of the change-rooms to upgrading the ATU system. These works were completed throughout December 2018 – February 2019. July 2018: Consultant John Ravlic was addressed by MHUG during consultation on Facility Review and noted their concern over (1) the general upkeep to Muchea Hall and Oval and (2) forward planning to address growth within the Clubs/improving facilities to meet those needs. August 2018: Chittering Junior Cricket Club advised possibility of a U13 girls' team. Changeroom facilities raised as an issue. October 2018: MHUG members agreed that the option of installing **temporary** change-rooms would enable MHUG and the Shire to develop a facility plan for future growth of the facility rather than installing new ad-hoc buildings. October 2018: AFL WA facility audit noted lack of strapping/medical room, very poor umpire facilities (needing immediate attention), lack of kitchen storeroom, and small size of existing changerooms compared to WAFL guidelines. December 2018: Shire requested clubs to draft changeroom/clubroom ideas for consideration. April 2019: MHUG representative presented the concept plan for new Change-Room/Clubrooms to Shire officers for consideration, with reiteration of need to accommodate female team members and visiting teams. Jun 2019: MHUG presentation of new concept plan, including backing evidence of facility inadequacies and participation growth to councilors. Council provided "in principle support" for a new Muchea Oval Facility project. (estimated at $450,000 – $650,000 for a ⅓ contribution) September 2019: Business Case undertaken and needs assessment completed. Refer Section 6.
	Is the need or a part of the need that you have identified already being catered for? In a very minimal fashion and not well: the clubrooms, changerooms, toilet facilities and kitchen are all in need of refurbishment or replacement to bring them up to a satisfactory building standard and/or to meet current sporting association facility guidelines.
2.	**Have you undertaken a feasibility study?** Yes ☒ Comprised of the following components: Business Case (including Risk Analysis (Section14), Economic and Financial Analysis (Section 12), Whole of Life Model (Section 12) Implementation Strategy (Section 20)), Cost Benefit Analysis, and Funding Strategy- attached.

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3. **What alternatives were considered and why were they rejected?**

Refer Section 5 of the Business Case

Traditionally Option 1 is Do Nothing, but in this case, this is not really an option as the changeroom facilities are not fit for purpose, especially in regard to privacy for females. If "Do Nothing" was adopted, it is likely that the girls' teams may travel to other facilities to play sport (inconvenient for the parents who have to travel further) or stop playing all together. Another possible consequence is that visiting teams boycott the facility, or a future audit by the WAFC or Cricket WA shows the facilities not fit for purpose.

Option 1: Upgrade Existing Facility

Shire upgrades and maintains existing facilities to meet standard building codes and basic needs of the current sporting cohort.

Although no detailed costings were undertaken, a preliminary estimate of costs (taken from the QS of the new building) to add changerooms, toilets and an office/first aid room and demolish these components of the existing building is $650k plus the cost of upgrading the hall and clubrooms. This option was ruled out due to the limitation of the current footprint to expand the site to meet the size requirements and user needs of the sporting groups and community. It was considered that an investment into renovating and upgrading the facility was inefficient and short sighted given its age and layout constraints. This would also create a sub-optimal situation of still having to maintain and renew an aging asset (the hall and clubhouse) within a short timeframe.
In summary it was agreed that it would be prudent that expenditure of any new capital and operational funds would be best spent on a new facility. **NOT SUITABLE.**

POSITIVES	NEGATIVES
Potential for a quicker turn-around	Would need to increase building size to bring changerooms up to standard, however this would encroach on new ATU and/or netball courts and would incur extra costs for fire suppression.
User groups fees would stay low and there would be no requirement for clubs to fundraise	New ATU still overloaded – extra cost to increase size
Residents rates may not be increased as a result of the project	Age of building means that ongoing maintenance costs will still be high
Facility stays central to the Shire of Chittering	The building is so run down, it would need almost a total rebuild to bring it up to standard
Less cost overall	Ongoing problem of carpark next to playground

Option 2: New Facility – Existing Facility Retained

Retain and undertake basic improvements on the existing facilities and build a purpose-based club and changeroom facility for the football club, junior and senior cricket clubs and netball association users to meet their existing and future growth needs.

Building a customised facility, meeting all the facilities guidelines of the sporting codes involved was seen as the most effective way to address the chronic state of the existing facilities and allow for significant growth in these sports, exacerbated by growth within this peri-urban locality. It was considered that this solution would be able to be implemented in a reasonable timeframe to meet these growth expectations. It was also considered an affordable and sustainable option, given the club's fundraising limits, whilst remaining within the funding limits and opportunities likely to be available. **SUITABLE and PREFERRED**

POSITIVES	NEGATIVES
The community hall would be available for more community events and activities- possibly increase revenue through hall hire	Additional maintenance and operational costs – 2 buildings
Kanga and Judo would still have a space with correct flooring for their needs in the existing hall	Reduction in public open space
Possibility of space for a gym	Does not deliver on a full-sized football oval
New facility could also be used for community events: sometimes a need for two spaces	Fundraising effort required by clubs to raise co-payment
Current and growing requirements of sporting clubs would be met, especially in regard to female change rooms and space for visiting teams	
Compliant with safety and regulatory codes	
Functional kitchen: better catering capability	

4.

Refer to Section 7 of the Business Case

How does your project fit into your:

- **Club's strategic plan or development plan?** Increase numbers and ensure inclusion options (including females) for all sporting groups.

State Sporting Association's strategic or development plans?

- Western Australia Cricket Infrastructure Strategy 2019-2028

The Western Australian Infrastructure Strategy (WACIS) provides a clear direction for the future planning, provision and development of community cricket facilities. The document sets out the 'Big 6 Infrastructure Priorities by Region' divided into Metropolitan districts and WA regions. Muchea Cricket Club play in the Metropolitan Northern Suburbs Competition where WACIS has stated that one of the infrastructure priorities is the renewal of clubrooms and amenities. WACIS also states a priority for the Wheatbelt regions is the provision of all-gender player amenities. In supporting female cricket participation WACIS specifically states:

"The growing interest in the game by women and girls has also created a shift in the way facilities are being designed and delivered. Girls are being introduced to the game earlier and cricket needs to ensure that facilities provide a welcoming and nurturing environment to support ongoing participation" (pg. 12).
In redeveloping the Muchea Club and Changerooms this project is aligned with the priorities of WACIS; providing female inclusive amenities and considerations.

- Netball WA Strategic Plan 2018-2022

This document set out four Strategic Pillars, namely People and Culture, Participation, Pathway and Business Performance, through which Netball WA will seek to ensure the ongoing growth of the sport, whilst arming participants with the best possible facilities, resources, education and opportunities.
This project is particularly consistent with the following three goals of the Plan:

- Infrastructure and facilities goal: to increase and maximise netball facilities;
- Retention and conversion goal: to retain and support our members and volunteers as our sport changes; and
- New and emerging markets goal: to embed netball's engagement in our Disability and CaLD populations

- **Strategic Directions 2016-2020 (Western Australian Sport and Recreation Industry)**

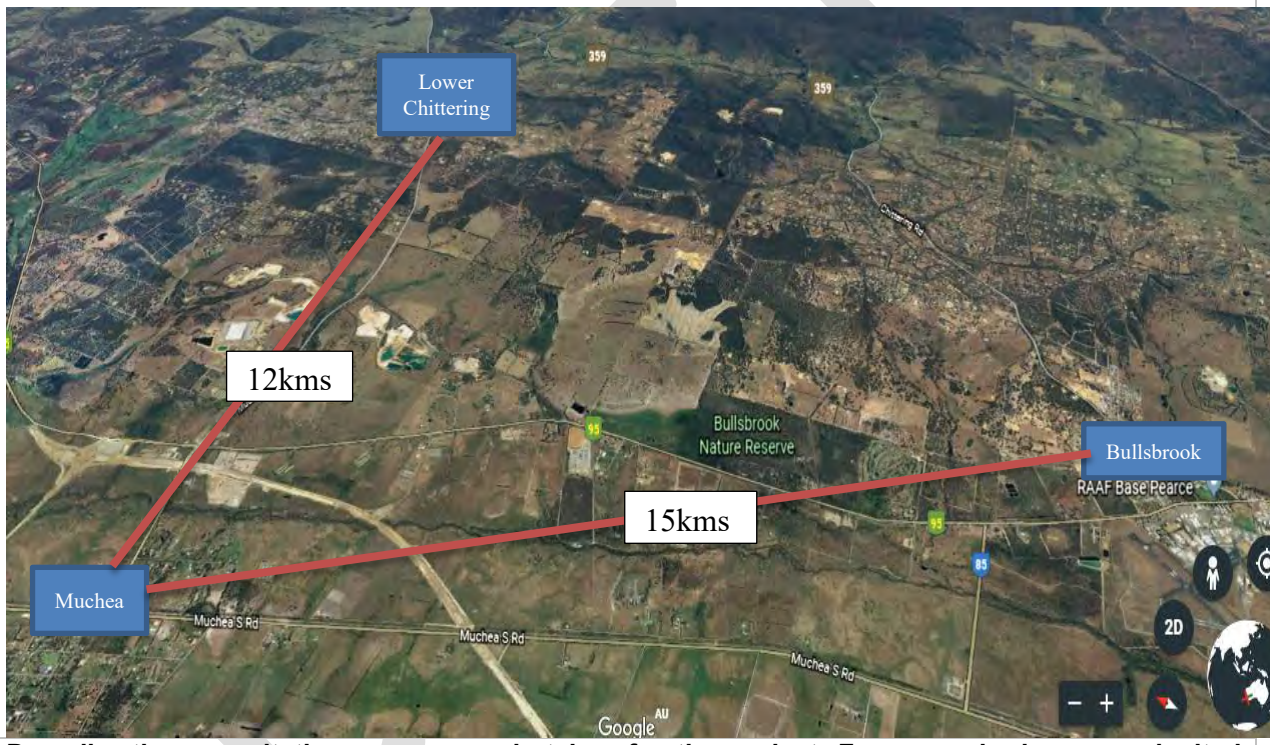
The Strategic Directions 6 (SD6) for the Western Australian Sport and Recreation Industry planning framework has been developed to provide vision and direction for WA's sport and recreation industry and guide strategic planning for organisations.
The framework identifies key challenges that must be tackled in the WA sport and recreation industry over the next five years, which fall into thirteen categories. Many of these categories correlate with the Muchea Club redevelopment plans, such as:

1. Governance – SD6 states that sport and recreation organisations must develop governance models in collaboration with national and state counterparts. The Shire of Chittering will be establishing a Project Advisory Group to support the implementation of works associated with the plans. The Group is proposed to be comprised of representatives from MHUGs and the Shire as well as technical advisors.

2. Public Open Space and Urban Form – Urban parklands and green spaces for sport and active recreation are integral components of urban infrastructure. In order to deliver public open space which meets the needs of communities into the future we must be efficient with resources [and] focus on the function of sites…(pg6).

   The redeveloped Muchea Club and Changerooms is about maximising and more efficiently utilising public open space and form, which has long been in place for community recreation purposes. The site following redevelopment will enhance users and visitors' experience to the Shire of Chittering and enable community and sporting clubs to further extend the services/programs that they are currently providing.

3. Life Course and Life Stage Participation - The achievement of improved participation rates in sport

5.	**What impact is your project likely to have on other facilities and services in your local and regional area?** This project will have a positive impact on other facilities and services in the local area and will take pressure off other facilities by achieving the following: 1. Increased participation and retention of players at the Muchea ground will benefit the region in that regional leagues will be strengthened, and female competitions will grow 2. Existing Muchea Community Hall will be able to be used more by the community for other activities 3. Increased ability to host more sporting events in the region: providing an economic and social benefit to the community
6.	**Is your facility multi-purpose** (i.e. caters for a variety of activities at one time)**?** Yes ☒ **If so, does it service more than one LGA?** Yes, a number of teams visit from other LGAs
	Site and locality maps should be included with all applications outlining where the proposed facility is located in relation to other sport and recreation infrastructure (where applicable). 
7.	**Describe the consultation process undertaken for the project. For example, have you invited public submissions, conducted a survey, held stakeholder or public forums etc.:** **Refer Section 9 of the Business Case.** In the development of the business case, there was a range of stakeholder engagements and consultations. These consisted of a workshop with the Muchea Hall User Group, a community survey and numerous meetings with the Shire of Chittering, sporting associations, politicians, government departments and other key stakeholders.

MANAGEMENT

8.	**Have you developed a management plan for your facility?** Yes ☒ No ☐ **Attached in the Business Case, Section 19 – Operational Governance and Section 15.**
9.	**How have you catered for management needs in your design (if required)?** Consider access, usage and supervision. In line with the Shires commissioned reports "Management of Community Facilities Review Report" and "Case Studies Report", it is likely that the Shire will establish a user-based committee of management (CoM) to oversee the day to day running of the Muchea facility. In this model there would not be a need to establish a statutory body under the association act as it would only require a signed agreement between the Shire and the clubs involved. This would involve establishing detailed terms of reference for the CoM, capturing the Shire's goals and objectives, and would stipulate KPIs for regular reporting of such things as: • utilisation, • participation numbers, • income and expenditure, • membership registration, • volunteer hours, • insurance policies. The tenure arrangements for the annual users would be reviewed with a view to transferring them onto multi-year. The CoM would be made up of Sporting Club appointees, who would be responsible for access, usage and supervision. The design of the building includes an office for the sporting bodies and facility management.

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

Bruce Lorimer – Core Business Australia

Bruce Lorimer is Managing Director at Core Business Australia, a regionally based consultancy group working with local governments and not-for-profits, in particular in relation to infrastructure projects. Bruce is qualified in Engineering Surveying and Geographic and Land Information Systems and has over 27 years' experience working in metropolitan and rural local governments in Western Australia. Bruce has done extensive consulting work with Local Government Authorities over many years and has an in-depth knowledge of their current asset management and renewal situation and their financial situation, including their debt/incomes ratios.

Bruce has held various senior management / engineering positions including Director of Business Units (Shire Engineer) for the Shire of Bridgetown - Greenbushes, Director Community Infrastructure for the Shire of Busselton and most recently, Chief Executive Officer for the Bunbury-Harvey Regional Council.
Bruce's consulting career has involved rolling out the Western Australian Asset Management Improvement program on behalf of WALGA, assisting local governments with asset management including writing asset management plans, policy and strategy, undertaking asset condition reviews, undertaking organisational reviews, undertaking service reviews including delivery of waste management services, undertaking community consultation and strategic plan preparation.
Bruce is a member of the Institute of Public Works Engineering and has served on the State Executive on two occasions including 2010 - Present and is also a member of the IPWEA's South West Executive.

Mark Jahn – Developing WA Pty. Ltd.

Developing WA were initially engaged by the MHUGs to draw floor plans for the project to present to council and have since redeveloped the design and provided drawings for Option 3 in the Master Plan. They are qualified to offer the following services:
Approvals, Certifications and Surveyor:
Coordination of Planning and Building approvals;
Coordination of WAPC subdivision approval;
Engineer Certification;
Certification of Design Compliance (CDC);
Retrospective approvals;
Bushfire Attack Level (BAL) Reports and Management plans;
Energy Certifications – 6 Star & Verification using Reference Building Method (VURB)
Surveys

Madeleine and Joseph Opacak - MOJO Design Studio

Mojo Design Studio is a boutique building design practice specialising in residential and community projects in Western Australia.
The design directors have a combined 35 years of experience in architectural firms and building companies throughout WA. Their services include:

- Development of detailed briefs and sketch designs
- Provision of full working drawings for construction
- Engaging in council negotiations for planning and building approvals
- Liaising with contractors regarding energy assessments, engineering certifications and bushfire attack level (BAL) ratings
- Creating 3D illustrations and marketing material

MOJO Design Studio were engaged for provision of the project concept and Master Plans.

Melissa Northcott – Disability Access Advisor

Melissa Northcott is a person with multiple physical and sensory disability who is passionate about inclusive accessible communities and ensuring that everyone has a voice. Currently Melissa sits on the Board of Disability Services Commission and Ability Centre Australasia Ltd and sits on eight other voluntary committees and has volunteered for the past 27 years in many roles and capacities. She was a Count Me In Ambassador and an Elected Member in local government and held a National role with St John Ambulance Australia for four years in a policy position.
Melissa was on the City of Armadale Youth Advisory Council for eight years and served as a Chairperson during that time. She has sat on the City of Armadale Access Inclusion Reference Group as the longest serving member, since 2006 and has assisted and advised with inclusive projects. She also worked to improve facilities, services and various projects for the community, including initial proposal and assisting with design elements on an All Abilities Playground, known

11.	**If you propose to share a facility, have other groups been asked what features they need?** **Yes, a workshop was run to gain a full understanding of club needs: see Appendix B1 in the Business Case** List these needs and describe how they will be accommodated, either through your project's location, design or the way in which it will be managed. The building concept and design was a result of MHUGs collaboration and as such all groups had input regarding their needs. **Football**: changerooms to conform to WAFL guidelines (size and number), umpires' room, strapping and medical room, canteen facilities, disability access facilities, female changerooms and toilets **Junior Cricket**: changerooms to accommodate female players and away teams, strapping and medical room, canteen facilities, disability access facilities separate social area **Senior Cricket**; changerooms to accommodate away teams, strapping and medical room, canteen facilities, disability access facilities, larger social area **Netball**: female and disability access changerooms and toilets		
12.	**Have you considered:**		
	• **child care facilities**	Yes ☐	No ☒
	• **access for low income earners**	Yes ☐	No ☒
	• **access for people with a disability**	Yes ☒	No ☐
	• **access for seniors**	Yes ☒	No ☐
	• **access on a casual and short-term basis**	Yes ☒	No ☐
	Please attach a copy of the proposed fee structure. See Attachment 8 for Current Muchea Hall Hire Costs		

DESIGN

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

Please refer to Attachments 1, 2A, 2B and 3

13.	**Have you written a design brief for your project?** ☒ Yes ☐ No If yes, please respond to the following points:
	Describe the process used to obtain an estimate of construction cost. 4 builders quotes and a QS have been provided as attachments in the Funding Strategy (Attachment 4.)
14.	**What design features will allow your facility to meet changing needs over time?** It is believed that design of this project will fulfill the current and future needs of the clubs. The design is large enough to accommodate new members and additional female participants in the rapidly growing sectors of female cricket and football. The design also incorporates a dividable hall area to allow for changing demographic/sport club needs.
	Is your current proposal likely to limit any future development on your site? ☐ Yes ☒ No
15.	**How have you determined the most appropriate technical specification for the equipment and systems for your facility (i.e. filtration, lighting, water heating, air quality – as required)?** Technical specifications will conform to building regulations, Australian Design Standards and Shire best practice and will be accommodated into the detailed plans following confirmation of funding
	Do they meet Australian Design Standards for your sport or recreation needs? This will be an assessment factor. ☒ Yes ☐ No

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16.	**What energy and water efficient products or design considerations will be included in your facility or project?** (e.g. solar hot water, natural light, geothermal, water recycling etc.). These elements will be confirmed in the detailed design documents, pending funding.
17.	**If your project involves floodlighting, have you determined whether there is a need to upgrade your power supply?** If so, is this allowed for in your application? No power supply upgrades required

FINANCIAL VIABILITY

Refer to Section 15, 16 and 17 of the Business Case and the Funding Strategy Attachment

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

18.	**Have you applied a Life Cycle Cost Analysis to your project?** ☒ Yes Refer Section 16 of the Business Case
19.	**Is your organisation able to meet the ongoing operating costs of your project**? ☒ Yes Refer Section 15 of the Business Case
20.	**Who will be responsible for any operational costs and how will it be funded (include evidence as required?** The Shire of Chittering will incorporate the cost of maintenance, operations and renewal into their projected budgets. See Attachment 9: Shire resolution.(to be provided by Shire)
21.	**WHERE A LGA IS THE APPLICANT** **Will a formal Asset Replacement Fund be created to ensure the ongoing maintenance of the facility?** ☒ Yes **Will the facility be listed in your Council's Asset Management Plan and has Council accepted the ongoing cost of maintaining the asset?** ☒ Yes

PROJECT DELIVERY

22.

Task	Date
Attainment of all required approvals	July 2020
Preparation of tender/quotes for the major works contract	September 2020
Issuing of tender for major works	October 2020
Signing of major works contract	December 2021
Site works commence	February 2021
Construction of project starts	March 2021
Project 50% complete	October 2021
Project Completed	January 2022
Project hand over and acquittal	February 2022

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23.	**Are there any operational constraints that would impact on the construction phase of your project?** As the new building will not interfere with activities either at the existing hall or the oval, there should be no reason that construction could not commence as soon as the plans are finalised, development approval is given and a builder appointed through the Shire's tender process.

GST

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

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

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

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

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

APPLICANT'S CERTIFICATION

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

Name: _____

Position Held: _____

Signature: _____

Date: _____

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LODGEMENT OF YOUR APPLICATION

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

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

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

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

Your application will be considered not eligible if:

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

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DEVELOPMENT BONUS APPLICANTS ONLY

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

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

Category		Details
Geographical location	☐ Regional/Remote location ☒ Growth Local Government	
Co-location	☐ New ☒ Existing	junior football, junior and senior cricket, netball
Sustainability initiative	☐ Water saving ☐ Energy reduction ☐ Other	
Increased participation	☒ New participants ☐ Existing participants – higher level ☐ Special interest ☐ Other	introduction of girls' cricket and football teams

Although the project meets 3 of the criteria for the Development Bonus, it is understood that the CSRFF Grant Programme is always over-subscribed. Consequently, this application is targeting one third contribution by the state government to the project. If however, the development bonus application is successful, it will provide funding relief to the MHUGs and Shire of Chittering accordingly.

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PROJECT BUDGET

Funding Approach

The MHUGs on behalf of the Shire of Chittering have obtained four builder quotes based on the delivery of the new Muchea club and change rooms. The quotes vary from between $1,221,994 and $1,350,000 exclusive of GST to complete construction.

The Shire of Chittering also engaged Developing WA, Design, Develop, Construct to perform a QS cost estimate, which has returned a cost of $1,875k excluding GST but including a 10% regional index figure, based on the location of the construction being in a regional locality. However, they have also stated the regional index of 10% may not apply to the area after the new North Link opens and if the Shire utilise a local builder and contractors. The removal of this index would bring the project much closer in line with a total build cost of roughly $1.65m excluding GST.

Based on these quotations and QS estimate the Shire of Chittering and the MHUGs have considered all known risks in undertaking this project and has adopted strategies to mitigate their effects where necessary. Due diligence will be undertaken in relation to the costings for the construction of the facility, with an independent review to be undertaken by an appropriately qualified and experienced professional.

Table1 outlines the details of project costs under the four quotes received and the QS cost estimate based on the Rawlinson method (see Attachment 1 for copies of all detailed quotes and the QS assessment).

Table 1

Quotation Number	Provider	Total Cost Exc GST $	Total Cost Inc GST $
1	Paul Malynn Homes	1,221,994	1,344,193
2	Vespoli Constructions	1,350,000	1,485,000
3	Chest Constructions	1,270,165	1,397,181
4	Master Projects Pty Ltd	1,240,000	1,364,000
QS 1	Developing WA - Design, Develop, Construct (QS Estimate)-without Regional Index of 10%	1,703,846	1,873,653
QS 2	Developing WA - Design, Develop, Construct (QS Estimate) – with Regional Index of 10%	1,875,000	2,062,960

Table 2 below shows the level of funding that is currently in the process of either being raised or already secured compared to each of the quotations.

Table 2

Source of Funds exc GST	Quote 1 $	Quote 2 $	Quote 3 $	Quote 4 $	QS 1 $	QS 2 $	Funding confirmed	Funding Details
Local Government	450,000	450,000	450,000	450,000	650,000	650,000	Yes	Shire of Chittering committed between $450,000 to $650,000 in cash
MHUGs Contributions	86,174	86,174	86,174	86,174	86,174	86,174	Projected to be raised over next 18 months	MHUGs cash and fundraising
Business Sponsorship	78,700	78,700	78,700	78,700	78,700	78,700	$58,700 confirmed $20k pending	The MHUGs have already achieved a total of $58,700 in corporate sponsorship, with a strong likelihood of at least a further $20,000 for the project over the next 18 months.
Volunteer	22,954	22,954	22,954	22,954	22,954	22,954	Yes	Electrical run in power laying,

Labour								trenching, recovering etc. 6 people spending 13.84 hours at $25 per hour - $2076 Painting, sanding, patching, dust for the building. 20 people spending 40 hours each at $25 per hour - $20,878
Local Businesses Donated Materials	170,059	170,059	170,059	170,059	170,059	170,059	$143,893 confirmed	The MHUGs have secured commitments from local suppliers to donate materials free of charge towards the build.
AFL	100,000	100,000	100,000	100,000	100,000	100,000	Application submitted & Pending	Australian Football Facilities Fund (AFFF) Grant
WAFC	10,000	10,000	10,000	10,000	10,000	10,000	Application to be submitted in October 2019	WA Football Commission Grant
WACA	50,000	50,000	50,000	50,000	50,000	50,000	Application to be submitted in October 2019	WACA Grant
Netball WA	10,000	10,000	10,000	10,000	10,000	10,000	Application to be submitted in October 2019	Netball WA Grant
CBH	20,000	20,000	20,000	20,000	20,000	20,000	Application submitted & Pending	CBH Grant
State Government	450,000	450,000	450,000	450,000	550,000	550,000	Application submitted & Pending	CSRFF Grant
Total Funds Available if completely secured	**1,447,887**	**1,447,887**	**1,447,887**	**1,447,887**	**1,747,887**	**1,747,887**		
Total Quoted Cost to build	**1,221,994**	**1,350,000**	**1,270,165**	**1,364,000**	**1,703,846**	**1,875,000**		
Surplus/(Shortfall)	**225,893**	**97,887**	**177,722**	**83,887**	**44,041**	**(27,113)**		
Cash Reserves/Self Supporting Loan						**127,113**		

Funding Source Notes and Assumptions related to Table 2:

Based on the four builders' quotes to date and the QS costings without a regional price index, it is believed that the project could be delivered within a total budget of $1.65m. On this basis the intention is one third of this cost, $550k be applied from the CSRFF, the Shire of Chittering increases its contribution to $650k with the remaining funds to come from the MHUGs, business sponsorship, other grants, volunteer labour and donated materials , $450k as outlined below.

Total Cost	Shire of Chittering	State Government CSRFF Grant	MHUGs Contributions, Other Grants, Sponsorship, Donated materials & Labour
$1,650,000	**$650,000**	**$550,000**	**$450,000**

ESTIMATED EXPENDITURE

Project Description (detailed breakdown of project to be supplied)	$ Cost ex GST	$ Cost inc GST	Quote Used (list company name and quote no)
Foyer	**34,343**	**37,778**	**Please See explanation above. The figures have been based on the QS cost of $1.875m (refer Attachment 5 in the Funding Strategy) - scaled back on a % basis to accommodate the estimated project cost of $1.65m and incorporating the donations.** **4 Builders quotes have also been included as attachments in the Funding Strategy.**
Office & First Aid	**20,668**	**22,735**	
Dry Store	**7,071**	**7,778**	
Club Areas – Kitchen Facility	**93,939**	**103,333**	
Female & male Toilets	**75,524**	**83,077**	
Store	**10,101**	**11,111**	
Club Areas – Large Bar & Servery	**50,350**	**55,385**	
Club Areas – Main Hall, Medium Standard	**233,333**	**256,666**	
Club Areas – Social Room, Medium Standard Changerooms	**258,159**	**283,975**	
Change room, Standard Construction & finishes	**226,768**	**249,441**	
Treatment Rooms	**26,107**	**28,718**	
Toilet Amenities	**137,529**	**151,290**	
Main Entry	**6061**	**6,667**	
Verandah	**83,333**	**91,667**	
Regional Index	**126,259**	**128,962**	
Sub Total 1	**1,388,845**	**1,527730**	
Escalation – to Commencement late 2020 3% **Escalation – construction time (12 months) 1.5%**	**41,665** **20,833**		
BCTIF Levy 0.2%	**2,903**		
Building Services Levy 0.14%	**2,032**		
Donated materials (Cost breakdown must be attached)	**170,059**	[redacted]	**See Attachment 7**
Volunteer Labour (Cost breakdown must be attached)	**22,954**		**See Attachment 7**
a) Total project expenditure	**1,650,000**	**1,815,000**	

PROJECT FUNDING

Source of funding	$Amount ex GST	$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	**650,000**	715,000	**LGA cash and in-kind**	**Y**	**Letter from Shire of Chittering**
Applicant cash	**86,174**	94,791	**Organisation's cash**		Projected to be raised over next 18 months
Volunteer labour	**22,954**	25,249	**Cannot exceed applicant cash and LGA contribution – max $50,000**		Electrical run in power laying, trenching, recovering etc. 6 people spending 13.84 hours at $25 per hour - $2076 Painting, sanding, patching, dust for the building. 20 people spending 40 hours each at $25 per hour - $20,878
Donated materials	**170,059**	187,065	**Cannot exceed applicant cash and LGA contribution**	**$143,893 confirmed**	The MHUGs have secured commitments from local suppliers to donate materials

					free of charge towards the build.
Other State Government funding					
Federal Government funding					
AFL	**100,000**	**110,000**	Australian Football Facilities Fund (AFFF) Grant	**N**	Application submitted and pending
WAFC	**10,000**	**1,000**	WA Football Commission Grant	**N**	Application to be submitted in October 2019
WACA	**50,000**	**55,000**	WACA Grant	**N**	Application to be submitted in October 2019
Netball WA	**10,000**	**11,000**	Netball WA Grant	**N**	Application to be submitted in October 2019
CBH	**20,000**	**22,000**	CBH Grant	**N**	Application submitted and pending
CSRFF request (No Development Bonus)	**550,000**		**up to 1/3 project cost**	N	
b) Total project funding	**1,669,187**		***As many of the grants have not been submitted yet, the full extent of funding is unknown***		

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

1. If after tendering the real cost to deliver Option 2 is more aligned with the QS Costing with regional price index figure of $1.875m, then the Shire of Chittering and the MHUGS will look to utilise cash reserves and the possibility of a self-supporting loan through the local government to cover the difference.
2. Should the AFL, WAFC, WACA or Netball WA Funding not be forthcoming and depending on the Final Tender Price and cost estimate scenario chosen the Shire of Chittering and the MHUGs will also look at other sources of funding or increase their contributions. However, there is enough surplus in each of the building quotes 1-5 to cover if some of the grants are not successful to ensure Option 2 can still be implemented.
3. The Local Business donations are for materials being provided free of charge towards the construction and not for in-kind labour. The MHUG's have commitments secured totalling $143,893 towards the build with the possibility of further donations bringing the total to $170,059. There is an assumption here that appointed builder for the development through a Shire of Chittering tender process, will accept and utilise these materials as part of their quoted price. If this does not occur, then the Shire of Chittering and the MHUGs will need to utilise cash reserves and the possibility of a self-supporting loan through the local government to cover the difference. It is suggested that the Tender process may need to specify upfront that the builder will be required to utilise these donations and businesses as part of their build process to ensure that the value can be incorporated.
4. Each of the quotations provided by builders (quotation 1-4) have exclusions. Final costs could come in higher than currently quoted and be more comparable to the QS Estimate which will deliver a finished product based on the preferred Rawlinson assessment method. However as can be seen in the table, if the Shire and the MHUGs are successful in obtaining all the funding being sought, there is surplus funding that can be utilised to cover any cost increases in each of these quotations from the builders.

As discussed in the Business Case, Option 2 is the preferred option for the club, both in terms of what it can offer to current and potential members and the community at large and in terms of self-sustainability and futureproofing of the MHUGs.

It would seem imperative that the CSRFF application is successful in order for the Shire of Chittering and the MHUGs to construct the type of facility that they require without putting them in a situation where they could not sustain loan repayments. Success in the CSRFF application, would ensure the success of this project.

PROJECT ASSESSMENT SHEET

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

Name of Local Government Authority:
Name of Applicant:

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

Section A

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

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	☐	☐	☐
Planned approach	☐	☐	☐
Community input	☐	☐	☐
Management planning	☐	☐	☐
Access and opportunity	☐	☐	☐
Design	☐	☐	☐
Financial viability	☐	☐	☐
Co-ordination	☐	☐	☐
Potential to increase Physical activity	☐	☐	☐
Sustainability	☐	☐	☐

Section B

Priority ranking of no of applications received	of applications received
Is this project consistent with the	☐ Local Plan ☐ Regional Plan
Have all planning and building approvals been given for this project?	☐ Yes ☐ No
If no, what approvals are still outstanding?	

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

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

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

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1. **Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?**
2. **A) *If a community group application:* Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?** **B) *If a council application*: Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?**
3. **Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.**

Signed **Position** **Date**

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

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MUCHEA CLUB AND CHANGEROOM REDEVELOPMENT

BUSINESS CASE

Prepared for the Shire of Chittering
by NAJA Business Consulting Services
September 2019

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ACKNOWLEDGEMENTS

NAJA Business Consulting Services (NAJA) have developed this Business Case for the redevelopment of the Muchea Club and changerooms on behalf of the Shire of Chittering.

NAJA would like to acknowledge and thank the Shire of Chittering staff, the Muchea Hall User Group, the Muchea sporting and recreational groups, stakeholders, politicians, government departmental staff, state sporting bodies and residents and community members who provided valuable input into this project.

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DISCLAIMER

This business case has been developed on behalf of the Shire of Chittering (the Shire) by NAJA Business Consulting Services, in partnership with Mann Advisory, Core Business Australia, Whitney Consulting and Redit Research. Recommendations provided in this report are based on the financial and operational information provided by the Shire, along with research into industry best practice and case studies of operations at similar organisations.

The business case is supplied in good faith and reflects the knowledge, expertise and experience of the consultants involved at the time of providing the business case. The matters dealt with in this business case are limited to those requested by the client and those matters considered by NAJA Business Consulting Services to be relevant for the Purpose.

The information, data, opinions, evaluations, assessments and analysis referred to in, or relied upon in the preparation of, this business case have been obtained from and are based on sources believed by us to be reliable and up to date, but no responsibility will be accepted for any error of fact or opinion.

To the extent permitted by law, the opinions, recommendations, assessments and conclusions contained in this business case are expressed without any warranties of any kind, express or implied.

NAJA Business Consulting Services does not accept liability for any loss or damage including without limitation, compensatory, direct, indirect or consequential damages and claims of third

parties, that may be caused directly or indirectly through the use of, reliance upon or interpretation of, the contents of the business case.

EXECUTIVE SUMMARY

The Shire of Chittering engaged NAJA Business Consulting Services to undertake the development of a business case, cost benefit analysis, funding strategy and application for a grant from the State Government's Community Sporting and Recreation Facilities Fund (CSRFF). These documents are also suitable to be used in association with other grant submissions, funding strategies, loan applications and third-party development interest.

This project is a partnership between the Muchea Hall User Groups (MHUGs) and Local Government, which will see the development of a new modern and compliant club house and change rooms to meet the needs of the local sporting and community clubs in the Muchea area. This project will be delivering critical community infrastructure that will increase sporting participation and physical activity (in particular female involvement), build social capital and expand regional capacity.

This project will further develop the partnerships between the Shire of Chittering and MHUGs, which comprises the Chittering Junior Football Club, Chittering Junior Cricket Club, Muchea Netball Club, Muchea Senior Cricket Club, Konga and Muchea Judo Club. It will do so through a joint project vision, implementation and shared management arrangements in the future use and maintenance of the club house.

The current facilities at the Muchea oval are considered inadequate; with a community survey (summary page 44, full results Attachment 6) undertaken as part of this project, suggesting that respondents believe the facilities are unsatisfactory or in poor condition. The needs analysis (page 22) concluded that there are significant inadequacies in the existing facilities. These include:

- not addressing the needs of the female sporting sector (especially in the area of privacy)
- not meeting building codes and safety standards,
- inability to meet the growth needs of the sporting community;
- inadequate provision of changerooms which meet current guidelines regarding size and number, treatment room and umpires' room.

An in-depth literature review was undertaken to understand the history of the site, expenditure on the assets, community use and community needs. Extensive stakeholder engagement and consultations, including a MHUGs workshop (Appendix B were undertaken to understand all the related issues and considerations. (Refer page 44 Section 9.1) These issues were all taken into account when developing this business case and addressed accordingly.

Case studies of similar neighbouring facilities were also undertaken (See Appendix C) and the learnings derived used to inform this Business Case (Section 10). This was used to identify obstacles and issues faced so they could be considered and factored into the project design, master plan, risk assessment and implementation strategy.

A workshop was conducted with key sporting groups who currently use the facilities and oval, to deliberate over the needs of the groups and the options to meet those needs. Four options were analysed in detail:

- Option 1 - upgrade the existing facilities to meet standard building codes and the basic needs of the current sporting cohort. This option presented significant issues and difficulties, not the least being an insufficient (and difficult to expand without compromising other existing infrastructure) building footprint to cater for the growing needs of the community and sporting fraternity. It also represents significant engineering challenges to rework the structure and significant costs, (which some may suggest is not a prudent investment, given the age of the facilities). As a result, this option was deemed **unsuitable**.
- Option 2 - retain and undertake basic improvements on the existing facilities and build a purpose-based facility for the football club, junior and senior cricket clubs and netball association users to meet their existing and future growth needs. This option was ultimately deemed as **suitable and preferred** and was analysed further to develop this Business Case, CBA, funding strategy and grant applications for the project.
- Option 3 - build the facilities as defined in option 2, demolish the existing facilities, and replace them with a community hall/enclosed netball/volleyball court, gymnasium, offices and potential café. This option was deemed as **suitable, but not preferred** at this point in time. Note: The development of a high-level master plan of the site has included building a new community hall as Stage 2, and could be considered at a later stage (see Section 3.1).
- Option 4 - relocation of the oval and sports facility to a nearby Greenfield's site. This was deemed **unsuitable** at this time due to cost and timeframes involved.

Facility designs were developed, in consultation with the MHUGs, for Option 2 and costed accordingly. Four quotes ranging between $1.23m to $1.35m and a QS estimate of $1.875m (which included a regional overhead of 10%) were sourced. After a detailed analysis and consideration of these estimates, provision of contingencies and the prevailing building market conditions, an estimate of **$1.65m** has been derived as the most likely cost of the project.

Having said that, a conservative approach has been taken in calculating Whole of life costs by using the higher figure of $1.875m in determining ongoing maintenance, operating and renewal costs"

A range of funding scenarios and strategies have been provided which show that this project is viable if contributions are made by the Shire, MHUGs and CSRFF grant. A full funding strategy has been attached to this report – Attachment 4 and summarised on Page 73 Section 17.2.

The Project plans developed have been tested against State, Regional and Local plans to ensure adherence to the objectives and strategies contained within. Implementation strategies, project management procedures and procurement guidelines have been tailored for this project on (page 78 section 20).

An in-depth Cost Benefit Analysis (CBA) has been developed demonstrating a positive CBA ratio of 7.62 and summarised on page 59. As with many community facilities, the major positives are derived from the social benefits, however in this instance, the economic benefits are also shown to contribute positively. The full CBA is included as attachment 5 of this report. This CBA was developed using the QS of $1.875m as a conservative measure. If the project estimate of $1.65m is used the CBA ratio is higher.

Ongoing costs associated with the maintenance, operation and renewal of the new premises have been factored into the Shire and Club's future budgets to demonstrate a sustainable financial model for the future.

A detailed project schedule and implementation strategy (Section 18) has been developed to guide the project management team in undertaking the planning, design, procurement, construction, fit out and handover elements of the project. An in-depth risk management plan and associated mitigation strategies has been tailored to assist the Shire to ensure a streamlined implementation. (Section 14)

A governance model (Section 20.1) has also been established, using best practice and shire guidelines and recommendations from the recently completed facilities review, to ensure stable and effective management arrangements are in place throughout the construction period and for the operation of the new facility.

This business case has established a significant need for a new sports facility at the Muchea oval which, with a positive cost benefit ratio, is justifiable, affordable and sustainable and will provide significant community, social and associated health benefits well into the future.

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1. BACKGROUND

The Shire of Chittering is situated amongst one of the most picturesque areas of Western Australia, offering a unique and diverse country lifestyle only one hour from Perth CBD. The Shire's administration centre is located in the town of Bindoon, situated on Great Northern Highway. Located in the southern portion of the Wheatbelt region, the main towns in the Shire include Bindoon, Chittering, Lower Chittering, Mooliabeenee, Muchea and Wannamal.

As a peri-urban local government the Shire of Chittering is experiencing a high population growth with an increase of 56.8% since 2005 (ABS 2015). Most of the population growth is occurring in the southern part of the Shire (Muchea and Lower Chittering) with people choosing a semi-rural lifestyle within commuting distance of Perth CBD.

The Muchea Hall has a long history as a social, sporting and community venue for the district. The original Muchea Public Hall was opened in 1922 and was heavily utilised by the community. The facility was replaced with the now current club house (known as the Muchea Community Centre) which was constructed in 1961.

Although several upgrades have occurred to the club house over the years, including replacement of the corrugated iron roof, installation of air-conditioning and upgrade to the external eastern pavilion, the original size and amenity inclusions of the clubhouse have remained the same.

External to the club house are a range of sporting facilities including a large sports oval, cricket nets and netball courts. Over the years these facilities have also been upgraded and are heavily utilised by the sporting groups that are based at Muchea Hall and visiting teams. The clubhouse is also available for bookings for members of the community, although there is limited capacity due to the extensive use of the facility by the sporting groups.

The 2019 MHUGs is comprised of:

Sporting Club Membership Numbers	
Chittering Junior Football Club	210
Chittering Junior Cricket Club	70
Muchea Senior Cricket Club	50
Muchea Netball Club	83
Muchea Judo Club	20
Konga	20

As with the population growth, the membership numbers of the clubs have been growing, with all clubs articulating that the current facilities are constraining further growth. A facilities review undertaken in July 2019 estimates the number of users at Muchea Hall to be 462 per week.

As MHUGs have grown in numbers, members have over time identified and experienced the constraints of the current facility, this being an agenda item for MHUGs meetings over a lengthy period. In late 2018 an approach was made by the MHUGs to the Shire Council to discuss their concerns regarding Muchea Hall.

Subsequent investigations into Muchea Hall conditions highlighted the need for new/ expanded changeroom facilities, a second Aerobic Treatment Unit (ATU), compliance with fire and disability access legislation and an overall preliminary indication of a new facility being a more cost-effective option.

MHUGs and the Shire of Chittering have been considering options for the redevelopment of the Muchea Hall and Changerooms and, through this process, have developed a strong relationship and share a common vision for the future of the Muchea Hall. MHUGs have developed a draft Masterplan for the Muchea Hall and Oval till 2023-24. The draft Masterplan assumes that funding will be secured for the current project; and will be formally considered by Council and included in the Corporate Business Plan once the outcome of the CSRFF submission for this project is known.

This project has been carefully thought out and planned by the Shire of Chittering, in collaboration with MHUGs. The project planning phase is well established with site plans, floor plans and concept designs completed for the building and building quotes obtained.

The Shire of Chittering will be contributing one third of the costs, up to $650k, toward the project with MHUGs to raise another third. The contribution from MHUGs will be obtained through a mixture of corporate sponsorships, membership contributions, crowdfunding and other small grant applications which this business case will be used to support.

The Shire of Chittering and the MHUGs are fully committed to this project, which will be a significant infrastructure asset not only for sporting groups and visitors to the Shire but for the community as a whole.

Existing Muchea Changerooms

Existing Muchea Club House

2. PROJECT PURPOSE

This project is a partnership between the Muchea Hall User Groups (MHUGs) and Local Government, which will see the development of a new modern club house and change rooms to meet the needs of the local sporting and community clubs in the southern Wheatbelt region of Western Australia. This project will deliver critical community infrastructure that will increase sporting participation and physical activity, build social capital and expand regional capacity.

This project will further develop the partnerships between the Shire of Chittering and MHUGs, which comprises of Chittering Junior Football Club, Chittering Junior Cricket Club, Muchea Netball Club, Muchea Senior Cricket Club, Konga and Muchea Judo Club. It will do so through a joint project vision, implementation and shared management arrangements in the future use and maintenance of the club house.

This project will see the current Muchea club house retained for community use, with the new club house and change rooms to be built on the same site adjacent to the sporting oval, netball courts, cricket nets and playground.

The new building will feature a main club and social rooms for functions, commercial kitchen and bar facilities, office and ablutions plus two new changerooms with full amenities. The project will enable MHUGs to expand and grow membership numbers, especially for women in sport for whom current amenities are below acceptable standards.

It will also enable the hosting of sporting meets, events and cater for larger groups of visitors, which will bring economic benefits to the region. Modern facilities with adequate toilets, commercial kitchen and bar facilities will provide enticement to the community to hold gatherings of a larger scale at the venue, thus maximising usage.

The other key outcomes of this project are:

- Elevate the status of the various MHUGs and drive an increase in membership numbers and visitor usage with the attraction of improved amenities;
- Increased participation in sport and recreation;
- Delivery of a more inclusive community facility via provision of access and facilities to accommodate disabled members of the community (and their carers) and amenities which provide for separate changerooms for males and females;
- Provision of sports-tourism based economic drivers for the community through amenities and facilities that can attract and host large sporting and community meets and events.

The new clubhouse has been designed in such a manner as to accommodate the future needs of sporting and community clubs within a growing region. Once completed, this facility will represent important local infrastructure that can service the entire community, promoting healthy lifestyles andcreating the opportunity for increasesd community connection.

A key aspect of the project is to accommodate growth of the various sporting clubs, in particular female participation. Trends show a rapid declicline in female sporting participation in teenage years with part of the reason being lack of access to appropriate facilities[1].

The new club house will deliver separate female change rooms providing privacy and safety with appropriate sanitary provisions. The various sporting codes in Muchea are keen to grow female memberships and these new facilities will do much to support this endeavour.

The demand for this redeveloped facility is real and pressing given the current inadequate facilities of the club house and changerooms, which are operating at capacity. The Shire of Chittering is a rapidly growing community and the demand for suitable sporting facilities is likely to grow simultaneously. The opportunity to upgrade sporting and community facilities is an important step for the Shire to take.

Sport and recreation helps to build communities through social inclusion and a sense of connectiveness and wellbeing. It also helps to bind families through shared experiences and shared achievements.

Through participation, sport helps address anti-social behaviour and can support education, as well as delivering the benefits of health and fitness. Physiological and social development gained through participation in sport impart valuable life skills. This manifests itself positively into the classroom through enhanced learning capabilities, which lead to better academic performance and future productivity in the workplace[2].

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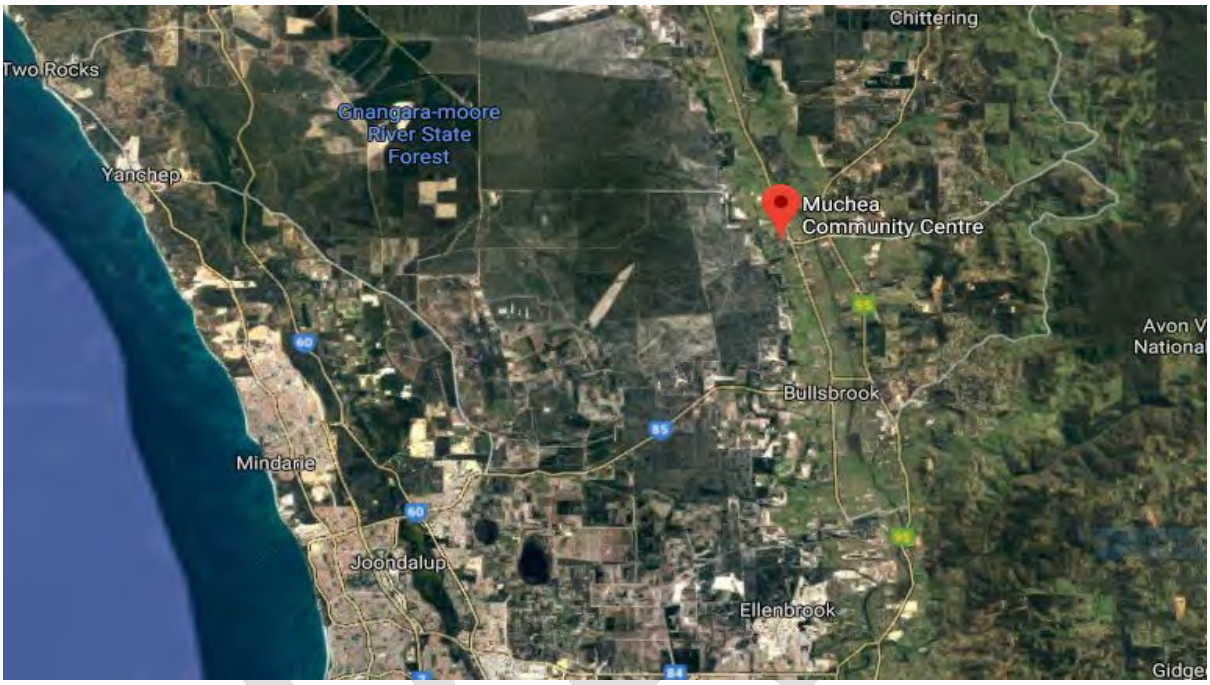
[1] https://www.womenssportsfoundation.org/support-us/do-you-know-the-factors-influencing-girls-participation-in-sports/

[2] *Source: More than Winning, WA Department of Sports and Recreation*

3. PROJECT DESCRIPTION

The Muchea Club and Sporting Oval is located on Archibald St, Muchea in the Shire of Chittering and is approximately one hours drive from Perth. In addition to the sporting oval, which has an excellent surface as well as lights, the location boasts three resurfaced netball courts with lights and leading-edge cricket training nets and lights. There is also a playground and BBQ facilities.



Map 1: Locality plan (Source: Google Maps)

The current clubhouse, which was constructed in 1961, is a steel framed, brick clad structure with a corrugated iron roof. Whilst upgrades have been made to the clubhouse over the years, such as replacement of the roof, the facility no longer meets current standards, expectations and the needs of a rapidly growing community. Refer to Section 6 of this business case for the comprehensive needs analysis undertaken.

The land, on which Muchea Club and Oval sits, is owned by the Shire of Chittering, with the lease of the facility being based on annual user agreements. Following completion of the new clubhouse and change rooms the Shire and MHUGs will look to establish a committee of management (CoM), which would incorporate management responsibilities of all parties in relation to the usage and upkeep of the facility.

In the development of this business case, four options were considered (see Section 5). This project will see Option 2 as the preferred development, which encompasses retaining the current Muchea Community Hall and the construction of a new Muchea club and changerooms. This option is estimated to cost $1.65m (ex GST) and will provide the Shire of Chittering with the following:

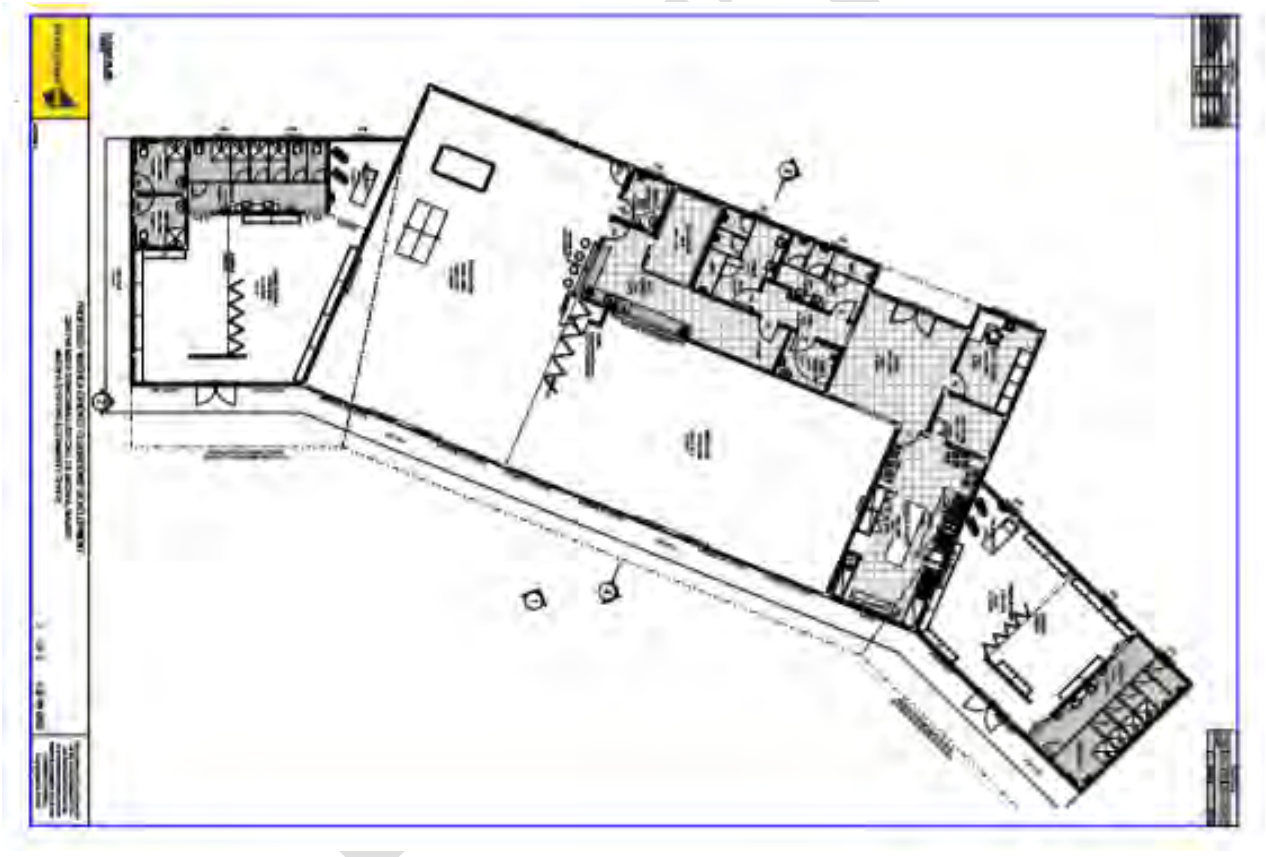
- A large main club room (16230 x 8860) with access to, and windows facing, the sports oval;
- A slightly larger social room (10200 x 15560) also with access to, and windows facing, the sports oval;
- Commercial kitchen with servery to the outside of the clubhouse (under cover) and inside to the main club room;
- Full bar facilities with cool room storage and openings to the main club room and social room;
- Community amenities consisting of male and female toilets, including ambulant accessible facilities and two unisex accessible (disabled) toilets
- Two changerooms specifically for the use of sporting clubs with each changeroom comprising:
    - Two separate shower and accessible (disabled) toilets for umpires, one dedicated accessible (disabled) shower and toilet, two additional toilets and three showers, two vanity basins and hand drier;
    - Racks, benches and lockers for changing and storage of personal belongings;
    - A treatment area for rubdowns, massages and strapping
- Main foyer;
- Administration Office;
- Storage areas

This current concept would see the facility being able to meet current and future needs of sporting groups, provide modern inclusive fitouts which meet current building codes and cater for individual access needs of disabled and ambulant community members, as well as provision of appropriate hygienic amenities with a layout that offers privacy, space and a safe environment for sports participants to shower and get changed.

This project will provide the Shire with a modern infrastructure asset where the community can gather for large events and be proud to have visitors come to the area and enjoy the facilities and picturesque setting of Muchea. The following conceptual drawings and layouts describe the development intentions of the Shire of Chittering and MHUGs.

Artist Impression: Proposed New Muchea Club and Changerooms – front view

Artist Impression: Proposed New Muchea Club and Changerooms – rear views



New Muchea Club and Changerooms – floor plan. See Attachment 2 for A3 version

3.1. Master Plan

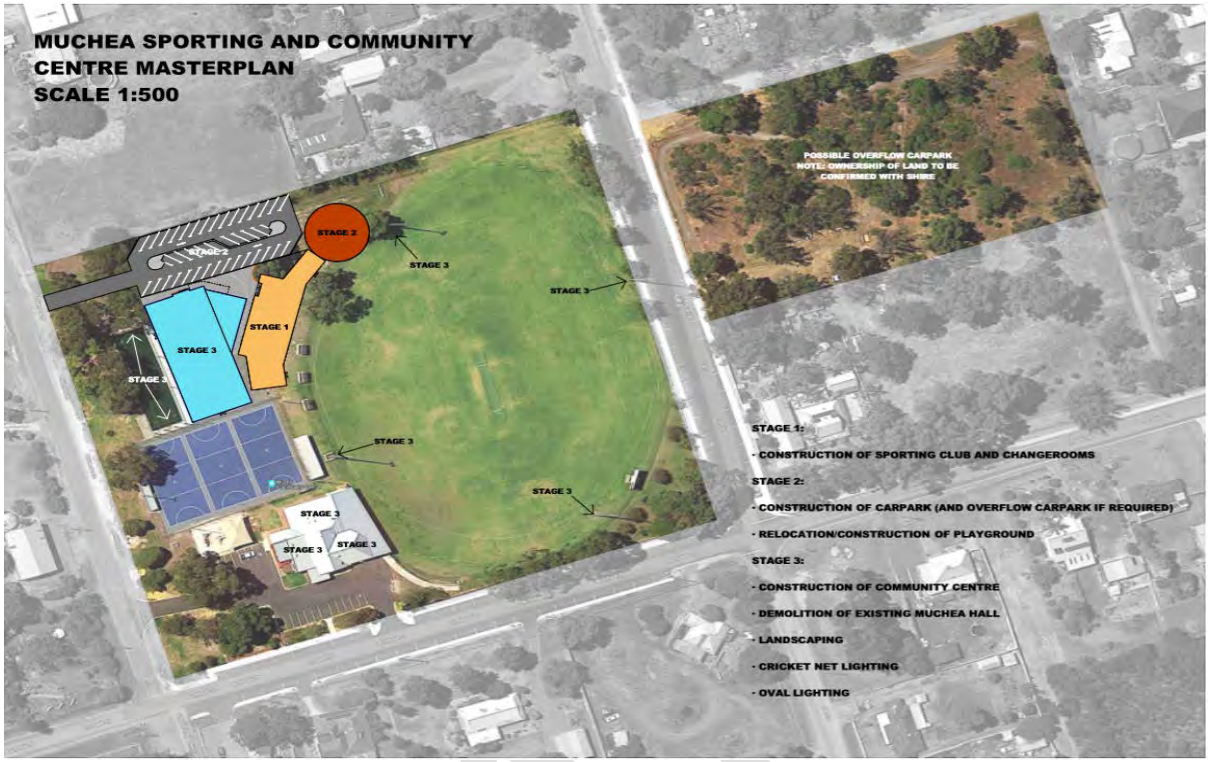
A high-level Master Planning exercise was carried out for the Muchea sporting and recreation area. It was based on the MHUGs vision of a new sporting club facility on the site, but also took into account information gathered from literature reviews, case studies, stakeholder engagement and reviews of existing facilities. The following considerations were made:

- Due consideration should be given to current industry trends in the sport and recreation area, particularly the need to cater for growing numbers of females in cricket and football.
- Multi-use facilities and co-location are considered advantageous.
- Design considerations for new sporting club facilities should include dividable areas and spectator shelter.
- Developments should be prioritised, and their implementation should be planned and budgeted for as triggers arise.
- Although option 2 is the preferred option, provision is made for the possibility of option 3 going ahead in the future, dependent upon:
    - Future funding
    - End of life of existing hall
    - Need for a community facility which, as well as being a community hall, also offers space for an indoor court, gym, café area and meeting rooms/hot desks/visiting health professional rooms. These are all potential revenue sources which will aid in the sustainability of the new community hall.
    - Shire approval
    - Community desire
- Existing infrastructure is not disrupted in stage 1 of option 2, allowing for continuation of all current events
- Parking considerations: possible overflow parking area on Shire of Chittering land Lot 151 across the road from the oval, subject to shire approval

Land title for Lot 151

Location of Proposed parking overflow

The Master Plan diagram below shows a staged infrastructure development. Stage 1 is the sporting facility building, as per the focus (Option 2) of this business case. Stage 2 involves construction of a new carpark and the relocation/construction of a playground next to the new building (plus overflow carpark if required). Stage 3 includes the construction of the Muchea Sporting and Community Centre, demolition of the existing community hall, landscaping and cricket net and oval lighting.



Muchea Community Hall and Oval Master Plan, See Attachment 2 for A3 version

4. CRITICAL ASSUMPTIONS

A number of critical assumptions have been made in the development of this Business Case:

- Approvals required for the projects are granted by the relevant authorities;
- Funding for the project is secured from all parties;
- Population will continue to grow as it has in the past and as is forecast;
- Forecast projects and developments in the area that are expected to drive population growth are delivered;
- Sport and recreation are important to the health and wellbeing of the community, as well as the economy, and therefore the State Government;
- The clubs will continue to have the current collaborative and inclusive approach with each other and the Shire;
- The Shire's asset management planning is comprehensive enough to ensure the ongoing sustainability of the club;
- Demand for sport and recreation within Chittering will continue to grow as it has in the past, and as is forecast;
- The Shire Council maintains its support of the project post council elections in October 2019

These critical assumptions have been based on an assessment of trends in WA and in the Shire of Chittering, as well as the Shire's in-depth knowledge and consultation with

other organisations and industry. The Shire believes these critical assumptions to be valid.

5. ASSESSMENT OF OPTIONS

In order to provide context around the reasons for the current proposal, a high level masterplanning exercise was conducted and an assessment was made of the benefits and issues associated with each of the four most likely options. Considerations were made towards current industry trends in sport infrastructure such as:

- Integrated planning;
- Participation trends, need to engage people non-traditional participants in sport and recreation, e.g. people with disabilities, teenage girls;
- Importance of transport as a significant impediment to participation;
- Local sports participation growth;
- Facility sharing;
- Multi-user pavilion designs and the common themes which should be considered

Traditionally Option 1 is Do Nothing, but in this case, this is not really an option as the changeroom facilities are not fit for purpose, especially in regard to privacy for females.

5.1. Option 1: Upgrade Existing Facility

Shire upgrades and maintains existing facilities to meet standard building codes and basic needs of the current sporting cohort.

Although no detailed costings were undertaken, a preliminary estimate of costs (taken from the QS of the new building) to add changerooms, toilets and an office/first aid room and demolish these components of the existing building is $650k plus the cost of upgrading the hall and clubrooms. This option was ruled out due to the limitation of the current footprint to expand the site to meet the size requirements and user needs of the sporting groups and community. It was considered that an investment into renovating and upgrading the facility was inefficient and short sighted given its age and layout constraints. This would also create a sub-optimal situation of still having to maintain and renew an aging asset (the hall and clubhouse) within a short timeframe.

In summary it was agreed that it would be prudent that expenditure of any new capital and operational funds would be best spent on a new facility. **NOT SUITABLE.**

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POSITIVES	NEGATIVES
Potential for a quicker turn-around	Would need to increase building size to bring changerooms up to standard, however this would encroach on new ATU and/or netball courts and would incur extra costs for fire suppression.
User groups fees would stay low and there would be no requirement for clubs to fundraise	New ATU still overloaded – extra cost to increase size
Residents rates may not be increased as a result	Age of building means high ongoing maintenance
Facility stays central to the Shire of Chittering	The building is so run down, it would need almost a total rebuild to bring it up to standard
Less cost overall	Ongoing problem of carpark next to playground

5.2. Option 2: New Facility – Existing Facility Retained

Retain and undertake basic improvements on the existing facilities and build a purpose-based club and changeroom facility for the football club, junior and senior cricket clubs and netball association users to meet their existing and future growth needs.

Building a customised facility, meeting all the facilities guidelines of the sporting codes involved was seen as the most effective way to address the chronic state of the existing facilities and allow for significant growth in these sports, exacerbated by growth within this peri-urban locality. It was considered that this solution would be able to be implemented in a reasonable timeframe to meet these growth expectations. It was also considered an affordable and sustainable option, given the club's fundraising limits, whilst remaining within the funding limits and opportunities likely to be available. SUITABLE and PREFERRED

POSITIVES	NEGATIVES
The community hall would be available for more community events and activities- possibly increase revenue through hall hire	Additional maintenance and operational costs – 2 buildings
Kanga and Judo would still have a space with correct flooring for their needs in the existing hall	Reduction in public open space
Possibility of space for a gym	Does not deliver on a full-sized football oval
Outside facilities such as netball courts, cricket nets, oval and lighting already there	Fundraising effort required by clubs to raise co-payment
Current and growing requirements of sporting clubs would be met, especially in regard to female change rooms and space for visiting teams	
New facility could also be used for community events: sometimes a need for two spaces	
New facility will be compliant with current safety and regulatory codes	
Functional kitchen in new facility; better catering capability	
Separate ATU will complement existing unit	
Community support for a modest club facility	

5.3. Option 3: New Facility - Existing Facility Demolished.

Build the facilities as defined in option 2, demolish the existing facilities, and replace them with a community hall which could incorporate an enclosed netball/volleyball court, gymnasium, offices and potential café.

This option was discussed, analysed and considered at length by the consultants and stakeholders. The merits of this option were also considered to be of a high order. It was considered that although Option 2 was the preferred way forward, this option could potentially follow at a later date. Although this option is suitable, but not preferred, the Chittering Shire needs to further understand the costs and benefits of retaining the existing aged infrastructure in comparison to bringing this option forward whilst considering the maintenance and replacement costs verses the capital outlay of this option.

This option, whilst able to be used as a community hall, also doubles as an indoor court space, has room for a gymnasium and could also potentially generate commercial revenue from a café, business hub to visiting private sector services from health, social and financial sectors. The Master Plan of the Muchea Oval, therefore, has been developed with the possible new car park and playground as stage 2 and the future community hall as stage 3. **SUITABLE / NOT PREFERRED**. See concept plans below

POSITIVES	NEGATIVES
New community space would be more attractive for hiring purposes – may attract new users	Reduction in public open space and need for tree removal
Reduction of maintenance costs over the next 10 years	Does not deliver on a full-sized football oval
New hall could also be multi-functional – indoor courts, gym, hot-desk space, Shire satellite office, visiting health professional space	Fundraising effort required by clubs to raise co-payment for sporting club facility (one third)
Car park could be extended over old hall site	Shire rates may increase
As per Option 2: The community hall would be available for more community events and activities- possibly increase revenue through hall hire Kanga and Judo would still have a space with correct flooring for their needs Possibility of space for a gym Outside facilities such as netball courts, cricket nets, oval and lighting already there New facility could also be used for community events: sometimes a need for two spaces New facility will be compliant with current safety and regulatory codes Functional kitchen in new facility; better catering capability	Possible community backlash if going for two buildings holds up the process for getting the sporting club facility
ATU requirements can be properly established	Sentimental/ heritage value of old hall
Current and growing requirements of sporting clubs would be met, especially in regard to female change rooms and space for visiting teams	Additional up-front and operational costs – 2 buildings plus demolition.

Artist Impression: Option 3

Artist Impression: Option 3

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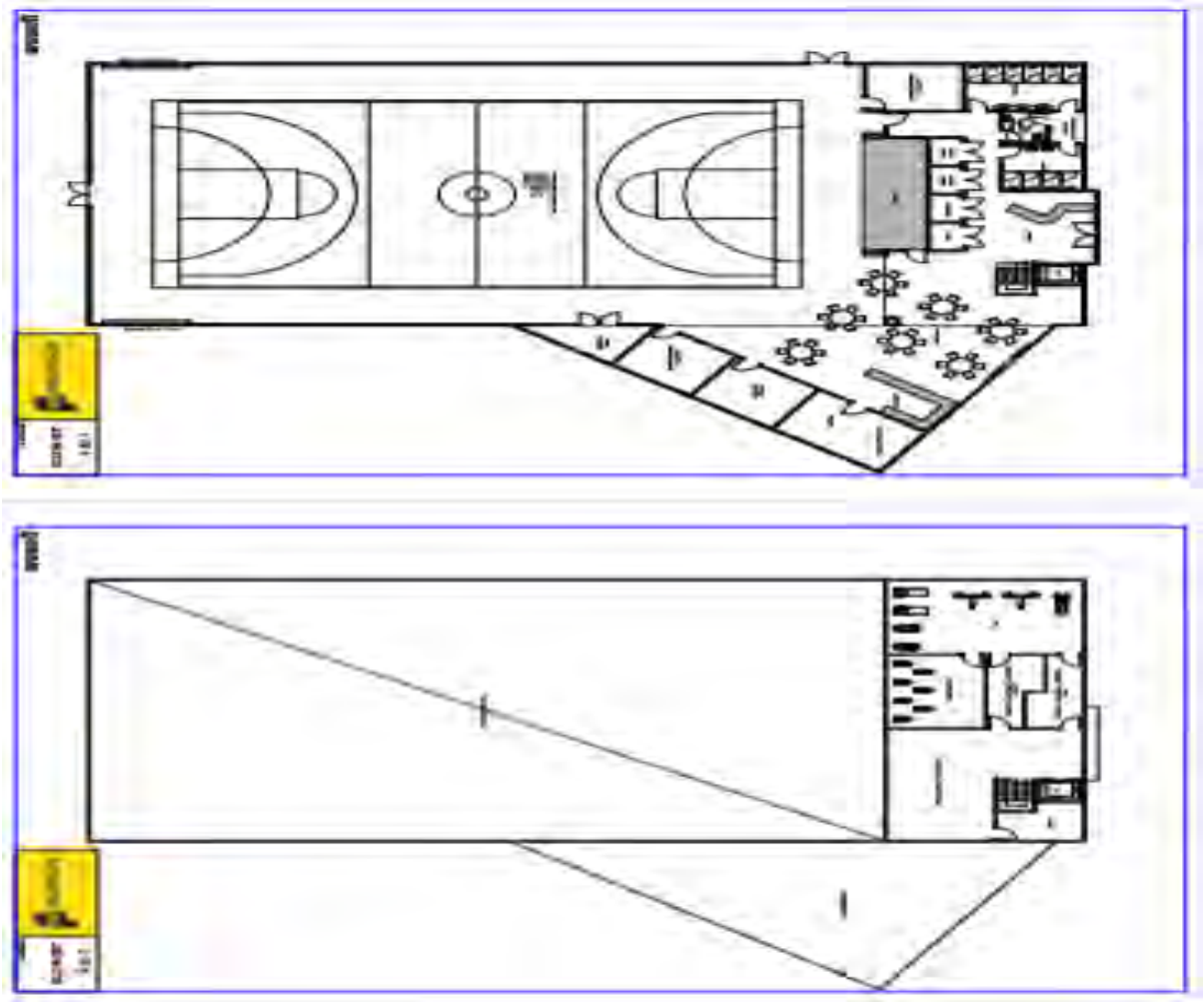
Artist Impression: Option 3, Community Centre



Option 3 Community Centre Floor Plans

5.4. Option 4: Relocate - New location and new facilities

Consideration was made as to the benefits of moving to a totally new green fields site and build new facilities. Although this option was seen as meeting the needs of the Muchea Users group, both the likely timeframe and costs, made this option currently unviable. If this option was to be explored further, considerable efforts would need to be undertaken into site selection, planning and environmental constraints, land excision and/or purchase of a suitable site and the raising of considerable funds.
NOT SUITABLE

POSITIVES	NEGATIVES
Greater option to build to exact requirements of sporting and community groups	Most costly option; would include land cost and development of grounds as well as facilities: clubs could not afford
Option for second oval	Extended time for planning and execution
No need to work around current site restrictions	Possible public backlash
Ease of access to major arterial roads	Financial burden on Shire and rate payers
	Existing netball courts and cricket nets may not be utilised

6. IDENTIFICATION OF NEED

In 2016, a detailed feasibility study (Regional Sports & Community Centre Feasibility Study) was completed by Jill Powell & Associates for the Shire of Chittering. Included in the study was a comprehensive assessment of current facilities, with part of the findings being:

- The Shire of Chittering is reasonably serviced in terms of the volume of facilities; however, the quality and location of some facilities needs some attention;
- Most existing facilities are operating at capacity, limiting the Shire's ability to service the future anticipated population expansion;
- Additional facilities will be required within the Muchea/Lower Chittering area with the additional expected population growth in this area.
- A survey undertaken as part of the study found that 88% of respondents agree that additional recreational facilities are required in the Shire of Chittering.

Also, in 2016, the MHUGs identified a need to upgrade their changerooms and toilet facilities. A time frame of this being pursued is as follows:

December 2016: Muchea Hall User Group (MHUG) identified a need to upgrade facilities. The Shire assessed and sought the possibility of funding through the Department of Sport & Recreation CSRFF small grants program, Wheatbelt Community Chest Fund and Lotterywest for the installation of a pavilion and change-room extension to the Muchea Hall. No suitable grants were available.

December 2017: MHUG meeting; the Chittering Junior Football Club advised that that it was seeking expressions of interest for junior girls teams and further indicated that if junior girls teams were to go ahead and the club grows, that the Shire may need to consider future modifications to the change-rooms to accommodate female teams. Girls team now playing.

May 2018: Cricket facility audit by Inside Edge noted open showers, lack of lockable toilets, wear and tear.

June 2018: MHUG advised that a new Aerobic Treatment Unit (ATU) system or upgrade would need to be included to accommodate increased usage of the facility. Shire assessed and changed the $10,000 allocation for development of concept plans for the renovation/remodeling of the change-rooms to upgrading the ATU system. These works were completed throughout December 2018 – February 2019.

July 2018: Consultant John Ravlic was addressed by MHUG during consultation on Facility Review and noted their concern over (1) the general upkeep to Muchea Hall and Oval and (2) forward planning to address growth within the Clubs/improving facilities to meet those needs.

August 2018: Chittering Junior Cricket Club advised possibility of a U13 girls' team. Changeroom facilities raised as an issue.

October 2018: MHUG members agreed that the option of installing **temporary** change-rooms would enable MHUG and the Shire to develop a facility plan for future growth of the facility rather than installing new ad-hoc buildings.

October 2018: AFL WA facility audit noted lack of strapping/medical room, very poor umpire facilities (needing immediate attention), lack of kitchen storeroom, and small size of existing changerooms compared to WAFL guidelines.

December 2018: Shire requested clubs to draft changeroom/clubroom ideas for consideration.

April 2019: MHUG representative presented the concept plan for new Change-Room/Clubrooms to Shire officers for consideration, with reiteration of need to accommodate female team members and visiting teams.

Jun 2019: MHUG presentation of new concept plan, including backing evidence of facility inadequacies and participation growth to councilors. Council provided "in principle support" for a new Muchea Oval Facility project. (estimated at $450,000 – $650,000 for a ⅓ contribution)

With this as the background an analysis of the need for this project was completed as part of this business case development, with findings being in alignment with the facility assessment conclusions of Jill Powell & Associates. Details of the project needs analysis are set out below.

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6.1. Population Growth

The rate of population growth in the Shire of Chittering (average annual growth rate of 4.2 per cent) has been higher than the rates for Western Australia (2.2 per cent) and the Wheatbelt region (0.4 per cent) over the 2006-2016 period. The Shire accounted for 63 per cent of the Wheatbelt's total population growth over the 2006-2016 period and, as at June 2016, had an estimated resident population (ERP) of 5,535[3].

The June 2016 ERP was above the forecast population levels at the highest band level (E) as per Report 10 produced by the Department of Planning Lands & Heritage (DPLH) in 2015:

Year	Band A	Band B	Band C	Band D	Band E
2011	4530	4530	4530	4530	4530
2016	5270	5330	5390	5440	5520
2021	6150	6260	6350	6430	6560
2026	7030	7180	7300	7410	7570

Source: WA Tomorrow

Updated reports (Report 11) from DPLH show that the growth trend for the Shire it set to continue with the ERP for 2031 being as high as 7610; that is an increase of over 27 per cent from 2016. Given the Shire exceeded even the highest projections for 2016 population levels (Band E), it is not unreasonable to expect that growth may exceed the forecast 7610 by 2031.

Most of the population growth is occurring in the southern part of the Shire (Muchea and Lower Chittering). Muchea is located within an hours drive of the Perth CBD and only 30 minutes from Joondalup. That makes this location attractive for people who wish to enjoy a semi-rural lifestyle but with the convenience to be able to easily commute to work in the city or enjoy easy access to inner city social offerings.

Current and forecast population growth in the southern part of Chittering is also driven by a number of significant infrastructure developments:

- NorthLink WA: Northlink WA is an $1.12 billion project and will provide a new transport link between Morley and Muchea. Northlink WA will provide a continuous connection from the Perth International Airport area to Muchea on the Great Northern Highway and improve Western Australia's freight efficiency by introducing an alternative north-south freight route connection.
  As part of Northlink WA, a road train assembly area will be constructed near the new Brand Highway deviation at Muchea, which will provide a convenient access point for freight trucks. A number of identified industrial areas will also benefit from the increased access that Northlink WA will provide including the new Muchea Industrial Park. The project will provide significant productivity benefits to the economy, industry, motorists and local communities[4]

[3] *Western Australian Planning Commission: Chittering Land Supply Assessment, June 2018*
[4] https://project.mainroads.wa.gov.au/northlinkwa

- Great Northern Highway – Muchea to Wubin
  The Great Northern Highway forms part of the National Highway Network and provides a strategic freight link between Perth and the State's north, as well as Darwin and the Northern Territory. The Muchea to Wubin $347.8 million project will improve the level of service and safety for road users along with access to the future Muchea livestock sale yards.

  The freight link is also of key importance to the productivity in the mining sector in the north of WA with the project increasing freight efficiency, as well as improving travel times and access.

  Once the project is completed, including the $275m Bindoon bypass (funding approved in May 2019) road trains of up to 53.5 metres will be able to travel almost 220 kilometres closer to Perth, decoupling their loads in Muchea[5].

- Muchea Industrial Park
  Taking advantage of the roadwork developments, the land for the Muchea Industrial Park has been strategically located at the intersection of the Brand Highway, Great Northern Highway and the new Northlink - Tonkin Highway extension, optimising its exposure for local, state, national and international distribution. It will capture freight moving from Perth to Darwin and present as the northern gateway to the City, the Perth airport and the Port of Fremantle.

  This site offers 1,150ha of land, making it one of the largest greenfield industrial hubs in the State and is anticipated to become one of Western Australia's largest and key industrial sites. In February 2019 the Investment Prospectus for the Muchea Industrial Park was officially released with BP currently building one of the largest roadhouse and truck stops in the State at the site[6]

The significance of these developments cannot be understated as they will create major opportunities for freight and logistic operators, importers, exporters and manufacturers and drive future investment and job growth in the area over the coming decades.

As businesses establish in the Muchea Industrial Park many of the workers will likely seek to live close to where they work, which will translate to a further increase in population for the southern portion of the Shire of Chittering. Given that recent population growth has outpaced forecast growth from 2015, with these new developments it is highly likely that the population could increase well beyond the current forecasted levels.

Increasing population levels will put added pressure on existing community infrastructure, such as sporting and recreational facilities, with most of these already operating at capacity, as demonstrated in the feasibility study undertaken by Jill Powell & Associates.

In order to service the current and future population, the Shire of Chittering has to provide suitable recreational opportunities and facilities to cater for its growing population.

[5] https://investment.infrastructure.gov.au/projects
[6] https://www.yanchepnewsonline.com.au/muchea-industrial-park-to-drive-economic-growth

6.2. Current Muchea Hall Facilities

Muchea Hall was constructed in 1961 and in addition to the sporting oval provides the following community facilities:

- 4 x Netball courts
- Centre cricket wicket and practise nets
- Floodlighting
- 3 x sports shelters
- Storage sheds
- BBQs
- Picnic tables
- Covered playground

The facilities have had a number of upgrades over time, including:

- Resurfacing of netball courts
- New pavilion to eastern side of Muchea Hall (clubhouse)
- Carpark upgrades to hall and street side parking
- Cricket practise nets upgrade
- Centre wicket replacement
- External storage shed installation
- Disabled access to oval
- Shade sail to playground

These upgrades have been necessary to be able to cater for the growing number of community members, in particular sporting groups, and the increased wear and tear of the facilities due to the substantial and increased amount of usage.

The Muchea Hall, in addition to a yearly maintenance program, has had a roof replacement, upgrade to the Aerobic Treatment Units (ATU) wastewater system, air conditioning installation and an upgrade to the kitchen (2012).

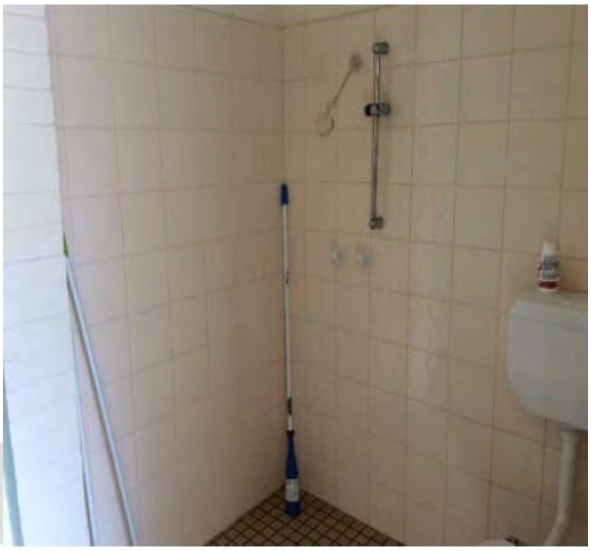
The Muchea Hall internal configuration includes the following:

- A club house with bar facilities. This addition was built/funded by the sporting groups and excluding the bar area totals approximately 80sqm.
- One accessible (disabled) unisex toilet with shower. This is a public toilet and can only be accessed from outside the building.
- Two changerooms, each changeroom includes one toilet, one urinal and two open showers and one hand basin. Bench space is provided along two walls with no lockers or hooks available. There is one window in each change room providing a direct view in and out of the room. Each change room is approximately 40sqm
- Small, 30sqm kitchen with a servery facing out to the main oval.
- Four public female toilets and two male toilets plus a urinal can be accessed through the main community hall or externally at the back of the building.
- One main community hall with a small stage
- Storage areas for equipment

6.2.1. Pictorial Evidence

The photographs below show the current state of some of amenities at the Muchea Hall

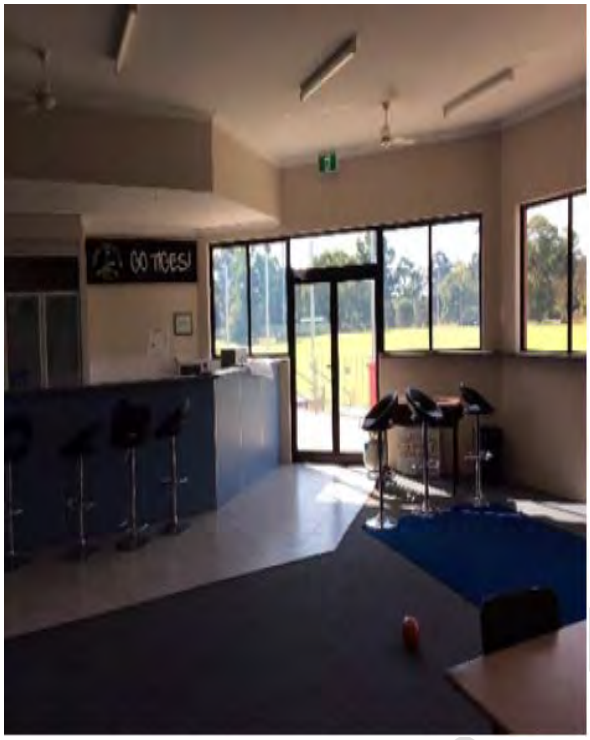
Change Room



Accessible (Disabled) Toilet

Urinal in Change room

Kitchen

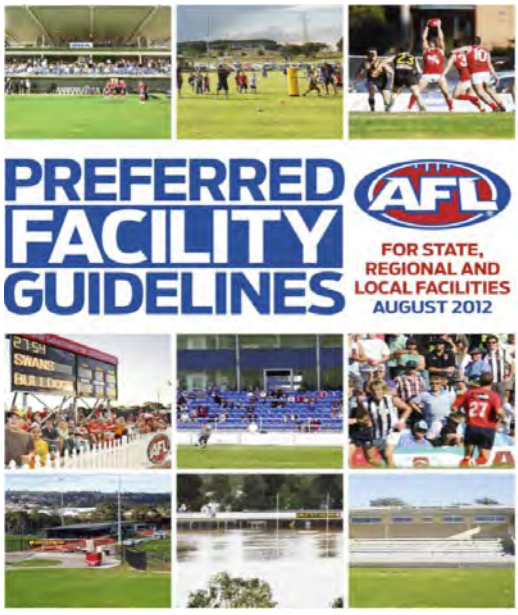


Club Room with Bar

External Servery

Facilities at Muchea Hall show significant wear and tear, are insufficient in amount and size in relation to the number of users and visitors to the club and are deficient in accordance with a number of sporting facility guidelines, building codes and community needs as follows:

6.3. AFL Facility Guidelines



The AFL Preferred Facility Guidelines, 2012, (AFL Guidelines) have been developed in order to provide direction for the development of new facilities and/or those being considered for major refurbishment or redevelopment. The guidelines provide recommended facility standards based on the whether the venue is a State, Regional or Local facility. In the document a regional facility is defined as:

"Regional facilities/locations tend to service a collection of suburbs or geographic areas within a municipality (or across municipal borders) and usually tend to cater for more than one sporting club, code or activity. Regional facilities/venues can host competition finals and are maintained to a high standard" (pg. 5).

As the Muchea facility caters for a number of sporting groups the definition of a regional facility has been applied in consideration of the standards set out in the AFL Guidelines.

In accordance with the AFL Guidelines, a regional facility should include the following core components:

Components	Regional Min. Size	Additional comments	Muchea Comparison
Amenities (Player toilet/showers)	25m² x 2	The size provided is to cater for two change rooms (home and away). Regional standard facilities should incorporate a minimum of four showers. Cubicle showers (similar to those provided in Caravan Parks) should be provided to improve flexibility for mixed gender use. In addition, to better cater for mixed genders, urinals should be replaced by an additional toilet pan or be appropriately screened.	The Muchea Facility provides four showers in total, two per changeroom. Showers are open. A urinal is available in each change room with no screen in place. With a window directly into each changeroom there is no privacy for players getting changed.
Change Rooms	55m²-75m²x 2	Size allows for two separate change rooms (one home and one away team). Clothing/bags hooks should be provided for Regional standard facilities. Bench seating is to be provided around the room perimeter	The Muchea Facility provides two change rooms with each being approximately 40 m². There are no clothing/bag hooks available.
Massage/Strapping Room	15m² x 2	Two rub down/massage/ strapping tables are to be provided for Regional facilities, within a room immediately adjacent to each change room (two separate rooms) for use by home and away teams.	There are no Massage/Strapping Room at the Muchea Facility
Kitchen & Kiosk	30m²	Access to storage immediately adjacent to the Kitchen/Kiosk and internal/external servery is paramount.	The Muchea Facility meets the minimum size requirement for a Kitchen/Kiosk, no storage adjacent to the Kitchen is provided.
Office/Administration	20m²	Inclusion of an office/ admin room is required to facilitate club management. The room should provide access to broadband internet connections, telecommunications & include shelving, file storage (secure) & computer equipment.	There is no Office/Administration room at the Muchea Facility
Public Toilets	Male 15m², Female 15m², Disabled 5m²	Final sizes will depend on likely crowd attendance and building code requirements.	There are public toilets available incl. one unisex accessible toilet and shower at the Muchea Facility.

Components	Regional Min. Size	Additional comments	Muchea Comparison
Storage (internal and external)	20m²+	Internal and externally accessible storage areas are needed that provide adequate space for seasonal storage of club equipment, files, stock and other material	Storage is available at the Muchea Facility
Social/Community Room	150m²	The provision of social/community rooms facilitate opportunities for social interaction, community building, social capital & club sustainability. It is therefore strongly recommended that social/community rooms and support infrastructure be provided at all levels of facility. Total sizes may be influenced by average crowd attendance	The Muchea Club House is approximately 95m² incl. bar area. It is significantly under the preferred minimum size and is too small for the numbers attending the Muchea Facility.
Umpires Rooms (including toilet and showers).	30m²-40m²	Umpires rooms need to cater for an increasing number of female umpires. As such the provision of areas where changing can occur in private is required. A minimum of two showers within a lockable cubicle, toilet, hand basin, bench seating and clothes/bag hooks are to be provided at all levels.	There are no Umpires Rooms available at the Muchea Facility.
Utility/Cleaners Room	5m²+	Fit out to include an appropriate cleaners sink, hot and cold water, shelving, hooks and drainage.	There is no Utility/Cleaners Room at the Muchea Facility

Regional AFL Core Facilities Guidelines – Muchea Facility Comparison

As evidenced by the comparison table, the Muchea facility falls significantly short of preferred core requirements in a number of areas. Not only are several of the core components too small but in many instances, they are lacking completely, i.e. no umpire rooms. It should also be noted that the current club house is significantly undersized with it not being able to accommodate the larger crowds that attend Muchea Hall especially on weekends (refer to Muchea Hall Usage below).

The social/community rooms are where the benefits of sports and recreation are extended. They provide a hub for the community and a space where the community can connect and socialise with a common purpose. These rooms are also where community pride is displayed through prominently displayed trophy cabinets and award boards. Having outdated and too small club rooms to accommodate needs is to the detriment of the sporting clubs and community, where many of the benefits of this facility may not be realised or in fact have a negative impact, i.e. feelings of embarrassment pertaining to the conditions of the current facility[7].

[7] Source: The Value of Community Sport Infrastructure, KPMG, 2018

6.4. Community Cricket Facilities Guidelines

Cricket Australia's recommendations refer to current standards, as well as provision for best practice and are intended to support stakeholders to appropriately scope, plan, design, budget, and deliver improved cricket facility projects and outcomes across Australia.

The 2015 Cricket Australia Community Cricket Guidelines (CCG) includes provision of guidance on clubrooms and change facilities. With regard to change facilities the following designs aspects are recommended (pg. 55):

3. Entry to the change rooms should ideally be at ground level, on grade (or ramped to comply with DDA standards) and adjacent to the playing field for ease of access for players. Where possible, avoid the inclusion of stairs as these limit access for all. Access points should be provided with weather protection and clearly visible with room signage. Provide a clear distinction and separation between player thoroughfares and spectator areas.

4. Change rooms can provide both locker storage and an area for players to change in a simple open plan layout. The room arrangement should ideally be rectangular to provide two opposing benches. Avoid island lockers/benches where possible, as they limit circulation.

5. Provide minimum space for 11 players for cricket in the changing space. If providing lockers, they should be constructed from a robust material (compact laminate or hardwood) and it is recommended that the following be included:
    a. locker/bench compartments each 600mm wide minimum
    b. a bench seat which is 600mm deep
    c. an under-bench compartment for storing bags (1000mm overall depth)
    d. a rear locker compartment behind the bench seat, with coat hooks or a hanging rail. The compartment should be 400mm deep and 1350mm high.

6. Access to the amenities/wet area is to be provided directly from the changing space, with showers immediately adjacent to the locker area. Limit site lines from the change space to the amenities and provide showers as lockable cubicles to better accommodate all users. The minimum quantity of showers to accommodate cricket at all levels is three [per change room], but a greater number of showers for winter sporting codes may be required in multi-use facilities.

7. Toilets should be provided in accordance with the National Construction Code (NCC) and relevant sporting facility guidelines. A minimum of three toilet pans [per change room] is preferred for cricket, however a greater number of toilets for winter sporting codes or other uses may be required in multi-use facilities. Toilets should be provided as lockable cubicles.

8. Avoid the use of urinals to better accommodate unisex use. Each change room should have at least one ambulant toilet facility in accordance with Disability Discrimination Act (DDA) standards.

There are a number of the above recommendations that are not met by the current facilities available at the Muchea Hall. The number of toilets, changeroom layouts and provision of lockable showers specifically are not met. The failure to provide an ambulant toilet per change room is further testament to how outdated this facility is.

A recent audit conducted by Cricket Australia (May 2018) rated the overall condition of the facilities as showing significant wear and umpire facilities (of which there are none) as unsuitable for females. The impact of the failure to meet the needs of the various sporting groups using the Muchea Hall are highlighted by the following comments taken from a Muchea Changeroom Survey undertaken in 2014:

"Changerooms have been under-utilised due to their poor condition, lack of privacy and being well below the Clubrooms and Change Facilities Guidance for Community Cricket Facilities Sep 2013. The toilet cubicles have been used as private changing facilities as there are no facilities to accommodate incoming teams during back to back fixtures."

"When one team is using the changeroom and another team arrives for the next game, the arriving team must keep their gear in one corner of the room and must not be in the room at the same time as the first team when needed between quarters and the end of the game. Therefore, lots of juggling is required. The girls currently arrive in their game day uniform and leave in game day uniform, as there is nowhere to change."

6.5. Accommodating Female Sports Participation

In 2018 the current Western Australian Government acknowledged (via the creation of a special annual fund) the need for sporting facilities to provide more female friendly amenities with the decline of female sport participation after age of 11 being partly blamed on the lack of suitable facilities.

WA Sport and Recreation Minister Mick Murray in 2018 stated:

"*For too long, women and girls have been treated as second class citizens when it comes to wanting to pull the boots on and play social sport.*

"Having a decent place to change clothes and prepare for a match should be a basic right for anyone playing sport. It is not acceptable for women to be told to get changed in the car or wait until they get home to have a shower.

"Having a dedicated space to prepare for a match together is important for the camaraderie and friendship that people get from social sport, and work needs to be done to make sure decent facilities are in place."[8]

In 2017 Plan International Australia released a national survey of girls aged 10 to 17-years old. The survey found that girls feel unequal treatment is most profound in

[8] https://www.dsr.wa.gov.au/news-and-events/news/news-articles/2018/08/14/mcgowan-government-levels-the-playing-field-for-women-s-sport

sports[9]. Good Sports, in addressing the survey, suggested a good place to start looking at improving participation rates would be to consider the current facilities:

"Have a think about your change-rooms, toilets and the club in general – are they spaces where a girl would feel comfortable? If not, it's probably time to make your club environment more inclusive!"[10]

The Muchea Facility is not a female inclusive environment, there is no privacy offered in the changerooms with windows allowing full visibility of anyone changing. Shower facilities are not lockable cubicles and there is no provision for separating junior and senior players (or umpires) where senior (more developed and often self-conscious teens) would like privacy. Anecdotally, females often get changed in their cars or arrive and leave in their play uniforms. This is not acceptable.

In a presentation made to the Council (Attachment 2) the current MHUGs predict to have the following additional female participation levels as follows:

- Chittering Junior Football Club
  In 2020 progress to having Yr 5/6, Yr 7/8 as well as Yr 9/11 girls; with Chittering Senior Women's Football Club, the possibility to have the girls move into Senior Football based at Muchea.
- Chittering Junior Cricket Club
  In 2020 to progress current age groups to add u14, u15 girls teams.
- Muchea Netball Club
  Future plans to increase age groups especially the u/10 groups from one to four teams. Also increasing the u/12 teams from 1 to 2 teams.
- Muchea Senior Cricket Club
  In addition to growing current teams, women's cricket is also the next step for the club, once the junior girls reach the adult age levels.

Current trends in female sports participation shows that the anticipated increase in girl's teams by the MHUGs is well warranted. In 2017 Roy Morgan reported that women's participation in AFL had increased *"a stunning 30.3% from four years ago and up 23% from a year ago when the AFLW was first launched"*[11]. One of the key highlights of the National Cricket Census conducted in 2017-18 was the revelation that 30% of cricket's participant base are now females, translating to six in every 10 new participants[12].

The anticipated increase in female sporting participation levels at Muchea are in addition to the forecast population growth. To accommodate and achieve such projected increases, however, it is absolutely critical for the Shire of Chittering to provide facilities that are female inclusive in size, layout, feel and structure.

9 https://www.plan.org.au/~/media/Plan/Documents/Reports/IDG%202017/The%20Dream%20Gap_Final

10 https://goodsports.com.au/supporting-girls/

11 http://www.roymorgan.com/findings/7539-women-in-football-december-2017-201803230556

12 https://www.cricket.com.au/news/cricket-australia-national-cricket-census-participation

6.6. Disability Access

In assessing the suitability of the current Muchea Hall access and comparing this with current guidelines for best practice and legislative requirements, NAJA sought the advice of Melissa Northcott, Board Member of Disability Services Commission and Ability Centre Australasia Ltd and disabilities advocate. She highlighted many reasons why, and what sort of considerations, should be made for inclusion in facilities and surrounds.

Disability access legislative requirements come in the form of Disability Access Inclusion Plans for statutory authorities, local governments, government departments, Acts and other policy guiding documents such as

- Disability Discrimination Act,
- Equal Opportunity Act
- Australian Standards (in particular AS1428) and Australian Building Codes
- Universal Design Principles
- United Nations Convention for the Rights of People with Disability
- WACOSS Outcomes Measurement Framework
- State Disability Plan (currently under development)

Some common themes that are recurrent across access and inclusion committees are:

- Provide pathways and railings on ramps
- Non-slip, tactile concrete surfaces. Avoid loose surfaces – slip and trip hazard
- Provide seating with arm/back rests, benches at multiple heights
- Wider doorways and aisles for prams, wheelchairs or trolleys
- Easy open toilet doors. Mix of ambulant, ambulant with wider doors and universal accessible
- Install a Changing Place Facility
- Desks/benches/reception are at a multi-level height
- Having ACROD car parking bays, and consider locations level to pathways
- Having an all ability playground and equipment
- Kerbs low or slanted
- Have charging points for gophers and power assist wheelchairs
- Have water stations for people and guide dogs/assistance dogs
- Signage with braille and mindful of colour contrasting

Melissa's full report of considerations for inclusive facilities is provided in Appendix A

The current Muchea hall provides one unisex accessible (disabled) toilet and shower only. It is accessible from outside the building via a narrow brick path that is not covered. This means that in inclement weather the intended user would not be shielded when seeking to use the amenity. Currently two ACROD parking bays are available at Muchea Hall.

Section 23 of the Discrimination Disability Act, 1992 (DDA) requires non-discriminatory access to premises which the public or a section of the public is entitled or allowed to use and is applicable to existing as well as new buildings.

Under the Building Code of Australia (BCA) and in accordance with the Australian (Disability) Standards (Australian Standards (in particular AS1428) for community buildings such as Muchea Hall, an ambulant accessible facility must now be provided for people with ambulant disabilities. An ambulant disability refers to a disability that affects the person's ability to freely move around, it includes people using a walking frame, suffering from arthritis, multiple sclerosis, being vision impaired or even those with a temporary injury which require the use of crutches.

An ambulant accessible facility is constructed in accordance with specific design requirements that provide more room, grab rails, wider door openings and clear signage (including braille)

The Australian Bureau of Statistics' Survey of Disability, Ageing and Carers 2003, showed that 405,500 Western Australians (20.6 per cent) reported having a disability.

People with disability consistently report that they do not have the same opportunities as others to participate in community life. They face daily barriers such as being unable to hear what is said, see print, climb stairs or understand signage[13].

Most barriers experienced by people with disability in relation to information, services and facilities can be avoided through informed planning and management. Good access and inclusion also benefits other members of the community, including the family, friends and carers of people with disability, parents with prams, seniors and people with a temporary disability through accident or illness.

Muchea Hall meets current requirements under the DDA however falls significantly short on requirements under the BCA and the Australian (Disability) Standards. Whilst these requirements are only mandatory for new builds and refurbishment of existing buildings the failure to meet these standards and codes at Muchea Hall further demonstrates the inadequacy of this facility and that it is not an inclusive community space.

6.7. Muchea Hall Usage

In the 2016 feasibility study completed by Jill Powell & Associates, Muchea Hall was cited as being used by 300-400 young people weekly and being a facility in high demand. This figure only includes actual participation, thereby excluding the number of spectators and volunteers that attend to facilitate and support 'young' people playing sports.

[13] Source: The State Government Access Guidelines for Information, Services and Facilities

In the 2019 Facilities Review by Ravim/RBC users of Muchea Hall were stated to average 462 per week. The report did not detail how this number was arrived at other than qualifying community and Konga users being an estimate.
Averaging across a year also does not indicate the maximum number of attendees that may be present at the facility at peak times. This is important data to consider in ascertaining capacity to accommodate future growth and the extent to which current numbers can be accommodated.
In their presentation to the Shire Council on 19 June 2019 the MHUGs provided the following information regarding current levels of usage of Muchea Hall:

- Cricket Saturday / Sunday weekly: 70 spectators and competitors over a 5hrs period
- Cricket: 150 competitors and spectators at Super 7's tournament all day
- Football: 260 competitors and spectators on Sat/Sun over an 8hr day
- Football: 280 Auskick competitors and spectators on Friday nights over 3.5hrs
- Netball: 200 competitors and spectators on a fixture game during South Midlands season. Otherwise the facility is used for training of teams mid-week, approximately 20 players per session.
- Konga 20 people per 1hr session on Monday night
- Judo 10 people per 1hr session on Tues and Wed nights.

At peak times it is not uncommon to have in the vicinity of 500 people through the facility over one day.

Muchea Hall is also utilised by the MHUGs for team social occasions such as award nights, and fundraising events such as quiz nights. Whilst no specific data is available to provide accurate numbers of attendance at these events, they do add further to user numbers of the facility. The Shire of Chittering has confirmed that, although the Community Hall is available for bookings by the general community, it is generally not available as it is used by the MHUGs.

The Muchea Hall in addition to MHUGs usage also serves as a facility for:

- The Shire for school holiday activities (once per year)
- The Shire for Community meetings (approx. two per year)
- Australian Electoral Commission as a polling place
- Evacuation Centre (as required)

Calculating capacity primarily incorporates a risk calculation based on number of fire exits and amenities available for the maximum number of people present.

Muchea Hall was calculated by Jill Powell & Associates as being able to seat 150 people. The Hall has one main exit and a smaller exit through the kitchen area. In the risk calculation, the main exit is assumed not accessible due to the fire which, in this case, would leave the kitchen exit as the main escape route.

From the following calculation, the narrow doorway through the kitchen provides insufficient capacity for evacuation purposes:

"*The escape capacity of the remaining exit(s) is based on a stream of people taking up 0.5 metres width and escaping at the rate of 40 people per minute. A total evacuation time of*

2 ½ minutes is assumed. Using the above criteria, exits will be capable of evacuating people as follows: 100 people for a standard doorway of 750 millimetres in clear width (one stream of people moving at 40 persons per minute over 2 ½ minutes)"[14]

The Clubhouse, which is adjacent to the Community Hall, has the same escape route options and if filled to capacity of 160 people (0.5 sqm per person over 80sqm) a similar evacuation risk arises.

As stated above, at peak times the Muchea Facility has approximately 500 people through the venue over the course of a day; it is therefore considered that the current number of fire exits and escape routes does not adequately accommodate this number of people. Further increase in user numbers would substantially increase this risk.

When considering the number of toilets in calculating capacity, it is evident from feedback, audits and observations that the amenities provided at Muchea Hall are insufficient for the current usage numbers.

The number of toilets and change rooms cannot possibly accommodate 500 users per day. The Aerobic Treatment Unit (ATU) sewerage treatment system was upgraded in late 2018 and is reported as operating at its maximum limit, with MHUGs having stated (in their presentation to the Shire Council):

"It is very evident to the Clubs that the existing ATU system does not cope at these peak times and even struggles when there is a smaller event of around 100 people" (pg6).

Muchea Hall is operating at maximum capacity and has no room to accommodate future anticipated growth.

6.8. Demand for Sport and Recreation Facilities

According to the ABS the median age for the Shire of Chittering is 43 with the number of males being slightly higher than the number of females. Based on ABS information, over half of the population in the Shire of Chittering participates in sport and physical recreation (ABS, 2015a). As set out earlier in this section, the population of the Shire of Chittering is likely to exceed the forecast growth of 27% by 2031, which means that demand for recreational facilities will continue to grow.

The Shire of Chittering is considered a regional centre by the Western Australian Planning Commission[15], with Muchea just located on the fringe of the outer metropolitan zone. As metropolitan Perth continues to expand, the location of the Shire is critical when considering and planning for future infrastructure.

The Benchmarks for Community Infrastructure document (the Document) released by Parks and Leisure Australia in 2012 seeks to provide a reference point and establish

[14] https://www.thecaretakers.co.uk/CMS2/guides/60-calculating-the-maximum-number-of-people-in-halls.html

[15] Source: Chittering Regional Land Supply Assessment, WAPC, 2018

benchmarks for the provision of new community infrastructure development within existing or new development areas. The Document sets out that the benchmarks identified provide an indication of the extent of community infrastructure which will need to be considered and potentially provided within Outer Metropolitan and Regional Centres, such as the Shire of Chittering irrespective of the population density. The Document further states:
"Regional Centres are considered to exhibit similar requirements to that of Metropolitan Perth. As regional centres, they have traditionally been the focus of sport, leisure, recreation and social community infrastructure, serving a broad regional catchment. As such, it is anticipated that the extent of community facility infrastructure in Regional Centres will be determined by their strategic position, rather than through the use of population benchmarks" (pg. 3).

With the current infrastructure developments taking place AND the forecast population growth of the Shire of Chittering, Muchea is strategically positioned to serve a broad regional catchment and, if not now, will definitely in the near future exhibit similar sports and recreational requirements as that of Metropolitan areas.

The Shire needs to meet this current and future need and will realise this through the construction of the proposed new Club House and Change rooms as proposed in this business case.

7. STRATEGIC ALIGNMENT

7.1. Alignment with Key Strategic Plans

7.1.1. State Planning Strategy (SPS) 2050 (Western Australian Planning Commission)

The Western Australian Planning Commission's SPS 2050 has a vision of sustained growth and prosperity in the face of expected challenges for Western Australian communities. The Strategy is based on six overarching principles, four of which align with Shire of Chittering's plans for the redevelopment of Muchea Club and changerooms: community, infrastructure, economy and regional development.

The Strategy divides WA into three sectors, with the South West Sector encompassing Perth, the Wheatbelt and southern surrounds. According to the SPS 2050, the 'South West Sector with its diverse economic base will continue to house the majority of the State's population and have the highest level and greatest range of health and education services, cultural activities and employment.' This recognition of population concentration and matching range of services closely aligns with the Shire of Chittering's plans for development.

The redevelopment of Muchea Club and changerooms complements the SPS 2050 Strategic 'Direction of Social Infrastructure'; which is defined as 'enabling liveable, inclusive and diverse communities':

1. Spaces and places – the development of the new Muchea facilities would satisfy the SPS 2050 Direction of 'creating spaces and places that foster culture, liveability, enterprise and identity.'

2. Health and wellbeing - the proposed plans for the Muchea Club and changerooms will increase sports participation and community usage and will entice visitors to attend events at the Muchea Club and oval, thereby encouraging active lifestyles and community interaction.

7.1.2. Royalties for Regions (Department of Primary Industries & Regional Development)

Royalties for Regions has six major objectives, specifically:

- Building capacity in regional communities,
- Retaining benefits in regional communities,
- Improving services to regional communities,
- Attaining sustainability,
- Expanding opportunity, and
- Growing prosperity.

This project aligns to these objectives as follows:

Retaining benefits in regional communities

Sporting and recreational activities and events contribute to the development of stronger social networks and more cohesive communities – for participants, volunteers and supporters. They provide opportunities for social engagement; often creating awareness and acceptance of differences between individuals and communities.

Bringing people together through sport and recreation boosts confidence through times of prosperity. Sport and recreation galvanise communities in times of need. This is especially evident in rural communities, where sport often acts as the main community social event for the week.

Sport and recreation are a key medium for creating new relationships among disparate social groups. People from culturally and linguistically diverse backgrounds and Indigenous Australians can be vulnerable to social and structural disconnection. Participation in sport provides increased opportunities for them to connect with the wider community.

Relevant performance measures:

- Contribution to Social Inclusion
- Contribution to Improved Health and Well Being

Improving services to regional communities

To attract and retain visitors and locals, the Shire of Chittering needs to have high-quality options available for recreation and social activity. Currently, the town of Muchea with its fast-growing population has an aging, substandard clubhouse/community centre, which cannot cater for current community demand and

is an embarrassment to offer visiting sporting and community groups, who at times have refused to utilise the facilities.

A redeveloped clubhouse, with main club and social rooms for functions, commercial kitchen and bar facilities, office and ablutions plus two new changerooms with full amenities would meet community/visitor needs and expectations and make the club a more desirable location to meet, engage in recreation, relax, undertake training and hold events and functions. This aligns with Royalties for Regions' objectives, improving services in the region.

Relevant performance measures:

- Contribution to Improved Health and Well Being
- Contribution to Quality of Local Services

7.1.3. Strategic Directions 2016-2020 (Western Australian Sport and Recreation Industry)

The Strategic Directions 6 (SD6) for the Western Australian Sport and Recreation Industry planning framework has been developed to provide vision and direction for WA's sport and recreation industry and guide strategic planning for organisations.

The framework identifies key challenges that must be tackled in the WA sport and recreation industry over the next five years, which fall into thirteen categories. Many of these categories correlate with the Muchea Club redevelopment plans, such as:

1. Governance – SD6 states that sport and recreation organisations must develop governance models in collaboration with national and state counterparts. The Shire of Chittering will be establishing a Project Advisory Group to support the implementation of works associated with the plans. The Group is proposed to be comprised of representatives from MHUGs and the Shire as well as technical advisors. There will also be and ongoing Committee of Management after construction.

2. Public Open Space and Urban Form – Urban parklands and green spaces for sport and active recreation are integral components of urban infrastructure. In order to deliver public open space which meets the needs of communities into the future we must be efficient with resources [and] focus on the function of sites…(pg6).

   The redeveloped Muchea Club and Changerooms is about maximising and more efficiently utilising public open space and form, which has long been in place for community recreation purposes. The site following redevelopment will enhance users and visitors' experience to the Shire of Chittering and enable community and sporting clubs to further extend the services/programs that they are currently providing.

3. Life Course and Life Stage Participation - The achievement of improved participation rates in sport and recreation, and more broadly active lifestyles, will require innovative responses to the life course and life stage circumstances of Western Australians. Interests in, and motivations for, participating in sport and recreation evolve and change, as do barriers to participation, and people are likely, over the course of their lives, to be involved in a range of activities and challenges.

   Currently the Muchea Club is limiting participation due to insufficient and unsuitable facilities to meet community needs and standards. The redevelopment of the club will increase both capacity and improved facilities, which in turn will provide access to recreational sport for a larger segment of the population. Increased space as provided by the newly built facility and retaining the current club will provide more options for a variety of recreational activities to suit community demands. This may be in the form of a gym or programs such as yoga which may be more attractive to some participants than more team-based sports.

7.1.4. Western Australia Cricket Infrastructure Strategy 2019-2028

The Western Australian Infrastructure Strategy (WACIS) provides a clear direction for the future planning, provision and development of community cricket facilities. The document sets out the 'Big 6 Infrastructure Priorities by Region' divided into Metropolitan districts and WA regions. Muchea Cricket Club play in the Metropolitan Northern Suburbs Competition where WACIS has stated that one of the infrastructure priorities is the renewal of clubrooms and amenities. WACIS also states a priority for the Wheatbelt regions is the provision of all-gender player amenities. In supporting female cricket participation WACIS specifically states:

"The growing interest in the game by women and girls has also created a shift in the way facilities are being designed and delivered. Girls are being introduced to the game earlier and cricket needs to ensure that facilities provide a welcoming and nurturing environment to support ongoing participation" (pg. 12).

In redeveloping the Muchea Club and Changerooms this project is aligned with the priorities of WACIS; providing female inclusive amenities and considerations.

7.1.5. Netball WA Strategic Plan 2018-2022

This document set out four Strategic Pillars, namely People and Culture, Participation, Pathway and Business Performance, through which Netball WA will seek to ensure the ongoing growth of the sport, whilst arming participants with the best possible facilities, resources, education and opportunities.

This project is particularly consistent with the following three goals of the Plan:

- Infrastructure and facilities goal: to increase and maximise netball facilities;
- Retention and conversion goal: to retain and support our members and volunteers as our sport changes; and
- New and emerging markets goal: to embed netball's engagement in our Disability and CaLD populations

7.2. Regional Plans

7.2.1. Wheatbelt Regional Investment Blueprint (Wheatbelt Development Commission)

The Regional Investment Blueprint for the Wheatbelt (the Blueprint) articulates a vision and growth targets for the region and provides a framework to guide future growth. The Blueprint sets out its vision for the region which is underpinned by four distinct aspirations. This Project is clearly aligned to the Liveable Communities aspiration:' 'Diverse, safe, healthy and resilient communities where services and infrastructure reflect the needs and aspirations of residents'.

Under its Sports and Recreation section the Blueprint identifies that, despite the fact sports and recreation plays a significant role in Wheatbelt communities, 'relative to the State averages, the Wheatbelt has a significantly lower percentage of population that participate in a sufficient level of physical activity and significantly higher levels of obese adults' (pg. 67). To address this issue the Blueprint stresses the importance of maximising the benefits of the Wheatbelt's current assets, with an increased focus on inclusion.

The redevelopment of the Muchea Club and Changeroom is strongly aligned with this segment of the Blueprint in that it seeks to ensure that current community needs can be addressed whilst catering for future growth in a variety of sports and age groups to further facilitate inclusion and grow membership.

7.3. Local Plans

7.3.1. Shire of Chittering Community Strategic Plan 2017-2027

The Community Strategic Plan is a long term (10 year) plan for the future, which reflects both the community's and Council's aspirations for the future of the Shire. The plan specifically mentions that the Shire will provide recreational and sporting facilities to service the growing population in the Muchea/Lower Chittering area. The redevelopment of the Muchea Club and Changerooms specifically addresses a key element from the Strategic Plan and will support the achievement of the plan's goal to be 'an inclusive, active, safe and healthy community for all to enjoy'.

The following community outcomes of the Strategy are particularly relevant to this project:

- S1 Outcome: An Active and Supportive Community
  - S1.1 Communities will have services and facilities within their local community hubs which will be achieved through the development and enhancement of existing recreation and social facilities for local communities.
- S2 Outcome: Strong Sense of Community
  - S1.2 Cohesive and connected communities through engagement, interaction and participation. Strategies: the active support of community, volunteer groups and networks and activation of the Shire's local Centres and towns.

- S3 Outcome: Development of local hubs
  - S3.1.1 Plan for new and enhanced community facilities

A significant amount of volunteer time is provided by the MHUGS in the running of the Clubs and the Muchea facility (estimated to be worth $1.2m in volunteer effort per annum). This volunteer effort has increased in the effort to raise funds toward and developing this project, further connecting and building a strong sense the community. The resulting sense of pride if the project is successful in obtaining funding, will translate to significant social capital in the ongoing support and operation of the Muchea Club. This outcome is strongly correlated to the objectives of the Shire's Community Strategic Plan.

7.3.2. Shire of Chittering Sport and Recreation Plan (2012-2022)

The plan provides strategies and actions designed to improve the planning and provision of sport and recreation in the Shire of Chittering over the next ten years, with the vision of the plan being for Chittering to be a dynamic, thriving community that values its diverse range of sport and recreation opportunities.

The Muchea Club and Changeroom redevelopment will deliver increased opportunities for the community to participate in and enjoy sports and recreational activities. The project will facilitate and accommodate the growth of current sporting clubs, which is clearly aligned with one of the primary objectives the plan:

"Clubs create more than just opportunities for people to play sport or participate in a recreational pursuit. They provide a chance for people to get together and find support and friendship from likeminded people. This support is what makes Clubs such an important part of the Community and therefore it is important to make sure that the Shire does what we can to help these clubs develop and grow" (pg. 9).

7.3.3. Shire of Chittering Youth Strategy 2015-2018

This strategy document sets out the priorities and actions that the Shire of Chittering will undertake to improve young people's (aged between 15 -24) lives. In developing this plan, a commitment has been made to work with young people to support the vision of the youth within the Shire of Chittering (currently totalling 10% of the Shire population), to have the opportunity to reach their potential.

The Strategy sets out an Action Plan with five priority areas of focus. This project specifically aligns with the following two priorities:

- Priority Area 1: Listening to young people. Build better connections between youth and their local community by increasing youth representation within sporting clubs, community groups.
- Priority Area 2: Things to do and places to go. Encourage increased youth involvement in local sport and recreational pursuits.

Redevelopment of the Muchea club will create a more inviting environment for the community including young people who are not currently engaged in sports. With

increased space, inclusive amenities and appealing clubroom/spaces MHUGs will be able to cater for and attract more young people, which will deliver against priority 1 and 2 of the Shire's strategy as set out above.

8. PROJECT DELIVERABLES

The project will deliver the below, measurable outputs and outcomes.

	Outputs	Performance Measure	Performance Measure Method
1	A multiuser sports club and changeroom facility in Muchea.	Completed in accordance with specifications, timeframes, budget, building codes and regulations.	Project Management Team: conduct regular reviews during construction phase against budget, timing of events and periodic and final construction review. Shire's Works Supervisor to certify that quantity and quality of works comply with the Council and provision of Certificate of Practical Completion
2	User Licence Agreements	User Licence Agreements for all MHUGs agreed	User Licence Agreements between the Shire of Chittering and MHUGs are signed off.
	Outcomes	**Performance Measures**	**Performance Measure method**
1	Contribution to improved community health and well being	Increased membership of MHUGs within 12 months of project completion	Membership Register Income from membership fees
2	Increase in sport and recreation participation.	Increase in the number of people participating in sports in the Shire of Chittering Increase in the regularity of sporting events (training and games) at Muchea Oval (encompasses both old and new facilities) Increase in the number of sporting and recreational clubs/activities being offered at Muchea Oval (encompasses both old and new facilities)	Comparison of before and after registration statistics maintained by the Shire and clubs Shire register of bookings for Muchea Oval
3	Increase in paid employment opportunities.	Creation of new jobs during construction period.	Contractor/sub-contractor statistics provided by the successful contractor and the Shire.
4	Increase in community connectivity	At least two new regional events at the new facility in the 12 months following project completion	Statistics maintained by the Shire and through booking sheets.
5	Multi-purpose facility for use by other not for profits, local businesses and community	At least six groups, clubs and/or businesses, who have not previously used the Muchea Hall, will use the new facility in the first 12 months following project completion	Number of commercial ventures using facility to conduct business Rate of hire and revenue raised resulting from venue hire. Frequency of use by other NFP groups.

6	Economic returns to the Shire of Chittering	Increased visitations to the Shire for the purpose of attending the new facility	Event registration records

Project Deliverables

9. STAKEHOLDER ENGAGEMENT AND CONSULTATION

In the development of this business case, NAJA conducted a range of stakeholder engagements and consultations. These consisted of a workshop with the Muchea Hall User Group, a community survey and numerous meetings with the Shire of Chittering, sporting associations, politicians, government departments and other key stakeholders.

9.1. Muchea Hall User Group Workshop

On 22 July a workshop was held with the Muchea Hall User Group representatives in order to collect information and gather feedback from the group on plans to date and explore options for the development of the project. It was at this workshop that the various options were explored and, taking into consideration time, cost and the positives and negatives of each option, the group cemented the plan to go forward with Option 2. The agendas, the attendee list and a summary of the outcomes from the workshops can be found at Appendix B1 to this business case.

9.2. Community Survey

A Community Survey seeking community views on the Muchea Hall and recreation facilities was circulated via the following means on 20 August 2019.

- Shire email contact lists (Community Groups, eChatter)
- Keep me Posted
- Shire website - Have your Say
- Shire Facebook page and on-shared to the following pages:
  - Muchea and Surrounds Information and Selling
  - Bullsbrook Muchea Information and Selling
  - Chittering Youth Krew (Closed Group)
  - Chittering Youth Krew – Open
  - Lower Chittering Chatters
  - Chittering Notice Board.

The survey closed on Wednesday, 4 September 2019. A total of 305 responses were received. As the survey was designed to allow multiple responses from a single devise to allow family members with differing views an opportunity to have input, this relied on a person's integrity when completing the survey and an assumption that the survey respondents would not abuse this process.

It must be noted here that given the very high number of responses and having some regard for the passion and politics surrounding infrastructure development in the Chittering Shire, the validity of results may have to be tempered with caution.

Survey responses were as follows:

QUESTION	RESPONSES	
1. Are you aware of the Muchea community hall and recreation facilities	Yes 97%	No 3%
2. Have you attended the facilities:	Yes 89%	No 11%
3. Have you attended as a: Visitor Spectator Participant	 60% 77% 63%	
What activities were involved: Football Cricket Netball Judo Konga Community Events Elections Meetings Other: included fundraising events, play in the park, computer lessons, birthday party, Australia Day, wedding reception	 70% 57% 51% 16% 18% 52% 41% 44% 4%	
4. How did you get to the facility: Walk Bicycle Vehicle	 23% 16% 95%	

Questions 6-9: On a scale of 1 to 5, how would you rate the existing:
The overall average results are provided in the table below

	1 Poor	2 Unsatisfactory	3 Satisfactory	4 Good	5 Excellent
Community hall					
Club rooms					
Change rooms					
Toilets					

Question 10: Rate the following options in order of preference, with 1 being your first preference through to 4 being your least preferred:

OPTIONS	Rated as 1st preference
Keep existing facility and make basic improvements to meet minimum requirements	16%
Keep existing facility and make basic improvements to meet	45%

minimum requirements and build new club rooms for sporting clubs	
Demolish existing facilities and build new facilities for community and sporting clubs	31%
Build new community and sporting facilities at a new location	8%

QUESTION	RESPONSES		
11. Are you in favour of the Shire contributing funds to a new facility in Muchea	Yes 80%	No 15%	Unsure 5%
12. Would you accept a small rate increase as a consequence to upgrades or building of new facilities in Muchea	Yes 58%	No 32%	Unsure 10%

DEMOGRAPHICS OF RESPONDENTS:	RESPONSES	
Gender: Male Female	 40.84% 59.16%	
Age: 16 and under 17-25 26-35 35-55 56 and above	 1.15% 7.63% 17.56% 49.62% 24.05%	
Shire of Chittering Resident:	Yes 97.71%	No 2.29%
Place of Residence: Bindoon Chittering Lower Chittering Mooliabeenee Muchea Wannamal Other	 18.7% 14.89% 39.69% 3.05% 18.70% 2.29% 2.67%	

Summary: The community survey was completed largely by Shire of Chittering residents who feel that the Muchea Hall facilities are unsatisfactory. 80% of respondents would support the Shire contributing funds towards a new facility in Muchea, and 45% of people chose Option 2 (keep existing facility and make basic improvements to meet minimum requirements and build new club rooms for sporting clubs) as their first preference.

Also note Question 10 indicates that 84% of respondents believe some new facilities are warranted.

The full community survey can be found in Attachment 6.

9.3. Key Stakeholders

NAJA undertook a thorough engagement process, meeting with a range of key stakeholders as listed below.

These meetings have shown strong support for the concept of the Muchea club and changeroom development. A synopsis of each of the discussions and outcomes from those meetings can be found at Appendix B2

- Matthew Gilfellon, CEO and Chittering Shire Council Members
- Neil Hartley, Acting CEO, Shire of Chittering
- Lisa Kay, Project Coordinator, Shire of Chittering
- Lachlan Chilman, Vice President, Chittering Junior Cricket Club, Member of the Chittering Senior Cricket Club, Grant Coordinator for the MHUG
- Simone McGurk, Minister for Community Services, Children's Interests and Women's Interests)
- Shane Love, MLA, Member for Moore, Spokesperson for Local Government, Planning and Community Services
- Hon. Darren West, MLC, Agricultural Region and Parliamentary Secretary to the Minister for Regional Development
- Office of Hon Christian Porter, Member of Pearce, Policy Officers
- Paul Lekias, Manager Strategic Facilities and Events, West Australian Football Commission WAFC
- Stuart Dart, State Infrastructure Manager - WA, Western Australian Cricket Association (WACA)
- Jennifer Collins, Wheatbelt Regional Manager and Clayton White, Department of Local Government, Sport and Cultural Industries
- Nic Daxter, Leisure Planning Project Manager, City of Kalamunda
- Matthew Hanson, Events and Competitions, Netball WA
- Jo Smith, Manager, Stakeholder Engagement Unit, Netball WA
- Kylie Hughes, President Muchea Netball Association

10. CASE STUDIES

In order to better understand the operating models, opportunities and issues associated with the redevelopment of community and sporting facilities, case studies were undertaken of Ray Owen Reserve and Maida Vale Reserve; which have, or will be, undergoing redevelopment. Each project provided a unique set of circumstances and learnings which have been captured as "take-outs", culminating in an overview of points which should be considered in the Muchea development. The "take-outs" are listed below, with full details of the case studies being found in Appendix C

10.1. Case Study 1: Ray Owen Reserve

10.1.1. Take outs:

- Community hall and sporting club activities may be better suited to different buildings.
- Parking may be an issue to be considered if usage of the facility and oval increases to a point that it affects residents or the surrounding Shire land.
- Indigenous heritage, environmental heritage and power supply checks should be conducted.
- Building age and upgrade requirements, combined with layout, size constraints and association requirements, should all be taken into consideration when deciding on refurbishment versus renewal.
- Management and upgrades of the facility should take into account the contributions of the user groups.
- Shires may expect a co-contribution from user groups towards major upgrades.

10.2. Case Study 2: Maida Vale Reserve

10.2.1. Take outs:

- Due consideration should be given to current industry trends in the sport and recreation area, particularly the need to cater for growing numbers of females in cricket and football.
- Multi-use facilities and co-location are considered advantageous.
- Design considerations for new sporting club facilities should include dividable areas and spectator shelter.
- Developments should be prioritised, and their implementation should be planned and budgeted for as triggers arise.

11. SOCIO-ECONOMIC BENEFITS

11.1. Social Inclusion

A dynamic and vibrant community reflects the level of social interaction between individuals and groups within that community. Youth clubs, groups, associations and facilities provide valuable meeting places where members of a community can interact.

Youth recreation facilities are not regarded as luxuries, but as necessary aspects of community infrastructure. A major responsibility of governments is to ensure that appropriate infrastructure is available, and operational within the financial constraints of the local community.

Research shows that the general community benefits from recreation and sport facilities, programs and services in the following ways:

- Reduced health care costs
- Enhanced community identity
- Increased community integration
- Deterrent effect on delinquent behaviour
- Improved social fabric and community development opportunities
- Increased volunteer participation
- Direct and indirect employment opportunities
- Economic activity through construction and productive engagement in the youth sector
- Economic activity through revenue generated by anchor tenants and participation in recreation activities that are user pay (selected programs)
- Economic activity generated by capital developments

In that context, the Muchea Club Redevelopment project will:

- Provide a youth activity focus for the Shire of Chittering and Muchea community
- Prioritise opportunities for children and young people
- Incorporate community uses with fitness, recreation, leisure and sporting uses that will facilitate community capacity building and inter-generational / inter-demographic communication

People with special needs in the community may also require assistance to eliminate barriers to participation and this aspect will be considered in light of the NDIS rollout and a sensitive approach to design and inclusion in the physical facility and also in the design of programs. Additionally, a growing number of disaffected or alienated people within the community who have no interest in participating in recreation activities and are socially isolated can be catered for in this environment and build resilience.

In undertaking this redevelopment of the Muchea Clubrooms, the Shire of Chittering will ensure incorporation of all-abilities access and equitable design elements, which will be key to the project enhancing the region's social inclusiveness.

11.2. Health & Productivity

The increased participation in sporting and social activities by Muchea locals and visitors is likely with the improved Muchea Clubrooms and facilities presented by this proposal.

Research suggests a direct correlation between the health of an individual and their level of productivity. Healthy, fit employees are more likely to be productive, with increased output due to attitude and motivation changes from positive leisure experiences improving their quality of life. They are subsequently better equipped to deal with the physical demands of their job and to cope with stress and mental pressure. Regular physical activity has the potential to reduce worker absenteeism by an average of 1.5 days per worker every year[16].

In 2008, the financial costs of obesity were estimated at $2.0 bn direct health system costs and $3.6 bn in productivity costs. A reduction in the health costs could, therefore, lead to productivity improvement by a factor of 1.8[17]. According to Deloitte Access Economics in 2008 17.5% of the Australian population was estimated to be obese. The direct health system cost of obesity to the nation that year was $2.0 bn.

On a local level, projects such as the development of a more functional and appealing Muchea Clubrooms and facility, offer the opportunity for the Muchea community to enjoy a more active and healthier lifestyle by utilisation of the activities and services offered at the redeveloped facility. With increased opportunity for people to be more active comes an improved likelihood of better health outcomes – both in terms of physical fitness as well as the improved mental wellbeing typically associated with increased opportunities to engaged in social interactions.

The flow-on benefits to the local economy also point to improved worker productivity when the workforce is engaged in more physical activity, there is a lower burden on the local health system due to conditions associated with inactivity and an improvement to the liveability of the local area strengthening the ability to attract and retain a robust local workforce.

A study undertaken by La Trobe University, 'Value of a Community Football Club'[18], highlights the potential value of investment in community sporting groups. Their research identified that every dollar invested in a community club has a $4.40 return in social value in terms of increased social connectedness, wellbeing and mental health status; employment outcomes; personal development; physical health; civic pride and support of other community groups.

[16] https://www.dsr.wa.gov.au/support-and-advice/research-and-policies/more-than-winning
[17] Access Economics (2008). *The growing cost of obesity in 2008: three years on*
[18] La Trobe University, Centre for Sport and Social Impact. (2015). *Value of a Community Football Club*. Retrieved from http://www.aflvic.com.au/wp-content/uploads/2015/02/Latrobe-Value-of-a-Community-Football-Club-Final-PDF.pdf

Another recently completed and released report commissioned by the West Australian Football Commission (WAFC), "The economic and social benefits of club-based football in Western Australia"[19], conducted by ACIL Allen Consulting, found that for every dollar spent, club based football in Western Australia produces $2.16 of attributable benefit back to the community.

It also stated that club-based football delivered attributable social benefits of over $224m to over 75,000 participants in WA, with physical and mental health benefits of participation valued at $78.6m.

The other quantitative core social benefits included suicide prevention, reduced recidivism, volunteering hours, workforce productivity, personal wellbeing, job matching, and education attainment. NAJA Business Consulting Services also undertook a peer review of this report for the WAFC, before its official release to the public in September 2019.

NAJA concluded that while both these studies could be used to estimate the social impact of the Muchea Club and Changeroom investment, for the purposes of this business case we have taken the La Trobe University report above the WAFC report in our estimations. The reason for this is that the WAFC report was focussed more around the industry wide impact of club-based participation in football and the report did not include activities such as Auskick, school programs or club-run non-football activities. The La Trobe University report did include these areas, providing a better reflection on the potential social impact that the investment by the Shire of Chittering could have on the local community.

The outcome from this is that for the investment made in the construction of the Muchea Club and Changerooms it is estimated that it will have a socio-economic benefit impact on the local community to the value of $8.25 million (refer to Cost Benefit Analysis report at Attachment 5).

11.3. Volunteering

In 2015, Volunteering WA commissioned the Institute of Project Management to undertake a research study to quantify and present a comprehensive analysis of the economic, social and cultural value of volunteering to Western Australia.

The study applied a model of value creation to locate the discrete values of volunteering activity in Western Australia and, for the first time, illustrate the dynamic ways in which they interact. The findings depicted how individuals, businesses and all levels of government use their time, resources and money to enable volunteering across the State and how this alters individual and community states of physical, human, social and symbolic capital.

[19] Acil Allen Consulting (2019). *The economic and social benefits of club-based football in Western Australia*

The research findings[20] place volunteering front and centre as one of Western Australia's largest industries, annually contributing $39bn in benefits to the community. It also showed that volunteering offers a significant return on investment, with $4.50 returned for every dollar invested, with each hour of volunteering costing the community $6.15. It noted that volunteering is both essential to the wellbeing of Western Australians, impacting positively upon the welfare of society and a key driver of economic growth influencing fiscal growth across a range of other sectors.

The various Muchea Sporting clubs that operate out of the current and proposed facilities (including junior cricket, football, senior cricket, netball and judo) are essentially all run as volunteer operations, and they deliver not only an essential service to the Muchea and Shire of Chittering community, but also provide a significant contribution to the local and State economy based on the research undertaken by Volunteering WA. This was analysed through the cost benefit analysis, which showed that the various clubs undertook 16,293 volunteer hours over the last year, which equates to the Muchea Sporting Clubs providing $1,222,530 in value to the Shire of Chittering community and the Western Australia economy each year through these volunteering hours.

11.4. Short Term Economic Opportunities

This is a significant community infrastructure development and can be utilised to provide a short-term boost to the local economy, particularly in the building and construction sector. The construction phase offers the opportunity for both use of the local labour force, as well as sourcing of materials locally where possible. The project will provide a full, fair and reasonable opportunity for regional businesses in its planning, tendering and contract management through the advertisement of the tender via local, regional and state publications.

With the intention of supporting the Shire of Chittering economy, the procurement process of services and materials for the construction phase will see the Shire follow a 'buy local' policy where local suppliers demonstrate they can provide a good value for money offer and deliver at the required standard. The rationale for this is underpinned by the following anticipated benefits:

- Fostering partnerships with local businesses;
- Demonstrating investment within the local community and building goodwill;
- Local suppliers would place considerable value on serving their local community and the benefits associated with this;
- Proximity makes it easier to travel to them for support development and contract management purposes, as well as for site inspections, thus minimising costs;
- Local knowledge of local suppliers means they are well-placed to appreciate and satisfy local preferences;
- Supply chains are generally shorter, leading to greater certainty and predictability of delivery times;

[20] Institute of Project Management (2015), "The Economic, Social, and Cultural Value of Volunteering to Western Australia, prepared for Volunteering WA"

- Labour is generally locally based, leading to minimisation of costs along with supporting a sustainable local workforce.

The provision of a price differential up to 10% will apply to all suppliers who are based in, and operate from, the Shire of Chittering in relation to all tenders and quotations for this project invited by the Shire for the supply of goods, services and construction (building) services, unless the tender or quotation document specifically states otherwise, providing they are competitive with regard to specification, service, delivery and price and such that such preference does not contravene the National Competition Policy.

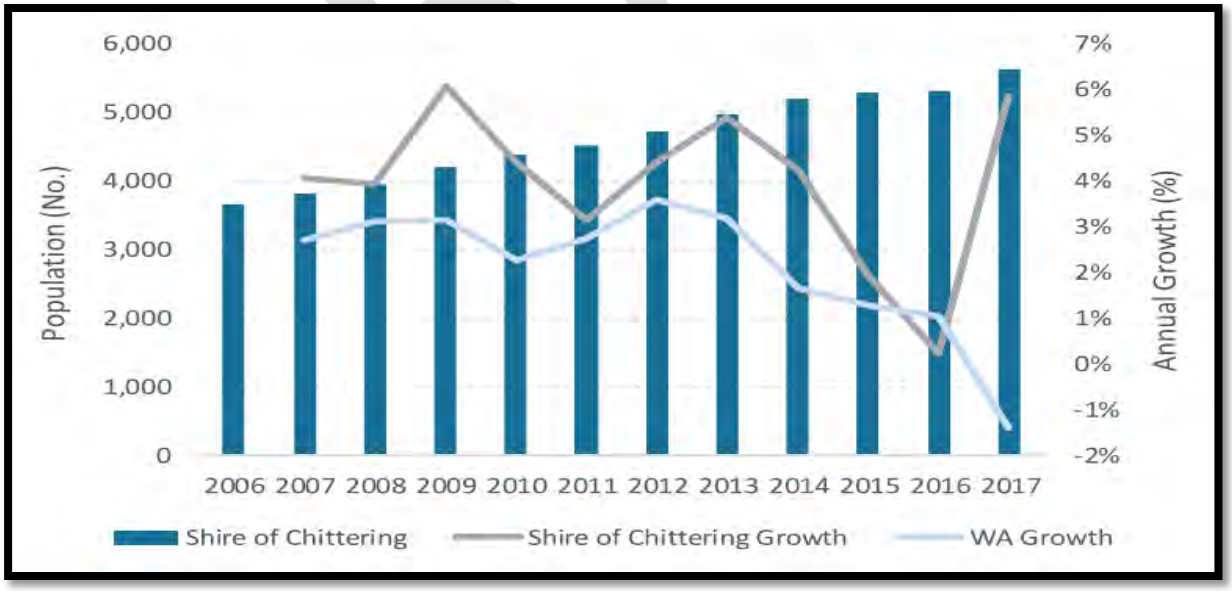
12. ECONOMIC AND FINANCIAL ANALYSIS

12.1. Shire of Chittering Population and Social Profile

The Shire of Chittering is located in the southern portion of the Wheatbelt region, adjacent to the Perth and Peel Metropolitan Region. The main towns in the Shire include Bindoon, Chittering, Lower Chittering, Mooliabeenee, Muchea and Wannamal. The southern portion of the Shire (Muchea and Lower Chittering) are approximately 1 hours drive from Perth and have experienced strong population growth in line with communities in the North-East growth corridor, such as Ellenbrook and Bullsbrook.

The population of the Shire of Chittering was 5,742 in 2018 and since 2006 has grown at an average rate of 4% per year, which has consistently outpaced population growth across the State (see chart below). The percentage of males in the shire is 50.8%, whilst females make up 49.2% of the population with a median age of 43.

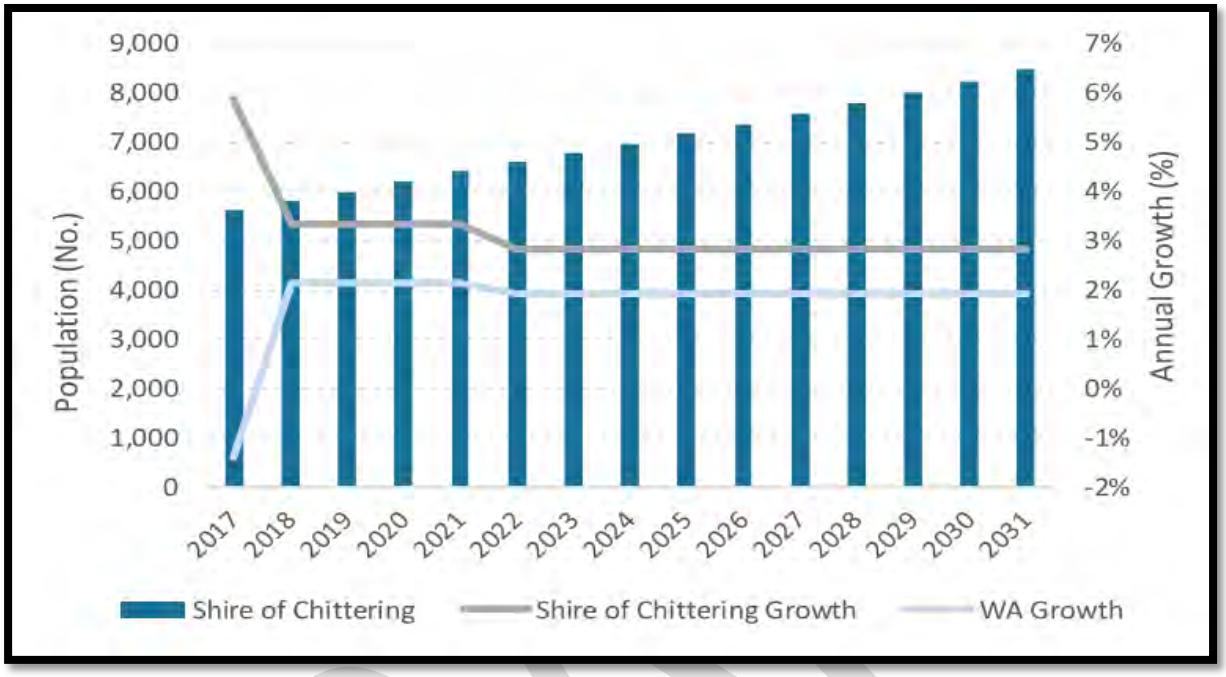
Historical Population, Shire of Chittering[21]



[21] ABS 2018 and Lucid Economics

Based on the latest population forecasts from the WA Planning Commission, the high growth rate of the Shire is expected to continue, with the population estimated to reach 8,500 people by 2031, an increase of over 50% (see chart below).

Future Estimated Population, Shire of Chittering[22]



Other Social characteristics of the Shire from the 2016 ABS Census are as follows:

Characteristic	Shire of Chittering	Western Australia
Median age	43	36
Median weekly individual income	$641	$724
Median weekly household income	$1640	$1,595
Average household size	2.8	2.6
Aboriginal and/or Torres Strait Islander people	123 (2.2%)	75,978 (3.1%)
Australian born	3,649 (67.2%)	1,492,842 (60.3%)
Overseas born	22.8%	39.7%

This data clearly indicates that the majority of the population is Australian born. This is important when the participation trends are taken into account, as the highest participating category of people in recreational activities are Australian born with a participation rate of 57.6%.

[22] ABS (2018); WA Tomorrow (2015); Lucid Economics

In order to service the current and future population based on this data and projections, the Shire of Chittering will need to provide suitable recreational opportunities and facilities to cater for its growing population.

12.2. Shire of Chittering Economy and Employment

The Shire of Chittering's Local Structure Plan provides the following overview of its economy and employment:

Agriculture, including horticulture and viticulture, is the strongest contributor to the Shire's wealth and is the highest employer class. Building and construction and mining are also major contributors in both economic development and employment.

Agricultural industry employment is mainly resident farmers, orchardists and viticulturists, although there are increasing initiatives for processing and value adding.

Management, small business administration and education have a high input into the employment numbers. The fastest growing employment categories include communications, hospitality and cafes, property and business services, transport and manufacturing.

Tourism is emerging as a strong investor and employer for the locality although there is no single dominant enterprise to act as a catalyst for the supporting small businesses in this field.

There are numerous family businesses mainly in the service industry sector providing trades support, metal fabrication and faring services.

Although the wealth is generated by primary production there is only marginal increases in employment in that category. The notable increases in employment lie in the fields of education, personal services, communications and tourism. In this respect there is an increase in home-based occupations providing personal services, communications and tourism.

12.3. Key Economic Projects and Drivers

There are also a number of key projects occurring in the Shire of Chittering that will have a significant economic impact on the region, which will continue to drive population growth and demand for suitable recreational opportunities and facilities to cater for its growing population.

Northlink WA

One of these is Northlink WA, an $1.12Bn investment by the State and Federal Government to establish a significant 50km road transport corridor that will allow for a direct freight connection between Muchea and Kewdale, freeing up congestion along the Great Northern Highway. Additionally, Northlink WA will provide a significant increase in access for identified northern industrial areas including the Muchea Industrial Estate and the North Ellenbrook and South Bullsbrook Industrial Areas. Combined, these

areas offer 3,600 ha of future industrial land that is strategically located at the northern intersections of Northlink WA.

With this improved access to Muchea and Lower Chittering it is reasonable to expect a significant impact on these areas, through the following benefits being made possible:

- A cost advantage, through direct access from Perth to strategically located cheaper land (comparatively to the outer Perth light industrial areas);
- Muchea becomes a more attractive investment for commercial and industrial due to its strategic location at the intersection of Great Northern and Brand Highways;
- Both Muchea and Lower Chittering become an even more attractive investment for residential land due to the strategic location, offering the 'best of both worlds', country "tree change" lifestyle in commuting distance to Perth;
- A more suitable location (than the CBD) for industrial business, whilst still in fairly close proximity to the CBD and other markets;
- Construction materials required (extractive industry); and
- Creation of temporary employment/contracts during its construction.

This considerable economic capacity combined with the strategic access to Northlink WA will also drive future investment and job growth over the coming decades. As businesses establish in these areas, many of the workers will likely seek to live close to where they work, which will translate to a further increase in population for the southern portion of the Shire of Chittering, increasing pressure on existing (and future) community infrastructure, such as sporting and recreational facilities.

Muchea Industrial Park

The Muchea Industrial Park is set to become one of Western Australia's largest and key industrial sites. This site offers 1,150ha of land, making it one of the largest greenfield industrial hubs in the State. The Muchea Industrial Park would be suitable for industries associated with transport, fabrication, warehousing, agriculture, food production, livestock and other general industry uses.

The land is strategically located at the intersection of the Brand Highway, Great Northern Highway and the new Northlink - Tonkin Highway extension, optimising its exposure for local, state, national and international distribution. It will capture freight moving from Perth to Darwin and present as the northern gateway to the City. Perth is located within an hour's drive as is the Perth International Airport and the Fremantle Port.

The significance of this development cannot be understated as it will create major investment opportunities for freight and logistic operators, importers, exporters and manufactures. Furthermore, with the impending $130m upgrade to the Great Northern Highway-Muchea to Wubin and the $257m Bindoon Bypass, triple road trains will be able to travel as far south as the Muchea Industrial Park.

Once developed it has been estimated by the Western Australian Planning Commission (WAPC), with reference to the Muchea Employment Node Structure Plan – September

2016, that the "anticipated level of employment generated by users of the site during a 20 year time period could be in the order of 1,000 persons". It is also noted that there will be a need for a local workforce to service the businesses contained within the Industrial Park.

This is also likely to lead to an increase in population for the southern portion of the Shire of Chittering, increasing pressure on existing (and future) community infrastructure, such as sporting and recreational facilities.

12.4. Project Economic and Financial Analysis

The $1.65m project investment will have significant flow-on effects in the local economy, as well as improving the long-term viability of the MHUGs.

It is anticipated that the local economy would benefit from the direct spend of the construction of the facility and its ongoing operations and maintenance, through various multipliers, associated with employment, increased members and visitor numbers and generally because of the improved recreational facilities.

This is likely to have a flow-on benefit of improving the viability and scope of existing businesses, as well as potentially stimulating the development of new businesses that leverage off the development's appeal.

There are a range of indirect benefits of the project, through attraction and retention factors which positively impact on the local workforce through the improved amenity and experiential recreation areas. Facilitating quality regional living through modern services and facilities will encourage the development of strong local communities and contribute to the attractions of residents to the area.

To calculate the employment benefits and gross regional product for this project, the Flinders University – Australian Urban Research Infrastructure Network - Economic Impact Analysis Tool (EIAT) was used. The EIAT is developed based on the location quotient adaptation of the 2009/10 national input-output (I-O) table of 19 industry sectors (consistent with the 2006 Australian and New Zealand Standard Industrial Classification (ANZSIC) 1-digit level) using the 2016 Census industry employment data for local government areas in all the states and territories of Australia.

It is expected that jobs for 12 FTE will be created for the construction of the new Muchea Club and change rooms over a 12-month construction period. Of these, it is estimated that 6 FTE will be directly employed in the construction for this size of building, with a further 6 FTE indirectly employed across related industry sectors that support the building and construction sector. It is also expected that jobs for 6 FTE will be maintained annually through the life of the new facilities and the retained Muchea hall and Oval to cover the administration, operations and maintenance of the facilities. Of these, it is estimated that 3 FTE will be directly employed within the Shire of Chittering, with a further 3 FTE indirectly employed across related industry sectors that support the Shire to operate and maintain these facilities.

Using these FTE figures the EIAT modelling and cost benefit analysis show that the direct and indirect economic dollar value of employment benefits for the project during construction and operations over ten years will be $5,299,720.

The EIAT modelling also showed that the construction of the new Muchea Club and Change rooms would result in a total GRP Benefit of $1.32m ($0.61m in direct benefits and $0.71m in flow on benefits) to the economy in the Shire of Chittering.

It is also anticipated that the development of the new Muchea Club and Change rooms will positively impact on community health and wellbeing with the tangential benefits of building community pride and participation, interest in volunteering and generally high levels of community engagement. This positive community atmosphere will, in turn, provide an improved experience for those visiting the new facilities.

Beyond the quantifiable economic benefits presented above, there would also be numerous additional benefits, for the local community stemming from the Muchea Club and Change rooms development project, including:

Population Attraction: the new will act to attract future residents to the community, helping to grow the area and maintain a vibrant community.

Increased Community Wellbeing: health, sports and leisure activities is an important facet of community wellbeing, not only through the positive physical health benefits, but also through numerous mental health benefits as well. Community pride and community cohesion would also be enhanced through this project.

Increased participation in sport and recreation: according to the Department of Sport and Recreation Annual Report 2016/17, the provision of facilities leads to an increase in physical activity levels and participation in physical activity. Increased participation in sport and recreation will make individuals, families and the community healthier. Evidence from other communities has shown a dramatic increase in club participation once new facilities are delivered locally. Some club memberships have grown by 200% to 300%.

Health benefits: there are numerous individual and community health benefits that the new facilities would support. Healthier people provide lower cost and lower burden for the public health system.

Financially, the Shire of Chittering understands and can ensure it has the required funds to maintain and operate the new facilities as well as its other current assets. It has an asset management plan in place and will ensure that the new facilities are included in this plan once built. The Shire will also be assisted in this process through its agreement and management plan with the MHUGs.

The MHUGs have also provided their financial statements for each Club, which shows all have positive cashflow and cash reserves contained in their bank balances. The MHUGs understand the potential future costs and commitments they are making to the new facilities and from the review of their financial situation they can meet their financial commitments.

13. COST BENEFIT ANALYSIS

The key benefit categories identified in relation to this project encompass:

Economic	Social
Employment	Community Health plus Productivity
Gross Regional Product	Social Connectedness
	Volunteering

NAJA Business Consulting Services undertook a cost benefit analysis, which mapped the expected benefits of the project in comparison to the costs, however it is noted that cost benefit analysis findings often overstate the actual benefits, along with the difficulties in the Western Australian context of applying outdated data and multipliers which may not be directly transferrable to the state's regional economic conditions[23]. Also, even though the project is estimated to cost $1.65m, the QS figure of $1.875m has been used in the following analysis. As such, a very conservative approach has been taken to the development as the Shire of Chittering and the MHUGs do not want to imply the potential of creating an unrealistic impact. A copy of the full Cost Benefit Analysis Report is included at Attachment 5 to this business case.

The breakdown of costs and benefits, as defined above is provided below, along with the cost-benefit assessment.

Establishment	Upfront costs of $1,875,000 (excluding GST and all spent in construction and fit out phase) **Total - $1,875,000 (once off)**
Recurrent Costs	The recurrent (ongoing) costs of $203,135 per annum in line with the whole of life model and sustainability analysis for the existing and new facilities and oval, broken down as follows: **Total Annual Operating Costs -** $118,035 indexed at CPI **Maintenance & Asset Renewal Reserve Fund -** $37,500 per annum indexed at CPI for maintenance (note that this figure is reduced for the first 10 years but will then significantly increase as the buildings and infrastructure age – refer to whole of life sustainability section of business case) and $47,600 per annum cash backed depreciation to a building and infrastructure asset renewal reserve fund.

[23] Department of Treasury and Finance (WA). (March 2002). Economic Research Articles. Retrieved from https://www.treasury.wa.gov.au/uploadedFiles/ecoresearchart2002.pdf

Benefit Area	Future Value of Benefits over 10 years
Employment	$5,299,720
Gross Regional Product	$1,320,000
Community Health plus Productivity	$3,476,250
Social Connectedness	$8,250,000
Volunteering	$12,225,300

A standard cost-benefit framework was used to develop a 10-year discounted cash flow analysis of the benefits and costs identified in the preceding sections. Assuming a discount rate of 6%, the project is expected to yield a Net Present Value Benefit of $23,681,644 over 10 years. The Benefit Cost Ratio is 7.62 to 1. For reference, calculations at a discount rate of 2% have also been shown in the following tables.

Discount Rate	2%	6%
Present value of costs – project plus ongoing renewal ($m)	$3,887,079	$3,579,932
Present value of benefits ($m)	$30,022,663	$27,261,575
Net Present Value ($)	$26,135,583	$23,681,644
Benefit to Cost Ratio	7.72 : 1	7.62 : 1

A breakdown of the present value of benefits, assuming a discount rate of 6% over ten years, yields ratios for economic benefits (1.89 to 1) and social benefits (5.73 to 1).

Economic Benefits

Discount Rate	2%	6%
Present value of costs – project plus ongoing renewal ($m)	$3,887,079	$3,579,932
Present value of benefits ($m) - Economic	$7,386,531	$6,761,709
Net Present Value ($)	$3,499,452	$3,181,777
Benefit to Cost Ratio - Economic	1.90 : 1	1.89 : 1

Social Benefits

Discount Rate	2%	6%
Present value of costs – project plus ongoing renewal ($m)	$3,887,079	$3,579,932
Present value of benefits ($m) - Social	$22,636,132	$20,499,866
Net Present Value ($)	$18,749,052	$16,919,934
Benefit to Cost Ratio - Social	5.82 : 1	5.73 : 1

As mentioned above, given the very conservative approach taken in this cost benefit analysis, it is likely that the actual economic benefits could be higher than estimated, especially if the Shire was to increase the hire and lease fees for the new facilities.

However, on current figures as just a stand-alone economic investment proposal, the development at a 6% discount rate provides a positive net present benefit of $3,181,777 and benefit cost ratio of $1.89 returned for every dollar invested over the 10-year period.

This would mean that even without taking into consideration the significant social benefits, that the Shire could proceed with the investment with confidence in its economic return.

With the addition of the social and community benefits taken into consideration this becomes an even more attractive proposition, with the project expected to yield a Net Present Value Benefit of $23,681,644 over 10 years and a benefit cost ratio of $7.62 for every dollar invested. On the basis of these returns the Shire of Chittering would be justified in proceeding with this investment.

14. RISK ANALYSIS

The purpose of this risk analysis is to ensure that levels of risk and uncertainty are properly managed for the Shire of Chittering in developing the Muchea Club and Changerooms infrastructure project. The Shire of Chittering will monitor and manage these risks in a structured way, so any potential threat to the delivery of outputs (level of resourcing, time, cost and quality) and the realisation of outcomes/benefits by the Shire of Chittering are appropriately managed to ensure the project is completed successfully.

As risk management is an ongoing process over the life of an asset or project, the Risk Register in Section 14.1 must only be considered a 'snapshot' of relevant risks at this one point in time.

14.1. Risk Register

The following Risk Register has been prepared by the Shire of Chittering and is current as of September 2019.

Item	Potential Risk	Risk Type	Initial Risk Level	Control Measure	Responsibility	Residual Risk
Finance and Funding						
1	Failure to achieve majority support from the community	Financial /Design	D4 Low	Public consultation and engagement to offer an opportunity for comment/ input. Information to explain design options/constraints, and costs.	Project Management Team	C5 Low
2	Failure to achieve grant funding	Financial	B1 Extreme	Preparation of quality application that meets funding criteria.	Shire of Chittering - Management Committee	C1 high
3	Grant funding offered is less than requested	Financial	C2 High	Shire of Chittering will need to negotiate with MHUGs and other funding bodies to make up shortfall OR redesign and build in part.	Shire of Chittering - Management Committee	C2 High
4	Cost estimate increasing beyond budget	Financial /Design	D5 Low	Constant review of costs. Estimates include contingencies	Project Management Team	D5 Low
5	Construction, program and cost variations	Financial	D4 Low	An inflation estimate has been allowed for in the cost estimates using historical trend rates of inflation. This will be reviewed during the process	Project Management Team	D4 Low
6	Construction, program and cost variations	Financial	D4 Low	Management of the construction program by the Project Manager and cost control by the QS. Tendering processes will eliminate some of the potential for cost variations.	Project Management Team	D4 Low
7	Inaccurate cost estimation	Financial	C4 Moderate	Four separate quotes and a QS have been sourced. Escalation and contingency are allowed for in the current cost estimates.	Project Management Team	E4 Low
Design						
8	Lack of agreement and understanding between parties of the design deliverables	Project / Governance	D4 Low	Extensive consultation has already occurred, and regular collaboration and milestone targets will be set.	Project Management Team	E4 Low
9	Cost estimate over-runs with detailed design reviewed	Financial / Design	C4 Moderate	Some escalation and contingency are allowed in the cost estimate. Cost monitoring by project team will be in place	Consultants	D4 Low
10	Exposure to legal risk by project not complying with legislation	Legal / Governance	D4 Low	Review of design in accordance with legislative requirements and Council requirements for minimum standard	All parties	E5 Low
11	Contract sums being over budget	Financial	D4 Low	Tender prices in the open market may differ from expected budgets and cost estimates. If required cost negotiation and value management sessions could be undertaken to reduce costs	All parties	E4 Low

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Item	Potential Risk	Risk Type	Initial Risk Level	Control Measure	Responsibility	Residual Risk
12	Project construction behind scheduling	Financial	D3 Moderate	Time estimation for construction will be managed by the contractor and monitored by the Project Management Team. Capacity of Builders carefully assessed before contracted.	Project Management Team	D4 Low
13	Client variations	Financial	D4 Low	Regular collaboration between contractor, Council and MHUGs to resolve issues as they arise.	All parties	D4 Low
14	Dispute occurrences	Financial	D4 Low	Regular collaboration between contractor, Council and MHUGs to resolve issues as they arise.	All parties	D4 Low
15	Industrial Relations issues	Financial / Legal	D3 Moderate	Community facilities not normally the target of industrial action.	All parties	D4 Low
16	Public safety during construction	Safety / Legal	D4 Low	Site fencing and controls to be implemented	Project Management Team	E5 Low
17	Poor soil / site contamination	Financial	D4 Low	Research of the site will be done	Project Management Team	E5 Low
Operations						
18	Higher than expected operating &/or maintenance costs.	Financial	D3 Moderate	The successful operation of the facility expects operating costs in line other similar facilities in Australia. Monitored by the Shire.	Shire of Chittering	D3 Moderate
19	Poor management of the Facilities.	Financial	D3 Moderate	The Shire will have an asset management plan for the facility and is experienced in management of similar facilities in the Shire.	Shire of Chittering	D4 Low
20	Disputes between MHUGs/ other users and the Shire	Governance / Legal	D4 Low	Governance risks are considered in terms of the various legal agreements between the MHUGs and the Shire regarding the operation of the facility.	All parties	D4 Low

14.2. Management of Risks

The Shire of Chittering will appoint a project manager for the build; however, a project management team will be developed made up of Council and MHUGs representatives, which will oversee and manage the risks. Risks will be managed as identified using the methods and processes outlined below:

14.2.1. Identification

The Shire of Chittering has followed the Australian Standard for Risk Management AS/NZS 4360: 2004 in identification of the risks for the project. The wording or articulation of each risk under this process follows a simple two-step approach:

1. Consider what might be a 'trigger' event or threat – several triggers may reveal the same inherent risk; then
2. Identify the risk - e.g. 'budget blow out' then describe the nature of the risk and the impact on the project if the risk is not mitigated or managed (e.g. project delayed or abandoned, expenditure to date wasted, outcomes not realised, etc.

14.2.2. Analysis and Evaluation

Once risks have been identified they will be analysed by determining how they might affect the success of the project including:

- Project outcomes (benefits) are delayed or reduced;
- Project output quality is reduced;
- Timeframes are extended; and/or
- Costs are increased.

Once analysed, the risks will be evaluated to determine the likelihood of a risk or threat being realised and the consequence, or impact, should the risk occur. 'Likelihood' is a qualitative measure of probability to express the strength of the belief that the threat will emerge, generally ranked as Rare, Unlikely, Moderate, Likely or Almost Certain. 'Consequence' is a qualitative measure of negative impact to convey the overall loss of value from a project if the threat emerges, based on the extent of the damage (generally ranked as Insignificant, Minor, Moderate, Major or Catastrophic.

The following Corporate Risk Matrix listed below provides the basis of how the likelihood and consequence for each risk was analysed and evaluated.

CORPORATE RISK MATRIX						
Likelihood		**Consequence**				
		5	4	3	2	1
		Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain Expected to occur at times of normal operations (more than once per year) **95% chance**	A	Moderate	High	High	Extreme	Extreme
Likely Will occur at some stage based on previous incidents **75% to 95% chance**	B	Moderate	Moderate	High	High	Extreme
Possible Not expected to occur but could under specific circumstances **25% to 75% chance**	C	Low	Moderate	High	High	High
Unlikely Conceivable but not likely to occur under normal operations (no previous occurrence) **5% to 25% chance**	D	Low	Low	Moderate	High	High
Rare Only occurs in exceptional circumstances **<5% chance**	E	Low	Low	Moderate	Moderate	High

The consequences are rated against the following criteria.

Consequences	5 Insignificant	4 Minor	3 Moderate	2 Major	1 Catastrophic
Financial • Asset/Infrastructure Compliance/Regulatory • Legal • Contract Management • Procurement/Tendering • Project Management	Negligible financial loss (>10k or 5% of project cost) No real disruption to business	Minor financial loss ($10k-$50k or 10% of project cost) minor financial disruption. Minor variation to budget for financial year.	Moderate financial loss ($50k-$200k or 20% of project cost). Moderate impact to business operations. May impact beyond current financial year.	Major financial loss ($200k-$500k or 30% of project cost) major impact on business operations. Multiple financial year impact.	Significant financial loss (>$500k or 40% of project cost) loss of business operation. Multiple financial year impact
People • HR • WHS	No injury/first aid only. No impact on morale.	Minor medical attention. Negligible impact on morale.	Significant injury requiring medical attention. Short term effect on morale and business.	Serious long-term injury. Temporary disablement. Significant impact on morale and business.	Major injury/disablement or death. Long term effect on morale and performance of business.
Reputation • Political • Business Development	No media or political attention. Some local complaints	Some local media attention. Community concern - little adverse effect.	Significant media attention. Significant public interest. Potential for adverse local media or potential attention.	Regional or State-wide media attention. Public Interest. Long term effect on reputation	Potential National media attention. Prolonged media or political attention. Irreparable damage to reputation.
Environmental • Asset/Infrastructure	Minor instance of environmental damage. Can be reversed immediately.	Minor impact to environment. Can be reversed in short term.	Moderate impact to environment. Localised damage that has potential to spread and reversed with intensive efforts.	Severe loss of environmental amenity, dander of continuing environmental damage.	Major loss of environmental amenity - irrecoverable environmental damage.
Service Delivery • Compliance/ Regulatory • Governance • Strategic Risk • Project Management	Interruption to a service - no impact to customers/ business	Minor interruption to service: minimal impact to customers/ business	Moderate interruption to service delivery. Customer impact up to 48hrs. Partial BCP action may be needed.	Major interruption to service delivery. Customer impact 7-14 days. Full or partial BCP action may be needed.	Major interruption to delivery of all or most services for more than 14 days. Full BCP action required.

14.2.3. Risk Mitigation – Control Measures

Mitigation of risks or control measures involve the identification of actions to reduce the likelihood that a threat will occur (preventative action) and/or reduce the impact of a threat that does occur (contingency action). This strategy also involves identifying the stage of the project when the action should be undertaken, either prior to the start of or during the project.

Risk mitigation strategies to reduce the chance that a risk will be realised and/or reduce the seriousness of a risk if it is realised have been developed by the Shire of Chittering as per the risk register.

14.2.4. Monitor and Review

Risk Management is an iterative process that should be built into the management processes for any project. It must be closely linked with Issues Management, as untreated issues may become significant risks. If prevention strategies are being effective, some of the Extreme and High Risks should be able to be downgraded early in the project. When the project is established, the following risk protocols will be confirmed with the Project Manager and Project Management Team:

- Frequently of the Risk and Issues Registers review;
- Responsibility for review
- Frequency of monitoring of established risks to ensure that appropriate action is taken should the likelihood, or impact, of identified risks change and to ensure that any emerging risks are appropriately dealt with;
- The format of the risk management plan and risk management register.
- How often the Risk Management Committee or Project Sponsor/Senior Manager will be provided with an updated Risk Register for consideration; and
- How often Risk status will be reported in the Project Status Reports to the Board and Senior project officers (usually only High and Extreme risks).

Further to this, the Shire of Chittering throughout the project will ensure that all open risks will be reviewed and reported at project meetings and in the monthly report in relation to how they are being managed, the impact on the project and resource allocation for further monitoring.

Regarding the current Risk Register there are two risks that were rated as 'extreme'. The first related to inadequate funds to complete the project due to withdrawal of committed funding – this risk will be mitigated through Shire of Chittering's formal partnership with any funding provider.

The second risk is failure to meet the projected budgeted costs and the project runs out of funding before construction is complete. The Shire of Chittering has taken measures to minimise this risk through careful planning of the construction costs and ensuring there is contingency included in the budget. Both the Shire of Chittering and the MHUGs will monitor the budget regularly to ensure construction of the project is completed within agreed pricing.

14.2.5. Communicate and Consult

The Project Manager, under guidance of the Project Management Team, will ensure dissemination of information with internal and external stakeholders and keeping of records around all risks.

15. OPERATIONAL BUDGET

In order to estimate the likely future operating budget for the existing and new facilities, the 2018/19 operating and maintenance costs and revenues for the existing Muchea Hall and Oval were first considered. These were then added to the expected operating and maintenance costs for new club and change rooms, which were then projected over a five-year period based on the following assumptions:

- 2018/19 Operating ($12,916) and maintenance costs for the existing hall ($28,105) and oval ($62,014) have been indexed at CPI of 2% per annum for 2019/20 onwards. This is comparable with the last five-year average cost of $105,000 that Shire has incurred to operate and maintain the hall and oval. These figures exclude any expenditure spent on capital renewal or upgrades.
- Operating costs for the new facilities are estimated to be on par with the existing facilities e.g. estimated to start at $15,000 per annum indexed at CPI of 2% per annum.
- Maintenance for the new facilities in its initial 5 to 10 years is expected to be around 2% of cost per annum ($37,500) indexed at CPI of 2% per annum.
- As part of the Whole of Life Sustainability of the facility, an Asset Renewal Fund should be set up to enable the replacement of the facility at the end of its useful life. This is expected to be approximately $47,600 per annum based on the capital cost for the new facilities.
- Operating Revenue is based on 2018/19 figures and is conservative in nature. Expect that with the new facilities this could be increased further but will still be significantly lower than the operating costs.
- There are some 475 users per week of the facility (based on club members and casual use) = 24,700 participation uses per annum.
- It should be noted the revenue is significantly less than what the Shire spends on the premises and this will continue with the new facilities. Effectively the Shire subsidises users to utilise the facilities as a community service.
- The Shire's subsidy per participant use of the facilities in 2018/19 was $3.98 (Net Operating Result - $98,430 / 24,700 participation uses during the year)

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15.1. Current Indicative Forward Operating Budget for Existing Muchea Hall, Oval and New Club and Changerooms

Operating Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget
Operating Costs						
Operations for Existing Hall	$12,916	$13,174	$13,438	$13,707	$13,981	$14,260
Maintenance for Existing Hall	$28,105	$28,667	$29,240	$29,825	$30,422	$31,030
Operations & Maintenance for Oval	$62,014	$63,254	$64,519	$65,810	$67,126	$68,468
Operations for New Club & Changerooms	-	$15,000	$15,300	$15,606	$15,918	$16,236
Maintenance for New Club & Changerooms	-	$37,500	$38,250	$39,015	$39,795	$40,591
Asset Renewal Fund for New Club & Changerooms	-	$47,600	$47,600	$47,600	$47,600	$47,600
Total Operating Costs	**$103,035**	**$205,196**	**$208,348**	**$211,563**	**$214,842**	**$218,187**
Operating Revenue						
Annual Club Fees	$4,221	$4,500	$4,590	$4,682	$4,775	$4,871
Casual Hire Income	$384	$500	$510	$520	$531	$541
Total Operating Revenue	**$4,605**	**$5,000**	**$5,100**	**$5,202**	**$5,306**	**$5,412**
Net Operating Result	**-$98,430**	**-$200,196**	**-$203,248**	**-$206,361**	**-209,536**	**-$212,774**

16. WHOLE OF LIFE MODEL & SUSTAINABILITY

The Muchea Club and Sporting Oval are located on Archibald St, Muchea in the Shire of Chittering. The Shire of Chittering in partnership with the Muchea Hall User Groups (MHUGs) proposes a new development to build new club house and change rooms to be built adjacent to the Muchea sporting oval, netball courts, cricket nets and playground.

An important consideration in any development such as this is ensuring that a local government (in partnership with the proposed user groups) can sustainably manage the ongoing financial demands of asset ownership/custodianship.

To develop an understanding of this capability, consideration is first given to the existing demands of the facility that the new facility will replace as it is assumed local government can currently sustainably fund this on a long-term basis, i.e. it is the net impact of the new facility that creates additional financial demands. In this instance however, the proposed facility is a new facility and therefore is not replacing any existing asset.

Therefore, consideration of the ongoing financial demand of the proposed new facility is the only thing considered by this section of the report.

16.1. New Facility Sustainability

Buildings do not last indefinitely, and all buildings require ongoing replacement of asset components as they wear out. For example, metal building roofs corrode and eventually require replacement. It is rare that buildings are completely demolished and replaced by completely new buildings. More often, individual components are replaced through the life of the asset as they wear out.

A measure of sustainability for an asset owner is determining whether the asset owner has sufficient long-term cash flow to manage the renewal of major asset components at the optimum time (i.e. when they get to a point where if they are not replaced, the cost of delaying replacement and / or associated risk will start to increase). For example, does the Shire of Chittering / MHUGs have the ability to fund a roof replacement when it is needed? If not, the roof may leak and then damage other asset components such as walls, floors and/or building contents. Hence the risk and cost increases beyond the simple cost of replacing the roof.

It should also be noted that different asset components have different lives and therefore produce different cash flow demands. For example, it is not unusual for the structure of a building to have a life of 100 years whereas the roof cladding may only have a life of 25 years, hence in theory, the roof will be replaced 4 times over the life of the structure.

To model the Annual Average Renewal Demand (AARD) cash flow demand of the new facility, it has been broken into its major asset components.

New Facility	Area	Unit	Regional Indexed Unit Rate + Escalation $	Renewal Estimate $
- Foyer	34	m²	1,494	50,808
- Office & First Aid	14	m²	2,184	30,577
- Dry Store	7	m²	1,494	10,460
- Club Areas – Kitchen Facility	39	m²	3,563	138,975
- Female & male Toilets	36	m²	3,104	111,731
- Store	10	m²	1,494	14,944
- Club Areas – Large Bar & Servery	27	m²	2,759	74,488
- Club Areas – Main Hall, Medium Standard	143	m²	2,414	345,195
- Club Areas – Social Room, Medium Standard Changerooms	158	m²	2,414	381,404
- Change room, Standard Construction & finishes	124	m²	2,701	334,964
- Treatment Rooms	16	m²	2,414	38,623
- Toilet Amenities	60	m²	3,391	203,462
- Main Entry	6	m²	1,494	8,966
- Verandah	143	m²	862	123,284
BCTIF Levy 0.2%				3,736
Building Services Levy 0.14%				2,615
Building Renewal Cost			**Total**	**1,874,231**

Annual Average Renewal Demand (AARD) of New Facility

Component	Value %	Component Value $	Life Years	Intervention	Renewal %	Annual Renewal $
Structure	60%	1,124,538.49	100	8	1.25%	14,057
Roof	5%	98,711.54	30	8	4.17%	3,905
Mechanical Services	15%	281,134.62	25	8	5.00%	14,057
Fit Out	20%	374,846.16	30	8	4.17%	15,619
Total	**100%**	**1,874,231**			**AARD1=**	**47,637**
Total Renewal Demand over 20 years						952,734
Annual Consequential Maintenance Demand @ 2%						37,485
Annual Average Renewal Demand Buildings						47,637
Annual Consequential Maintenance Demand Buildings						37,485
Total Combined Current Annual Average Renewal & Maintenance Demand						**85,121**

Annual Average Renewal Demand of the new Facility, plus Estimated Consequential Maintenance Demand

The above table shows that to maintain the new facility, the building owner would need to spend, on average, $47.6k/annum on building renewal and $37.5k/annum on building maintenance. This results in an annual average combined renewal and maintenance demand of approximately $85.1k/annum.

In asset management, there is a broad rule of thumb that an asset owner needs to allocate between 2% and 4% of the capital value of an asset toward the combined cost of maintenance and asset renewal. Based on a $1.87m renewal value, this range calculates to be in the order of $37.5k - $75.0k/annum. The 2% figure is required when the building is new and in good condition, the 4% is required when the building is old and in poor condition.

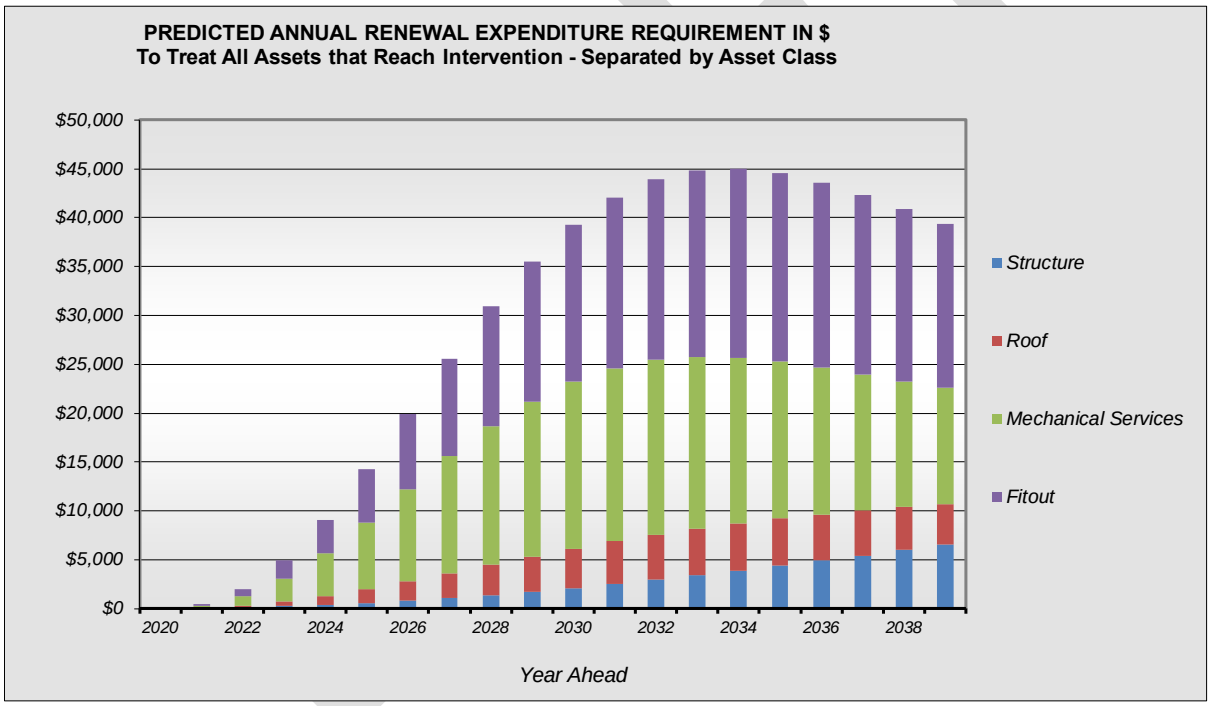
To confirm this figure, the building data was input to the Moloney Model. The Moloney Model operates at a network level to determine the future renewal (or replacement) demand to maintain the whole of a life performing asset group to a predetermined condition level, therefore results based on a single asset are only indicative. Nonetheless the results provide a reasonable estimation.

The model is predicated on the assumption that an individual asset is created; it decays with time, and will eventually require renewal, or rehabilitation. The rate of decay needs to be established and at any point in time the asset can be assigned a condition rating. The condition rating scale MUST be linked to the progress of the asset from "new" condition to the point at which it requires rehabilitation.

To drive the model the user first must identify sets of assets. These will have sufficient commonality in performance and costs to be usefully grouped and modelled. For each asset set to be modelled the program needs:

- Condition distribution based on a 0 – 10 scale where 0 is new and 10 has no remaining value.
- Deterioration curve expressed in average years life within each condition range 0 – 9.
- Unit renewal value of the asset – e.g. $\$20/m^2$ for road pavement rehabilitation
- Service level, or intervention level at which you need to rehabilitate the asset e.g. Condition 8

With all the above information in place, it becomes a mathematical exercise to determine the profile of the renewal demand. Once the actual or proposed renewal expenditure profiles are input, the renewal gap profile is created by taking the proposed expenditure profile from the predicted renewal demand profile.



Predicted 20 year Renewal Demand for the new facility, split by Major Asset Component

The output from the Moloney model indicated the renewal demand on the proposed new facility is approximately $0k/year in year 1 (i.e. the building is new). This then increases to below $39.5k/ year after 20 years. This provides a 20-year annual average renewal demand from the model of $28.43k/year, about $9k less than figure in the above table due to the facility being new and major elements of the building not coming up for renewal in the first 20 years of the model.

17. FUNDING STRATEGY AND TOTAL BUDGET

The MHUGs, on behalf of the Shire of Chittering, have obtained four builder quotes based on the delivery of the preferred Option 2 for the development of the new Muchea club and change rooms. The quotes vary from between $1,221,994 and $1,350,000 exclusive of GST to complete construction.

The Shire of Chittering also engaged Developing WA, Design, Develop, Construct to perform a QS cost estimate, which has returned a cost of $1,875,000 exclusive of GST but including a 10% regional index figure, based on the location of the construction being in a regional locality. However, they have also stated the regional index of 10% may not apply to the area after the new North Link opens and if the Shire utilise a local builder and contractors. The removal of this index would bring the project much closer in line with a total build cost of roughly $1.65m excluding GST.

Based on these quotations and QS estimate, the Shire of Chittering and the MHUGs have considered all known risks in undertaking this project and has adopted strategies to mitigate their effects where necessary. Due diligence will be undertaken in relation to the costings for the construction of the facility, with a tender panel review by the Shire of Chittering.

17.1. Total Budget

The table below outlines the best estimate of the potential total budget to deliver the new Muchea Club and Change Rooms as per the preferred option based on four quotes received from building contractors and the QS cost estimate based on the Rawlinson method (see Attachment 4 for copies of all detailed quotes and QS assessments).

Quotation Number	Provider	Total Cost Exc GST $	Total Cost Inc GST $
1	Paul Malynn Homes	1,221,994	1,344,193
2	Vespoli Constructions	1,350,000	1,485,000
3	Chest Constructions	1,270,165	1,397,181
4	Master Projects Pty Ltd	1,240,000	1,364,000
QS 1	Developing WA - Design, Develop, Construct (QS Estimate)- without Regional Index of 10%	1,703,846	1,873,653
QS 2	Developing WA - Design, Develop, Construct (QS Estimate) – with Regional Index of 10%	1,875,000	2,062,960

While the QS estimate is significantly higher than the four quotes received, it is the basis for which the business case and cost benefit have been assessed on. It is believed that it represents the best estimate for the total budget to complete the works. However, as can be seen from the four quotes sourced from local builders, there is a high chance that in the current economic climate that the build could be achieved in the $1.3 to $1.65 million range.

In this respect the Shire of Chittering will monitor and control cost throughout the tender process and the life of the project, looking for opportunities to minimise projects costs in consultation with the Project Steering Committee, but not to the detriment of the project outcomes and deliverables.

17.2. Funding Strategy

The following outlines the high-level funding strategy for this project. A detailed Funding Strategy has been developed and can be found at Attachment 4. The current strategy for the project is to be funded through a combination of Shire of Chittering and MHUGs contributions, along with a combination of grant funds, business sponsorship, donated materials, volunteer labour and if necessary self-supporting loans.

Option 2 is the preferred option for the development, both in terms of what it can offer to current and potential members and the community at large and in terms of self-sustainability and futureproofing of the MHUGs. To deliver Option 2 there is a combination of funding scenarios that the Shire of Chittering and the MHUGs will adopt, depending on the final tender price received, risk appetite and level of success in securing the CSRFF grant and/or other grants.

The table below shows the level of funding that is currently in the process of either being raised or already secured and how this relates to the various builders' quotes and QS estimates received. The CSRFF grant application is seeking funding of $550k (ex GST) in order to largely satisfy the current funding requirements to deliver Option 2 based on the QS estimate (QS 2).

Source of Funds exc GST	Quote 1 $	Quote 2 $	Quote 3 $	Quote 4 $	QS 1 $	QS 2 $	Funding confirmed	Funding Details
Local Government	450,000	450,000	450,000	450,000	650,000	650,000	Yes	Shire of Chittering committed between $450,000 to $650,000 in cash
MHUGs Contributions	86,174	86,174	86,174	86,174	86,174	86,174	Projected to be raised over next 18 months	MHUGs cash and fundraising
Business Sponsorship	78,700	78,700	78,700	78,700	78,700	78,700	$58,700 confirmed $20k pending	The MHUGs have already achieved a total of $58,700 in corporate sponsorship, with a strong likelihood of at least a further $20,000 for the project over the next 18 months.
Volunteer Labour	22,954	22,954	22,954	22,954	22,954	22,954	Yes	Electrical run in power laying, trenching, recovering etc. 6 people spending 13.84 hours at $25 per hour - $2076 Painting, sanding, patching, dust for the building. 20 people spending 40 hours each at $25 per hour - $20,878
Local Businesses Donated Materials	170,059	170,059	170,059	170,059	170,059	170,059	$143,893 confirmed $27k pending	The MHUGs have secured commitments from local suppliers to donate materials free of charge for the build.
AFL	100,000	100,000	100,000	100,000	100,000	100,000	App submitted & Pending	Australian Football Facilities Fund (AFFF) Grant
WAFC	10,000	10,000	10,000	10,000	10,000	10,000	App to be submitted 10/19	WA Football Commission Grant
WACA	50,000	50,000	50,000	50,000	50,000	50,000	App to be submitted 10/19	WACA Grant
Netball WA	10,000	10,000	10,000	10,000	10,000	10,000	App to be submitted 10/19	Netball WA Grant

CBH	20,000	20,000	20,000	20,000	20,000	20,000	Application submitted & Pending	CBH Grant
State Government	450,000	450,000	450,000	450,000	550,000	550,000	Application to be submitted	CSRFF Grant
Total Funds Available if completely secured	**1,447,887**	**1,447,887**	**1,447,887**	**1,447,887**	**1,747,887**	**1,747,887**		
Total Quoted Cost to build	**1,221,994**	**1,350,000**	**1,270,165**	**1,364,000**	**1,703,846**	**1,875,000**		
Surplus/(Shortfall)	**225,893**	**97,887**	**177,722**	**83,887**	**44,041**	**(127,113)**		
Cash Reserves/Self Supporting Loan	-	-	-	-	-	**127,113**		

Funding Source Notes and Assumptions related to table above:

1. Based on the four builders' quotes to date and the QS costings without a regional price index, it is believed that the project could be delivered within a total budget of $1.65m. On this basis the intention is one third of this cost, $550k be applied from the CSRFF, the Shire of Chittering increases its contribution to $650k with the remaining funds to come from the MHUGs, business sponsorship, other grants, volunteer labour and donated materials , $450k as outlined below.

Total Cost	Shire of Chittering	State Government CSRFF Grant	MHUGs Contributions, Other Grants, Sponsorship, Donated materials & Labour
$1,650,000	**$650,000**	**$550,000**	**$450,000**

2. Based on the four builders' quotes to date and the QS costings without a regional price index, it is believed that the project could be delivered within a total budget of $1.65m. On this basis the intention is to request one third of this cost ($550k) from the CSRFF in this application. Aligned to this scenario the Shire of Chittering has committed to increase its contribution to $650k with the remaining funds to come from the MHUGs, business sponsorship, other grants, volunteer labour and donated materials.
3. If, after tendering, the real cost to deliver Option 2 is more aligned with the QS Costing with regional price index figure of $1.875m, then the Shire of Chittering and the MHUGS will look to utilise cash reserves and the possibility of a self-supporting loan through the local government to cover the difference.
4. Should the AFL, WAFC, WACA or Netball WA Funding not be forthcoming and depending on the Final Tender Price and cost estimate scenario chosen, the Shire of Chittering and the MHUGs will also look at other sources of funding or increase their contributions. However, there is enough surplus in each of the building quotes 1-5 to cover if some of the grants are not successful to ensure Option 2 can still be implemented.
5. The Local Business donations are for materials being provided free of charge towards the construction and not for in-kind labour. The MHUG's have commitments secured totalling $143,893 towards the build with the possibility of further donations bringing the total to $170,059.

There is an assumption here that the appointed builder for the development through a Shire of Chittering tender process, will accept and utilise these materials as part of their quoted price. If this does not occur, then the Shire of Chittering and the MHUGs will need to utilise cash reserves and the possibility of a self-supporting loan through the local government to cover the difference. It is suggested that the tender process may need to specify upfront that the builder will be required to utilise these donations and businesses as part of their build process to ensure that the value can be incorporated.

6. Each of the quotations provided by builders (quotation 1-4) have exclusions. Final costs could come in higher than currently quoted and be more comparable to the QS estimate which will deliver a finished product based on the preferred Rawlinson assessment method. However as can be seen in the table, if the Shire and the MHUGs are successful in obtaining all the funding being sought, there is surplus funding that can be utilised to cover any cost increases in each of these quotations from the builders.

18. PROJECT KEY MILESTONES

Milestone	Indicative completion
Business Case prepared	September 2019
Funding Strategy developed	September 2019
Finalisation of detailed design	February 2020
Funding confirmation for all grants	April 2020
Attainment of all required approvals	July 2020
Preparation of tender/quotes for the major works contract	September 2020
Issuing of tender for major works	October 2020
Signing of major works contract	December 2021
Site works commence	February 2021
Construction of project starts	March 2021
Project 50% complete	October 2021
Project Completed	January 2022
Project hand over and acquittal	February 2022

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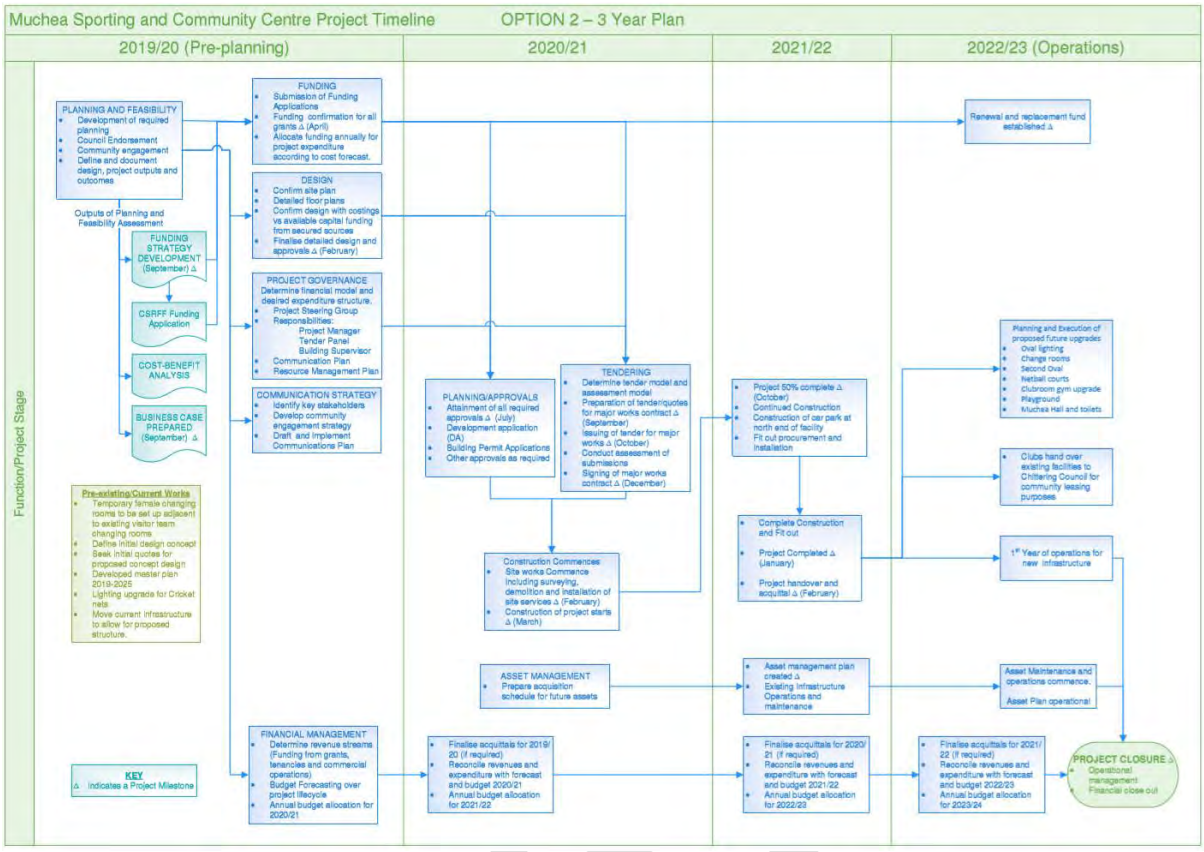

Project timeline: see Attachment 2 for A3 foldout

19. OPERATIONAL GOVERNANCE ARRANGEMENTS

The current arrangement between the Shire and the members of the Muchea Hall User Group (MHUG) is based on the individual groups signing an annual user agreement license. (See Appendix D) This stipulates general conditions of hall usage such as cleaning requirements and necessity to pay for breakages. Regular meetings are called by the Shire to address any issues, minutes are taken and tabled at council. The MHUG members are each required to pay $360 per annum for the use of the facilities.

The sporting groups, each belonging to their own sporting association, are happy with the current arrangement and appear to work well as a group. With Muchea having a strong community feel, the advantages of multiple organisations using the facility include increased community involvement and volunteering. Multiple club engagement in the facility also leads to higher usage of the space, making the return on investment higher and more likely to appeal to funding bodies.

Collocation without amalgamation allows clubs to retain control of their governance, particularly in terms of leadership and finances. Challenges related to this model include the relinquishment of some control over the use of the space and the need to have a robust set of policies and procedures in place to allow for a harmonious collocation of clubs with differing needs and priorities.

A different approach would be to establish an overarching sporting association as an umbrella organisation managing the facility on behalf of the existing four club associations. This approach offers many of the benefits outlined in the collocation option, but with a number of other features that offer both benefits and challenges. With a growing trend to difficulty attracting management committee members to clubs and a sense of 'volunteer burn out' with the same people sitting on multiple organisation's management, an amalgamation of a variety of clubs provides an option to reduce the number of people required to manage the overall organisation. This has the potential to free up more people to volunteer in an operational capacity and possibly lead to more engaged and robust management structures with the members having less demands of their time created by no longer sitting on multiple organisation boards.

This advantage is tempered by the need for clubs to consider contributing finances and coming to agreement on the equitable expenditure of funds across interest groups. This may be difficult for the MHUG members as only one of the clubs holds a liquor license and it may be difficult to reconcile the distribution of profits.

In 2017, the Chittering Shire engaged John Ravlic of Ravim RMC to produce a "Management of Community Facilities Review Report" and "Case Studies Report". This report recommended that the way forward for the Shire was to establish a user-based committee of management (CoM) to oversee the day to day running of the Muchea facility. In this model there would not be a need to establish a statutory body under the association act as it would only require a signed agreement between the Shire and the clubs involved.

This would involve establishing detailed terms of reference for the CoM, capturing the Shire's goals and objectives, and would stipulate KPIs for regular reporting of such things as:

- utilisation,
- participation numbers,
- income and expenditure,
- membership registration,
- volunteer hours,
- insurance policies.

The tenure arrangements for the annual users would be reviewed with a view to transferring them onto multi-year.

Following the tabling of the report in July 2019, the Council have decided to workshop the idea of a CoM, and this looks likely to be the governance model going into the future. See Appendix D

20. IMPLEMENTATION STRATEGY GUIDE

20.1. Project Implementation Governance

The Shire of Chittering has significant experience in delivering a variety of projects of a range of sizes, scope and complexity, including projects that utilise significant portions of grant funding. With excellent internal controls and best practice approaches in place, the Shire is confident it possesses the staff skills and resources to deliver the proposed project in a timely manner. Recent projects involving grant funding which the Shire has successfully delivered include:

- The Bindoon Town Hall Restoration Project for which a grant of $438,581, under Lotterywest's Community Spaces was provided with the total project cost being $640,000;
- The Chittering Health Centre for which a grant of $1,345,000, under the Department of Infrastructure & Regional Development's Regional Development Australia Fund (Round 3), was secured with the project totalling $1.9million; and
- Upgrades to the Muchea Hall/Oval Car Park where a grant of $53,000 under the WA Local Government Association's Age Friendly Communities was obtained with the total project costing $134,921.

The Shire of Chittering has consistently ensured that project budgets, timelines and delivery have been managed effectively and efficiently and with significant experience in grant reporting and acquittals the Shire has never been rejected funding due to a breach of a grant agreement.

Representatives of the current MHUGs will form a formal Project Reference Group for the duration of project delivery. As current community users of the Muchea facility and funding contributors to the project, the role of the Project Reference Group is to be a sounding board, an advisory group, and a bank of community sports and recreation practice wisdom for the project.

The Project Manager will meet with the Project Reference Group on a monthly basis to discuss project progress, planning and issues. In this way, the project team remains accountable to its primary stakeholders.

In the longer term, following project completion it is envisaged the Reference Group will become a resource in itself as a body and a collaborative forum, for knowledge-sharing, problem solving and co-management of the redeveloped facility.

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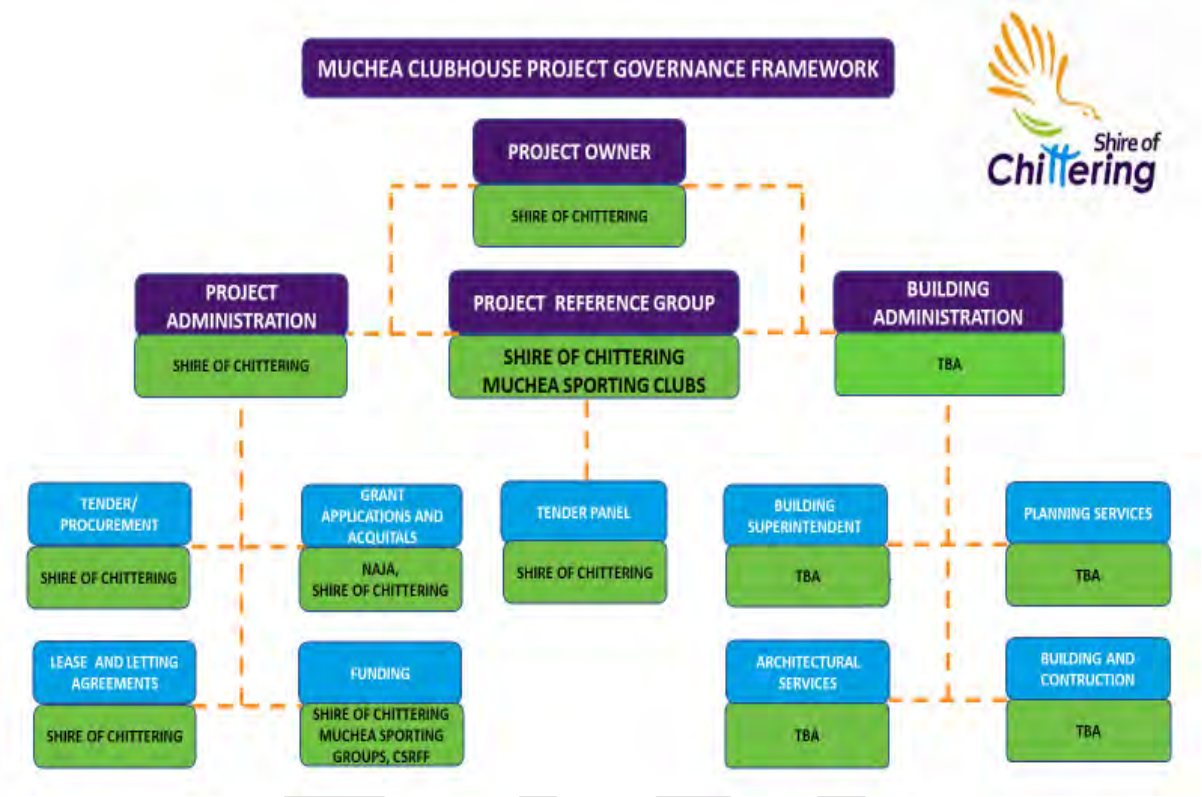
The governance structure for the management of this project is as follows:



Project Governance Structure

20.2. Project Management

This project will be managed by the Shire of Chittering; with the CEO as the Project Sponsor. As part of the overall project budget, an allocation will be made to retain the services of an experienced Project Manager to oversee the implementation of this construction project, managing both the development and communications with stakeholders.

An industry standard project management approach (PMBOK or Prince2) will be utilised to manage the project stages, with management documentation and reporting processes developed as part of the Project Manager role.

The Shire will release a Request for Tender to secure an experienced and qualified builder to complete the project as designed.

20.3. Project Communications and Engagement Plan

Section 9, Stakeholder Engagement and Consultation details the communications undertaken in the development of the project to date. The communication management approach and the communications requirements for the implementation of this project are detailed in the tables below.

Stakeholder	Level of Interest	Level of Influence	Comments
Shire Council and Management	H	H	Make policy and funding decisions and have the ultimate authority over the project
Project Team	H	H	Responsible for the day-to-day management of the project. Bring expertise in specialist areas. Contact point for all project queries.
Project Reference Group (Representatives of current MHUGs)	H	H	Funding co-contributor and holder of key knowledge regarding the facility and its use/needs.
Facility potential user groups	H	M	May have specific project requirements to enable use.
Shire of Chittering community	M	M	Need to be informed of the project and its progress
Funding bodies	H	H	Major stakeholder. Specific grant requirements need to be met.

Stakeholders

The key communications types and frequency proposed for each stakeholder is:

Communications Type	Description	Frequency	Format	Stakeholders	Responsibility
Project Status Report	Report detailing the status of the project	Weekly	Email	Shire Council and Management, Project Team	Project Manager
Project Team Meeting	Meeting to discuss project actions, review status report	Weekly	In person	Project Team	Project Manager
Project Update	Report detailing the status of the project	Monthly	In person	Project Reference Group (Representatives of current MHUGs)	Project Manager
Technical Design Review	Review of technical designs	As needed	Email	Project Team and consultants	Project Manager
Social Media updates	Short project updates	Monthly	Social Media platforms	Shire of Chittering community	Project Manager
Shire newsletter	Short project updates within the broader Shire newsletter	Weekly	Online	Shire of Chittering community	Project Manager

Communications Plan

20.4. Procurement Strategy

This project will be managed in accordance with the Shire of Chittering's Purchasing Policy. This policy is in place to:

- Ensure compliance with all relevant legislation including the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996;
- Ensure all purchasing activities are recorded in compliance with the State Records Act 2000 and internal record management practices of the Shire of Chittering;
- Demonstrate that best value for money is attained for the Shire;
- Mitigate probity risk, by establishing processes that promote openness, transparency, fairness and equity to all potential suppliers;
- Ensure that sustainable benefits such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- Ensure all purchasing activities are conducted in a consistent and efficient manner organisational-wide, and that ethical decision making is demonstrated.

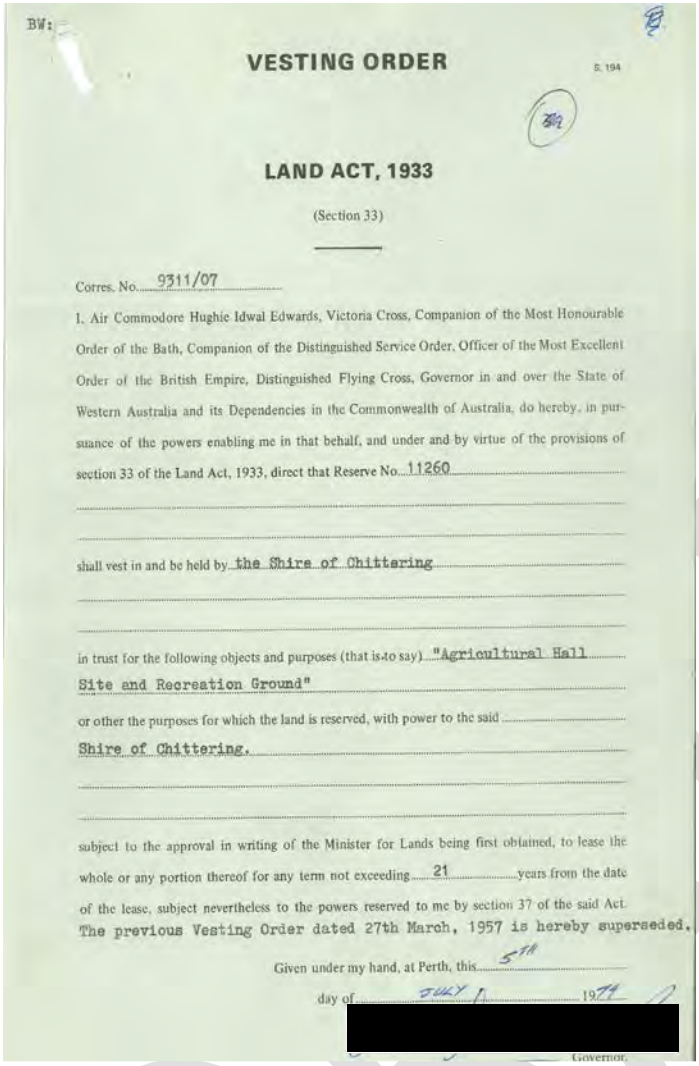
The Shire will also apply its Regional Price Preference Policy to the procurement for this project. This Policy is in place to maximise the use of competitive local business in the procurement of goods and services, supporting local business and industry and to encourage employment of local people, thereby generating economic growth within the Shire

Upon securing all project funding, the Shire will release a public Request for Tender for the construction works, in line with the Shire's standard tendering processes.

20.5. Lease Agreement/Land information

The Muchea oval and surrounds (Reserve 11260) were vested, under provisions of the Land Administration Act to the Shire of Chittering on the 27th of March 1957 (and Re-Reserved on the 5th July 1977) for the purposes of "Agricultural Hall Site and Recreation Ground" (Refer left).

Consequently, the developments outlined within this proposal are consistent with that purpose and no Minister for Lands approval is required to undertake the works outlined in this business case, unless the Shire wants to enter into a sub-lease with the tenants rather than an annual user agreement license, which currently exists (Refer Section 19). At this point the Shire is not proceeding to a sub-lease arrangement and is pursuing a Committee of Management (COM) model instead.



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VESTING ORDER

S. 194

LAND ACT, 1933

(Section 33)

Corres. No. 9311/07

I, Air Commodore Hughie Idwal Edwards, Victoria Cross, Companion of the Most Honourable Order of the Bath, Companion of the Distinguished Service Order, Officer of the Most Excellent Order of the British Empire, Distinguished Flying Cross, Governor in and over the State of Western Australia and its Dependencies in the Commonwealth of Australia, do hereby, in pursuance of the powers enabling me in that behalf, and under and by virtue of the provisions of section 33 of the Land Act, 1933, direct that Reserve No. 11260

shall vest in and be held by the Shire of Chittering

in trust for the following objects and purposes (that is to say) "Agricultural Hall Site and Recreation Ground"

or other the purposes for which the land is reserved, with power to the said Shire of Chittering.

subject to the approval in writing of the Minister for Lands being first obtained, to lease the whole or any portion thereof for any term not exceeding 21 years from the date of the lease, subject nevertheless to the powers reserved to me by section 37 of the said Act.

The previous Vesting Order dated 27th March, 1957 is hereby superseded.

Given under my hand, at Perth, this 5th day of JULY 1974

[redacted]

Governor.

Land vesting order and description

21. SUPPORTING DOCUMENTS

The below supporting documents are appended to this business case.

21.1. Appendix A – Melissa Northcott Disability Access Report

Melissa Northcott; Board Member of Disability Services Commission and Ability Centre Australasia Ltd

Accessibility/Inclusion Considerations Report

DISABILITY access is both a legislative and logical requirement that everyone could consider and adhere to, as every individual with disability or mobility device/issue should be the focus. But also considering needs in general as easy access to communities, buildings, facilities and venues, as everyone should be treated as equals; not segregated due to having a disability, mobility aid or age. Disability is not always about the stereotyping of wheelchair, it is physical, mobility impairment, blindness, hearing loss or deafness, intellectual, psychosocial and invisible, disability comes in any forms and degrees and can affect those of any age.

Disability access legislative requirements come in the forms of Disability Access Inclusion Plans for statutory authorities, local governments, government departments, Acts and other policy guiding documents such as

- Disability Discrimination Act,
- Equal Opportunity Act
- Australian Standards (in particular AS1428) and Australian Building Codes
- Universal Design Principles
- United Nations Convention for the Rights of People with Disability
- WACOSS Outcomes Measurement Framework
- State Disability Plan (currently under development)

If doing a contract or development with a local government authority or a government agency that has their own access and inclusion working/advisory/reference group – then have an architect, developer, planner attend a meeting to get the thoughts of those that can direct and impact on the design and outcome of a project or development – may be surprised what one can learn and realise what could be changed or impacted.

The logical would be to include every person – disability or not to access the community! Some very common themes that can be actioned and achieved throughout the various stages of a development, that come from issues, complaints and access for all, that can be identified and resolved early on that come directly from people with disability, families and carers and shared throughout different access and inclusion committees are in no particular order:

- Having pathways, railings, seating at various heights.
- Non-slip concrete surfaces DO NOT USE COBBLE STONES – disability nightmare, slip and trip hazard for everyone disability, seniors and children
- Some seating with arm/back rests, benches at multiple heights

- Doorways and shopping venues and other aisles/ passageways in public locations/restaurants etc. are wider for prams, wheelchairs or trolleys
- Toilet doors easy open and the accessible toilet push button operation or automatic sliding door and not heavy to try and push/pull open. Have a mix of ambulant and universal accessible and normal but with wider doors.
- Seating throughout pathways in public open spaces and/or playgrounds allows for all to sit and rest whilst walking to locations.
- Installing a Changing Place Facility (a universal toilet with a hoist, adult changing table, shower, additional need and easy access for a person with complex needs, larger wheelchair and need for additional carers/support workers). Additional information attached for technical standards (page 12 onwards) and accreditation. Guide produced in Victoria but used nationally, also National Disability Services WA (NDS WA) to contact if need support or more information.
- Desks/benches/reception are at a multi-level height to allow for wheelchair and gopher access and having seat with armrest for those with mobility needs/seniors that need to sit, as well as hearing loop for hearing impaired.
- Having car parking bays/ bus or van bays and an ACROD at POS/playgrounds
- More ACROD bays at locations level to pathways/roadways/pram ramped not at kerbs or next to trolley bays/motorcycles then the minimum standard allows not only to cater for growing population, for popular locations where there is a high need for ACROD use such as Aquatic centres, community facilities such as libraries, community centres, pavilions and shopping centres but future proofs too instead of having to install later because there wasn't enough or getting complaints.
- Having all ability playground and all ability play elements within playgrounds/public open spaces (Examples: wheelchair accessible picnic table/ wheelchair accessible BBQ/ accessible flying fox/ inclusive and wheelchair carousel/ sensory zone for children with autism/ sensory needs, fenced area, ramps instead of steps and multiple shade sails)
- Ramps with railings on both side and ramp ways clear of obstructions such as bins midway, promotional banners etc. Clear path of travel
- Having matting over lawns for wheelchair/ mobility aid use at events and not obstructing pathways with signage/ tents
- When large events – have seating for food areas and stages and stages to have ramp access as well as steps. Even have a section dedicated to mobility/ disability.
- Kerbs not steep and high (low or slanted)
- Have charging points for gophers and power assist wheelchairs that community centres or local government authority or another popular location.
- Have water station for guide dogs/seeing eye dogs/ assistance dogs at locations such as aquatic centres, public open spaces, events
- Consulting with VisAbility or other vision impaired auditor for use of tactile pavers – Tactile Ground Surface Indicators (TGSI) - to make sure the venue has the right type for the surfaces, directions, colour contrasting is correct etc. or if need replacing.
- Signage with braille and mindful of colour contrasting

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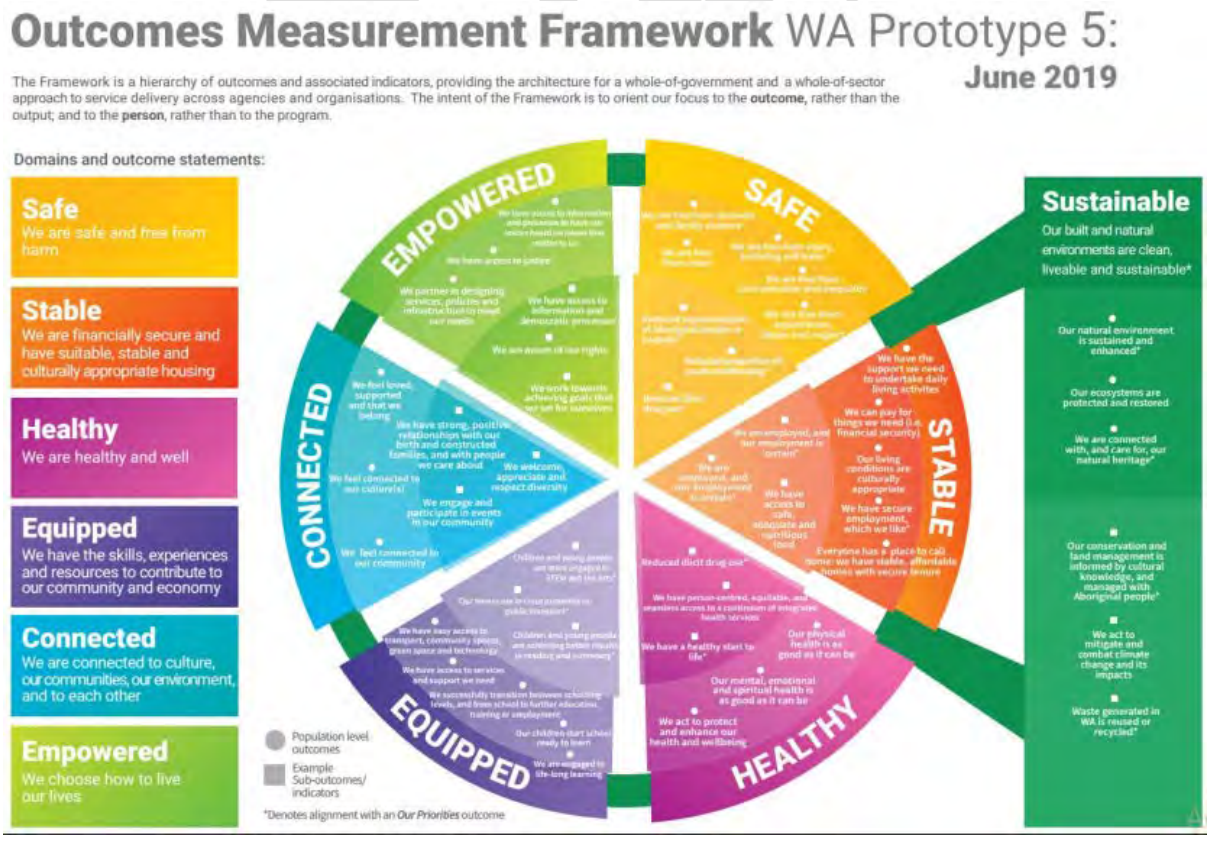
- Documents in word format and braille – especially maps and important documents
- Having AUSLAN interpreters for functions and events, also AUSLAN captioned videos on websites
- Having a range of pools with varied temperatures and ramps/beach access, program or hydrotherapy pools.

Recently Dementia Friendly awareness zones, colour schemes, programs. Dementia friendly community toolkit is attached, and for more information contact Dementia Friendly Communities https://www.dementiafriendly.org.au or Dementia Australia https://www.dementia.org.au and the Dementia WA office, postal address: PO Box 6233, East Perth WA 6892 or phone (08) 9225 4094

New sensory zones for those with autism and sensory issues are quiet, non- congested areas with areas to rest or activity to do. These are areas that organisations and LGA are starting to do at major events.

Doing some of these suggested from the beginning makes everyone's lives easier and in the long run will save dollars. For developers to have logical sense, from day one, planner to contractors thinking what we can do to make things better for all – to future proof instead of adding on or changing after the fact. For contractors it allows, shows that not just ticking the compliance checklist but actioning and understanding from the get-go and involvement in making a community, infrastructure or facility, welcoming and accessible for all.



21.2. Appendix B – Stakeholder Engagement

21.2.1. B1 -MHUG Workshop

Introduction: On 22 July a workshop was held with the Muchea Hall User Group representatives. In attendance were:

Facilitators:	Paul Rosair: NAJA Business Consulting Service
	Jane Lewis: Redit Research
Cricket Representatives:	Mark Jahn
	Brian Chipchase
	Lauchlan Chilman
Football Representatives:	William Grimshaw (also representing cricket)
	Lenni Duffield
Netball Representatives:	Kylie Hughes
	Robyn Welsh.

Also in attendance was The Hon. Darren West MLC; Parliamentary Secretary to the Minister for Regional Development; Agriculture and Food; Ports; Minister assisting the Minister for State Development, Jobs and Trade.

21.2.1.1. Workshop Structure and Discussion:

Welcome

- Introductions
- Overview of the Project and NAJAs engagement
- Objective of workshop: to seek clarity around key issues and priorities
- Acknowledgement of volunteering information provided by clubs: $1.222M per annum.

Slide 1: Muchea Oval

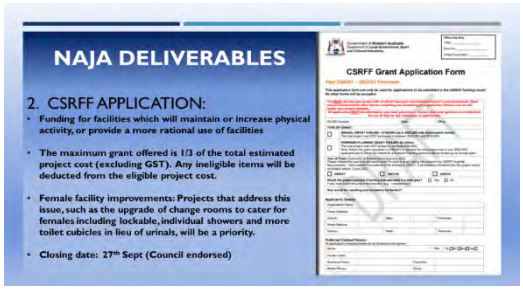
What do we hope to achieve?

Slide 2: Agenda

Slide 3: Deliverables and Timeframes

Slide 4: Business Case

Slide 5: CSRFF Grant Application



Options Analysis

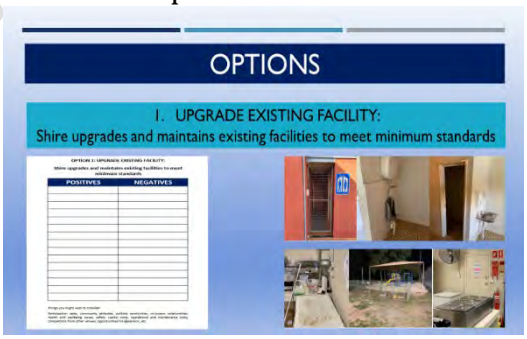
Slide 6: Session 1: Options Analysis

Participants were asked to work with members of their sporting group. Four potential options for future development were presented and groups were asked to comment on the positives and negatives for each, with consideration to participation rates, community attitudes, political sensitivities, co-locator relationships, safety, capital costs, operational and maintenance costs, competition from other venues, opportunities for expansion, broader community benefits, sporting group collaboration, community group collaboration, demographic access, Indigenous engagement, health, social and welfare aspects.

Following is a combined summary of responses.

Option 1: Upgrade Existing Facility – Shire upgrades and maintains existing facilities to meet minimum standards.

Slide 7: Option 1



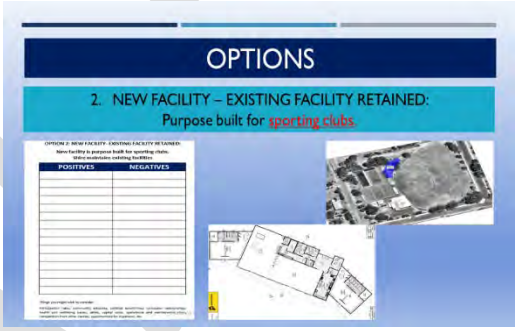
Discussion revolved around how the changerooms could be brought up to WAFL and WACA standard and girls changerooms added within the current footprint. If a building extension was included in the upgrade, the position of the netball courts and new ATU would be an issue.

POSITIVES	NEGATIVES
Potential for a quicker turn-around	Would need to increase building size to bring changerooms up to standard, however this would encroach on new ATU and/or netball courts and would incur extra costs for fire suppression.
User groups fees would stay low and there would be no requirement for clubs to fundraise	New ATU still overloaded – extra cost to increase size
Residents rates may not be increased as a result of the project	Age of building means that ongoing maintenance costs will still be high
Facility stays central to the Shire of Chittering	The building is so run down, it would need almost a total rebuild to bring it up to standard
Less cost overall	Problem of carpark next to playground

Option 2: New Facility- Existing Facility Retained - New facility is purpose built for sporting clubs. Shire maintains existing facilities.

This is the preferred option put forward to the Shire by the sporting clubs. Whilst the current facility does not meet their current and expanding needs, they acknowledge that the Judo and Kanga groups, along with community groups would still need space.

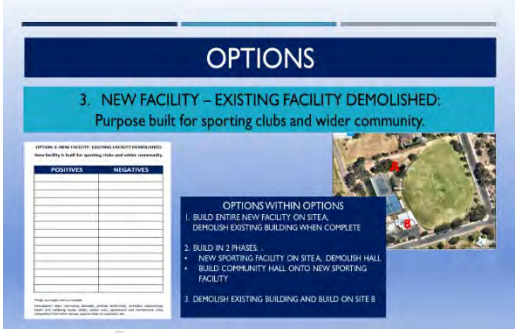
Slide 8: Option 2



POSITIVES	NEGATIVES
The community hall would be available for more community events and activities	Additional maintenance and operational costs – 2 buildings
Kanga and Judo would still have a space with correct flooring for their needs	Reduction in public open space
Possibility of space for a gym	Does not deliver on a full-sized football oval
Outside facilities such as netball courts, cricket nets, oval and lighting already there	Fundraising effort required by clubs to raise co-payment
Current and growing requirements of sporting clubs would be met, especially in regard to female change rooms and space for visiting teams	
New facility could also be used for community events: sometimes a need for two spaces	
New facility will be compliant with current safety and regulatory codes	
Functional kitchen in new facility; better catering capability	
Separate ATU will complement existing unit	
Community support for a modest club facility	

Option 3: New Facility- Existing Facility Demolished. Purpose built for sporting clubs and wider community

Slide 9: Option 3



Although there are various options within Option 3, the main one discussed was the construction of two new separate buildings – one for the sporting clubs and one for the wider community. These buildings could be constructed simultaneously or in a phased approach, with the sporting facility being funded and built first. The original hall would be demolished. Preliminary plans for the community hall were included for consideration and were further discussed at a later stage of the workshop.

POSITIVES	NEGATIVES
New community space would be more attractive for hiring purposes – may attract new users	Reduction in public open space and need for tree removal
Reduction of maintenance costs over the next 10 years	Does not deliver on a full-sized football oval
New hall could also be multi-functional – indoor courts, gym, hot-desk space, Shire satellite office, visiting health professional space	Fundraising effort required by clubs to raise co-payment for sporting club facility (one third)
Car park could be extended over old hall site	Shire rates may increase
As per Option 2: The community hall would be available for more community events and activities- possibly increase revenue through hall hire Kanga and Judo would still have a space with correct flooring for their needs Possibility of space for a gym Outside facilities such as netball courts, cricket nets, oval and lighting already there New facility could also be used for community events: sometimes a need for two spaces New facility will be compliant with current safety and regulatory codes Functional kitchen in new facility; better catering capability	Possible community backlash if going for two buildings holds up the process for getting the sporting club facility
ATU requirements can be properly established	Sentimental/ heritage value of old hall
Current and growing requirements of sporting clubs would be met, especially in regard to female change rooms and space for visiting teams	Additional up-front and operational costs – 2 buildings plus demolition.

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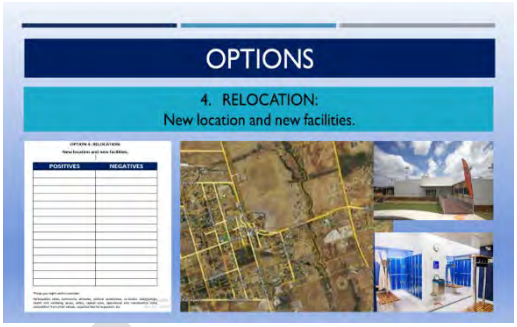
Option 4: Relocate - New location and new facilities

Given the urgent need of the sporting clubs to have facilities which meet their current and growing requirements, and the acknowledgement that this option would entail much more planning; the option to move and build an entirely new complex complete with new oval(s), netball courts etc, was fairly quickly discounted by the group.

Slide 10: Option 4



POSITIVES	NEGATIVES
Greater option to build to exact requirements of sporting and community groups	Most costly option; would include land cost and development of grounds as well as facilities: clubs could not contribute one third
Option for second oval	Extended time for planning and execution
No need to work around current site restrictions	Possible public backlash
Ease of access to major arterial roads	Financial burden on Shire and rate payers

Option 2 and 3 further explored

Option 2, the preferred option as put forward by the sporting club was further explored. All participants at the workshop had viewed the floor plans previously, however NAJA provided some 3D concept plans for review. The shape of the building was explained (provision made for existing netball courts) and the ability for dual use of the communal areas was discussed. Recommendations from the group included:

- Activate the exterior of the building for community use even when not in use by sporting groups: climbing wall, skateable area, community mural etc
- Rear building eaves to be widened

Slide 13 Option 2: Floor Plan

Slide 14 Option 2: 3D Concept Plan

Option 3

Slide 15 Option 3: Floor Plan

A floor plan of a potential new multifunctional space; inclusive of indoor courts, a gym, offices, cafeteria and storage was drawn up before the workshop. The group could see the potential benefits of this building and thought that this could be the long-term solution for the problem of an aged hall, but showed concern over:

- the potential delay in their sports club facility if Option 3 was put forward as the preferred option
- potential backlash from the community if Council rates went up as a consequence of the Shire committing to building a facility such as this

Note: Darren West MLA commented that this option, or one similar was in the long-term interests of the community if funding could be sourced.

Financial Sustainability: Operations, financial modelling and governance

Slide 16: Financial Sustainability

During this session the sporting group representatives were asked how they were intending to fund their contribution to the new facility. Answer: fund raising, sponsorship and appeals to the football, cricket and netball associations. They will provide a projected funding budget to be included within the business case.

Discussions were held regarding the risk of shortfalls in fundraising and the potential funding strategies to combat this, including a Shire/Treasury loan. Governance was also discussed; with representatives working well with each other at the present time they have not formed a Sporting Association, however this may be something they will investigate further.

21.2.2. B2 - Key Stakeholder Report

Matthew Gilfellon, CEO and Chittering Shire Council Members Teleconference – Thursday 13th August 2019, Perth WA.

Regular consultation was undertaken with the CEO of the shire and a briefing provided to Shire Councilors. Discussions around the options, costings, funding models and maintenance and renewal programs were conducted. The CEO, on behalf of the Council, committed to the budgeting of the necessary funds for both the Capital and ongoing maintenance expenditure in the 2019/2020 financial year and beyond if the CSRFF grant is successful and the MHUGs can contribute their component of funding. Matthew reinforced the Shire's commitment to the project acknowledging the need to provide improved facilities to the sporting and community groups involved.

Neil Hartley, Acting CEO, Shire of Chittering - Thursday 4th July 2019, Chittering WA.

Mr Hartley was consulted regularly throughout the EOI engagement process and at the project start up meeting. He provided insights into the project and the Shire's approach to sporting facilities funding in the past, noting a "care and maintenance" approach has been largely in place in recent years due to funding pressures faced by the Shire. He also acknowledged that focusing on aging infrastructure was now a necessity, including the Muchea sports hub, given that previous stance. Refining the Shire's Asset Management and forward capital works plans were pivotal to ensuring the sustainability of any new developments at Muchea.

Lisa Kay, Project Coordinator, Shire of Chittering - Thursday 4th July 2019, Chittering WA and regular contact throughout the project.

Lisa provided project coordination services on behalf of the Shire for this project and has had extensive experience in dealing with this project and has dealt with all the associated stakeholders, including the MHUG, intimately over a number of years. Lisa provided invaluable insights into the project history, issues and previous attempts to address the infrastructure and oval inadequacies at the location in the past. She also provided information and guidance pertaining to the stakeholder use of the facility, financial expenditure and income for the facility and the maintenance and operations of the site.

Lisa provided the consultancy team valuable insights into the relevant Sport and Recreation; Strategic Community and Youth Strategy plans and how this initiative complemented the broad objectives of each.

Lachlan Chilman, Vice President, Chittering Junior Cricket Club, Member of the Chittering Senior Cricket Club, Grant Coordinator for the MHUG
Regular Contact throughout duration of the Project.

Lachlan was consulted regularly throughout the duration of the project and provided invaluable input and advice. His input and wealth of knowledge helped shape several areas of this report:

- The fundraising components of the MHUGs contribution.
- Detailed lists of suppliers and trades persons offering donated services.
- Details about previous attempts to get this project off the ground.
- Liaising with the MHUG members and reviewing draft material for this report.
- Providing input, advice and content to the various options being considered.
- Discussing various tendering and procurement models and their merits

Lachlan reiterated, on several occasions, that the current facility was totally inadequate to address the sports users' needs and without a new facility being built it would be likely that many existing users, particularly female participants, would move elsewhere.

He made it patently clear that upgrading the current facilities to meet minimum building codes and safety standards would be insufficient to address the needs of the sporting groups. The current footprint would also not allow for the necessary expansion to cater for the existing and future growth of the sporting groups. It is constrained by netballs courts and wastewater processing plant (ATU) nearby.

Simone McGurk, Minister for Community Services, Children's Interests and Women's Interests) - Monday 26th August 2019, West Perth WA.

Minister McGurk was provided with a personal briefing of the Muchea project and in particular of the need to upgrade the facilities to meet the immediate and future requirements for woman's and girls sport participation. Minister McGurk, jointly with Minister for Sport and Recreation, Mick Murray, announced the new round of CSRFF focusing on Women's facilities to meet growing demand in this area. As referenced in the media statement below, released in April 2019.

'Women's sport the big winner as facilities fund enjoys remarkable first year'

- Dedicated women's facilities fund balloons to $3 million on the back of significant interest from grassroots clubs
- State Government allocates funding to nine community sport projects to provide unisex or women's change rooms and facilities
- Fund focused on improving on lack of unisex or female-appropriate change rooms in community sport

The Minister said women are flocking to sport in incredible numbers and we need our facilities to stack up. For too long women have encountered barriers to their participation in sport, including through inadequate, inappropriate or non-existent facilities like change rooms.

With just over 60 per cent of women participating in sports or physical activity, she expressed her commitment to ensure that facilities are appropriate, safe and allow community sporting clubs to accommodate all of their members.

The minister expressed her support of the Muchea facilities upgrade project concept and commended those involved.

Mr Shane Love, Member for Moore, of the Legislative Assembly, Western Australian Parliament and Parliamentary Secretary - Monday 26th August 2019, Perth WA.

Mr Love was briefed on the project and subsequently expressed his support of this project, noting that he had not seen the level of participation of sport at this venue anywhere across the Moore electorate. He was convinced that sport and recreation is at the heart of community wellbeing noting its importance to the health, welfare and particularly social inclusion of the broader community, particularly in regional areas.

Mr Darren West, Member for Agriculture, of the Legislative Council, Western Australian Parliament and Parliamentary Secretary to the Minister for Regional Development - Regular consultations throughout this project

Mr West was briefed on the project and subsequently expressed his support of this project. Mr West has been a long-standing advocate of the Muchea Hall User Group's endeavors to upgrade the Muchea Hall and Sporting facilities. Mr West also attended the MHUG workshop and commented that pursuing Option 3 as outlined in the report was worthwhile if funding was secured.

Hon Christian Porter, Federal Member of Pearce, Policy Officers

Minister Porter's Office was briefed about the project and the Community Survey. The MHUG has previously briefed the Minister on the User Group's needs. On the 30th of August 2019, Christian Porters Advisors Annette Livesey and Messiha Dahlia visited the MHUG group and the CEO of the Chittering Shire Council. They were given a tour of the existing facilities and discussions were held on how the clubs could arrange grants for their contribution towards the project. Annette advised the clubs to submit multiple applications for the Stronger Communities Program Round 5. She also advised that there was $150m set aside for female changeroom upgrades.

Paul Lekias, Manager Strategic Facilities and Events, West Australian Football Commission WAFC - Tuesday 6th August 2019, Perth WA

Mr Lekias was provided with an in-depth overview and update on the project. He has been working closely with members of the MHUG to develop a funding submission to the AFL for $100k to complement the other funding sources identified in this business case and funding strategy. He provided the Facility audit report for the Muchea facility and the AFL Preferred Facility Guidelines (May 2019) for further referencing to this business case.

Discussion was held around the recently released "Economic and Social Benefits of Club-Based Football in Western Australia" (Peer reviewed by NAJA Business Consulting May 2019). It utilises both Economic and a Social Impact Studies in developing the

Rate of Return of Football. It also compares its methodology to the AFL Victorian La Trobe University report and distinguishes the different methodologies used. These best practice reports have been referenced or used in the Cost Benefit Analysis section of the report and also refenced in the report's socio-economic section 11.2.

Stuart Dart, State Infrastructure Manager - WA, Western Australian Cricket Association (WACA) - Tuesday 6th August 2019, Perth WA

Mr Dart was provided with an in-depth overview and update on the project. He has been working closely with members of the MHUG to develop a funding submission to the WACA for $50k to complement the other funding sources identified in this business case and funding strategy. He provided the Draft Western Australian Cricket Infrastructure Strategy (2019-2028) and Western Australian Cricket Strategy (2017-2022) for further referencing to this business case. Refenced in the report's strategic alignment section 7.1.4

Stuart also raised some concern about the likely cost of the new facility given his experience with other similar projects. This is part has assisted with deriving a higher estimate for the total project of $1.65m given these comments and the QS estimate.

Jo Smith, Manager, Stakeholder Engagement Unit, Matthew Hanson, Events and Competitions, Netball WA – Tuesday 10th September 2019, Jolimont WA.

Jo and Matthew were briefed about the project and in particular the Muchea Netball Club's involvement. They support any project that would improve the infrastructure and participation rates of Netball. They understood that there was potential growth in the corridor and the existing facilities appeared on the surface deficient.

This project is consistent with the following three goals of Netball WA strategic Plan:

- Infrastructure and facilities goal: to increase and maximise netball facilities;
- Retention and conversion goal: to retain and support our members and volunteers as our sport changes; and
- New and emerging markets goal: to embed netball's engagement in our Disability and CaLD populations

Jennifer Collins, Wheatbelt Regional Manager and Clayton White, Department of Local Government, Sport and Cultural Industries - Thursday 25th July 2019, Leederville WA.

Ms Collins and Mr White were provided with an in-depth overview and update on the project. They provided an in-depth insight into the CSRFF fund and application process. Jennifer highlighted the key focus themes associated with this funding round including Women's sport. It was also stressed the importance of documenting the project needs as a key component of the application. The next round closes on the 30th September 2019 but needs to go through a shire assessment process beforehand.

A number of issues and considerations were explained about the guidelines, in particular, the use of in-kind support, donations, sponsorship and the provision of donated building materials and labour. They also mentioned the importance of the Shire demonstrating its commitment to the project and its capacity to maintain the facility within its existing budget, forward estimates, asset management and forward capital works plans.

Jennifer and Clayton were also briefed on the parlous state of the existing facilities and the need for immediate intervention. They were also advised of the support of the Local Upper house member Darren West. Ms Collins was consulted on other numerous times

Nic Daxter, Leisure Planning Project Manager, City of Kalamunda - Friday 19th July 2019, Kalamunda WA.

Given Nic's background working in the Department of Sport and Recreation and his recent experience working as a project manager in numerous local governments across the Leisure and Sport sectors, he was seen as an ideal practitioner to seek advice on this project. Nic also provided an insight into similar projects he has managed including the two case studies documented in Section 10 of this report. Nic highlighted basic infrastructure, headworks and parking as key issues often overlooked.

Kylie Hughes, President Muchea Netball Association – Monday 2nd September 2019, Teleconference

Kylie reiterated her views as provided during the MHUG workshop session. She explained that the Netball club removed their teams from the West Midlands competition primarily due to a depth problem in that association. However, she did think that the poor state of the facilities, particularly relating to females, was also a contributing factor. Kylie hasn't ruled out a return to the West Midland competition in the future and playing their Saturday games there if circumstances change.

Kylie felt an attractive new facility with social areas may well increase the social and mixed adult participation of Netball players, particularly under lights over summer, increasing the usage of the sports precinct. She mentioned that other clubs such as Bullsbrook may also avail them of the facility, particularly again for social netball and associated functions.

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21.3. Appendix C – Case Studies

21.3.1. Case Study 1: Ray Owen Reserve

21.3.1.1. Introduction:

The inclusion of Ray Owen Reserve as a case study is deemed to be important as it highlights a recent case of master planning and considerations taken, into the required development of facilities due to participant number growth.

This review will include the key points of information gathered from consultation with Nic Daxter, Leisure Planning Project Manager, City of Kalamunda; a review of current literature and a site visit. Importantly, it will explore the co-location of different sporting groups and the governance model surrounding facility usage and payments, and also decisions made regarding the community hall which is also on the reserve. The proposed upgrades to the oval and BMX track will not be addressed, as they do not apply to the preferred Muchea project in this business case.

Whilst it is acknowledged that there are obvious differences in areas such as location, population density, demographic make-up, and scale of the facility, there are also many of the same underling principles that pertain to the Muchea Community Hall and sportsgrounds.

21.3.1.2. Location Information

Ray Owen Reserve is located in the suburb of Lesmurdie in the hills of the City of Kalamunda. The total area of the Reserve is 13.99 hectares (ha), comprising of four parcels of land, and is vested for the purpose of recreation, with the City of Kalamunda through the Department for Planning and Infrastructure.

It accommodates a 6-court basketball/netball stadium, 10 outdoor netball courts, a BMX Club, a community hall and a football/cricket oval with a pavilion. Surrounding this is native vegetation undergoing extensive rehabilitation by the City and Friends of Ray Owen Group (FROG). Many of the facilities in the Reserve service regional catchments, particularly in the areas of basketball, netball and BMX; servicing a large portion of the east and south eastern metropolitan region.

21.3.1.3. Background

With the facilities reaching capacity usage, a needs analysis and master plan were commissioned in 2014 and submitted to the City in February 2015. These documents outlined 15 key features in the concept plan, some of which included; supporting facilities for the additional indoor courts (changerooms, administration space, storage, and an upgraded entrance area), relocation of the playground (to the front of the sporting complex near the kiosk, to make way for developments and to be better positioned to service users), a change room for football/cricket, and an addition of small physiotherapy/medical rooms for massage/strapping tables.

The total construction cost estimate for all developments included in the concept plan ranged from $11.8M ex GST for option 1 to $13.4M ex GST for option 2. It is noted in the recommendations that all the works be done as soon as possible, as the demand or "triggers" for their development already exist; however it is conceded that the full list of developments is substantial and will require prioritisation amongst other key projects of the City, with a timeframe of ten years seemingly a reasonable expectation.

21.3.1.4. Discussion

Community Hall:

In the review of the facilities within the Ray Owen Reserve, the Community Hall, which is approximately 30 years old, was found to be in excellent condition, apart from the asbestos roof which will be monitored and needs to be replaced in the coming years. As with most halls, it is available for lease from the City for functions, parties, meetings, classes, recitals, stage shows and other community events.

As can be seen on the Reserve picture, the hall is separated from the surrounding sporting facilities largely by carparking areas. This generally benefits patrons of the hall as there is ample parking when sporting activities are not in progress. The possibility of incorporating a community hall within the Ray Owen Sports Centre, when the current hall reaches its end of life (20+years), has been considered; however, a suitable location would need to be found, and consideration would need to be made to ensure autonomous usage, without significant interference from sporting group users.

This is an important consideration due to noise levels of people attending and participating in sport, particularly as the busy Sports Centre is used primarily for basketball and netball.

In contrast, the Muchea Hall presently accommodates both community and sporting groups, although it is only the Konga and Muchea Judo Clubs which utilise the space for sporting activities, with the other sporting groups using the hall as club rooms and a social area. There is still the potential, however, for noise from the sporting groups social activities to interfere with community events in the main hall in the current set up, and this should be taken into consideration.

Car Parking and Drainage:

These are both very important issues which the City has to consider when looking at any development of the Ray Owen Reserve. Although it appears that there is ample parking on the days when there are no sporting events scheduled, that is not the case over the weekend, when the reserve sees up to 9000 visitors. This number is expected to increase with the proposed upgrades to the facilities, putting more stress on the existing parking facilities and surrounding residential areas. Although some work has already been done to ease conjestion, cars parking along the roadsides sometimes cause a traffic gridlock during peak times.

In an attempt to seek preferences regarding the balance between parking and the community's desire to increase native vegetation in the reserve, the City of Kalumunda put forward a proposal for community comment by April 2019. The concept plan involved:

- An additional 150 spaces, catering for cars, buses, disabled parking and longer bays (approximately 55 bays in total, with potential to add more bays under stage four of the plan)
- 2 kiss-n-rides
- Emergency vehicle zones
- Turnaround areas
- 2 new entry/egress roundabouts and modifications to existing ones
- Internal link roads to different parking areas
- Footpaths and pram ramps, lighting, revegetation and drainage considerations

As the Ray Owen Reserve is on a sloping site, there have been problems with run-off from car parking areas going onto the BMX track. This should not be an issue at Muchea as bitumen car parking is not proposed to be increased.

In contrast to the Ray Owen Reserve, Muchea Sporting Grounds is not a reserve as such, and does not:

- provide walking trails through native vegetation.
- need to provide parking for 9000 people.
- cause congestion of residential streets.

To date, parking has been managed with onsite parking bays, road parking and a Shire-owned block across the road (at peak usage times). Construction of a new sporting facility at the site should not affect the current arrangements.

Indigenous and Environmental Heritage:

The Ray Owen Reserve Project proposal was subjected to:

- a search on the Department of Aboriginal Affairs Aboriginal Heritage Enquiry System which revealed no indication of heritage sites or artefacts.
- a search for Threatened Ecological Communities (TEC) and Declared Rare or Priority Flora (DRF) which noted nothing to report.
- a map search for Bush Forever or any other protected status which was negative.
- a consultation with the Department of Environmental Regulation regarding clearing of native vegetation and necessary steps to clear trees if neccessay.

Although these checks were made, Kalamunda City Environmental staff advised that an Environmental Impact Assessment (EIA) would need to be undertaken prior to any detailed designs or any construction of proposed developments that would impact the bushland. This, they advised, would need to be undertaken at least twice over a period of twelve months in line with the Environmental Protection Authority standards.

Although the Muchea hall and oval are not on par with the Ray Owen Reserve with regard to size or reserve status, it may be necessary to consider some of the above checks, particularly if trees have to be removed for the construction of a new building.

Power Supply Upgrades:

An issue with the Ray Owen Reserve and its numerous facilities is that the current power supply is operating at capacity, and that user groups report difficulties when many lights and appliances are used at the same time. Consultation with Western Power has indicated that 400 Amps could be provided to the site, but cost has yet to be determined.

The Muchea User Group has advised that prior investigations reveal no issues with power supply, and that they would be sufficient to supply the current community hall and a new sporting facility, however this should be checked by the Chittering Shire.

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Pavilion:

The Sportsman's Pavilion, which accommodates football and cricket at the Ray Owen Reserve, was found to have several weaknesses which reverberate with the weaknesses of the Muchea Hall, namely:

- ad hoc additions over time means general layout of the building is not ideal.
- the changerooms are very small for teams and do not meet WAFL facility guidelines.
- there are no separate physio/strapping rooms – these are required for a degree of privacy.
- there is a lack of storage space.
- the building is old and significant refurbishment is required throughout.

Further reporting on the Ray Owen Reserve pavilion indicated that it had been rated as having a 20+ years lifespan provided remedial works such as replacement of roof sheeting, ceiling plaster and floorboards were undertaken.

This was considered possible, but not desirable due to size constraints. Notes were also made that the sporting groups had been conducting extensive maintenance on the building, of their own accord, due to reported lack of action by the shire, with many maintenance items going unreported.

Size constraint is another factor at Muchea, with extensions limited due to the netball courts, playground and other existing utilities. It is also known that the Muchea Hall User Group has performed maintenance on their facilities and that the extent of this may not be fully considered by the Shire.

Current Management Arrangement:

The current management arrangement of the sports centre involves the netball association, the basketball association and the City of Kalamunda in a three-way licence agreement. Key features of the arrangement are:

- Netball and basketball have exclusive rights from 3pm onwards during school weekdays and all day on weekends and school holidays.
- The City takes bookings and opens the facility during school hours as required, as well as conducting one or two physical activity programs per term. (Less than 10% usage)

- The City pays 50% of utilities, cleaning fees and a large proportion of minor maintenance. The netball and basketball associations are wholly responsible for some specified items of their sport and their offices.

- The City is responsible for most major maintenance/replacement works however significant association contributions have been made for initial facility development, and upgraded facilities such as outdoor netball courts, kiosk and lighting upgrades.
- No hire fees are paid by the associations while they maintain self-supporting loans for the construction and capital upgrades of the stadium.
- The kiosk is run by the associations with profits going towards maintenance on the facility and each association receives a $10,000 dividend.

The City has investigated other facility management models, but because of the initial and ongoing input from the associations, they are happy with the current arrangement. The current operational deficit to the City is approximately $200,000 per annum.

Project Expectations:

Whilst it is acknowledged that the City of Kalamunda will be responsible for the majority of funding for any proposed developments through utilising financial reserves, general rates, loan borrowings or sale of assets or grants; it is also expected that the user groups would contribute in the way of; cash donations from reserves and fundraising, voluntary labour, donated materials and equipment and taking on self-supporting loans if provided by the City.

This is similar to the Muchea Project, with the Shire committing to funding the development if the user groups can contribute one third of the development costs, and if a certain level of funding from the Department of Sport and Recreation is secured.

21.3.1.5. Take outs:

- Community hall and sporting club activities may be better suited to different buildings.
- Parking may be an issue to be considered if usage of the facility and oval increases to a point that it affects residents or the surrounding Shire land.
- Indigenous heritage, environmental heritage and power supply checks should be conducted.
- Building age and upgrade requirements, combined with layout, size constraints and association requirements, should all be taken into consideration when deciding on refurbishment versus renewal.
- Management and upgrades of the facility should take into account the contributions of the user groups.
- Shires may expect a co-contribution from user groups towards major upgrades.

21.3.2. Case Study 2: Maida Vale Reserve

21.3.2.1. Introduction:

The inclusion of the Maida Vale Reserve as a case study is deemed to be important as it highlights a recent case of an existing sporting facility user group identifying that their sporting facilities require an upgrade to meet contemporary standards for their current and future needs.

While the key features of the resulting concept plan extend across many areas of the proposed upgrades from power supply, inclusion of a fitness trail, renewal of the archery facility, and sewer connections, the major areas of concern for this case study will be the upgrade of the Norm Sadler Pavilion (including additional and refurbishment of change rooms, first aid room, umpires room, public toilets, storage and spectator seating).

This review will include the key points of information gathered from consultation with Nic Daxter, Leisure Planning Project Manager, City of Kalamunda; a review of current literature and a site visit. Importantly, it will explore the methodology and strategic planning considerations in the development of the Master Plan, as they will also be important considerations for the Shire of Chittering and the Muchea project.

21.3.2.2. Location Information

Maida Vale Reserve is located on Ridgehill Road and is approximately 30.58 ha in size. The Reserve includes playing fields (8.6ha), the Norm Sadler Pavilion, skate park, netball complex, tennis complex and Bush Forever sites.

21.3.2.3. Background

A Master Plan was commissioned by the City of Kalamunda in December 2017 after concerns with current sporting facilities were raised by the sporting facility user groups. Subsequent to community consultation of the draft Master Plan in August 2018, variations were made, and the final Plan was submitted to the council in November 2018. The document outlined 21 key features in the concept plan, with the total construction cost estimate for all developments being $14.95M ex GST.

It is noted in the recommendations that the immediate, short-term priorities for Maida Vale Reserve are to upgrade the power and sewer to the site, upgrade the sports floodlighting, relocate one of the baseball diamonds, install pitching and batting cages and redevelop the Norm Sadler Pavilion. These short-term recommendations are expected to cost $6.7M.

Medium term recommendations such as the development of a new skate park, upgrade of the netball courts and installation of a fitness trail would cost approximately $4.9M and long-term projects including tennis court developments, expansions of playing surfaces and carpark reconfiguration have been estimated to cost $3.3M.

These medium and long-term proposed works are to be completed as the demand or "triggers" for their development occurs; however, it is conceded that the full list of developments is substantial and will require prioritisation amongst other key projects of the City, with a timeframe of twenty years seemingly a reasonable expectation.

21.3.2.4. Discussion

Current industry trends:

The Maida Vale Master Plan pays reference to current industry trends. Those relevant to the Muchea project include:

- Integrated planning: in which a broad range of community needs, population, demographic profiles and existing provision is assessed in the planning of infrastructure. Services provided and those likely to be required in the future are taken into consideration. This has been addressed in the needs analysis of the Muchea project.
- Active and passive sport and recreational participation trends: highlighting a growing awareness of the need to engage people who do not traditionally participate in sport and recreation e.g. people with disabilities, teenage girls, culturally diverse groups.
  Also, an awareness of the importance of transport as a significant impediment to participation, and recognition that participation in physical activity can have positive impacts on educational outcomes, school attendance, juvenile crime, antisocial behaviour, etc.
  With regard to Muchea, all of these areas have been considered – particularly the need to address the needs of the facility in terms of the growing number of girls who are, or wish to, participate.

- Local sports participation growth: in which playing demographics are considered by using data from the Ausplay Survey conducted by the Australian Sports Commission.
  This survey indicates that in the top 20 activities carried out by children out of school hours, Australian football, netball and cricket make up 20.8% of participation. Noticeably, the Australian Cricket Association reported a 20% increase in female participation from 2014 to 2015, with females now making up 1 in 4 cricket participants. The Australian Football League also reported a 19% increase in female participation from 2014 to 2015, making up 22% of all football players nationally. This is recognised as stimulating a demand for more female friendly facilities such as female change rooms at multi-use sports complexes.

- Facility sharing: Strong emphasis is now placed on the best practice principles of joint use facilities and co-location at all levels of government. Reasons for this are:
  - Less duplication and maximum use of community facilities and services.
  - Creation of a community hub.
  - Shared capital costs, services, resources and expertise.
  - Improved relationships between organisations.
  - Reduced operating costs.
  - Increased community ownership of facilities.
  - Access to a broader range of services and expertise.
  - Reduced vandalism.

  With regard to the Muchea facility development, the Junior and Senior Cricket, Football and Netball Associations will continue to co-locate in their new facility.

- Multi-user pavilion designs: contemporary pavilion designs have some common themes which should be considered:
  - Dividable social/function room, kitchen and bar allowing multiple groups to use the facility simultaneously. This has been catered for in the proposed Muchea development.
  - Multiple sets of change rooms, noting that it is advantageous to provide at least one set (home and away) of change rooms specified to senior community Australian Rules football standards, as these dimensions are equivalent or greater than the community standards of all other sports due to the number of participants. The proposed Muchea development plans have allowed for these standards.
  - Shared administration facilities with multiple work stations and lockable cabinets.
  - Ample storage of approximately 20-30m^2 per club is generally considered suitable.
  - Spectator shelter and viewing is now considered in the design of pavilions, with an ideal situation being an elevated pavilion with wide

verandas for shelter and tiered seating underneath. Muchea's proposed facility takes these factors into consideration

Norm Sadler Pavilion:

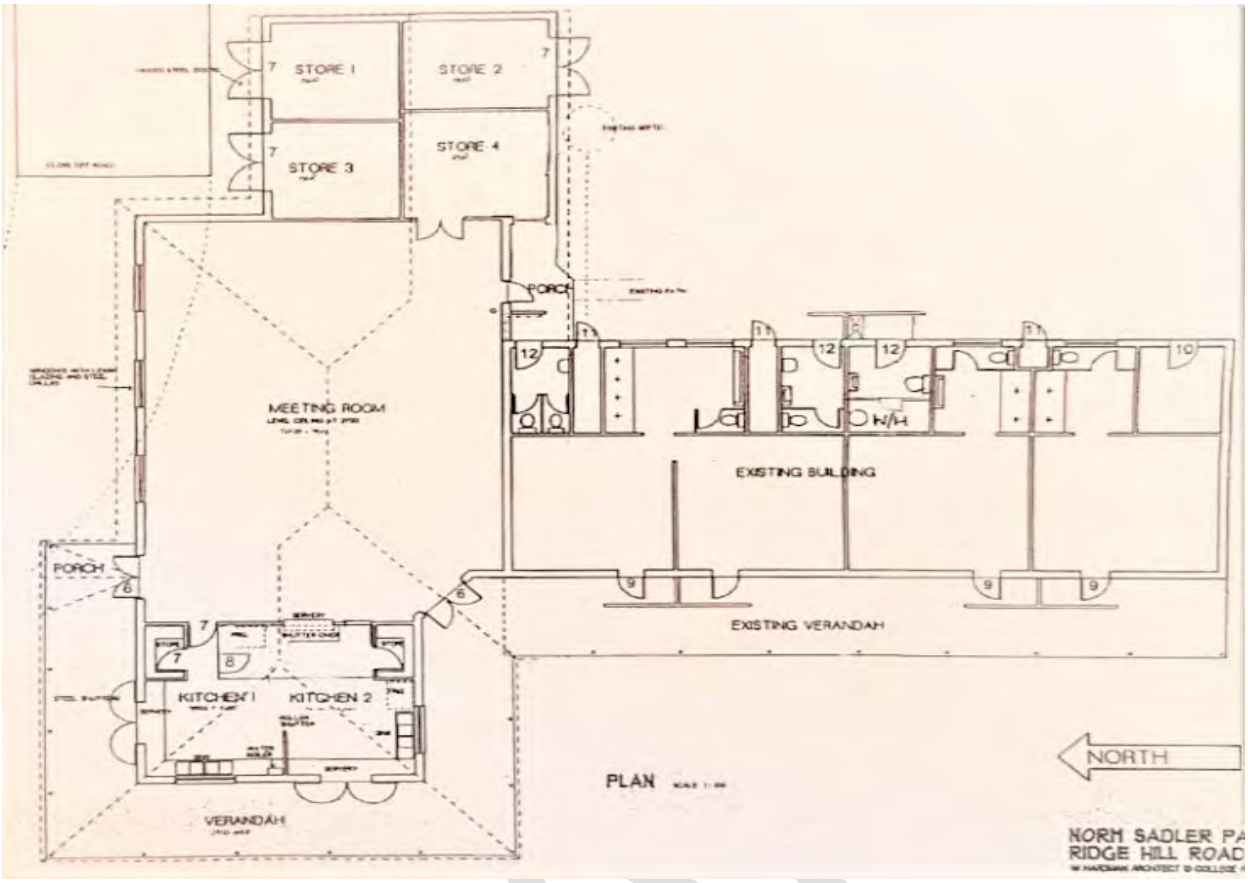
Example of trending pavilion design

Proposed Muchea design

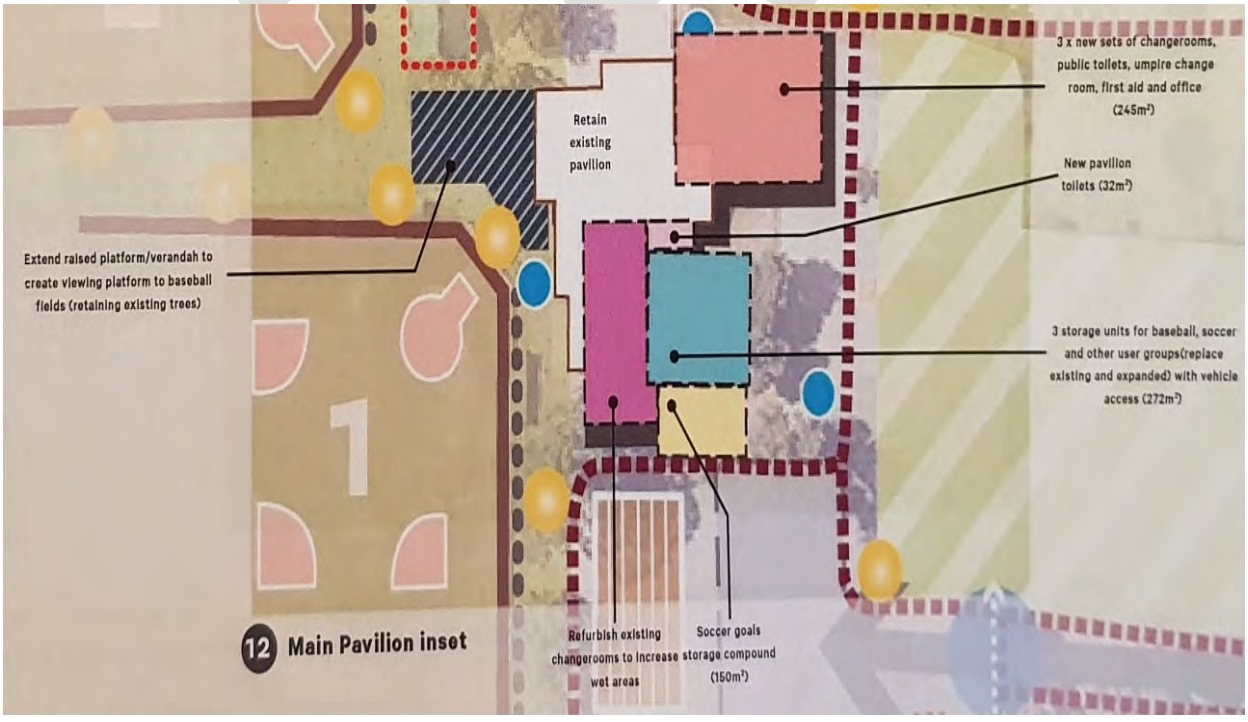
With regard to the Norm Sadler pavilion, all the clubs that use the facility have identified that the current change rooms are inadequate. Site analysis revealed similar shortcomings to those identified at the Muchea Hall including:

- Non compliance with current standards.
- Number, size and layout of change rooms is inadequate.
- Wet areas and showers are inadequate.
- Home and away teams have to share change room facilities.
- Poor accessibility.
- Facilities do not provide well for increasing female participation.
- Lack of first aid and dedicated umpires change room.
- Inadequate storage areas available to store club equipment.
- Septic tank system requires an upgrade, or the site requires connection to the sewer system.

In the case of Muchea, this is also an issue however sewer connnection is not an option and a dedicated aerobic treatment unit (ATU) for the proposed Sport Club facility has been included in the planning.



Existing Norm Sadler Pavilion



Proposed Norm Sadler Pavilion

As can be seen from the current and proposed facility diagrams, it is expected that the existing pavilion will be upgraded and extended to include new changerooms, wet areas and toilets, an umpire and first aid room and additional storage. Unfortunately, the option to expand the Muchea hall is limited due to existing infrastructure surrounding the building. This infrastructure, (the car park, playground, ATU and/or netball courts would need to be relocated to make way for any additions, adding further to costs.

21.3.2.5. Take outs:

- Due consideration should be given to current industry trends in the sport and recreation area, particularly the need to cater for growing numbers of females in cricket and football.
- Multi-use facilities and co-location are considered advantageous.
- Design considerations for new sporting club facilities should include dividable areas and spectator shelter.
- Developments should be prioritised and their implementation should be planned and budgeted for as triggers arise.

21.4. Appendix D – Facility Governance

21.4.1. D1 - Annual User Agreement

APPLICANT DETAILS

Organisation			
Contact Person	Club position:		
Mailing Address			
Telephone No		Mobile No	
Email Address			

REGULAR USAGE DETAILS

Please attach fixtures / dates and write details of proposed usage			
Date required	From / /	To / /	
Time required	From : am/pm	To : am/pm	
Facilities	☐ Muchea – Entire Complex ☐ Oval Only ☐ Hall Only	☐ Lower Chitt – Entire Complex ☐ Oval Only ☐ Hall Only	☐ Bindoon Oval

OTHER EVENTS TO BE HELD For end of season functions, registration days, fundraisers etc. If necessary, just advise of month with full details supplied as soon as they are available. Note: Terms and conditions of annual user agreement over page.

Function	Date	Expected attendance	Liquor	
			Served	Sold

INSURANCE: please attach a copy of the Certificate of Currency for your public liability insurance to a minimum value of $10,000,000. *Please check; is this amount suitable for our group/business/planned events?*

CONDITIONS OF USE / HIRE OF COUNCIL FACILITIES

HIRER	The Hirer must be 18 years and over and remain on the premises for the duration of the event. The Hirer is responsible for the condition of the hired venue.
ACCESS	The Hirer and Public are restricted to the specific area of hire during designated times. **ALL BUILDINGS used are to be LOCKED on exit and key returned to the Shire Admin Office.**
HIRE CHARGE	Payment of the prescribed hire charge must be **paid in full prior to the use of the facility. Keys will not be released unless payment is made.** The Hirer shall be responsible for the first $1,000 damage (insurance excess) and/or excessive cleaning. Facilities are to be left clean and tidy and
BOND	Refund of bond will only be made after satisfactory inspection and will be released by EFT.
KEYS	**Keys to be picked up / returned to the Shire Admin Office unless prior arrangements made with a staff member. Failure to return keys will result in the forfeiture of all bonds.**
LIQUOR	**CONSUMPTION OR SALE OF LIQUOR REQUIRES PRIOR SHIRE PERMISSION.** Consumption of alcohol on Shire premises requires written permission. Alcohol cannot be consumed after midnight. **Special Events:** Where substantial quantities of liquor are expected to be consumed, the Hirer must employ or otherwise have a person collect and remove all empty bottles, cans and refuse during the course of the event and is expected to have considered a risk management plan and security arrangements
SMOKING	**SMOKING IS NOT PERMITTED** within any Shire facilities. Failure to comply will result in the forfeiture of any bond paid.
CATERING	Hire of any portion of Shire facilities shall comply with the provisions of the Health Act and Food Hygiene Regulations. No food is to be left in kitchen after the event.
HEALTH ACT	The hirer should comply with the provisions of the Health Act (and any other Act or bylaw currently in force at the time). The hirer accepts full responsibility in the event of any dispute arising in connection with the provisions of necessities under relevant Acts and/or bylaws or the non-compliance therewith.
FURNITURE/ EQUIPMENT	No plant, furniture, fittings or effects, crockery, cutlery, glassware or other utensils or materials shall be removed from Shire facilities without prior permission from the Shire. Hirers are responsible for their own setting up and down of tables, chairs and trestles. **Please ensure that furniture is not dragged across floors.** Chairs and tables will be counted at the completion of the event. Any missing items will be charged at replacement cost plus 20% Administration charges. All equipment such as heaters, lighting, kitchen and bar equipment must be turned off when
CROCKERY / CUTLERY	All crockery and cutlery used is to be washed and put away. Please report any breakages to the Shire Admin Office. Breakages will be charged at replacement cost plus 20% administration
DECORATIONS	No person shall erect any internal decorations, place nails or screws in woodwork or walls in any facility. Internal decorations may be temporarily affixed using an 'approved' method but must be completely removed following hiring. Please discuss this with the Shire representative prior to your event.

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CLEANING	The Hirer is responsible for all cleaning of the facility immediately following the conclusion of the hiring, all hired areas are to be thoroughly cleaned and all rubbish and kitchen waste is to be placed in the external rubbish receptacle provided. Floors must be swept and/or vacuumed. Kitchen floors must be mopped. Use only warm soapy water for cleaning. Benches, tables and chairs are to be wiped down with warm soapy water. The venue is to be returned to the Shire in the same condition as was received or extra fees will
LIGHTS	Ensure all internal lights are turned off on departure.
MUSIC COPYRIGHT	It is the responsibility of the Hirer to obtain the necessary copyright from 'The Australian Performing Rights Association' (APRA) if required.
INSURANCE	The Shire of Chittering maintains a Casual Hirers Insurance Policy. The Policy cover is as follows: *Casual Hirers of facility owned by the Member. A Casual Hirer means any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for non-commercial or non-profit making purposes, less frequently than once per calendar month or twelve times per calendar year.*
CONCLUSION OF FUNCTION	Facilities can only be hired until midnight. All music must cease by **11.45pm** and guests must have vacated the facilities and car parks by **01.00am.** SPECIAL EVENTS: Permission may be sought from the Shire to extend the closure time. This must be applied for 30 (thirty) days prior to the event and the Shire will provide notification to the local police. Approval will be at the discretion of the Shire.

DECLARATION / ACCEPTANCE OF CONDITIONS OF USE Upon confirmation of agreement, you will be added to the Hall user group with a requirement that committee member/s of the Club attend user group meetings facilitated by the Shire of Chittering. Notification of user group meetings will be sent to your club accordingly. I/We have read the schedule of fees and conditions of use and understand my responsibilities of the Hirer of Council Property. I/We will ensure that appropriate liability and other insurances are in place for the activities to be conducted and indemnify the Shire of Chittering against all actions, claims, demands and costs arising out of or in connection with the use / hire of this facility.

Applicant Name			
Signature		Date	/ /

Registered Officer Name			
Signature		Date	/

OFFICE USE ONLY

Date Received		Booking recorded by			
Booking approved	☐Yes /☐ No	Booking entered into booking calendar / file		☐Yes /☐ No	
Permission to sell alcohol granted	☐Yes /☐ No	Permission to sell food granted		☐Yes / ☐No	
Other permission					
Customer notified	Date / /	Works request lodged CR No:		Cleaner notified	Yes / No
Payment received	$	Date / /	EFTPOS	CASH	CHEQUE
Key issue form completed	Date				

CLEANING CHECKLIST

Date checked before use	/ /	Cleaning checklist carried out	☐Yes / ☐No
Date checked after use	/ /	Was extra cleaning required	☐Yes /☐ No

Time taken		Tasks required	
Comments			
Venue left in clean & tidy condition	☐Yes / ☐ No	Officer's Signature	

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21.4.2. D2 - Shire of Chittering Council Minutes

9.3.2 Facility Review*

Report date	1 July 2019
Applicant	Shire of Chittering
File ref	05/04/1
Prepared by	Community Development Coordinator
Supervised by	Executive Manager Corporate Services
Disclosure of interest	Nil
Voting requirements	Simple Majority
Attachments	1. Service Level Agreement (SLA) Template 2. Management of Community Facilities Policy and Corporate Framework - Draft Policy 3. Management of Community Facilities Policy and Corporate Framework - Draft Corporate Framework 4. Case Studies Report 5. Consultation Stage Final Report 6. Management of Community Facilities Review Report 7. Facility Data Sheet

Executive Summary

Following a realisation that inconsistencies prevailed with the Shire's management of its community facilities a review of the Shire's Facility Management processes commenced in June 2017. A significant amount of consultation has occurred and in order to develop a standardised system with equitable outcomes, Council is requested to:

1. accept the *Management of Community Facilities Review Report* and *Case Studies Report* prepared by John Ravlic of Ravlm RMC;
2. adopt the following frameworks and related templates:
   - Management of Community Facilities Policy and Corporate Framework - Draft Policy
   - Management of Community Facilities Policy and Corporate Framework - Draft Corporate Framework
   - Service Level Agreement (SLA) Template
   - Facility Data Sheet and;
3. support the progression of the following recommendations:
   - provide its facility managers with sufficient guidance on operating its community facilities and delivering various services and programs;
   - establish sufficient controls, such as regular reporting, to monitor facility managers' performance and compliance;
   - adopt an open and transparent approach to its dealings with facility managers, where their agreements, financial transactions and ongoing returns are on the public record and accessible by all;
   - consider calculating and comparing the value of its forgone rental income and the value of the community benefit created by facility managers and the various services and programs they deliver.
   - consider adopting service level agreements with facility managers as part of its policy and corporate framework.
   - consider adopting tighter conditions around the use of leases for exclusive occupancy as part of its corporate framework.
   - consider reviewing its lease terms back to five years.
   - continue to gather costing/financial data and consider reviewing the employee charge/oncost.

22. ATTACHMENTS

22.1. Attachment 1 – Locality Map A3

22.2. Attachment 2 – Option 2 Plans and Timeline

22.2.1. Proposed Muchea Sporting Club and Changerooms – A3 Plan

22.2.2. Project Timeline – A3

22.3. Attachment 3 - Master Plan

22.4. Attachment 4 -Funding Strategy

22.5. Attachment 5 - Cost Benefit Analysis

22.6. Attachment 6 - Community Survey

22.7. Attachment 7 - Evidence of Donations and Value of Volunteer Labour

22.8. Attachment 8 - Muchea Hall Hire Fees

22.9. Attachment 9 - Shire Resolution

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COST BENEFIT ANALYSIS

Report for the

Shire of Chittering Muchea Club and Changeroom Redevelopment Project

September 2019

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1. INTRODUCTION

This Cost Benefit Analysis (CBA) has been prepared to support the Shire of Chittering's Business Case, which it is utlising in its endeavours to seek funding for redevelopment of the Muchea Club and Changerooms. This project will see the construction of a new building and facilities on the existing site, which for the purposes of this CBA are costed at $1.875m excluding GST.

The project is a partnership between the Shire of Chittering with the Muchea Hall User Groups (MHUGs), which comprises of Chittering Junior Football Club, Chittering Junior Cricket Club, Muchea Netball Club, Muchea Senior Cricket Club, Konga and Muchea Judo Club. The project will be delivering critical community infrastructure that will increase sporting participation and physical activity, build social capital and expand regional capacity.

Investment in community infrastructure of this type is fundamental to community health, well-being and economic prosperity. The facilities and services associated with community uses, and the networks they foster, bring people together, strengthen community capacity, build community resilience and enhance community cohesion. When developed appropriately, community infrastructure can cater for intergenerational needs and provide a great legacy for all to enjoy.

In the context of this report, Community infrastructure can be described generally as "the community facilities, services and networks which help individuals, families, groups and communities meet their social needs, maximise their potential for development, and enhance community wellbeing". They can include:

- Universal facilities and services such as education, training, health, open space, recreation and sport, safety and emergency services, religious, arts and cultural facilities, and community meeting places
- Lifecycle-targeted facilities and services, such as those for children, young people and older people
- Targeted facilities and services for groups with special needs, such as families, people with a disability and Indigenous and culturally diverse people.

Delivery of community infrastructure in Australia is the responsibility of a broad range of stakeholders. It is generally shared between local government, state agencies and federal agencies, as well as the private and the community sectors.

Scarce public resources are spurring innovation and over the last decade or so, new models of delivery have emerged. Often the form of the collaboration between players has been innovative and the bringing together of the Shire of Chittering with the MHUGs with potential other partners for delivery of programs and activities, such as WACA/WAFC/AFL/Netball WA in this redevelopment should bring about improved results.

A comprehensive business case in relation to this project has been prepared and should be read in conjunction with this Cost Benefit Analysis Report.

This cost benefit analysis and the accompanying business case verifies through analysis, research and enquiry that the proposed development will achieve short-term viability and long-term sustainability and outcomes. On this basis the project should be a desirable funding target for Federal Government, State Government, the Shire of Chittering, the MHUGs and community/commercial partners.

2. PROPOSAL BACKGROUND

This project is a partnership between current the Muchea Hall User Groups (MHUGs) and Local Government, which will see the development of a new modern club house and change rooms to meet the needs of the local sporting and community clubs in the southern Wheatbelt region of Western Australia.

The current Muchea Club and Sporting Oval are located on Archibald St, Muchea in the Shire of Chittering and is approximately one hours' drive from Perth. In addition to the sporting oval, which has an excellent surface as well as lights, the location boasts three resurfaced netball courts with lights and leading-edge cricket training nets and lights. There is also a playground and BBQ facilities.

The current clubhouse, which was constructed in 1961, is a steel framed, brick clad structure with a corrugated iron roof. Whilst upgrades have been made to the clubhouse over the years, such as replacement of the roof, the facility no longer meets current standards, expectations and the needs of a rapidly growing community.

The land on which the current clubhouse and oval sits is owned by the Shire of Chittering, with the lease of the facility being based on annual user agreements. Following completion of the new clubhouse and change rooms the Shire and MHUGs will look to establish a Service Level Agreement (SLA), which would incorporate management and management responsibilities of all parties in relation to the usage and upkeep of the facility.

This project will see the current Muchea Hall retained for community use, with the new club house and change rooms to be built on the same site adjacent to the sporting oval, netball courts, cricket nets and playground. This option is costed at $1.875 million exclusive of GST and will provide the Shire of Chittering with the following:

- A large main club room (16230 x 8860) with access to and windows facing the sports oval;
- A slightly larger social room (10200 x 15560) also with access to and windows facing the sports oval;
- Commercial kitchen with servery to the outside of the clubhouse (under cover) and inside to the main club room;
- Full bar facilities with cool room storage and openings to the main club room and social room;
- Community amenities consisting of male and female toilets, including ambulant accessible facilities and two unisex accessible (disabled) toilets
- Two changerooms specifically for the use of sporting clubs with each changeroom comprising:
    - Two separate shower and accessible (disabled) toilets for umpires, one dedicated accessible (disabled) shower and toilet, two additional toilets and three showers, two vanity basins and hand drier;
    - Racks, benches and lockers for changing and storage of personal belongings;
    - A treatment area for rubdowns, massages and strapping
- Main foyer;
- Administration Office; and
- Storage areas

This current concept would see the facility being able to meet current and future needs of sporting groups, provide modern inclusive fit outs that meet current building codes and cater for individual access needs of disabled and ambulant community members, as well as provision of appropriate hygienic amenities with a layout that offers privacy, space and a safe environment for sports participants to get changed and shower.

This project will provide the Shire with a modern infrastructure asset where the community can gather for large events and be proud to have visitors come to the area and enjoy the facilities and picturesque setting of Muchea.

The other key outcomes of this project are:

- Elevate the status of the various MHUGs and drive an increase in membership numbers and visitor usage with the attraction of improved amenities;
- Increased participation in sport and recreation;

- Delivery of a more inclusive community facility via provision of access and facilities to accommodate disabled members of the community (and their carers) and amenities which provide for separate changerooms for males and females; and
- Provision of sports-tourism based economic drivers for the community through amenities and facilities that can attract, and host large sporting and community meets and events.

The new clubhouse has been designed in such a manner as to accommodate the future needs of sporting and community clubs within a growing region. Once completed, this facility will represent important local infrastructure that can service the entire community, promoting healthy lifestyles and the opportunity for community connection.

A key aspect of the project is to accommodate growth of the various sporting clubs, in particular female participation. Trends in sporting participation for females rapidly decline in teenage years with part of the reason being lack of access to appropriate facilities. The new club house will deliver separate female change rooms providing privacy and safety with appropriate sanitary provisions. The various sporting codes in Muchea are keen to grow female memberships and these new facilities will do much to support this endeavour.

The demand for this redeveloped facility is real and pressing given the current inadequate facilities of the club house and changerooms, which are operating at capacity. The Shire of Chittering is a rapidly growing community and the demand for suitable sporting facilities is likely to grow simultaneously. The opportunity to upgrade sporting and community facilities is an important step for the Shire to take.

3. PROPOSED COSTS

The following assumptions regarding costs have been made for this analysis:

Establishment	Upfront costs of $1,875,000 (excluding GST and all spent in construction and fit out phase) **Total - $1,875,000 (once off)**
Recurrent Costs	The recurrent (ongoing) costs of $203,135 per annum in line with the whole of life model and sustainability analysis for the existing and new facilities and oval, broken down as follows: **Total Annual Operating Costs -** $118,035 indexed at CPI **Maintenance & Asset Renewal Reserve Fund -** $37,500 per annum indexed at CPI for maintenance (note that this figure is reduced for the first 10 years but will then significantly increase as the buildings and infrastructure age – refer to whole of life sustainability section of business case) and $47,600 per annum cash backed depreciation to a building and infrastructure asset renewal reserve fund.

The new facility is expected to be sustainable, with all ongoing and maintenance costs funded by the Shire of Chittering. (refer to Section 4 Operational Funding section).

The Total Annual Operating Costs include $37,500 per annum for maintenance and $47,600 cash backed depreciation to a facility renewal reserve account.

4. PROPOSED FUNDING AND OPERATIONAL BUDGET

Project funding

The project is intended to be funded through a combination of State grant funds, other sporting grants, business sponsorship and donations, the Shire of Chittering and the MHUGs contributions.

Proposed funding contributions and status based on the QS cost estimate including a 10% regional index and excluding the 10% regional cost estimate to build the new facility are:

Source of Funds exc GST	QS excluding 10% Regional Index $	QS including 10% Regional Index $	Funding confirmed	Funding Details
Local Government	650,000	650,000	Yes	Shire of Chittering committed between $450,000 to $650,000 in cash
MHUGs Contributions	86,174	86,174	Projected to be raised over next 18 months	MHUGs cash and fundraising
Business Sponsorship	78,700	78,700	$58,700 confirmed $20k pending	The MHUGs have already achieved a total of $58,700 in corporate sponsorship, with a strong likelihood of at least a further $20,000 for the project over the next 18 months.
Volunteer Labour	22,954	22,954	Yes	Electrical run in power laying, trenching, recovering etc. 6 people spending 13.84 hours at $25 per hour - $2076 Painting, sanding, patching, dust for the building. 20 people spending 40 hours each at $25 per hour - $20,878
Local Businesses Donated Materials	170,059	170,059	$143,893 confirmed $27k pending	The MHUGs have secured commitments from local suppliers to donate materials free of charge towards the build.
AFL	100,000	100,000	Application submitted & Pending	Australian Football Facilities Fund (AFFF) Grant
WAFC	10,000	10,000	Application to be submitted in October 2019	WA Football Commission Grant
WACA	50,000	50,000	Application to be submitted in October 2019	WACA Grant
Netball WA	10,000	10,000	Application to be submitted in October 2019	Netball WA Grant
CBH	20,000	20,000	Application submitted & Pending	CBH Grant
State Government	550,000	550,000	Application submitted & Pending	CSRFF Grant
Total Funds Available if completely secured	**1,747,887**	**1,747,887**		
Total Quoted Cost to build	**1,703,846**	**1,875,000**		
Surplus/(Shortfall)	**44,041**	**(127,113)**		
Cash Reserves or Self-Supporting Loan	**-**	**127,113**		

In the case of any shortfall or grants not being successful the Shire of Chittering and the MHUGs will look to utilise their cash reserves and the possibility of the MHUGs taking a self-supporting loan through the Shire to cover the difference. There is also a number of alternative grants that could be applied for to make up any shortfall.

Current Indicative Forward Operating Budget for Existing Muchea Hall, Oval and New Club and Changerooms

In order to estimate the likely future operating budget for the existing and new facilities, the 2018/19 operating and maintenance costs and revenues for the existing Muchea Hall and Oval were first considered. These were then added to the expected operating and maintenance costs for new club and change rooms, which were then projected over a five-year period based on the following assumptions:

- The existing Muchea Hall and Oval operating and maintenance costs will continue to be incurred along with the new club and changerooms as per Option 2 chosen in the business case.
- 2018/19 Operating ($12,916) and maintenance costs for the existing hall ($28,105) and oval ($62,014) have been indexed at CPI of 2% per annum for 2019/20 onwards. This is comparable with the last five-year average cost of $105,000 that Shire has incurred to operate and maintain the hall and oval. These figures exclude any expenditure spent on capital renewal or upgrades.
- Operating costs for the new facilities are estimated to be on par with the existing facilities e.g. estimated to start at $15,000 per annum indexed at CPI of 2% per annum.
- Maintenance for the new facilities in its initial 5 to 10 years is expected to be around 2% of cost per annum ($37,500) indexed at CPI of 2% per annum.
- As part of the Whole of Life Sustainability of the facility, an Asset Renewal Fund should be set up to enable the replacement of the facility at the end of its useful life. This is expected to be approximately $47,600 per annum based on the capital cost for the new facilities.
- Operating Revenue is based on 2018/19 figures and is conservative in nature. Expect that with the new facilities this could be increased further but will still be significantly lower than the operating costs.
- There are some 475 users per week of the facility (based on club members and casual use) = 24,700 participation uses per annum.
- It should be noted the revenue is significantly less than what the Shire spends on the premises and this will continue with the new facilities. Effectively the Shire subsidises users to utilise the facilities as a community service.
- The Shire's subsidy per participant use of the facilities in 2018/19 was $3.98 (Net Operating Result - $98,430 / 24,700 participation uses during the year).

Operating Budget	FY18/19 Budget	FY19/20 Budget	FY20/21 Budget	FY21/22 Budget	FY22/23 Budget	FY23/24 Budget
Operating Costs						
Operations for Existing Hall	$12,916	$13,174	$13,438	$13,707	$13,981	$14,260
Maintenance for Existing Hall	$28,105	$28,667	$29,240	$29,825	$30,422	$31,030
Operations & Maintenance for Oval	$62,014	$63,254	$64,519	$65,810	$67,126	$68,468
Operations for New Club & Changerooms	-	$15,000	$15,300	$15,606	$15,918	$16,236
Maintenance for New Club & Changerooms	-	$37,500	$38,250	$39,015	$39,795	$40,591
Asset Renewal Fund for New Club & Changerooms	-	$47,600	$47,600	$47,600	$47,600	$47,600
Total Operating Costs	**$103,035**	**$205,196**	**$208,348**	**$211,563**	**$214,842**	**$218,187**
Operating Revenue						
Annual Club Fees	$4,221	$4,500	$4,590	$4,682	$4,775	$4,871
Casual Hire Income	$384	$500	$510	$520	$531	$541
Total Operating Revenue	**$4,605**	**$5,000**	**$5,100**	**$5,202**	**$5,306**	**$5,412**

Net Operating Result	**-$98,430**	**-$200,196**	**-$203,248**	**-$206,361**	**-209,536**	**-$212,774**

5. BENEFITS AND MODEL ASSUMPTIONS

The key benefit categories identified in relation to this project encompass:

Economic	Social
Employment	Community Health plus Productivity
Gross Regional Product	Social Connectedness
	Volunteering

The following cost benefit analysis seeks to map the expected benefits of the project in comparison to the costs, however it is noted that cost benefit analysis findings often overstate the actual benefits, along with the difficulties in the Western Australian context of applying outdated data and multipliers which may not be directly transferrable to the state's regional economic conditions[1]. As such, a very conservative approach has been taken to the development as the Shire of Chittering and the MHUGs do not want to imply the potential of creating an unrealistic impact. This project has been undertaken in a considered manner and it is recommended that this cost benefit analysis be read in conjunction with the business case prepared for the project.

5.1. Economic Benefits – Employment and Gross Regional Product

5.1.1. Economic Impact Model

To calculate the employment benefits and gross regional product for this cost benefit analysis, we have used the Flinders University – Australian Urban Research Infrastructure Network - Economic Impact Analysis Tool (EIAT)[2]. The EIAT is developed based on the location quotient adaptation of the 2009/10 national input-output (I-O) table of 19 industry sectors (consistent with the 2006 Australian and New Zealand Standard Industrial Classification (ANZSIC) 1-digit level) using the 2016 Census industry employment data for local government areas in all the states and territories of Australia.

The EIAT allows us to conduct a preliminary I-O analysis for estimation of local regional economic impacts for regional infrastructure investment projects.

I-O models provide a standard approach for the estimation of the economic impact of a particular activity (e.g. construction of a new infrastructure project). Regional economic impact statements regarding the impact of major projects and policies has become a critical part of regional development analysis and is an extensive component of the applied economic literature. The linkages between employment opportunities and residents – and business to business linkages – affect urban design, infrastructure demand and provision, regional taxes etc.

The EIAT draws on 2016 Census industry of employment data and the 2009/10 national I-O table to calculate industry multipliers which in turn provide estimates of economic impacts of regional infrastructure investment projects.

There are a number of important assumptions that underpin the use of an I-O model, these must be considered in interpreting the predicted impacts. They include:

a) increases in demand in the region are serviced by industries with constant proportions, there are no significant price adjustments that occur

[1] Department of Treasury and Finance (WA). (March 2002). Economic Research Articles. Retrieved from https://www.treasury.wa.gov.au/uploadedFiles/ecoresearchart2002.pdf

[2] https://aurin.org.au/archived-pages/input-output-tables/

b) industries have a linear production function, which implies constant returns to scale and fixed input proportions
c) firms within a sector are homogeneous, which implies they produce a fixed set of products that are not produced by any other sector and that the input structure of the firms are the same, and
d) the model is a static model that does not take account of the dynamic processes involved in the adjustment to an external change.

5.1.2. Method of Analysis

Location Quotient Method

The Australian Bureau of Statistics produces I-O tables, consistent with the 2006 Australian and New Zealand Standard Industrial Classification (ANZSIC) 4-digit industry codes (114 sectors), at the national level only with the latest for 2009/10 year.

At the regional level, the easily accessible data generally available is industry of employment data by Place of Usual Residence and Place of Work – this data is available from the 2016 Census and reflects the responses with respect to industry and location of residency and employment. It is somewhat limited in that it depends on the Census respondents own "identification" of the industry, is influenced by the July timing of the Census and involves some degree of non-response (particularly with respect to detail of industry). It is however the only data collected consistently across all economic sectors at once.

Given that the key regional data is employment based, WISeR developed regional I-O tables based on the location quotient adaptation of the 2009/10 national I-O table of 19 industry sectors using the 2016 Census employment in the region. Under the location quotient method, the basis of the mathematical distribution is to assume that if the industry is "as significant" in the region as in the nation it has the capacity to supply to local industries at the same proportion as in the nation as a whole. Otherwise it supplies proportionally less. The location quotient ratio for each industry was calculated based on the industry's regional employment significance to its national employment.

Input-Output (I-O) Multipliers

Regional I-O models are used to calculate industry multipliers which in turn can be applied to estimate regional economic impacts of various developments or change scenarios (see 'Impact Factor Analysis' section below).

Detailed explanations on calculating I-O multipliers, including the underlying assumptions, are provided in any regional economics or I-O analysis textbook (see, for example, Miller R. E., Blair P. D. 2009, Input-Output Analysis: Foundations and Extensions, Second Edition, Cambridge University Press). A multiplier is essentially a measurement of the impact of an economic stimulus. In the case of I-O multipliers the stimulus is normally assumed to be an increase of one dollar in sales to final demand by an industry sector.

Gross regional product and employment multipliers refer to changes in gross regional product per initial change in output and changes in employment per initial change in output. These multipliers are expressed as 'per unit' measurement and described as Type I and Type II multipliers. For example, with respect to gross regional product:

Type I gross regional product multiplier = [initial + production induced]/initial; and

Type II gross regional product multiplier = [initial + production induced + consumption induced]/initial

Impact Factor Analysis

The economic impact in terms of contribution to gross regional product and employment can be identified in terms of direct, flow-on (indirect) and total impacts.

Direct or initial impacts refer to the impact of the assumed dollar increase in sales directly in the sector. The dollar change in final demand is the stimulus or the cause of the impacts. Associated directly with this dollar increase in output is an own sector increase in household income (wages and salaries, drawings by owner operators etc.) used in the production of that dollar. Household income together with other value added, provide the total GRP from the production of that dollar of output. Also associated is own sector increase in employment, represented by the size of the employment coefficient. The employment coefficient represents an employment/output ratio and is usually calculated as 'employment per million dollars of output'.

Flow-on or indirect impacts are the sum of production-induced impacts and consumption-induced impacts. Production-induced impacts are the sum of first-round impacts and industrial support impacts. The first-round impact refers to the effect of the first round of purchases by the sector providing the additional dollar of output. Industrial-support impacts are the second and subsequent round effects as successive waves of output increases occur in the economy to provide industrial support, as a response to the original dollar increase in sales to final demand, excluding any increases caused by increased household consumption. Consumption-induced impacts are defined as those induced by increased household income associated with the original dollar stimulus in output.

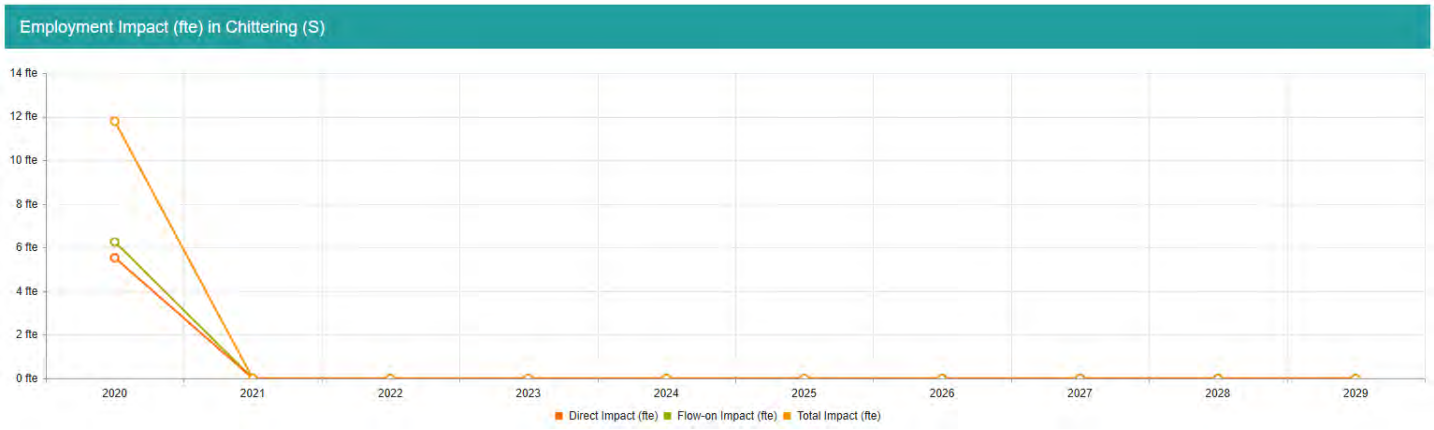
Total impacts are the sum of direct and flow-on impacts.

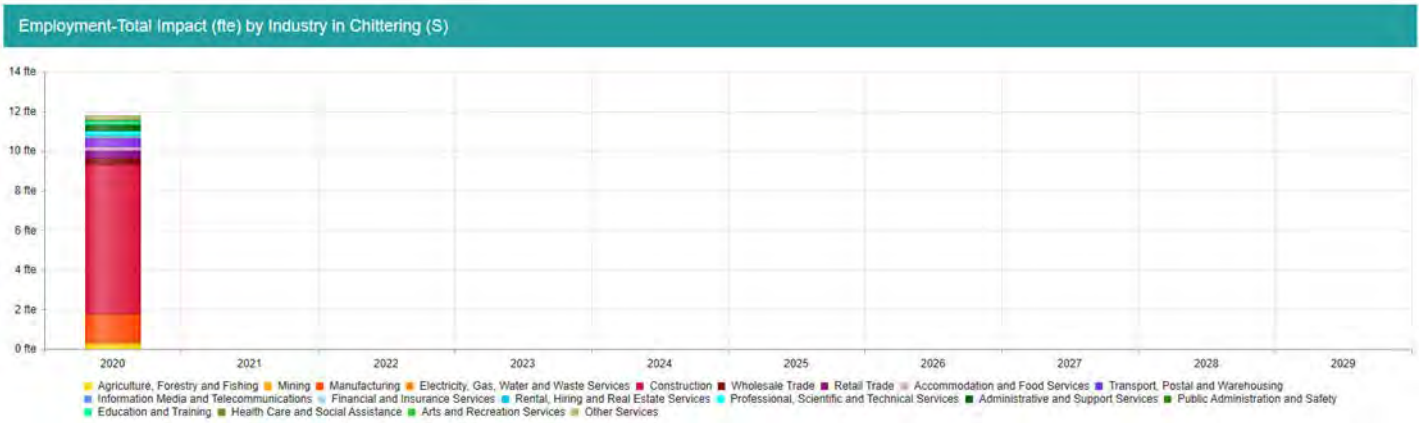
5.1.3. Economic Impact Analysis Tool Results for Employment Benefits and Gross Regional Product

Employment Benefits

The results from the EIAT for the full construction of the Muchea Club and Changerooms built over a twelve-month period showed that it would result in an additional 12 Full time equivalents (FTEs) being employed during the construction of the project, commencing in 2020. Of the 12 FTE in 2020, 6 FTE would be employed directly on the build and 6 FTE as flow on within related industry sectors used by the EIAT model (see graphs and tables below).

The assumption here is that the facility will be constructed by a local regional builder and that during the construction phase this will mean this money will be spent and retained within the local economy.





Employment Impact (fte) in Chittering (S)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Direct	5.531	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Flow-on	6.249	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total	**11.781**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**

Employment Impact (fte) by Industry Sector Chittering (S)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Agriculture, Forestry and Fishing	0.291	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Mining	0.070	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Manufacturing	1.359	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Electricity, Gas, Water and Waste Services	0.047	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Construction	7.559	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Wholesale Trade	0.352	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Retail Trade	0.391	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Accommodation and Food Services	0.150	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Transport, Postal and Warehousing	0.464	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Information Media and Telecommunications	0.050	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Financial and Insurance Services	0.060	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Rental, Hiring and Real Estate Services	0.019	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Professional, Scientific and Technical Services	0.242	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Administrative and Support Services	0.280	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Public Administration and Safety	0.054	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Education and Training	0.150	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Health Care and Social Assistance	0.031	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Arts and Recreation Services	0.037	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Other Services	0.176	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total	**11.781**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**

Once operational it is expected that ongoing annual direct employment for the Muchea Club and Changerooms project and the current Muchea Hall and Oval will require the equivalent of 3 FTE contained within the Shire of Chittering. These FTE will contain portions of administration, maintenance and operational staff costs at the Shire. It is also expected that indirectly a further 3 jobs will be created to support the ongoing operations and maintenance of the facilities.

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Estimation Method for Dollar Value of Employment Benefits

The expected direct and indirect dollar value of employment benefits for the project during construction and operations over ten years is $5,299,720, which has been included in the Cost Benefit Analysis calculated as follows:

During Construction

During a twelve-month construction phase: 6 FTE are estimated to be directly employed for this size of building. The estimated dollar value benefit of these 6 FTE salaries over the twelve-month period for the build phase is $504,894 based on the average annual construction/builder's wage in Western Australia is $84,189[3] e.g. $84,189 x 6 FTE = $504,894 benefit during construction over 2020.

During the same timeframe a flow on benefit of a further 6 FTE are expected to be employed across related industry sectors that support the building and construction sector. The estimated dollar value benefit of these 6 FTE salaries is $401,250 based on the average mean employee income in Chittering being $66,875[4] and the construction timeframe for the project taking 12 months – e.g. $66,875 x 6 FTE = $401,250 benefit during construction over 2020.

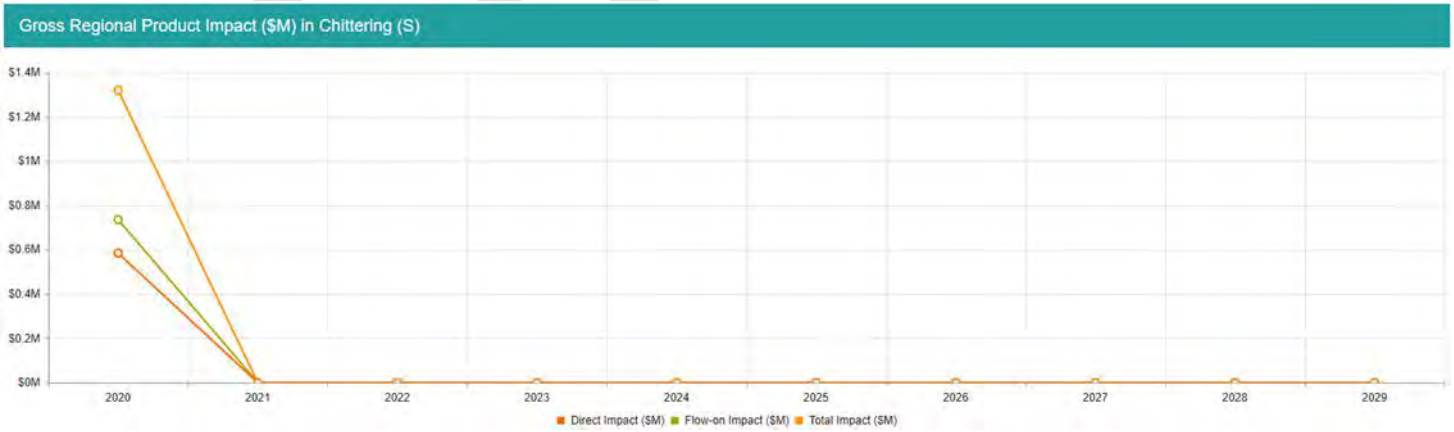
During Operations

During operations: 3 FTE are estimated to be directly employed annually by the Shire of Chittering to maintain and operate this size of building plus the existing hall and oval. The estimated annual dollar value benefit of these 3 FTE salaries is based on the average mean employee income in Chittering being $66,875 e.g. $66,875 x 3 FTE = $200,625 per annum. This figure was then indexed at the rate of CPI over the 10-year period equating to $2,196,788.

Also, a further 3 FTE are expected to be indirectly employed across related industry sectors to support the Shire of Chittering in the operations and maintenance of these facilities and oval. The estimated annual dollar value benefit of these 3 FTE indirect salaries is also based on the average mean employee income in Chittering being $66,875 e.g. $66,875 x 3 FTE = $200,625 per annum. This figure was then indexed at the rate of CPI over the 10-year period equating to $2,196,788.

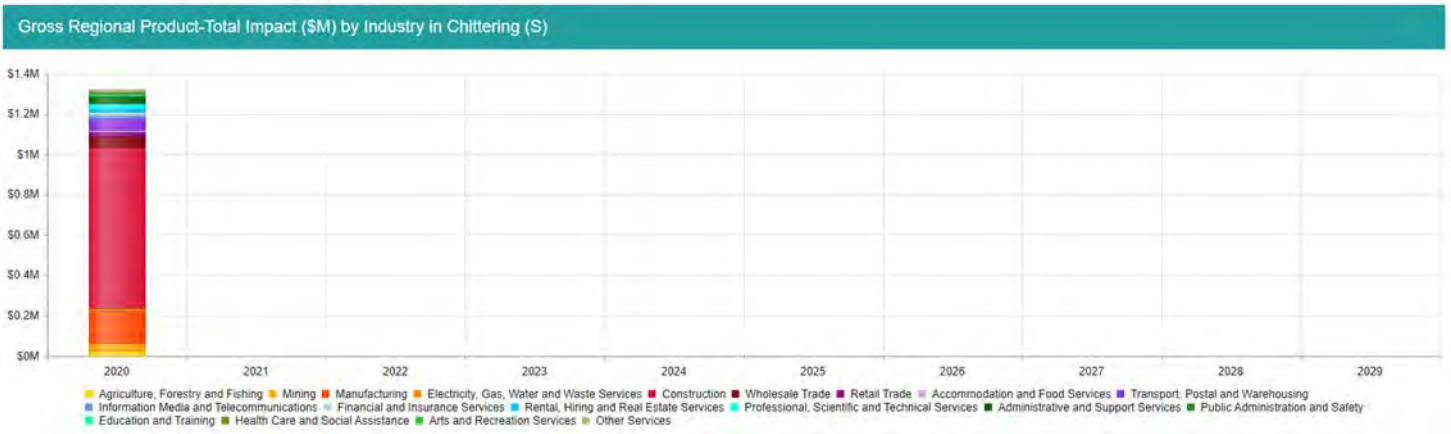
Gross Regional Product (GRP) Benefits

The results from the EIAT for the full construction of the Muchea Club and Change rooms showed that it would result in a total GRP Benefit of $1.32m ($0.61m in direct benefits and $0.71m in flow on benefits, see graphs and tables below).



[3] https://au.neuvoo.com/salary/Construction-salary-in-Western-Australia

[4] https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/LGA51680?opendocument



Gross Regional Product Impact ($M) in Chittering (S)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Direct	0.585	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Flow-on	0.735	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total	**1.320**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**

GRP Impact ($M) by Industry Sector in Chittering (S)	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Agriculture, Forestry and Fishing	0.026	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Mining	0.040	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Manufacturing	0.162	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Electricity, Gas, Water and Waste Services	0.011	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Construction	0.799	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Wholesale Trade	0.051	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Retail Trade	0.025	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Accommodation and Food Services	0.009	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Transport, Postal and Warehousing	0.058	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Information Media and Telecommunications	0.011	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Financial and Insurance Services	0.021	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Rental, Hiring and Real Estate Services	0.015	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Professional, Scientific and Technical Services	0.025	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Administrative and Support Services	0.033	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Public Administration and Safety	0.005	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Education and Training	0.013	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Health Care and Social Assistance	0.002	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Arts and Recreation Services	0.003	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Other Services	0.011	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total	**1.320**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**	**0.000**

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5.2. Community Health plus Productivity Benefits

Community connectiveness is extremely important in combating positive health and productivity outcomes and also addresses issues of isolation. Loneliness and social isolation are on the rise in Australia, with more than eighty percent of Australians believing that our society is becoming a lonelier place, and of these, sixty percent reported that they 'often felt lonely'. Evidence demonstrates direct correlations between loneliness, isolation and mental and physical health issues of individuals (including issues related to lack of exercise, obesity or smoking), and the subsequent impact on overall community wellbeing. For this reason, the Muchea Community Hall and proposed new club and change rooms is a very important part of the Shire of Chittering community as it provides a place and avenue for participants to connect.

The evidence is mounting that links community connectedness and well-being to mental health. It is important for the individual community members' mental health that isolated communities can connect through clubs, events, social and sporting activities. Without a replacement for the existing Muchea Community Hall facility, the local community would not have the enhanced capacity to sporting activities, community events, meetings and other functions.

A review of current literature indicates that people who participate in sports clubs and organised recreational activity enjoy better mental health, are more alert, and more resilient against the stresses of modern living. Participation in recreational groups and socially supported physical activity is shown to reduce stress, anxiety and depression, and reduce symptoms of Alzheimer's disease. Violent crime also decreases significantly when participation in community activities increases[5]. Being physically active: protects against mental health problems, decreases depression in older adults, reduces the symptoms of post-natal depression, is as effective as medication for mild to moderate anxiety and depression, improves self-esteem and cognitive function in young people, playing sport reduces psychological distress by 34% 1-3 times a week and 46% 4+ times a week, people who participate in sports clubs and organised

recreational activity enjoy better mental health[6].

The Department of Sport and Recreations (DSR) 2017 Community Perceptions Survey also found in relation to physical activity and mental health within community sport and recreation, that:

- Around 8 in 10 Western Australians believe it's important for sport and active recreation to help us feel good about ourselves and build our confidence and self-esteem.
- More than 8 in 10 Western Australians feel it's important and agree that sport and active recreation creates close friendships.

[5] Carcach C, Huntley C. Community Participation and Regional Crime. Canberra: Australian Institute of Criminology; 2002.

[6] https://www.dsr.wa.gov.au/support-and-advice/research-and-policies/organised-recreational-activity-and-mental-health

- More than 8 in 10 Western Australians feel it's important that sport and active recreation involve people like coaches who can have a positive impact on children's lives[7].

Physical inactivity is second only to tobacco as a contributing factor to the burden of disease and injury in Australia[8]. Regular physical activity is widely recognized as protective against the overall burden of disease[9]. In 2002, more than a third (37.6%) of adult Australians reported no participation in sports and physical recreation[10]. Approximately half of the remainder (31.5%) participated in organized sports and physical recreation, with a further 30.9% reporting that they undertook some form of physical activity[10]. For both males and females, walking was the most popular form of recreational physical activity[10]. Approximately 40% of children do not participate in organised sporting activity outside of school[10].

All of this research emphasizes why it is so important for people in the Shire of Chittering to have access to quality sporting and community infrastructure to ensure that community members have the best opportunity to participate in physical activity and events, in turn reducing their chances of disease, mental health, depression and obesity.

An increased participation in sporting and social activities by Muchea and Chittering locals, and visitors is likely with improved facilities presented by this proposal. A simple, single factor approach has been used to calculate health benefits, however there are likely significant health benefits that have not been specifically quantified, nor has productivity benefits of a healthier community.

The World Health Organisation[11] identifies physical inactivity as a leading risk factors of death worldwide, and health professionals urging the adopting of less sedentary lifestyles to combat this growing health problem. The Muchea Club and Change rooms offer a unique proposition in terms of exercise as is shown in section 5.3 of this CBA.

With an increased opportunity for people to be more active from this proposal comes an improved likelihood of better health outcomes – both in terms of physical fitness as well as the improved mental wellbeing typically associated with increased opportunities to be engaged in social interactions.

The flow-on benefits to the local economy point to improved worker productivity when the workforce is engaged in more physical activity, there is a lower burden on the local health system due to conditions associated with inactivity and an improvement to the liveability of the local area strengthening the ability to attract and retain a robust local workforce.

Estimation Method

- The annual health benefit of being physically active is assumed to be $675[12]. This was multiplied by the current number of MHUGs club members (515) equating to $347,625.
- Assumption that this benefit is experienced each year.
- Note across the ten years we have not increased the membership numbers, even though it is expected to increase with new Muchea Club and Change rooms. This allows for a very conservative value of benefit.

[7] https://www.dsr.wa.gov.au/support-and-advice/research-and-policies/organised-recreational-activity-and-mental-health

[8] Mathers C, Vos T, Stevenson C. The burden of disease and injury in Australia. Canberra: Australian Institute of Health and Welfare; 1999.

[9] Roberts CK, Barnard RJ. Effects of exercise and diet on chronic disease 10.1152/japplphysiol.00852.2004. J Appl Physiol 2005;98(1):3-30

[10] Australian Bureau of Statistics. Sport and Recreation: A Statistical Overview. In. Canberra: Australian Bureau of Statistics; 2006.

[11] WHO. (February 2017) Physical Activity: Fact Sheet. Retrieved from http://www.who.int/mediacentre/factsheets/fs385/en/

[12] Frontier Economics (2009), "The economic contribution of sport to Australia, prepared for The Australian Sports Commission", November.

5.3. Social Connectiveness Benefits

The need for sport and recreation in regional communities is well recognised and documented. The then Department of Sport and Recreation commissioned a study into the benefits of sport for regional communities in 2006 titled Sport and Community Cohesion in the 21st Century.

This report reveals direct links between participation in sport and the development of cohesive social communities. The report provides evidence of sport being linked to social benefits to both the individual and the community, such as community integration, cohesion, cooperation, and community identity and pride. Local sporting clubs have played a key role in regional communities across Australia providing better physical and mental health outcomes for people of all ages. They also help teach values, volunteerism, cooperation, leadership, teamwork, and help in overcoming adversity. It is now highly recognised by all levels of government that sport and recreation in regional communities are integral to bringing people together and improving community cohesion, social capital and resilience.

Redevelopment of the Muchea Club and Change Rooms for Muchea and its surrounding areas will have the benefit of making these facilities a central point in town for the community to gather and socialize. This is likely to encourage more people to get involved in sports and activities that can use the new facilities and to become more physically active. Exposing children to these sports on a regular basis will hopefully create a desire to be involved. In addition to the physical health benefits from the various sport related activities offered by the MHUGs, the new facilities also offer acknowledged benefits in terms of connectedness and wellbeing.

A recent Australian based sporting study conducted by the La Trobe University, Centre for Sport and Social Impact titled, 'Value of a Community Football Club'[13], highlights the potential value of investment in community sporting club facilities, and showed that for every dollar invested in a community club will return $4.40 in social value in terms of increased social connectedness, wellbeing and mental health status; employment outcomes; personal development; physical health; civic pride and support of other community groups.

Another recently completed and released report commissioned by the West Australian Football Commission (WAFC), "The economic and social benefits of club based football in Western Australia[14]", conducted by ACIL Allen Consulting, found that for every dollar spent, club based football in Western Australia produces $2.16 of attributable benefit back to the community. It also stated that club-based football delivered attributable social benefits of over $224 million to over 75,000 participants in WA, with physical and mental health benefits of participation valued at $78.6 million. The other quantitative core social benefits included suicide prevention, reduced recidivism, volunteering hours, workforce productivity, personal wellbeing, job matching, and education attainment. NAJA Business Consulting Services also undertook a review of this report for the WAFC, before its official release to the public in September 2019.

While both these results could be used to estimate the social impact of the Muchea Club and Changeroom investment, for the purposes of this CBA we have taken the La Trobe University report above the WAFC report in our estimations. The reason for this is that the WAFC report was focused more around the industry wide impact of club-based participation in football and the report did not include activities such as Auskick, school programs or club-run non-football activities. The La Trobe University report did include these areas so we believe this is a better reflection on the potential social impact that this investment by the Shire of Chittering could have on the local community.

[13] La Trobe University, Centre for Sport and Social Impact. (2015). Value of a Community Football Club. Retrieved from http://www.aflvic.com.au/wpcontent/uploads/2015/02/Latrobe-Value-of-a-Community-Football-Club-Final-PDF.pdf

[14] The West Australian Football Commission (2018), The Economic and Social Benefits of Club-Based Football in Western Australia. Acil Allen Consulting

Estimation Method

In order to establish an indicative measure of the potential health and productivity benefits, the following approach has been applied:

- Calculate the social value in terms of increased social connectedness, wellbeing and mental health status; employment outcomes; personal development; physical health; civic pride and support of other community groups based on a $4.4 multiplier for $1,875,000 invested, which equals $8,250,000.
- Assumption that this benefit is experienced once-off.

5.4. Volunteering Benefits

In 2015, Volunteering WA commissioned the Institute of Project Management to undertake a research study to quantify and present a comprehensive analysis of the economic, social and cultural value of volunteering to Western Australia.

The study applied a model of value creation to locate the discrete values of volunteering activity in Western Australia and, for the first time, illustrate the dynamic ways in which they interact. The findings depicted how individuals, businesses and all levels of government use their time, resources and money to enable volunteering across the State and how this alters individual and community states of physical, human, social and symbolic capital.

The research findings[15] place volunteering front and centre as one of Western Australia's largest industries, annually contributing $39 billion in benefits to the community. It also showed that volunteering offers a significant return on investment, with $4.50 returned for every dollar invested, with each hour of volunteering costing the community $6.15. It noted that volunteering is both essential to the wellbeing of Western Australians, impacting positively upon the welfare of society and also a key driver of economic growth influencing fiscal growth across a range of other sectors.

The various Muchea Sporting clubs that operate out of the current and proposed facilities (including junior cricket, football, senior cricket, netball and judo) are essentially all run as volunteer operations, and they deliver not only an essential service to the Muchea and Shire of Chittering community, but also provide a significant contribution to the local and State economy based on the research undertaken by Volunteering WA.

Estimation Method

To estimate the value of the volunteering benefits for all of the Muchea Sporting Clubs, we have utilised the Volunteering WA's Volunteer Benefits Calculator[16].

The volunteer benefits calculator looks at two main factors when coming up with the benefits as follows:

1. What is the 'replacement cost'?

The replacement cost of an individual's time is calculated with reference to the Australian Bureau of Statistics' 2015 data for Western Australia on the average part-time wage earnings of each age cohort, indexed for employer on-costs. This is added to the cost of relevant resources acquired by the individual in pursuit of their volunteering. In other words, it is the amount of money a Western Australian business would have to spend to replace the overall contribution of the individual volunteer.

2. What is 'value'?

[15] Institute of Project Management (2015), "The Economic, Social, and Cultural Value of Volunteering to Western Australia, prepared for Volunteering WA"

[16] https://www.volunteeringwa.org.au/resources/volunteer-benefits-calculator

The value a volunteer-involving organisation delivers to the Western Australian community is a different measure to replacement cost. It aggregates the commercial, community and individual benefits created by each act of volunteering, and includes things like:

- The employment and tax revenue created by the direct expenditure of individuals and organisations on volunteering
- The costs avoided by civic institutions such as government departments of health, education, emergency services and the like
- The productivity surplus enjoyed by employers as a result of their employees' volunteering
- The wellbeing benefits returned to individuals and the community

You can use the replacement cost and value calculators interchangeably for individuals and organisations; however, the value calculator is not sensitive to age differences.

To calculate the Muchea Sporting Clubs volunteer benefit we utilized the following collated number of volunteer hours provided by each club, that was then input into the calculator to provide these benefits:

Muchea Club Rooms Redevelopment - Combined Sporting Clubs Volunteer Hours & Committee Expenditure Benefits and Value Delivered to WA Community

Individual Age Group Hours	Hours per week	Hours per year	Individual Benefits per year
15-24	17	886	$20,378
25-34	45	2340	$95,940
35-44	84	4393	$215,257
45-54	5	253	$12,650
55-64	7	350	$18,200
65-74	0	0	$0
75+	0	0	$0
Total volunteer hours	**158**	**8222**	**$362,425**

Organisational Volunteer hours			Organisation Benefits per year
Netball Club Committees	32	1650	$126,335
Junior Cricket Club Committees	27	1413	$108,189
Junior Football Club Committees	46	2397	$183,530
Senior Cricket Club Committees	49	2543	$194,709
Judo Club	1	68	$5,206
Total Organisational hours	**155**	**8071**	**$617,969**

Total volunteer hours	**313**	**16293**	**Total Individual & Organisational Benefits**	**$980,394**
	Per week	**Per Year**		
Total Personal Committee Expenditure	**$1,035.69**	**$53,855.96**	**Total Personal Committee Expenditure Benefits**	**$242,136**
			Total Value of Benefits Delivered to WA Community	**$1,222,530**

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This calculation results in the Muchea Sporting Clubs providing $1,222,530 in value to the Shire of Chittering community and the Western Australia economy each year through its volunteering hours.

6. RESULTS

The breakdown of costs and benefits, as defined above is provided below, along with a cost-benefit assessment.

Establishment	Upfront costs of $1,875,000 (excluding GST and all spent in construction and fit out phase) **Total - $1,875,000 (once off)**
Recurrent Costs	The recurrent (ongoing) costs of $203,135 per annum in line with the whole of life model and sustainability analysis for the existing and new facilities and oval, broken down as follows: **Total Annual Operating Costs -** $118,035 indexed at CPI **Maintenance & Asset Renewal Reserve Fund -** $37,500 per annum indexed at CPI for maintenance (note that this figure is reduced for the first 10 years but will then significantly increase as the buildings and infrastructure age – refer to whole of life sustainability section of business case) and $47,600 per annum cash backed depreciation to a building and infrastructure asset renewal reserve fund.

Benefit Area	Future Value of Benefits over 10 years
Employment	$5,299,720
Gross Regional Product	$1,320,000
Community Health plus Productivity	$3,476,250
Social Connectedness	$8,250,000
Volunteering	$12,225,300

A standard cost-benefit framework was used to develop a 10-year discounted cash flow analysis of the benefits and costs identified in the preceding sections. Assuming a discount rate of 6%, the project is expected to yield a Net Present Value Benefit of $23,681,644 over 10 years. The Benefit Cost Ratio is 7.62 to 1. For reference, calculations at a discount rate of 2% have also been shown in the following tables.

Discount Rate	2%	6%
Present value of costs – project plus ongoing renewal ($m)	$3,887,079	$3,579,932
Present value of benefits ($m)	$30,022,663	$27,261,575
Net Present Value ($)	$26,135,583	$23,681,644
Benefit to Cost Ratio	7.72 : 1	7.62 : 1

A breakdown of the present value of benefits, assuming a discount rate of 6% over ten years, yields ratios for economic benefits (1.89 to 1) and social benefits (5.73 to 1).

Economic Benefits

Discount Rate	2%	6%
Present value of costs – project plus ongoing renewal ($m)	$3,887,079	$3,579,932
Present value of benefits ($m) - Economic	$7,386,531	$6,761,709
Net Present Value ($)	$3,499,452	$3,181,777
Benefit to Cost Ratio - Economic	1.90 : 1	1.89 : 1

Social Benefits

Discount Rate	2%	6%
Present value of costs – project plus ongoing renewal ($m)	$3,887,079	$3,579,932
Present value of benefits ($m) - Social	$22,636,132	$20,499,866
Net Present Value ($)	$18,749,052	$16,919,934
Benefit to Cost Ratio - Social	5.82 : 1	5.73 : 1

As discussed earlier, given the very conservative approach taken in this analysis, it is likely that the actual economic benefits could be higher than estimated, especially if the Shire was to increase the hire and lease fees for the new facilities.

However, on current figures as just a stand-alone economic investment proposal, the development at a 6% discount rate provides a positive net present benefit of $3,181,777 and benefit cost ratio of $1.89 returned for every dollar invested over the 10-year period. This would mean that even without taking into consideration the significant social benefits, that the Shire could proceed with the investment with confidence in its economic return.

With the addition of the social and community benefits taken into consideration this becomes an even more attractive proposition, with the project expected to yield a Net Present Value Benefit of $23,681,644 over 10 years and a benefit cost ratio of $7.62 for every dollar invested. On the basis of these returns the Shire of Chittering is justified in proceeding with this investment.

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Funding Strategy

Muchea Club and Changeroom Redevelopment Project

Prepared for Shire of Chittering
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This funding strategy has been developed on behalf of the Shire of Chittering by NAJA Business Consulting Services. Recommendations provided in this report are based on the financial and operational information provided by the Shire of Chittering, along with research into information regarding funding opportunities which may be appropriate for this project. The Shire of Chittering should seek formal advice from a finance professional before making any financial commitments.

1. Background

The Shire of Chittering in partnership with the Muchea Hall User Groups (MHUGs), which comprises of Chittering Junior Football Club, Chittering Junior Cricket Club, Muchea Netball Club, Muchea Senior Cricket Club, Konga and Muchea Judo Club, have developed a comprehensive business case outlining their intention for the redevelopment of the Muchea Club and Changerooms on their current site. The project will encompass an infrastructure program that delivers a new clubhouse, with main hall and social rooms for functions, commercial kitchen and bar facilities, office and ablutions plus two new changerooms with full amenities. Current project cost estimates are in the vicinity of $1.22m to $1.875m exclusive of GST.

This funding strategy has been prepared to assist the Shire of Chittering and the MHUGs to make an informed decision as to the funding model to adopt in financing this project and should be read in conjunction with the business case and cost benefit analysis report.

This strategy outlines the funding options available to the Shire of Chittering and the MHUGs, along with an exploration of issues and opportunities it should also consider.

A risk profile is provided to assist the Shire of Chittering to manage the risks associated with the undertaking. Finally, a potential approach to funding is outlined for the Shire of Chittering and the MHUGs consideration.

This document has been prepared based on information from the Shire of Chittering and the MHUGs regarding their current financial position, along with their intentions related to governance and the operations of the proposed project. It is not formal financial advice and the Shire of Chittering and the MHUGs should ensure they consult with a finance professional before making any commitments with financial implications.

2. Project Funding Options

There is a range of options that the Shire of Chittering and the MHUGs can consider when looking for funding to support the development of the Muchea Club and Changerooms. Based on the magnitude of funds required, it is suggested that a combination of funding streams may be necessary. Subject to the outcome of the CSRFF grant funding application, a combination of loans and donations may be required to meet any shortfall.

To assist the Shire of Chittering and the MHUGs in making an informed decision regarding their funding mix, an overview of funding options and implications are discussed, looking specifically at grant funding, commercial loans, local government loans, crowdfunding, sponsorship and fundraising.

2.1. Grant Funding Opportunities

Grants are generally made by governments or organisations (such as corporations or foundations), with the intention of supporting activities that have a wider benefit to the community, or a group within the community. Grants will often have a particular theme or focus aligned to the priorities of the funding body.

Grants are generally provided for projects that would be difficult to run on a commercial basis but have an important community benefit – this benefit means that the funding body sees the value in investing in the project.

Grants are payments made for a specific purpose and do not have to be repaid. They do, however, require the recipient to follow through on delivering the project that has been funded in the way they proposed to the funder (with authorisation sought for any variations). At the completion of the project, an acquittal is generally required – this means that the recipient needs to account for how the funds were spent. Most acquittals also require an explanation of the outcomes of the project. Many funding bodies require acknowledgement of their contribution in ways such as the use of their brand in promotional material or at launches and in publicity.

There is a vast array of grants available, however, they are generally quite specific. They also have different opportunities in terms of applying – some grants are 'always open' and applicants can submit a request for funding at any time, other grants are offered in 'rounds' – meaning there are short windows during which applicants can make a funding request.

Grants offer a useful way for organisations to access funds for projects, rather than using their own funds – allowing them to deliver a better project than they could individually, to deliver a project they couldn't afford to without funds, or to use grant funds to deliver the project and use their own funds to undertake another project. It should be noted that many grants require a co-contribution from the organisation – this can be in a variety of forms, with each grant having individualised conditions. Examples of co-contributions include sourcing other grant funds, funds from the organisation or in-kind contribution (cash equivalent provision of goods and services) from the organisation and/or partners.

It is important to note that application for funds from a funding body is not a guarantee of success. It is possible that even a highly suitable project with an excellent application may miss out on funding. Grant funds are often oversubscribed and highly competitive.

An excellent application may miss out on funding because there are other equally compelling, well-prepared applications, potentially which may align more tightly with the funding bodies priority. In preparing any grant application, it is essential that the organisation engage with the funding body from the outset to discuss the project and ensure that the proposal is shaped to maximise the likelihood of success.

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A synopsis of potential funding options is listed on the following pages. This information is current at the time of preparation of this Funding Strategy; however, the majority of these funds are provided by Federal or State government and conditions are liable to change, with grant conditions potentially changing and/or grants being withdrawn. There is also the possibility of new grant funds being created.

Funding Option	Overview	Available Funds	Other details
FEDERAL GOVERNMENT GRANTS			
Department Infrastructure, Regional Development & Cities – Building Better Regions Fund (BBRF) Infrastructure Projects Stream	The BBRF supports the Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future. The Infrastructure Projects Stream will support projects which involve the construction of new infrastructure, or the upgrade or extension of existing infrastructure that provide economic and social benefits to regional and remote areas	$200 million in the 2018–19 Budget. The minimum grant amount is $20,000. The maximum grant amount is $10 million.	Grant funding will be up to 50 percent or 75 percent of eligible project costs. Depending on location.
Department Infrastructure, Regional Development & Cities – Building Better Regions Fund (BBRF) Community Investment Stream	Community Investment Stream will fund new or expanded local events, strategic regional plans, or leadership and capability strengthening activities that provide economic and social benefits to regional and remote areas	Minimum grant amount is $5,000. Maximum grant amount is $10million.	Grant amount will usually be 50 percent of eligible project costs but may be up to 100% for small projects under $20,000.
Sports Australia - Community Sport Infrastructure (CSI)	Supporting small to medium scale projects 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.	Three grant streams are available: Stream 1 up to $50,000 Stream 2 $50,001 to $200,000 Stream 3 $200,001 to $500,000	
STATE GOVERNMENT GRANTS			
Department of Local Government, Sport and Cultural Industries – Community Sporting and Recreation Facilities Fund	The purpose of the fund is to provide Western Australian Government financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation.	$12 million available for 2018/19 round. $166,667–$2,000,000 will be allocated to large-scale projects over $500,000. Implementation period 1-3 years.	One round per year. Applications open in June and successful applicants being notified in February of the next year. Priority will be given to projects that lead to facility sharing and rationalisation.
Regional Development Commissions – Regional Economic Development Grants (RED Grants)	A State Government initiative that invests in community-driven projects to stimulate economic growth and development in regional Western Australia. The grants will support individual projects that promote sustainable jobs, partnerships, productivity, skills and capability, as well as stimulate new investment and industry diversification.	2018/19 State Budget. Eligible applicants can apply for RED Grant funding of up to $250,000 for individual projects.	One Round per year. Need to contact relevant Regional Development Commission for details.

Funding Option	Overview	Available Funds	Other details
STATE GOVERNMENT GRANTS continued			
Lotterywest – Furniture and Equipment Grant	The grant supports the purchase of furniture and equipment such as office items, telephone and filing systems, resource materials, whitegoods, toys, musical instruments and workshop tools.	Accepts applications from $1,000.	Organisations can apply at any time and applications will generally take 4 months to progress to the Lottery Board for consideration. There are no set limits on how often you can apply.
Lotterywest – Information Technology and Web Grant	Information technology and web grants can help organisations innovate, build their capacity and add value to their business. Examples include funding to develop websites, purchase computers, software and establish ICT systems.	Accepts applications from $1,000.	Organisations can apply at any time and applications will generally take 4 months to progress to the Lottery Board for consideration. There are no set limits on how often you can apply.
Lotterywest – Community and Workplace Buildings Grant	Community and workplace building grants can help develop spaces where people can come together to share interests, seek support, or carry out work for community organisations.	Accepts applications from $1,000.	As above
Lotterywest – Community Spaces Outdoor Grant	Outdoor community spaces grant help create spaces for people to come together and take part in activities that benefit their well-being. Examples include the funding of playgrounds, skateparks, earthworks and shade facilities.	Accepts applications from $1,000.	As above
LOCAL GOVERNMENT GRANTS			
Local Community Sponsorship Program	Provides funds to assist community-based organisations within local towns for the development of social, cultural, economic, recreational, environmental and reconciliation projects and initiatives that benefit the local community	Area specific	
Local Economic, events and Tourism Development Funding Stream	Provides funds to assist organisations local towns to develop economic, events and tourism projects and initiatives that benefit the local community.	Area specific	
Local Ad Hoc Community Sponsorships	Provides funds quickly to support smaller projects and initiatives. Locally based and to be used for development of social, cultural, economic, recreational, environmental and reconciliation projects and initiatives that benefit the local community	Area specific	Submit application at least 4 weeks prior to event or commencement of project

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Funding Option	Overview	Available Funds	Other details
CORPORATE GRANTS			
Commonwealth Bank - Staff Community Fund's Community Grants Program	Supports initiatives that improve the health and wellbeing of Australian children, awarding community groups grants to fund programs that will directly benefit local communities.	Up to $10,000	To be eligible, organisations need to: • Support the health and wellbeing of Australian children • Identify realistic, measurable and achievable project goals and outcomes • Be endorsed by ATO with DGR status
ANZ - Foundation for Rural and Regional Renewal – Seeds of Renewal Grant	The ANZ Seeds of Renewal program focuses specifically on supporting education and employment initiatives that support local economies in rural, regional and remote areas, with consideration given to projects that benefit communities with a population of fewer than 15,000 people.	ANZ commits at least $250,000 which is distributed through grants of up to $15,000 to community organisations for projects focused on these areas	One round per year. Applications from sporting organisations need to clearly demonstrate a benefit to the wider community and state which other local organisations are involved.
Bank West - Easy Grants	Community based grants. Have to be a Bank West customer.	$200 or $1000	Ongoing- monthly. first 40 applications are put to public vote. 6x $1000 go to the projects with the most votes, the rest get $200.
MacDonald's - Community Grants	Grants are available for programmes with measurable social outcomes, especially relating to the health and wellbeing of children	No set amounts	Ongoing
IMB Community Foundation	The Foundation supports projects that reflect its objectives, which include enhancing the economic self-sufficiency of communities, as well as generating economic, social, cultural, environmental, tourism and educational benefits for those communities.	Most applications range between $1,000 - $30,000 but there is no maximum or minimum amount of funding	
FRRR - Small Grants for Rural Communities	Projects funded through this program address the following areas: Building Community Resilience, Developing Organisational Resilience and Capacity, Enhancing Environmental Sustainability, Fostering Cultural Vibrancy, Lifelong Education & Training, Economic Strength, Improving Community Health & Social Wellbeing	Funding up to $5,000.	Organisations demonstrating community partnerships and Communities with a population less than 10,000 receive priority.
IGA Community Chest	Local IGAs have access to funding for small community projects at local, regional or state level.	Not specified	Ongoing. Need to approach local IGA with a pitch about the organisation and what is needed.

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2.2. Grant Readiness

Documentation often required for grant applications includes a Business Case, Needs Analyses, Life Cycle Cost Report, Feasibility Study, Building Analysis Report, Risk Management Plan, building quotes, other funding commitments and letters of support. Certain grants also stipulate, or favour, projects that promote certain Federal or State initiatives: see examples in sections 2.2.1 to 2.2.4 below for four of the major grant programs.

All of this information has been gathered by NAJA Business Consulting and utilised to prepare a detailed business case and a cost benefit analysis for the project. These documents can now be utilised by the Shire of Chittering and the MHUGs for any future grant applications or financial support requests it is seeking.

2.2.1. Department of Local Government, Sport & Cultural Industries - Community Sport and Recreation Facilities Fund (CSRFF)

The grant offered by The Department of Local Government, Sport and Cultural Industries (DLGSCI) from the Community Sport and Recreation Facilities Fund (CSRFF) favours projects that see multiple organisations utilising single facilities to better consolidate capital infrastructure investment and improve the ability of organisations to meet the ongoing maintenance and renewal costs of facilities. Projects also focussing on increasing the participation of females in sport are also considered highly.

It is also important that projects have clear local government support, ideally with a financial contribution. It is difficult for DLGSCI to approve state funding for projects that do not have a contribution by a local government that indicates it is a local priority.

In terms of the grant application's requirements, requirements (in addition to information about the entity applying for funds) for the 2018/19 round were:

- Detailed project description.
- Overview of organisations who will use the facility.
- Project delivery with realistic milestones.
- Either two written quotes for each expenditure item OR in the case of applications from local governments, quantity surveyor costs
- Photographs of existing infrastructure being replaced or upgraded.
- Locality map (A3 format)
- Site map (A3 format)
- Building plans (A3 format)
- Written confirmation of financial commitment from other funding sources or confirmation of when application for other funding will be approved, along with minutes from local government indicating any support for the project
- Financial statements to demonstrate ability for organisation to meet their commitments to the project

Where funding requested is more than $500,000, additional documentation is required: Needs analysis, Concept design, Feasibility Study, Management Plan and Life Cycle cost analysis.

2.2.2. Sport Australia – Community Sport Infrastructure

In the 2018 Budget, the Australian Government announced it would invest $29.7 million in 2018-19 to improve local community sport infrastructure. This investment will support minor capital projects of small to medium scale, through the provision of grants valued up to $500,000. The grant program commenced in August 2018.

The objective of these grants is to support local communities to participate, recreate, learn and develop together. The grant has two guiding themes: Community Sporting Hubs and Inclusion. Both are focussed on encouraging greater levels of participation in community sport and physical activity.

The theme of Community Sporting Hubs revives the role of community sporting clubs and facilities as central to the functioning of local communities, increasing their relevance to new and existing participants. Community Sporting Hubs will support use of infrastructure by new and diverse community groups, positioning local sporting facilities as relevant, central gathering places; the new 'town hall'.

Innovative upgrades that bring communities together is the central tenet of Community Sporting Hubs. Initiatives could include:

- a club, in partnership with a community garden group, upgrading kitchen facilities to prepare local/ cultural food and creating new social spaces for participants to connect with each other;
- a partnership between neighbouring clubs to provide shared wellbeing spaces including change room facilities, social spaces and multipurpose physical activity spaces; and/or
- investing in active spectator spaces where community members can gather, socialise and be active when watching sport.

The theme of Inclusion supports the important role that community sport infrastructure plays in offering welcoming, inclusive and accessible participation opportunities for all members of the community. As Australia's population grows and diversifies, Inclusion projects will ensure community sport infrastructure evolves to meet changing needs of new user groups.

Innovative upgrades that ensure all members of the community can participate in sport and physical activity is the central tenet of Inclusion. Initiatives could include:

- lighting of infrastructure including walking/running tracks, courts and grounds to provide safe and active travel spaces for communities;
- building additional umpire change rooms to provide a safe, private space for female officiators; and

- converting swimming pools into multiple spaces by creating flexible and adjustable partitioned walls to accommodate different activities, cultural sensitivities and/or water play.

Applications can support one or both themes and propose an additional innovation to increase participation.

2.2.3. Department of Infrastructure, Regional Development and Cities – Building Better Regions Fund

The Department of Infrastructure, Regional Development and Cities (DIRDC) manages the federal government's Building Better Regions Fund (BBRF) with grant rounds generally open once per year towards the end of the year.

The Infrastructure Projects Stream of the BBRF supports projects that involve the construction of new infrastructure, or the upgrade or extension of existing infrastructure that will provide economic and social benefits to regional and remote areas. This fund is highly competitive and a strong application is essential.

BBRF applications are assessed on four merit criteria and successful applications need to score highly against each of the criteria. The criteria and examples of the indicators of demonstration are:

- Economic benefit – projects that encompass increasing economic activity, improvements in productivity, wider access to markets or fairer and more equitable economic outcomes.
- Social benefit – projects that contribute to increasing regional amenity, improving community connections and inclusion and providing opportunities for learning and knowledge creation.
- Project delivery – the capacity, capability and resources of your organisation to successfully carry out the project.
- Impact of grant funding – identifying the total investment the grant will leverage, the extent to which the project leverages additional partnerships and the likelihood the project would proceed without the grant. Also, an explanation of how the grant will impact the project in terms of size, timing and reach

An application for a BBRF grant would require the following items (*indicates items not required if requesting less than $1m):

- Overview of organisation and information about your financial position
- Evidence of funding from other sources
- Project management plan
- Business case
- Asset maintenance/management plan
- Risk management plan*
- Cost benefit analysis*
- Procurement plan*

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2.2.4. Department Primary Industries and Regional Development – Royalties for Regions

Every region in WA now has access to a $330 million fund over five years to develop major economic, social and community development projects through their Regional Investment Blueprints.

Developed by each of the nine Regional Development Commissions, the Blueprints are plans for investment, outlining transformative strategies, priority actions and investment opportunities. They are plans for growth.

Through consideration of local issues and conditions the Regional Investment Blueprints will develop strategies to grow the region's economic base through the development of its competitive advantages, workforce and community. The Blueprints guide the types of investment and inform the strategic allocation of Royalties for Regions funding into infrastructure and services for regional communities.

It is suggested that project proponents engage with their local Regional Development Commission to discuss their project concepts further and to see how they may align with their Regional Investment Blueprint and what opportunity may be available for them to access this $330 million fund towards the development of the project concepts.

2.3. Funding Timelines and considerations

One challenge presented by relying on grant funding is the non-concurrent way in which different funding bodies operate their funding process.

If all grant sources are achieved and given that some of them are paid in progress instalments, it will be imperative to have a funding/cost timeline in order to ensure continuity of payments for the project. The Shire of Chittering and the MHUGS should also be aware that in applying for and being awarded a grant, they will be required to keep excellent records of expenditure, along with providing regular progress reports to the funding body and a comprehensive acquittal at the completion of the project. Unspent grant funds from pre-paid sources would also need to be returned to the funding bodies. Allocation of staff time, or outsourcing to a grant fund manager, would be an important budget consideration. These costs generally cannot be covered by the grant itself.

The Shire of Chittering and the MHUGs will also need to develop a contingency plan in the event that some of the proposed grants are not secured – for example, a scaled-back approach to the Muchea Club and Changerooms might be adopted, or a further loan could be taken out. It should be noted that this could then impact on the mix of funding agreed to with other funders (for example, if funding is obtained through the CSRFF from State Government, it will be based on a certain building cost and timeframe, and if this is decreased or changed it may result in the funding body reducing their contribution).

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3. Commercial Loan Options

3.1. Local Government Loans

Local governments are able to provide a lending facility to community organisations via a self-supporting loan – these loans generally are provided to activities that will generate sufficient income when completed to service the loan. This is one option available to the MHUGs to make up any shortfall in the funding required. Self-supporting loans are typically granted to fund activities (usually capital works) that have a perceived benefit to the wider community. The objective of a self-supporting loan is to enable community organisations to raise loan funds at competitive rates, using the local government as the provider. These funds can be sourced via a commercial lender or via the Western Australian Treasury Corporation (watc.wa.gov.au).

Eligibility for a self-supporting loan generally centres on the applicant having ability to repay the loan in full and for repayments to be made on time, as well as the organisation having existed for a set period of time (generally a number of years) with the ability to demonstrate organisational viability for a minimum number of years after the completion of the loan repayments. Often eligibility for funding is tied to the capital works being on land or buildings owned or vested in the local government.

Other conditions can be the establishment of a Reserve or Sinking fund. Typically, all costs for applying for and administering the loan (along with advertising the intent to enter into the loan) are passed on to the group seeking the funds – the loan is essentially cost neutral for the local government.

3.2. Commercial Loan Options

Project proponents could also consider taking out a commercial loan to contribute to a portion of the funds required to complete developments. This offers the benefit of not being tied financially to the local government (as outlined in 3.1 Local Government Loan Options). Project proponents should explore the loan options available from a variety of lenders if they get to the point of actively pursuing this avenue.

In researching options, NAJA has looked into one option via the Bendigo Bank's Community Sector Banking (CSB) branch. The CSB has an approach which aims to strengthen not-for-profits to be able to deliver social change and community wellbeing – providing tailored and innovative financial solutions for not-for-profit organisations.

CSB is a 50-50 joint venture between Bendigo & Adelaide Bank and Community 21 – a consortium of 38 progressive not-for-profits representing key segments of the sector. In 2016, CSB had 12,000 not-for-profit clients, with $1.2 billion in funds under management. Sport and recreation organisations were by far their largest client group, making up 32% of their client base (the next largest sector was health, social services and welfare, at 15%).

CSB offers commercial loans to not-for-profits, with a particular focus on innovative lending solutions for projects that have a community benefit. Project proponents would need to establish if the Bendigo Bank would support their proposed project, where they don't have a physical presence in the form of a bank branch.

If so, it may be a good option as, in addition to a commercial loan, CSB also facilitates crowdfunding through their **act**. (letsact.com) platform. This platform allows for the public to donate to projects, with the opportunity to showcase the project and its benefits, along with offering incentives to funding contributors. This option is explored further in Section 4.1.

4. Other Funding Options

4.1. Crowd Funding

Crowdfunding is an increasingly popular option to fund all types of projects and there are a range of services that facilitate it. Crowdfunding is the process of raising funds for a project or venture by raising capital from a large number of people who each contribute a relatively small amount, generally via the internet.

There are a number of platforms available to seek crowdfunding through – more well-known options include Go Fund Me and Kick Starter. As alluded to in Section 3.2, Community Sector Banking offers an Australian based crowdfunding platform called **act,** which allows community organisations to undertake this type of fundraising.

Considerations when choosing a platform include the fees charged, the appropriateness of the platform for the Australian context and the level of sophistication of the marketing approach for the campaigns (for example, the simplicity of social sharing, ability to add video, images and text, visual appeal of funding page and ease of use).

There are currently four main models for crowdfunding:

- Donation-based – contribution is made without receiving anything in return, although the contribution may be acknowledged (for example, via the website where funding was pledged).
- Reward-based – there is an exchange of a reward (goods, services or rights) for the contribution made. This might include different levels of reward based on value payment – it might be goods (promotional merchandise style cap, t-shirt, bag etc.), services (complimentary use of facilities, or training meeting rooms for six months etc.) or rights (dedicated use of a meeting room/office).
- Equity-based – the contribution is made in exchange for a share (or equity interest) in the organisation undertaking the project or venture. The arrangement would provide the contributor with specified rights such as a portion of future profits (dividends), voting rights and rights to return of capital upon winding up.

- Debt-based – the contribution is made as a loan, with the agreement to pay interest, or no interest, and repay principal on the loan.

Tax liability is also an essential consideration. Prior to undertaking any crowdfunding, the Project Proponent should seek professional taxation advice with regards to potential tax implications.

Crowdfunding works best when promoted using a robust marketing strategy, targeting people with an existing affinity with the project or the values underpinning the project. If crowdfunding is to be used to its full potential, time and resources to develop and implement a marketing strategy (with advice from a marketing professional) is strongly recommended to avoid wasted effort.

4.2. Fundraising and Sponsorship

In addition to the other methods listed, Project Proponents could also consider an active fundraising/sponsorship campaign. These funds could supplement the main funding streams for the project or could be used for ancillary expenses not budgeted for in the development (for example equipment and furniture).

In the event that the Project Proponents would like to develop a comprehensive fundraising/sponsorship strategy, the following high-level guide is provided to assist with this (see 4.2.1). Alternatively, smaller 'one-off' activities could be undertaken. This field of work is quite practical and does not necessarily need external assistance.

4.2.1. Fundraising/Sponsorship Strategy Development

Understanding how funding attraction and retention processes works is critical to successfully implementing a sustainable fundraising/sponsorship strategy. Securing one-off and on-going funds requires a series of stages, specifically:

1. Identifying ideal funder profile/s
2. Developing the proposition
3. Finding and refining potential funders/sponsors
4. Preparing and implementing an approach
5. Securing agreement
6. Nurturing relationships

IDENTIFYING IDEAL FUNDER PROFILE/S

An ideal funder profile provides clarity about the type of funding body that most closely aligns with your organisation's purpose and values, along with the types of resources and support that you require.

This funding/sponsorship strategy has scoped out a range of Ideal Funder Profiles which have guided the identification of the strongest options for funding/sponsorship support.

By narrowing the range of funders, you can focus your activities on those matching your ideal funder profile, yielding three core benefits:

1. **Best use of resources** – with clarity about who your best prospects are, you can focus your energy and resources on securing their support, rather than investing in working to secure the support of those who do not represent a good fit.
2. **Aligned attraction** – by clearly communicating what you are focused on and looking for, you will not only allow prospective funders to understand why they are a good fit, you will attract funders who can see the correlation with their purpose and values.
3. **Increased referrals** – by providing clarity about what you are seeking, you will enable supporters to connect you to unknown but ideal funders and opportunities.

DEVELOPING A PROPOSITION

It is suggested that a tailored proposition for each targeted prospect is developed. The key elements of a proposition are:

- **Personalised introduction** – identifying who the person making the approach is and your organisation, along with the organisation's purpose
- **Your clients** - provides a profile of who you work with
- **Core issue/s** – explains the critical issues that you address for your service users
- **Outcomes** – outlines what you do to address the issues
- **Social proof** – shares an example of your impact
- **Your value to the funder** – explains why you offer a great opportunity to the funder

In addition to having tailored propositions for each funding/sponsorship target, having a generic proposition for use online and in person is important. Any online presence should immediately communicate to potential supporters what your organisation's value proposition is.

Those involved with your organisation need to have an 'elevator pitch' which they can use when asked about what they do. It needs to be succinct and specific and explain how an organisation or individual could provide their support.

FINDING & REFINING PROSPECTS

A fundraising/sponsorship strategy should identify prospective funders and go through a process to refine this to a list of those with real potential as funders. Continual revision and development of this strategy is essential to allow for a sustainable funding stream to develop.

It is important to understand that identifying an organisation as a prospect does not mean they will be converted to a funder. In fact, to establish one funding relationship, many prospects will have to be explored.

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This funnel explains the concept, essentially you might begin with a list of 100 potential funders, a scoping of their purpose and values compared with the organisation might narrow this to 50 qualified prospects. These 50 qualified prospects would be approached (i.e. email, letter, phone call, Twitter) and from them, 20 might indicate a willingness to meet. From the meetings, you might then successfully convert 4 into funders.

Figure 1: Model of potential funder identification funnel

With any lead development, it is normal not to convert all (or, in fact, many) of your prospects. Having a strong proposition and communicating with high effect will improve the likelihood of converting potential funders into a commitment.

Monitoring of conversion from potential to actual funder is important. While it is expected that not all prospective funders will commit to a funding/sponsorship agreement, there should be conversions. If an approach has been used with several organisations fitting the 'ideal' profile and no traction is gained, the approach should be reassessed – both in terms of process and execution.

PREPARING AND IMPLEMENTING YOUR APPROACH

Research, prior to initial contact, is essential. The policy positions and strategic planning documents of government entities are easily accessible and should be carefully examined to identify synergies with the program's objectives. Similarly, the values and priorities of political figures and commercial entities can also be found in online formats.

Once the alignment between the organisation and the targeted funder is identified, articulate what is ideally sought from them. Be very specific and develop a justification for this based on the values and priorities of the funder.

When approaching the targeted funder, leverage the relationships of the group. Use a relationship map to identify pathways to connect with decision makers.

The meeting should be well planned with material about the program prepared and potentially specifically tailored to the funder's individual focus – remembering to discuss the impact and benefits, not just the activities of the program.

Offering to make a presentation can place you in control to direct the conversation and ensure that you are able to fully explain the organisation's value and present your proposal for support.

SECURING AGREEMENT

Having a comprehensive presentation will go a long way to sharing your value but having a mechanism for securing their agreement to begin a funding/sponsorship relationship is critical.

You cannot assume that the presentation of information will motivate them to offer to enter a funding/sponsorship arrangement, and this would be on terms defined by them, rather than your organisation.

Once you have shared your story and the impact of the organisation, the next stage you can ask them if they would like to find out how they can support you. In the event they decline, this is an opportunity to ask them to share what the barriers are. It might be that you can address them and move forward, or it can provide useful feedback to better shape your presentation to other potential funders.

Present the funder with your proposal for funding/sponsorship and discuss what actions they would need to move forward. Be aware that depending on the organisation, there will be a range of processes to go through.

Get clear on what the steps are and the timelines for each party. If you are offering a sponsorship opportunity, be sure to have the documentation available in hard copy with you to present. Secure agreement as to what will occur next.

You might like to provide them with an opportunity to be further involved – you could invite them to attend an upcoming event, service delivery function or a board meeting. This provides an opportunity to further deepen your relationship.

If faced with objections to going ahead with the proposed relationship, be confident in exploring this. A common objection is a lack of available budget. Acknowledge this challenge and ask whether, if a budget were available, would they offer their support. If they would, you can then change tack and explore what they could do in terms of their available budget. If they are not inclined to make this commitment, it is an indication the proposal is the issue. Exploring with them what would improve the appeal of the project is now your opportunity.

The other common objection is that the return is not justified by the investment. It might be in terms of social return (in this scenario it may be worth revisiting your data with them and if that does not elicit support, then your case may not be sufficiently robust to convince others) or in terms of benefit to them (in this instance, you could explore what would be of sufficient value to them).

Follow-up is essential. Sending a follow-up letter or email immediately following the meeting with appreciation for the opportunity to meet, along with an outline of agreed actions and timeframes is essential, as is following up on these within the agreed time.

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NURTURING RELATIONSHIPS

Securing an agreement to support a project is critical, but ongoing relationship management is essential to maximise the likelihood of the relationship continuing and strengthening. A suggested approach is provided as part of this Funding/Sponsorship Strategy. The basic principles are:

- share how you are delivering the funded service with appropriate regularity;
- highlight how their involvement in your service is adding value to their organisation;
- have a plan for their experience with your organisation – proactively managing how you connect and providing them with a clear system for interaction; and
- provide insights, where appropriate, from your expertise that will add value to their organisation.

In addition to communicating with funders, a parallel process is sharing with supporters who may not provide monetary or in-kind support but provide a critical function as champions and serve to connect and promote the service.

An ongoing nurturing approach stakeholder relationship should maximise percentage of partners continuing funding relationships and provide the opportunity to identify optimal year-on-year increases.

Attention should be given to scheduling regular opportunities to meet directly with funders and share the value of their investment in your organisation.

5. MHUGs Sporting Club Income

In addition to seeking contributions from funding bodies and securing a loan if required, the various MHUGs that will use this infrastructure are encouraged to consider how they can leverage greater income from their operations. It is understood that the most of them already run lean operations in terms of outgoings and income raised and may not be able to identify significant cost savings, so an examination of revenue generating opportunities is worth considering.

If adopting this approach, the Shire of Chittering and the various MHUGs should seek formal advice from a business development expert, however, some simple observations around opportunities are made here to illustrate the potential benefit to the new Muchea Club and Changerooms. With increased profitability, the Shire of Chittering and the MHUGs would have a greater capacity to invest in the development and rely less on grants and loans.

- Adopt a more commercial approach to promoting the facilities, especially its ability to use the kitchen to cater for major functions, meetings, and potentially as a fully operational café for the town.
- Review of current sponsorship packages and opportunities for expansion and/or new packages.

6. Stakeholder Engagement

Critical to the success of the project is the effective management of relationships with stakeholders. Without the support of key stakeholders and the community more broadly, the project is likely to have significant challenges. It is strongly recommended that the Shire of Chittering adopt a proactive, positive approach to maintaining relationships with stakeholders and look for opportunities to deepen the connections.

Adopting a more comprehensive communication plan may also be useful – sharing the impact the Shire of Chittering and in particular the MHUGs are having directly with stakeholders via updates as well as providing regular press releases to media outlets in improving public awareness of the contribution of the Muchea Club and changerooms to the local community.

It is also important to be politically savvy and understand the political nuances of current environment. For a project of this magnitude, it would be very beneficial to continue to brief relevant political influencers and decision makers with a view to continuing their support for the project. In a time of significant competition for grant funds, this level of political engagement and interest can be very helpful.

7. Risk Profile

This risk profile specifically considers the Shire of Chittering's position in relation to the financing of the project to develop the Muchea Club and changerooms. The purpose of the risk profile is to define the risks posed to the organisation and explore their potential impact, making recommendations to mitigate and manage risk. The profile is also a useful tool to alert the Shire of Chittering to any emerging or worsening risk exposures to allow for a proactive response.

NAJA Business Consulting Services is aware that the Shire of Chittering has also completed a risk profile as part of the business case development and they wish to combine all aspects of both these, plus their operations and governance to be assured of a robust approach to risk management.

It should be noted that this is not financial advice and formal advice from a financial professional should be sought when making financial commitments. This is intended as general guidance and the Shire of Chittering should complete appropriate due diligence when making any financial and/or operational decisions as the Council is ultimately responsible for choices made by the organisation.

It is recommended that the risk profile is periodically reviewed. To avoid becoming focused on simply refining existing risks, it is good practice to start a new risk profile and then reconciling it with the existing profile.

Two elements make up this risk profile – a risk registration with mitigation recommendations (outlining key risks, their perceived risk rating and recommended strategies to mitigate and manage risk), and a risk severity map which provides a visual representation of the anticipated level of risk for the project.

7.1. Risk Register

Risk category	Risk Code	Risk Description	Likelihood	Consequence	Risk Rating	Mitigation Recommendations
Finance	F1	One or more grant funding applications are unsuccessful	3	4	H	Ensure proposal matches intent of proposed fund. Prepare a comprehensive application, seeking professional assistance as appropriate Engage with funding body to ensure project application meets specifications Seek feedback on unsuccessful applications and, if appropriate, reapply with a proposal that reflects feedback Scale back project to fit with available budget Place project on hold until funding can be secured
	F2	Loan funds cannot be secured	3	4	H	Engage early with potential finance providers to understand their requirements Ensure applications for funds are detailed and address any concerns of finance providers Seek feedback on unsuccessful applications and, if appropriate, reapply with a proposal that reflects feedback Seek funds from alternate lenders Scale back project to fit with available budget Place project on hold until funding can be secured
	F3	Project exceeds budget when implemented	2	4	M	Use experienced Quantity Surveyor to develop project budget Implement strong budget control measures and closely monitor expenditure Scale back project as required to minimise cost overruns
	F4	Financial environment changes and loan repayments increase significantly	3	4	H	Negotiate for best possible lending conditions from outset Closely monitor banking sector movements and identify areas of business where cost savings could be made, or income generated to address any shortfall
	F5	Unable to secure users for building	3	3	M	Develop building to an appropriate standard to be attractive to ideal user profile Offer incentives to potential users if required

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Risk category	Risk Code	Risk Description	Likelihood	Consequence	Risk Rating	Mitigation Recommendations
Governance	G1	Management committee lacks the capacity to oversee the project	3	4	H	Develop succession plan for management committee to maximise likelihood of continuity of capability of members over the project duration and for long-term operation of Muchea Club and changerooms Provide new committee members with induction and, when required, governance training Review and enhance governance policies and procedures regularly
	G2	Grant fund expenditure cannot properly be accounted for	2	4	H	Require project manager to provide regular updates to management committee as to financial expenditure against grant conditions Management committee to carefully review interim reports to funding bodies and final acquittals to ensure accurate representation of expenditure and work completed
	G3	Shire of Chittering priorities change and there is a lack of support for the project (either during construction or operational phase)	2	3	M	Undertake robust strategic and business planning processes to align Shire of Chittering priorities with projects and ensure good fit Communicate about the benefits of the approach to Club members Highlight financial implications for Shire of Chittering if approach is abandoned
	G4	Decision by management committee negatively impacts on Shire of Chittering's ability to service loan repayments and a default occurs	2	5	E	Undertake due diligence and seek qualified financial advice before making decisions with financial implications Consider Directors and Officers Liability Insurance (note, does not cover negligence)
	G5	Fraudulent activity occurs by Shire of Chittering member or staff member	1	4	M	Implement strong financial controls, with advice from financial professional on options Consider Fidelity Insurance

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Risk category	Risk Code	Risk Description	Likelihood	Consequence	Risk Rating	Mitigation Recommendations
Stakeholder Management	S1	Relationship breaks down with key partner	2	4	M	Establish and implement stakeholder engagement plan Monitor for and address issues early, looking for a win-win outcome

7.2. Risk Severity Map

LIKELIHOOD/ CONSEQUENCE	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Severe (5)
Almost Certain (5)	Medium	Medium	High	High	Extreme
Likely (4)	Medium	Medium	Medium	High	Extreme
Possible (3)	Low	Medium	F5 Medium	G1 F2 F1 F4 High	High
Unlikely (2)	Low	Low	G3 Medium	F3 G2 S1 Medium	G4 High
Rare (1)	Low	Low	Low	G5 Medium	Medium

8. Funding Approach

The MHUGs, on behalf of the Shire of Chittering, have obtained four builder quotes based on the delivery of the preferred Option 2 for the development of the new Muchea club and change rooms. The quotes vary from between $1,221,994 and $1,350,000 exclusive of GST to complete construction.

The Shire of Chittering also engaged Developing WA, Design, Develop, Construct to perform a QS cost estimate, which has returned a cost of $1,875,000 exclusive of GST but including a 10% regional index figure, based on the location of the construction being in a regional locality. However, they have also stated the regional index of 10% may not apply to the area after the new North Link opens and if the Shire utilise a local builder and contractors. The removal of this index would bring the project much closer in line with a total build cost of roughly $1.65m excluding GST.

Based on these quotations and QS estimate, the Shire of Chittering and the MHUGs have considered all known risks in undertaking this project and has adopted strategies to mitigate their effects where necessary. Due diligence will be undertaken in relation to the costings for the construction of the facility, with a tender panel review by the Shire of Chittering.

8.1. Total Budget

The table below outlines the best estimate of the potential total budget to deliver the new Muchea Club and Change Rooms as per the preferred option based on four quotes received from building contractors and the QS cost estimate based on the Rawlinson method (see Attachment 4 for copies of all detailed quotes and QS assessments).

Quotation Number	Provider	Total Cost Exc GST $	Total Cost Inc GST $
1	Paul Malynn Homes	1,221,994	1,344,193
2	Vespoli Constructions	1,350,000	1,485,000
3	Chest Constructions	1,270,165	1,397,181
4	Master Projects Pty Ltd	1,240,000	1,364,000
QS 1	Developing WA - Design, Develop, Construct (QS Estimate)- without Regional Index of 10%	1,703,846	1,873,653
QS 2	Developing WA - Design, Develop, Construct (QS Estimate) – with Regional Index of 10%	1,875,000	2,062,960

While the QS estimate is significantly higher than the four quotes received, it is the basis for which the business case and cost benefit have been assessed on. It is believed that it represents the best estimate for the total budget to complete the works. However, as can be seen from the four quotes sourced from local builders, there is a high chance that in the current economic climate that the build could be achieved in the $1.3 to $1.65 million range.

In this respect the Shire of Chittering will monitor and control cost throughout the tender process and the life of the project, looking for opportunities to minimise projects

costs in consultation with the Project Steering Committee, but not to the detriment of the project outcomes and deliverables.

8.2. Funding Strategy

The following outlines the high-level funding strategy for this project. A detailed Funding Strategy has been developed and can be found at Attachment 4. The current strategy for the project is to be funded through a combination of Shire of Chittering and MHUGs contributions, along with a combination of grant funds, business sponsorship, donated materials, volunteer labour and if necessary self-supporting loans.

Option 2 is the preferred option for the development, both in terms of what it can offer to current and potential members and the community at large and in terms of self-sustainability and futureproofing of the MHUGs. To deliver Option 2 there is a combination of funding scenarios that the Shire of Chittering and the MHUGs will adopt, depending on the final tender price received, risk appetite and level of success in securing the CSRFF grant and/or other grants.

The table below shows the level of funding that is currently in the process of either being raised or already secured and how this relates to the various builders' quotes and QS estimates received. The CSRFF grant application is seeking funding of $550k (ex GST) in order to largely satisfy the current funding requirements to deliver Option 2 based on the QS estimate (QS 2).

Source of Funds exc GST	Quote 1 $	Quote 2 $	Quote 3 $	Quote 4 $	QS 1 $	QS 2 $	Funding confirmed	Funding Details
Local Government	450,000	450,000	450,000	450,000	650,000	650,000	Yes	Shire of Chittering committed between $450,000 to $650,000 in cash
MHUGs Contributions	86,174	86,174	86,174	86,174	86,174	86,174	Projected to be raised over next 18 months	MHUGs cash and fundraising
Business Sponsorship	78,700	78,700	78,700	78,700	78,700	78,700	$58,700 confirmed $20k pending	The MHUGs have already achieved a total of $58,700 in corporate sponsorship, with a strong likelihood of at least a further $20,000 for the project over the next 18 months.
Volunteer Labour	22,954	22,954	22,954	22,954	22,954	22,954	Yes	Electrical run in power laying, trenching, recovering etc. 6 people spending 13.84 hours at $25 per hour - $2076 Painting, sanding, patching, dust for the building. 20 people spending 40 hours each at $25 per hour - $20,878
Local Businesses Donated Materials	170,059	170,059	170,059	170,059	170,059	170,059	$143,893 confirmed $27k pending	The MHUGs have secured commitments from local suppliers to donate materials free of charge for the build.
AFL	100,000	100,000	100,000	100,000	100,000	100,000	App submitted & Pending	Australian Football Facilities Fund (AFFF) Grant
WAFC	10,000	10,000	10,000	10,000	10,000	10,000	App to be submitted 10/19	WA Football Commission Grant

WACA	50,000	50,000	50,000	50,000	50,000	50,000	App to be submitted 10/19	WACA Grant
Netball WA	10,000	10,000	10,000	10,000	10,000	10,000	App to be submitted 10/19	Netball WA Grant
CBH	20,000	20,000	20,000	20,000	20,000	20,000	Application submitted & Pending	CBH Grant
State Government	450,000	450,000	450,000	450,000	550,000	550,000	Application to be submitted	CSRFF Grant
Total Funds Available if completely secured	**1,447,887**	**1,447,887**	**1,447,887**	**1,447,887**	**1,747,887**	**1,747,887**		
Total Quoted Cost to build	**1,221,994**	**1,350,000**	**1,270,165**	**1,364,000**	**1,703,846**	**1,875,000**		
Surplus/(Shortfall)	**225,893**	**97,887**	**177,722**	**83,887**	**44,041**	**(127,113)**		
Cash Reserves/Self Supporting Loan	-	-	-	-	-	**127,113**		

Funding Source Notes and Assumptions related to table above:

1. Based on the four builders' quotes to date and the QS costings without a regional price index, it is believed that the project could be delivered within a total budget of $1.65m. On this basis the intention is one third of this cost, $550k be applied from the CSRFF, the Shire of Chittering increases its contribution to $650k with the remaining funds to come from the MHUGs, business sponsorship, other grants, volunteer labour and donated materials , $450k as outlined below.

Total Cost	Shire of Chittering	State Government CSRFF Grant	MHUGs Contributions, Other Grants, Sponsorship, Donated materials & Labour
$1,650,000	**$650,000**	**$550,000**	**$450,000**

2. Based on the four builders' quotes to date and the QS costings without a regional price index, it is believed that the project could be delivered within a total budget of $1.65m. On this basis the intention is to request one third of this cost ($550k) from the CSRFF in this application. Aligned to this scenario the Shire of Chittering has committed to increase its contribution to $650k with the remaining funds to come from the MHUGs, business sponsorship, other grants, volunteer labour and donated materials.
3. If, after tendering, the real cost to deliver Option 2 is more aligned with the QS Costing with regional price index figure of $1.875m, then the Shire of Chittering and the MHUGS will look to utilise cash reserves and the possibility of a self-supporting loan through the local government to cover the difference.
4. Should the AFL, WAFC, WACA or Netball WA Funding not be forthcoming and depending on the Final Tender Price and cost estimate scenario chosen, the Shire of Chittering and the MHUGs will also look at other sources of funding or increase their contributions. However, there is enough surplus in each of the building quotes 1-5 to cover if some of the grants are not successful to ensure Option 2 can still be implemented.
5. The Local Business donations are for materials being provided free of charge towards the construction and not for in-kind labour. The MHUG's have commitments secured totalling $143,893 towards the build with the possibility of further donations bringing the total to $170,059.

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There is an assumption here that the appointed builder for the development through a Shire of Chittering tender process, will accept and utilise these materials as part of their quoted price. If this does not occur, then the Shire of Chittering and the MHUGs will need to utilise cash reserves and the possibility of a self-supporting loan through the local government to cover the difference. It is suggested that the tender process may need to specify upfront that the builder will be required to utilise these donations and businesses as part of their build process to ensure that the value can be incorporated.

6. Each of the quotations provided by builders (quotation 1-4) have exclusions. Final costs could come in higher than currently quoted and be more comparable to the QS estimate which will deliver a finished product based on the preferred Rawlinson assessment method. However as can be seen in the table, if the Shire and the MHUGs are successful in obtaining all the funding being sought, there is surplus funding that can be utilised to cover any cost increases in each of these quotations from the builders.

However, it is recommended that the Shire of Chittering also target the next funding rounds for each of the main funding programs (excluding the CSRFF) that have been highlighted in section 2.2 of this strategy as a back-up should the CSRFF not be successful.

Alternatively and as mentioned in the funding sources and assumptions related to Table 2 and in Section 2.3, the Shire of Chittering and the MHUGs may also need to consider a contingency plan in the event that some of the other proposed grants are not secured – for example, a scaled-back approach to the Muchea Club and Changerooms might be adopted, or a further loan could be taken out.

It is recommended that all other funding options that have been highlighted through this strategy should be further investigated to see if the Shire of Chittering or the MHUGs can attract further funds to the project through those avenues in the first instance if this occurs.

DRAFT

Attachment 1 – Quotations

1. Paul Malynn Homes

Paul Malynn Homes

B. Reg: 14914
(+61) 0407 532 037
paulmalynnhomes.com.au
[redacted]@paulmalynnhomes.com.au

Specifications, Inclusions and estimated costings for construction

451 Powder Bark Road
Lower Chittering
6084
Phone : 04075320378
ABN : 84522533788

Muchea Hall User Groups Preliminary Costings Dated 12/6/2019

Note: All specifications and estimated costings are the result of information provided by the client and may be subject to change with further information such as engineering documentation and working drawings. This scope must be checked carefully by the client. All signed specs override plans and any previous conversations regarding specs, finishes & inclusions. Any changes after signing will incur a variation fee as per contract along with any extra cost.

SITEWORKS

Site Access; Occupational Health & safety regulations apply to your building site and need to be followed upon your attendance Paul Malynn Homes does not take responsibility for the location of power domes, water meters, Telstra pits and sewer inspection shafts. Should relocation of these services be required it will be done so at the cost to the client.

PRELIMINARIES

TRADE DESCRIPTION	CLIENT SELECTION
FEES & INSURANCES:	
SHIRE BUILDING LICENSE	INCLUDED IN CONTRACT
WATER AUTHORITY FEES	INCLUDED IN CONTRACT
BUILDERS INSURANCES AND PUBLIC LIABILITY	INCLUDED IN CONTRACT
ESTIMATED COST	$33000

GROUNDWORKS

TRADE DESCRIPTION	CLIENT SELECTION
SITE WORKS	INCLUDED IN CONTRACT (No Landscaping allowances given)
EARTH WORKS	INCLUDED IN CONTRACT TO MAKE SITE CLASS A READY FOR CONSTRUCTION
ESTIMATED COST	$35000

Concrete

TRADE DESCRIPTION	CLIENT SELECTION
GROUND SLAB AND FOOTINGS	AS PER PLANS
CONCRETE	INCLUDED IN CONTRACT
STEEL REINFOCEMENT	INCLUDED IN CONTRACT
CONCRETE PUMP TRUCK	INCLUDED IN CONTRACT
TERMITE TREATMENT	INCLUDED IN CONTRACT
ESTIMATED COST	$79,800

WINDOWS

TRADE DESCRIPTION	CLIENT SELECTION
ALUMINIUM JOINERY	AS PER PLANS
ALUMINIUM WINDOW FRAMES AND GLAZING	INCLUDED IN CONTRACT
CANTEEN SRVERY WINDOWS	INCLUDED IN CONTRACT
ESTIMATED COST	$83,000

MASONRY CONSTRUCTION

TRADE DESCRIPTION	CLIENT SELECTION
BRICKWORKS	TO BE 230MM CAVITY BRICKWORK
FACE BRICK AND INTERNAL BRICKWORKS	INCLUDED IN CONTRACT $59100
PLASTERING AND RENDERING	INCLUDED IN CONTRACT $15000
TOTAL BRICK WORKS AND PLASTERING ESTIMATED COST	$74,100

ROOF CONSTRUCTION

TRADE DESCRIPTION	CLIENT SELECTION
ROOF CONSTRUCTION	AS PER PLANS
ROOFING TIMBERS	H2 TIMBER MEMBERS INCLUDED IN CONTRACT
ROOF FRAME	H2 TIMBER FRAME SKILLION ROOFING INCLUDED IN CONTRACT
ROOF COVER	
ROOF COVER /DOWN PIPES/GUTTERS	METAL ROOF COVER AT 5 DEG INCLUDED IN CONTRACT
STRUCTURAL STEEL	
ESTIMATED COST	$203000

ELECTRICAL

TRADE DESCRIPTION	CLIENT SELECTION
ELECTRICAL FIT OUT	AS PER PLANS
CABLING AND PRELIMINARIES	INCLUDED IN CONTRACT
LIGHTING	INCLUDED IN CONTRACT
UPGRADE TO POWER SUPPLY	NOT INCLUDED
BASIC COOL ROOM FACILITIES	INCLUDED IN CONTRACT
ESTIMATED COST	$70,000

PLUMBING

TRADE DESCRIPTION	CLIENT SELECTION
ELECTRICAL FIT OUT	AS PER PLANS
PRELAY AND PRELIMINARIES	INCLUDED IN CONTRACT
FITTINGS AND FIXTURES	INCLUDED IN CONTRACT
SANITARY FIT OUT	INCLUDED IN CONTRACT
APPLIANCES	NOT INCLUDED
ESTIMATED COST	$161,293

TIMBER JOINERY

TRADE DESCRIPTION	CLIENT SELECTION
CABINETRY	INCLUDED IN CONTRACT
SERVICE AREA	INCLUDED IN CONTRACT
APPLIANCES	NOT INCLUDED
ESTIMATED COST	$23,000

CEILING LININGS

TRADE DESCRIPTION	CLIENT SELECTION
CEILINGS AND CORNICE	INCLUDED IN CONTRACT
CEILING INSULATION	INCLUDED IN CONTRACT
ESTIMATED COST	$37,200

FLOOR COVERINGS

TRADE DESCRIPTION	CLIENT SELECTION
TILES AND TILING	INCLUDED IN CONTRACT
COMMERCIAL CARPET TILES	INCLUDED IN CONTRACT
ESTIMATED COST	$56,800

SECOND FIX CARPENTRY

TRADE DESCRIPTION	CLIENT SELECTION
DOORS	INCLUDED IN CONTRACT
DOOR HARDWARE	INCLUDED IN CONTRACT
ESTIMATED COST	$12,000

PAINTING

TRADE DESCRIPTION	CLIENT SELECTION
PATCH AND PREP	INCLUDED IN CONTRACT
CEILINGS	INCLUDED IN CONTRACT
INTERNAL WALLS	INCLUDED IN CONTRACT
DOORS AND FRAMES	INCLUDED IN CONTRACT
EXTERNAL WORKS	INCLUDED IN CONTRACT
ESTIMATED COST	$25,000

PROVISIONAL SUMS

TRADE DESCRIPTION	CLIENT SELECTION
AIRCONDITIONING	$30,000 INCLUDED IN CONTRACT
LOCKER ROOM SEATS AND CABINETRY	$60,000 NCLUDED IN CONTRACT
PARTITIONING	$20,000 INCLUDED IN CONTRACT
POWER RUN IN	$13,000 INCLUDED IN CONTRACT
APPLIANCE FIT OUT	$50,000 INCLUDED IN CONTRACT
ATU UNIT	$80,000 INCLUDED IN CONTRACT
RETAINING	$28,000 INCLUDED IN CONTRACT
COOLROOM	$20,000 INCLUDED IN CONTRACT
ESTIMATED COST	$301,000

BUILDER FEES AND CHARGES

TRADE DESCRIPTION	CLIENT SELECTION
BUILDERS FEES AND CHARGES	INCLUDED IN CONTRACT
FIXED COST	$150,000

TOTAL ESTIMATED COSTINGS $1,344193 inc GST

DRA

2. Vespoli Constructions

From: **James Leatherbarrow** <jamesl@vespoli.com.au>
Date: Thu, Aug 15, 2019 at 11:43 AM
Subject: RE: Emailing: muchea sports club revision on wall quants
To: Chittering junior cricket <chitteringjuniorcricketclub@gmail.com>

Hi Lachlan

I have spoken to our estimating and he has spent some time doing some costing with the plans he has and we have come up with the ballpark price.

The building itself with the amenities would come in at about $950k to $1.05m

The site works, landscape, retaining and demolition is about $100k to $150k.

The fitout of the Kitchen and items like the dividing doors with the tracking would be about $100K TO $135K.

Overall, I think the budget of $1.2m to $1.35m excluding GST is about the mark of what the clubrooms will be, the difference is the drawings of the building to be costs effective and also the engineering drawings to be cost effective.

Different engineers have different tolerance levels that can be heavy handed or not and this can cost the client money, they are all correct in the assessments but some over engineer the steel.

I think you need to get proper drawings with full measurements completed and then a price can be confirmed. We can help you out with the drawings as previously emailed to you.

Please contact me anytime to discuss.

Kind regards,

James Leatherbarrow | Sales Manager | **Vespoli Constructions**

P (08) 9209 1800 | **M** 0418 251 961 | **F** (08) 9209 1899 | **E** jamesL@vespoli.com.au

41 Cedric Street | Stirling | WA | 6021 | Australia

Or visit us at www.vespoliconstructions.com.au

VESPOLI
CONSTRUCTIONS

3. Chest Constructions

cnr Philmorest / Archibald st Muchea – Job # 146 14/08/2019

Chest Constructions Pty Ltd

ABN: 70 116 885 137
Lic #: BRB12144

Address: PO BOX 146
NORTH BEACH WA 6920

Contact: CHRIS CHESTER
Mobile: 0403 464 064

CHEST CONSTRUCTIONS

[redacted]

Quotation

(Valid for 30 days)

Job #: 146

Client Details	**Site Details**
Name: Muchea Sporting Centre **Address:** cnr Philmorest / Archibald st Muchea WA 6501 **Home Ph:** 0403 727 282	**Address:** cnr Philmorest / Archibald st Muchea WA 6501
	Scope of Works (Summary)
Client Representative	commercial sporting club rooms
Name: muchea sports and community	
	Time Frame
	Start Date: To Be Confirmed **Finish Date:** To Be Confirmed

Client initials [ ] Page FP-1

cnr Pinnacrest / Archibald St Muchea - Lot # 148 14/08/2019

CHEST

[redacted]

We have pleasure in submitting the following documentation outlining the proposed works.
Please read all documentation carefully and forward any questions or changes for review.

Thank you!

Total (ex. GST)	$ 1,270,164.65
GST	$ 127,016.47
Total (inc. GST)	$ 1,397,181.12

Acceptance Signatory

The combined signing of this document constitutes an agreement between both parties which includes all documentation, terms and prices mentioned herein.

— Between —

Client 1

Print Name _____ Initials

Signed Dated / / 2019

Client 2 (if applicable)

Print Name _____ Initials

Signed Dated / / 2019

— And —

Authorised Representative of Chest Constructions Pty Ltd

Print Name _____ Position _____

Signed Dated / / 2019

Client Initials Page 4 of 11

cnr Philmorest / Archibald st Muchea - Job # 148 14/08/2019

Cost Schedule

Code	Items	Unit	Quantity	Total (inc. GST)
1	**Preliminaries**			
1	site services - toilet shed office	each	1	
2	temp power water stand pipe	each	1	
3	site labour	each	1	
4	BCITF LEVY	each	1	
5	building permit	each	1	
6	scaffold- scissor hire	each	1	
		Sub Total		**$42,730.86**
2	**Earthworks Site Mobilisation**			
1	clear site initial	each	1	
2	survey pegs and datum	each	1	
3	import clean fill	each	1	
4	compaction and sand pad works	each	1	
		Sub Total		**$20,696.76**
3	**Roof frames and Trusses**			
1	estimate on roof trusses and wall frames - installed	Quoted	1	
		Sub Total		**$120,996.47**
4	**Structural Steel**			
1	estimate on structural steel	Allowance	1	
		Sub Total		**$127,364.71**
5	**External Cladding**			
1	fibre cement cladding - sisation and insulation	m2	54.6	
		Sub Total		**$13,908.23**
6	**Internal Linings and Ceilings**			
1	suspended ceilings 13mm plasterboard flush	m2	710	
2	internal wall lining and insulation - includes 16mm firechek kitchen	m2	1059	
		Sub Total		**$114,630.78**
7	**Electrical**			
1	electrical estimate - fittings included	Allowance	1	
		Sub Total		**$101,891.76**
8	**Plumbing**			
1	basins and mixer sets caroma	each	13	
2	plumbing price estimate only based on points	each	31	
3	stainless sink and mixer tap - vege wash	each	3	
4	caroma toilet pans	each	17	
5	shower mixer sets	each	10	
6	brass cleans outs and other	each	1	
7	hot water system	each	3	
		Sub Total		**$104,375.38**
9	**Roof Cladding**			
1	estimate based on standard rate commercial	m2	830	

Client Initials

Page CS-1

cnr Philmorest / Archibald st Muchea - Job # 146 14/08/2019

Code	Items	Unit	Quantity	Total (inc. GST)
		Sub Total		**$95,141.43**
10	**Internal Doors and skirting**			
2	Hufor folding door social room	each	1	
3	Hufor junior room	each	2	
4	Steel door frame and solid duracoat	each	11	
		Sub Total		**$56,549.93**
11	**Floor Finishes**			
1	carpet commercial grade	m2	310	
2	vinyl and cove	m2	108	
3	floor tiles	m2	265	
		Sub Total		**$69,018.93**
12	**Kitchen Fixtures**			
1	allowance for grill- fryers- fridges- stainless steel benches- coolroom	PS	1	$60,500.00
		Sub Total		**$60,500.00**
13	**Painting**			
1	Ceilings paint	m2	710	
2	walls	m2	1850	
3	doors	each	12	
4	external painting	m2	65	
		Sub Total		**$41,132.43**
14	**Glazing**			
1	shutters to bar area	each	1	
2	price for doors and windows commercial grade	Quoted	1	
		Sub Total		**$118,130.76**
15	**HVAC Mechanical**			
1	allowance for Hvac - and kitchen exhaust	each	1	
		Sub Total		**$114,628.23**
16	**External Finishes**			
1	external weatherboard nuline or similar	m2	55	
		Sub Total		**$5,604.05**
17	**Cabinetry - Toilet Partitions**			
1	rynat toilet partitions and fixtures	each	1	
2	cabinetry basin vanities	Quoted	1	
		Sub Total		**$59,861.41**
18	**Brickwork**			
4	florentine brickwork	each	7774	
5	sundries and sand	each	1	
6	brick clean	each	1	
		Sub Total		**$66,413.05**
19	**Concrete**			
1	footings	m3	32	
2	slab on ground	m3	75	

Client Initials

Page CS-2

cnr Philmorest / Archibald st Muchea - Job # 146 14/08/2019

Code	Items	Unit	Quantity	Total (inc. GST)
3	pump	each	1	
4	mesh	each	1	
5	external concrete pathway - or brick work	m2	80	
		Sub Total		**$63,605.93**

Contract Total (ex. GST)	**$1,270,164.65**
GST	**$127,016.47**
Contract Total (inc. GST)	**$1,397,181.12**

Client Initials

Page CS-3

4. Master Projects Pty Ltd

Master Projects Pty Ltd

Quality Builders

ACN: 110 987 301 ABN: 34 110 987 301 *Exceptional Service*

Mr L. Chilman
Chittering Junior Club Vice President
c/o Muchea Sporting & Community Centre
Muchea. WA 6501

Quotation: 0667-001

August 2019

Dear Lachlan,

Thank you for giving Master Projects Pty Ltd the opportunity to present an indicative quotation for the proposed 'Muchea Cricket Club Rooms' located at the Muchea Sporting & Community Centre.

Our Quotation is based upon the following provided documents:

- architectural drawings sheets 3 and 4 of 6, revision 4
- preliminary 'marked-up' engineering sheet 3 of 6.

Contract Price	
Our price to carry out above works:	**$ 1,240,000.00 + gst**

We would appreciate the opportunity to provide a fixed price quotation once the full working drawings are complete.

Working drawings will include full architectural drawings and specifications, structural engineering, electrical, hydraulic, mechanical services and energy efficiency reports - these all play a role in ascertaining a firm price.

We have based our figures on previous jobs that are of similar size in nature and trust that we have interpreted your requirements correctly.

Looking forward to being of further service, please do not hesitate to call for any clarifications.

Yours sincerely

Arthur Coniglio

17 Wildon Street, Bellevue, Western Australia, 6056

mbl 0407 638 322 | fax (08) 9250 8058 | MBA member

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5. and 6. Developing WA - Design, Develop, Construct (QS Estimate)

Re: Proposed Muchea Sporting & Community Hall

9th August 2019

As requested, please see below Concept Design Cost Estimates for the above project

MUCHEA SPORTING & COMMUNITY BUILDING

Multi-purpose community hall with sporting facilities (including, office, hall, indoor recreation room, kitchen facilities, toilets and change rooms.

Total area of approximately 815m²	$1,875,000	
consisting of:		
	Estimated Construction Cost	**Notes**
Indoor Hall / Recreation Room – total area 300m²	$630,000	1
Foyer / Office / Store – 48m²	$70,000	
Change rooms and toilets – 235m²	$600,000	1, 2
Kitchen and Servery – 83m² (full frying facility with cool and dry store)	$210,000	3
Unenclosed Covered Areas – 149m²	$115,000	
Regional Index / Escalation / Levy's	$250,000	4, 5

Excludes

- Car parking, footpaths, perimeter bollards and the like
- Overall site clearance of vegetation, sloping site or rock encountered, demolitions
- Landscaping
- Utility headworks and external services outside 3m from building
- Loose or special equipment, furniture and furnishings
- Goods and Services Tax

Notes

1. Allowance for fire separation between change rooms and main hall
2. Three blocks – two comprising male and female change rooms, showers and toilets and the other comprising toilets only central to the main halls, kitchen area
3. Two individual areas – servicing external, main hall and social
4. Regional Index of 110%
5. Escalation – late 2020 commencement with allowance of 12 months build time

The figures used in this estimate are derived from Rawlinsons Australian Construction Handbook 2019 for a typical building on a flat site, based on the concept design provided by the Muchea Hall User Group and has not had any input from structural or services consultants, as such the estimate should be regarded as indicative as many design factors will influence the final cost. While every effort has been made to ensure the accuracy of the information given, DevelopingWA Pty Ltd do not accept liability for loss of any kind resulting from the use of such information.

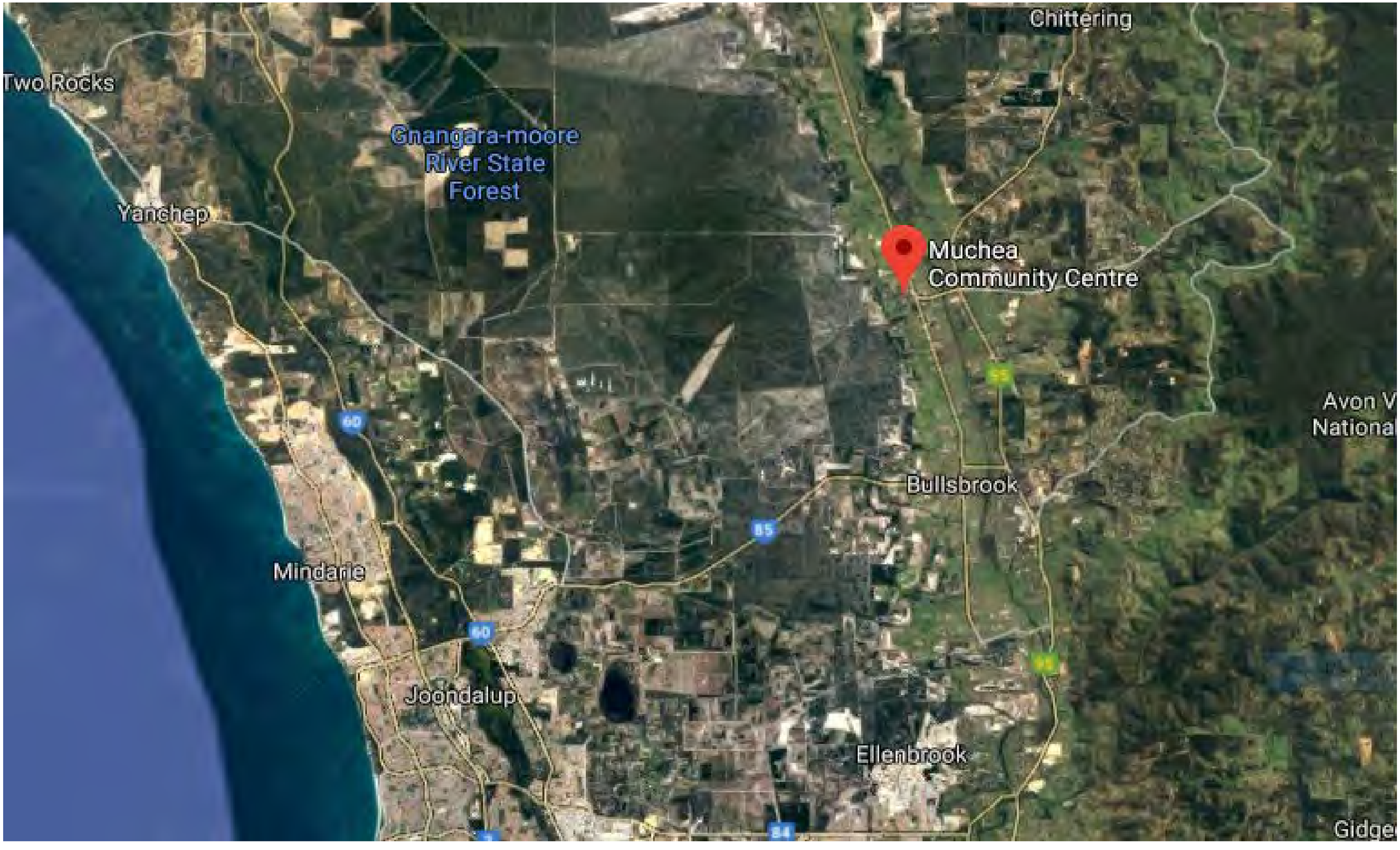
AVERAGE BUILDING COST PER SQUARE METRE

	Reference Description	Unit	Quantity	Rate	Extension	Total
MAIN HALL						
a	Foyer	m²	34	1,300.00	44,200.00	
b	Office & First Aid	m²	14	1,900.00	26,600.00	
c	Dry Store	m²	7	1,300.00	9,100.00	
d	Club Areas - Kitchen Facility	m²	39	3,100.00	120,900.00	
e	Female & Male Toilets incl. handicapped areas - standard construction and basic finishes	m²	36	2,700.00	97,200.00	
f	Store	m²	10	1,300.00	13,000.00	
g	Club Areas - Large Bar & Servery	m²	27	2,400.00	64,800.00	
h	Club Areas - Main Hall medium standard	m²	143	2,100.00	300,300.00	
i	Club Areas - Social Room medium standard	m²	158	2,100.00	331,800.00	
CHANGEROOMS						
a	Changeroom standard construction and finishes	m²	124	2,350.00	291,400.00	
b	Treatment Room	m²	16	2,100.00	33,600.00	
c	Toilet Amenities	m²	60	2,950.00	177,000.00	
UNENCLOSED COVERED AREAS						
a	Main Entry	m²	6	1,300.00	7,800.00	
b	Verandah	m²	143	750.00	107,250.00	
	Perth					1,624,950.00
	Regional Index				**110**	**162,495.00**
a	Escalation - To commencement late 2020				3.00%	53,623.35
b	Escalation - Construction Time (12 months)				1.50%	26,811.68
						1,867,880.03
c	G.S.T				10.00%	186,788.00
d	BCITF Levy				0.20%	3,735.76
e	Building Services Levy				0.14%	2,559.00
	Total Cost Including GST					2,060,962.78
	Fully Enclosed Covered Area (F.E.C.A.)	m²	668	2,805.65	/m² Excluding GST	
	Unenclosed Covered Area (U.C.A.)	m²	149			
	Gross Floor Area (G.F.A)	m²	817	2,293.97	/m² Excluding GST	
	Building Area (B.A)	m²	856	2,189.46	/m² Excluding GST	

ELEMENTAL COST OF BUILDING

Reference Description	%	$/sqm	Total
Preliminaries	11.00	308.62	206,159.23
Substructure	4.00	112.23	74,966.99
Superstructure			
Columns	1.00	28.06	18,741.75
Upper Floors	0.00	0.00	0.00
Staircase	0.00	0.00	0.00
Roof	8.00	224.45	149,933.98
External Walls	11.00	308.62	206,159.23
Windows	3.00	84.17	56,225.24
External Doors	0.50	14.03	9,370.87
Internal Walls	2.20	61.72	41,231.85
Internal Screens	0.50	14.03	9,370.87
Internal Doors	1.40	39.28	26,238.45
Finishes			
Wall	2.50	70.14	46,854.37
Floor	4.20	117.84	78,715.34
Ceilings	3.70	103.81	69,344.47
Fittings			
Fitments	13.30	373.15	249,265.25
Special	1.00	28.06	18,741.75
Services			
Plumbing	11.20	314.23	209,907.58
Mechanical	8.00	224.45	149,933.98
Fire	1.00	28.06	18,741.75
Electrical	5.50	154.31	103,079.61
Transportation	0.00	0.00	0.00
Special	0.00	0.00	0.00
External Services	2.00	56.11	37,483.50
Contingency	5.00	140.28	93,708.74
Total Cost exlcuding GST	100.00	2,805.65	1,874,174.78

LOCALITY MAP



MUCHEA SPORTING & COMMUNITY HALL TENDER DOCUMENTS

SPECIFICATIONS

1.0 GENERAL
1.1 Preliminary design only, DevelopingWA Pty Ltd reserves the right to make any necessary amendments as this design may be subject to changes after local authority developement assessment, liaison with builders prefered methods, energy efficiency and engineering.
1.2 All materials shall comply with relevant current Australian Standards.
1.3 All workmanship shall comply with relevant current Australian Standards and to good trade practices.
1.4 All work shall be in accordance with the requirements of the respective Authority.
1.5 The architectural drawings shall be read in conjunction with the following documentation where applicable; Site Inspection Report, Engineers Structural Drawings, Energy Efficency Report, Bushfire Attack Level Report, Development Approval, Certificate of Design Compliance, Building Permit.
1.6 Do not scale from drawings. Notify of any errors or omissions before proceeding with any works.
1.7 All dimensions shall be checked on site prior to commencement of any works.
1.8 Supply of all equipment necessary for the completion of the respective works.
1.9 Fire hazard properties to comply with BCA C1.10.
1.10 Portable fire extinguishes to BCA E1.6.
1.11 Signage to BCA D3.6

2.0 DEMOLITION
2.1 Demolition of structures and removal of debris - (Note: Green sheds relocated by shire prior).
2.2 All demolition works to be completed to Australian Standards by relevantly qualified trades.

3.0 GROUNDWORK
3.1 All site works to be completed to Australian Standards by relevantly qualified trades.
3.2 Sitework rectification to proivde an "A Class" site.
3.3 Removal of surface vegetation within 3.0m of Building area.
3.4 Limestone retaining to be provided at earthworks and built to engineers detail due to the close proximity to the structure.
3.5 Limestone access track

4.0 DRAINAGE / SERVICES
4.1 All stormwater to be plumbed to soakwells.
4.2 Three phase power run in and any required upgrades to supply.

5.0 HYDRAULIC / PLUMBING
5.1 Provide Aerobic Treatment Unit and irrigation area suitable for maximum capacity of complex.
5.2 Retention of and connection to existing bore facility.
5.3 Gas bottles.
5.4 Prelay and preliminaries
5.5 Fittings and fixtures as per plan
5.6 Sanitary fit out including compliance with AS1428.1
5.7 Hot water units suitable for load

6.0 CONCRETE
6.1 Concrete and reinforcement to engineers specification.
6.2 Additional concrete path extent as per plan.
6.3 Concrete pump to footing, slabs & path.
6.4 Any piling due to Bore location

7.0 WALL
7.1 Wall construction as per plan - Blockwork, please specify if builders preference / quoted on double leaf brickwork.
7.2 External brickwork - Face brick
7.3 Internal brickwork - Hardwall plaster with metal corner beads
7.4 Internal framing - builders preference (timber or steel) with gyprock cladding
7.5 External framing - builders preference (timber or steel) with selected weatherboard cladding
7.6 Framing locations - over eastern glazing and to partitioning.
7.7 Fire seperation walls between main hall and changerooms.

8.0 CEILING & LININGS
8.1 All materials shall comply with relevant current Australian Standards.
8.2 Ceiling flush lined with cornice. Heights as per plan
8.3 Raked ceiling to Social Room and Changerooms
8.4 R3.0 Bulk insulation to all ceilings at minimum.

9.0 ROOFING
9.1 Skillion roof with metal sheeting @ 5° pitch.
9.2 Roof construction method to be specified in quote (Timber Truss or Steel)
9.3 Exposed feature to overhang
9.4 Anitcon to entire roof.

10.0 WINDOWS / GLAZING
10.1 Aluminium framing with keylocks to all windows. Includes any required commercial framed windows.
10.2 Glazing to be quoted on fit for purpose product to all relevant Australian Standards.
10.3 Fixed louvered vents to changerooms

11.0 HARDWARE
11.1 All hardware included
11.2 Operation of door latches to BCA D2.21

12.0 PARTITIONING & CABINETRY
12.1 Social / Main room partition to be lockable and hidden away in storage cupboard.
12.2 Changeroom junior dividers
12.3 Wall framing above partitions with selected cladding.
12.4 Wet area cubicles
12.5 Cabinetry to abultions as per plan
12.6 Cabintry to Bar service area

13.0 DOORS
13.1 External doors to Foyer, Main & Social room to be aluminium glazed hinged doors.
13.2 All internal & External doors to be 920 wide for suitable disability access.
13.3 External timber doors to be solid and suitably BAL rated if required.

14.0 PAINTING
14.1 Patch and Prepreration
14.2 Paint to all internal ceilings, cornices, exposed timber, doors and frames.
14.3 Paint to all external gutters, fascia, downpipes, service boxes, exposed plumbing, linings, mouldings, exposed timber, doors and frames.
14.4 Internal wall paint - Sealer and 2 coat Paint Finish to walls at a minimum.

15.0 MECHANICAL VENTILATION
15.1 Provide Airconditioning to Social, Main and First Aid rooms.
15.2 Provide exhaust and makeup air to kitchen.
15.3 Provide adequate ventilation to changerooms.
15.4 Provide exhausts to all abultions to Australian Standards.

16.0 ELECTRICAL
16.1 Allowance for suitable lighting in commercial use, including exit lighting
16.2 One Double GPO allowed to each room, plus double GPO's to benchtops, vanities and single GPO to appliances.

17.0 FINISHES
17.1 Commercial carpet tiles to Main and Social rooms.
17.2 Tiling to all wet areas, passage, Foyer, Kitchen and Bar.
17.3 Exposed concrete to Changerooms.

18.0 ALLOWANCES
18.1 Kitchen appliances $50,000.00
18.2 Cool room $20,000.00

DEVELOPING WA
Design | Develop | Construct

PROPOSED 'MUCHEA CRICKET CLUBROOMS' DEVELOPMENT
CNR PHILMORE ST/ARCHIBALD ST/ CARL ST, MUCHEA, WA 6501
MUCHEA SPORTING & COMMUNITY CENTRE
1 OF 6 JOB № 0000
REVISION: 4

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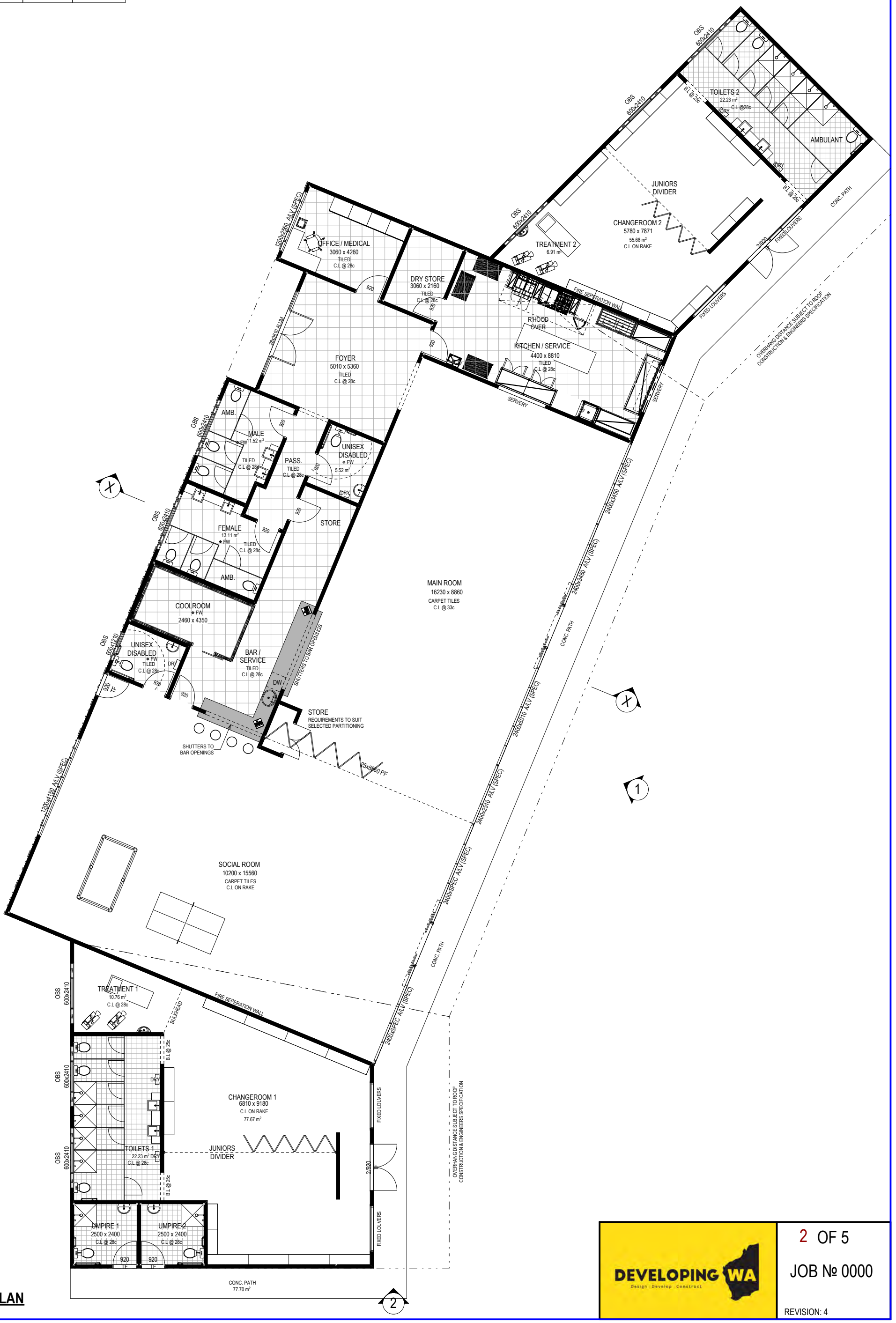
Floor Area		
Location	**Area**	**Perimeter**
CLUBROOMS	488.83	96.66
CHANGEROOMS 1	125.19	45.85
CHANGEROOMS 2	92.43	40.39
	706.45 m²	

Roof Area		
Pitch	**Area (flat)**	**Area (pitched)**
5.00°		
	828.01	831.18



FLOOR PLAN
NTS

DEVELOPING WA
Design | Develop | Construct

2 OF 5

JOB № 0000

REVISION: 4

DEVELOPING WA
Design | Develop | Construct

PROPOSED 'MUCHEA CRICKET CLUBROOMS' DEVELOPMENT

CNR PHILMORE ST/ARCHIBALD ST/ CARL ST, MUCHEA, WA 6501
MUCHEA SPORTING & COMMUNITY CENTRE

REVISION: 4

5 OF 6 JOB № 0000

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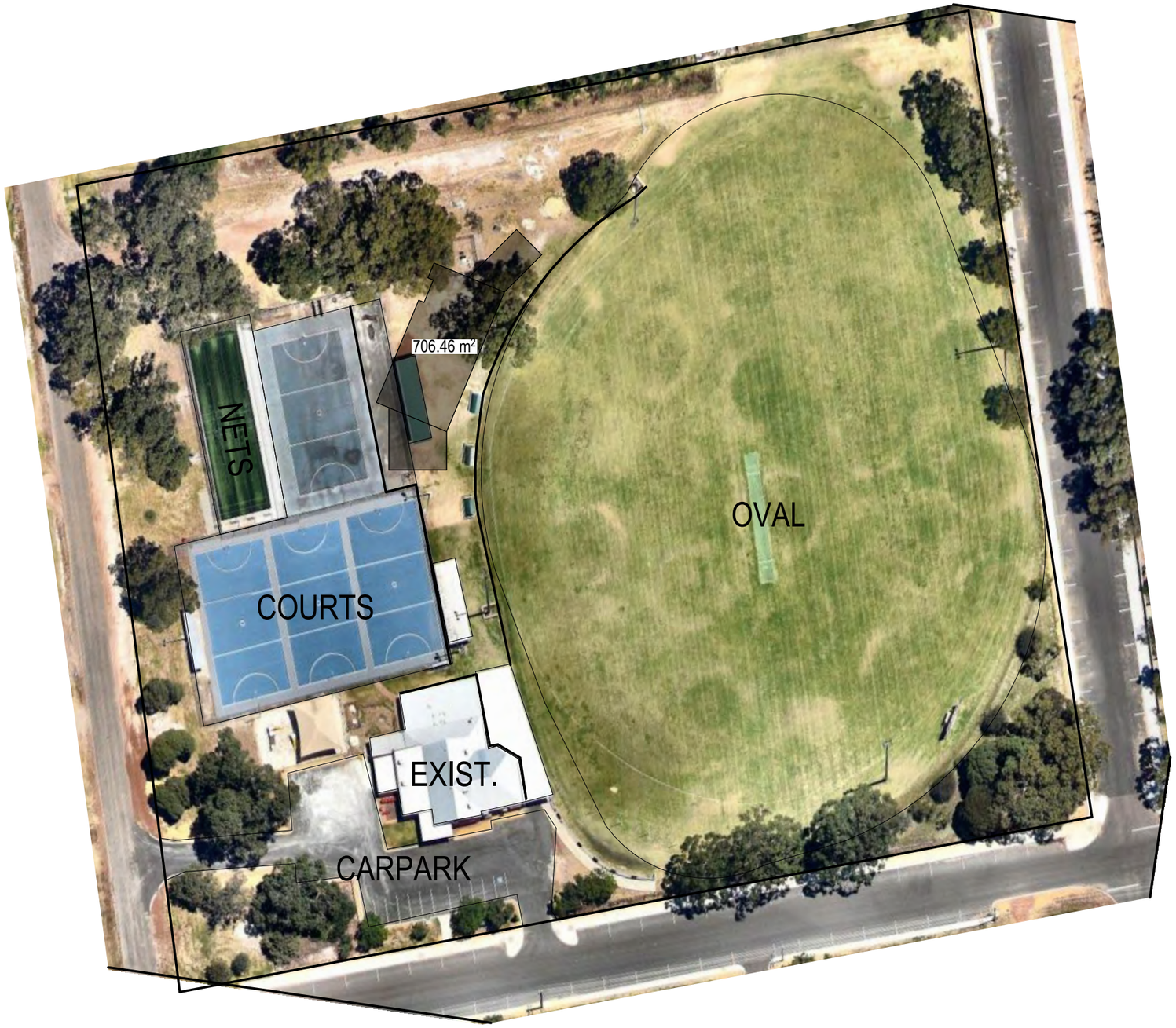

DEVELOPING WA
Design . Develop . Construct

PROPOSED 'MUCHEA CRICKET CLUBROOMS' DEVELOPMENT
CNR PHILMORE ST/ARCHIBALD ST/ CARL ST, MUCHEA, WA 6501
MUCHEA SPORTING & COMMUNITY CENTRE

REVISION: 4

6 OF 6 JOB № 0000

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Muchea Sporting and Community Centre Project Timeline OPTION 2 – 3 Year Plan

Function/Project Stage

2019/20 (Pre-planning)

PLANNING AND FEASIBILITY
- Development of required planning
- Council Endorsement
- Community engagement
- Define and document design, project outputs and outcomes

Outputs of Planning and Feasibility Assessment

FUNDING STRATEGY (October) Δ

CSRFF Funding Application

COST-BENEFIT ANALYSIS

BUSINESS CASE (September) Δ

Pre-existing/Current Works
- Temporary female changing rooms to be set up adjacent to existing visitor team changing rooms
- Define initial design concept
- Seek initial quotes for proposed concept design
- Developed master plan 2019-2025
- Lighting upgrade for Cricket nets
- Move current infrastructure to allow for proposed structure.

KEY
Δ indicates a Project Milestone

FUNDING
- Submission of Funding Applications
- Funding Secured Δ
- Allocate funding annually for project expenditure according to cost forecast.

DESIGN
- Confirm site plan
- Detailed floor plans
- Confirm design with costings vs available capital funding from secured sources
- Finalise Design Δ

PROJECT GOVERNANCE
Determine financial model and desired expenditure structure.
- Project Steering Group
- Responsibilities:
  - Project Manager
  - Tender Panel
  - Building Supervisor
- Communication Plan
- Resource Management Plan

COMMUNICATION STRATEGY
- Identify key stakeholders
- Develop community engagement strategy
- Draft and implement Communications Plan

FINANCIAL MANAGEMENT
- Determine revenue streams (Funding from grants, tenancies and commercial operations)
- Budget Forecasting over project lifecycle
- Annual budget allocation for 2020/21

2020/21

PLANNING/APPROVALS
- Planning approvals Δ
- Development application (DA)
- Building Permit Applications
- Other approvals as required

TENDERING
- Determine tender model and assessment model
- Prepare tender documentation and requirements Δ
- Issue tender for works Δ
- Conduct assessment of submissions
- Award and sign contract Δ

Construction Commences
- Site works Commence including surveying, demolition and installation of site services Δ
- Construction commences for items within project scope Δ

ASSET MANAGEMENT
- Prepare acquisition schedule for future assets

Finalise acquittals for 2019/20 (if required)
- Reconcile revenues and expenditure with forecast and budget 2020/21
- Annual budget allocation for 2021/22

2021/22

- Construction 50% complete Δ
- Continued Construction
- Construction of car park at north end of facility
- Fit out procurement and installation

Asset management plan created Δ
- Existing Infrastructure Operations and maintenance

Finalise acquittals for 2020/21 (if required)
- Reconcile revenues and expenditure with forecast and budget 2021/22
- Annual budget allocation for 2022/23

2022/23 (Operations)

Renewal and replacement fund established Δ

Planning and Execution of proposed future upgrades
- Oval lighting
- Change rooms
- Second Oval
- Netball courts
- Clubroom gym upgrade
- Playground
- Muchea Hall and toilets

- Complete Construction and Fit out Δ
- Handover/Site Possession to the Sporting Clubs, Members and Community

- Clubs hand over existing facilities to Chittering Council for community leasing purposes

1st Year of operations for new infrastructure

Asset Maintenance and operations commence.

Asset Plan operational

Finalise acquittals for 2021/22 (if required)
- Reconcile revenues and expenditure with forecast and budget 2022/23
- Annual budget allocation for 2023/24

PROJECT COMPLETION Δ
- Operational management
- Financial close out

MUCHEA SPORTING AND COMMUNITY CENTRE MASTERPLAN
SCALE 1:500

STAGE 2

STAGE 2

STAGE 3

STAGE 3

STAGE 1

STAGE 3

STAGE 3

STAGE 3

STAGE 3

STAGE 3

STAGE 3

STAGE 3

POSSIBLE OVERFLOW CARPARK
NOTE: OWNERSHIP OF LAND TO BE CONFIRMED WITH SHIRE

STAGE 1:

· CONSTRUCTION OF SPORTING CLUB AND CHANGEROOMS

STAGE 2:

· CONSTRUCTION OF CARPARK (AND OVERFLOW CARPARK IF REQUIRED)

· RELOCATION/CONSTRUCTION OF PLAYGROUND

STAGE 3:

· CONSTRUCTION OF COMMUNITY CENTRE

· DEMOLITION OF EXISTING MUCHEA HALL

· LANDSCAPING

· CRICKET NET LIGHTING

· OVAL LIGHTING

Muchea Club Redevelopment: Discounts, Donations and Volunteer Labour: Evidence

	Company	Full Price $ ex GST	Discounted Price$ ex GST	Donation	Evidence
Donations via Product/Service Discounts	Swan Ceramics	46,936	39,909	7,027	Quote
	Sweetman Excavations	31,360	26,656	4,704 (15%)	Quote
	Sweetman Excavations	12,922	10,983	1,938 (15%)	Quote
	Rockhard Stone Construction	25,245	22,720	2525	Quote
	iNBRICK	56,109	40,109	16,000	Quote
	Great Northern Concrete	76,300	49,324	26,976	Quote
	Gearings Plumbing Services	122,272	101,772	20,500	Quote
	Dulux	3,747	0	3,747	Quote
	DSY Engineering	161,882	143,700	18,182	Quote
	CWD Glass and Aluminium	68,181	53,250	14,931	Quote
	Coolroom Makers	20,000	11,288	8,712	Quote
	Pest and Weed	3,276	2,457	819	Quote
	Carpet Call	12,500	9000	2,500	Quote
	Bon Electrics	9,931	7,931	2,000	Quote
	Bon Electrics	62,865	54,865	8,000	Quote
	A1 Interiors	37,200	31,868	5,332	Quote
	Still outstanding			26,166	
	TOTAL			143,893	
Donations	Tronox			20,000	Attached
	Bendigo Bank			20,000	Attached
	Kleenheat			3,000	Attached
	White International			500	To Be Provided
	Paul Malynn Homes			2,000	Attached
	Australian Financial Services			5,000	Attached
	Manchil IPM Services			18,000	Attached
	TOTAL			68,500	
Volunteer Labour Contribution	Volunteer Labour Electrical run in power laying, trenching, recovering etc. 6 people spending 13.84 hours at $25 per hour - $2076 Painting, sanding, patching, dust for the building. 20 people spending 40 hours each at $25 per hour - $20,878			22,954	
	Advanced Commercial Coatings (painting)				Quote to show value of labour contribution
	Bon Electrics				Labour contribution value shown on quote
	TOTAL			22,954	

A1 Interiors Perth Pty Ltd

21 August 2019

Mark Evans
Trivium Group

Chittering Junior Cricket Club – Quotation

A1 Interiors Perth Pty Ltd will supply and install 706m2 of plasterboard ceilings with insulation (no steel framing), and 360m2 of cornice for $31,868 ex GST. This job would normally be $37,200 but we are providing the club a discount of $5,332 as our company would like to support the Sporting Club to build new facilities.

Kind regards,

Jumbo Kruger
A1 Interiors Perth Pty Ltd
0432 106 608
jumbo@a1interiorsperth.com.au

Australian Finance Solutions

To whom it may concern

Australian finance solutions will be providing a $5000.00 contribution for the Muchea Oval user Groups.

The contribution will be made at the time requested by the Muchea oval user groups

Thank you

08/08/2019

Matthew Lefroy

Australian Finance Solutions ACN 101 109 700
Locked bag 5, Ellenbrook East LPO WA 6069
Email : matt@ausfinancesolutions.com.au Ph 08 6296 7199 Fax 08 6296 7099

Home Loans Investment Loans Personal Loans Mortgage Reduction Solutions Commercial Loans Hire Purchase/Lease Consolidation of Loans

Chittering
Financial Services Limited

Bendigo Bank

14th August 2019

The President and Committee
The Muchea Progress, Recreation and
Sporting Association Incorporated

Dear Kylie Hughes and Committee Members,

Further to our recent meeting, Chittering Financial Service Limited, franchisee of the Bendigo Bank Branches Bullsbrook, Bindoon and Ellenbrook, are delighted in being able to commit to a financial donation of $5,000 for this current year, and an additional $5,000 for next financial year, totalling $10,000 over the two years, as part of your project and efforts to raise funds towards the upgrading of the Muchea Sporting facilities.

We wish you every success with this project and we look forward to partnering with you in your endeavours.

Yours sincerely,

S Pascoe

Stephanie Pascoe
Company Secretary
Chittering Financial Services Limited

Chittering Financial Services Ltd ABN 77 096 017 506
Franchisee of Bendigo and Adelaide Bank Ltd ABN 11 068 049 178 AFSL 237879
PO Box 300 Bullsbrook WA 6084
1/2543 Great Northern Highway, Bullsbrook WA 6084 ✆ Tel. 08 9571 2355 Fax. 08 9571 3925
1/13 Binda Place, Bindoon WA 6502 ✆ Tel. 08 9576 0333 Fax. 08 9576 0400
6/38 Main Street, Ellenbrook WA 6069 ✆ Tel. 08 6296 6319 Fax. 08 6296 6372

Bullsbrook Bindoon **Community Bank®** Branch
Ellenbrook branch

Lic No.	EC003473
Arctic	AU10374
ABN	63074515183

BON ELECTRICS

Lot 4, Bullsbrook Road,
BULLSBROOK WA 6084

(08) 9571 1314
sales@bon-electrics.com.au

www.bon-electrics.com.au

CLIENT OVERVIEW

DATE: 15 / 08 / 2019

QUOTE NUMBER: 20399

CLIENT NAME: Muchea Oval User Groups; Chittering Junior Football Club, Chittering Junior Cricket, Muchea Judo, Muchea Netball and Muchea Senior Cricket Club

PROJECT NAME: Club House Electrical Fit Out of New Construction

Muchea Oval User Groups
C/- Lachlan Chilman

12th August 2018

Dear Lachlan,

Thank you for the opportunity to provide our quote for the electrical installation and fit out to the new clubhouse development located at 48 Archibald Street, Muchea.

We would appreciate the opportunity to meet with your committee to discuss this quote so we can ensure the clubs expectations will be met. This will also assist the committee to adequately assess any competitor quotes and ensure accurate comparisons are undertaken as part of your project preparation.

We pride ourselves on our commitment to our local community, last financial year Bon Electrics contributed almost $20,000 to numerous local community organisations including two of your clubs.

As part of our ongoing commitment to the community we have scoped the supply of all electrical materials installed into the building at our cost. We must acknowledge our electrical wholesaler, Lawrence & Hanson, whom provided us with one off pricing to assist us to maximise the savings to your club.

Please don't hesitate to contact me if you have any questions or require any clarifications in relation to our proposed scope and pricing. We look forward to the possibility of being involved in this fantastic community project.

Yours truly,
Ben Bonomi
Ben Bonomi
Business Manager
BON Electrics Pty Ltd

DATE: 15 / 08 / 2019

ABOUT US

We are a local family owned electrical installation and maintenance organisation. We have been working in our local community since 1989. We proudly have an enviable reputation for reliability and excellence.

BACKUP SUPPORT

We are committed to servicing our local community. Our tradespeople are extensively trained to understand the unique requirements of rural living. We understand the importance of working within our clients requirements and being there for the long term to ensure our clients can always come back to us if needed.

QUALITY ASSURED, REDUCED RISK & COMMUNITY MINDED

As part of holding an electrical contracting license, we are abreast of the most up to date Australian Safety Standards. We operate a certified ISO 9001 Quality Management & ASNZ 4801 Workplace Safety system. We install quality materials in our installations and we are appropriately and adequately insured. We are able to provide you with all appropriate compliance documentation as part of your project ensuring you remain insured is case of fire or electrocution.

In addition to hiring local tradespeople we provide young local people with apprenticeship pportunities. In 2018 we provided 82 students the opportunity to complete work experience with our company.

Finally in the 2019 financial year we supported seven different local organisations with almost $20,000 of financial support through sponsorship, donations and the provision of goods and services.

PROJECT OVERVIEW

DATE: 15 / 08 / 2019

Muchea Oval User Group are a co operative of local community sporting organisations seeking to upgrade their considerably aged club rooms to a new purpose built facility. Bon Electrics aspire to be part of this fantastic community initiative through the provision of our electrical contracting services.

We are a local family owned company and our team of dedicated electricians are also members of the local community. As part of our ongoing commitment to the community we have scoped the supply of all electrical materials on this job at our cost. We also must acknowledge our electrical wholesaler, Lawrence & Hanson, whom provided one off pricing to assist the Club to maximise it value for dollar spent.

Our scope has been developed in consideration of the Public Building Code and therefore allows for necessary inclusions such as adequate emergency and exit lighting.

We would sincerely appreciate the opportunity to meet with your committee to discuss our quote so we can ensure the clubs expectations will be met. We can meet outside of business hours as we appreciate the voluntary nature of committee positions This will also assist the committee to adequately assess any competitor quotes and ensure accurate comparisons are undertaken as part of your project preparation.

Please see the following page for our dedicated project scope, a list of considerations, inclusions and exclusions and our pricing.

QUOTE BREAKDOWN

DATE: 15 / 08 / 2019

Electrical wiring, fit out and commissioning to new construction club house:

- Supply and installation of 8 stainless steel hand dryer units to individual circuits to toilet areas.
- Supply and installation of 22 double 10 amp general purpose outlets to common areas.
- Supply and installation of 6 double 10 amp general purpose outlets to kitchen area.
- Supply and installation of 2 single 15 amp dedicated circuit general purpose outlet to kitchen area.
- Supply and installation of 10 LED exit signs.
- Supply and installation of 20 Emergency lights.
- Supply and installation of 1 Emergency test kit to meet Public Building Code requirement (minimum requirement).
- Supply and installation of 21 Weather proof/ Impact resistance fittings for change rooms and wet areas.
- Supply and installation of 19 LED battens to common areas.
- Supply and installation of 15 weather proof LED battens for external security lighting.
- Supply and installation 1 Day/ Night photo electric cell to automatically turn lights on and off (daytime / nighttime)
- Supply and installation of 7 Hard wired smoke alarms throughout the building.*
- Supply and installation of 15 Exhaust fans across wet areas, kitchen, toilets and change rooms.
- Supply and installation of 1 32 amp single phase circuit for cool room (hard wired).
- Supply and installation of 1 Schneider Electric 72 module switch board with RCD protection.

Considerations of this quote

- 72 module switch board has been scoped allowing for 14 poles (20% room for expansion).
- Normal working hours apply to this project, Mon - Fri 7.30am - 4.00pm.
- The scope has been established by our own determination of a suitable/fit for purpose requirement and demonstrates a mid range approach to quantity and product selection.

Sub-Total ex GST	$62,865.55
GST	$6,286.55
Total inc GST	$69,152.00

Discount

As part of our commitment to supporting local causes Bon Electrics Pty Ltd will apply an additional discount of $8,000.00 pre GST to this quote.

Adjusted Sub-Total ex GST	$54,865.45
Adjusted GST	$5,486.55
Adjusted Total inc GST	$60,352.00

DATE: 15 / 08 / 2019

Bon Electrics are pleased to offer this solution to Muchea Oval User Groups.

We look forward to the opportunity of working with you.

If you would like to proceed with this proposal please sign and return by email the below singed acceptance.

"I accept this proposal dated 15/08/2019 made by Bon Electrics Pty Ltd and I agree to uphold the payment terms and conditions and account terms. I am an authorised by Muchea Senior Cricket Club to enter into this agreement."

Price (ex GST): $54,865.45

Expiry Date: 30 Days from Date of Quote.

Signature: _____

Name: _____

Date: _____

Lic No.	EC003473
Arctic	AU10374
ABN	63074515183

BON ELECTRICS

Lot 4, Bullsbrook Road,
BULLSBROOK WA 6084

(08) 9571 1314
sales@bon-electrics.com.au

www.bon-electrics.com.au

CLIENT OVERVIEW

DATE: 15 / 08 / 2019

QUOTE NUMBER: 20411

CLIENT NAME: Muchea Oval User Groups; Chittering Junior Football Club, Chittering Junior Cricket, Muchea Judo, Muchea Netball and Muchea Senior Cricket Club

PROJECT NAME: Electrical submain to proposed new construction.

Muchea Oval User Groups
C/- Lachlan Chilman

15th August 2018

Dear Lachlan,

Thank you for the opportunity to provide our quote for the supply of electrical submain to the proposed clubhouse development located at 48 Archibald Street, Muchea.

We would appreciate the opportunity to meet with your committee to discuss this quote so we can ensure the clubs expectations will be met. This will also assist the committee to adequately assess any competitor quotes and ensure accurate comparisons are undertaken as part of your project preparation.

We pride ourselves on our commitment to our local community, last financial year Bon Electrics contributed almost $20,000 to numerous local community organisations including two of your clubs.

As part of our ongoing commitment to the community we have scoped the supply of all electrical materials, excluding copper cable, at our cost. We must acknowledge our electrical wholesaler, Lawrence & Hanson, whom provided us with one off pricing to assist us to maximise the savings to your club.

Please don't hesitate to contact me if you have any questions or require any clarifications in relation to our proposed scope and pricing. We look forward to the possibility of being involved in this fantastic community project.

Yours truly,

Ben Bonomi
Business Manager
BON Electrics Pty Ltd

ABOUT US

DATE: 15 / 08 / 2019

We are a local family owned electrical installation and maintenance organisation. We have been working in our local community since 1989. We proudly have an enviable reputation for reliability and excellence.

BACKUP SUPPORT

We are committed to servicing our local community. Our tradespeople are extensively trained to understand the unique requirements of rural living. We understand the importance of working within our clients requirements and being there for the long term to ensure our clients can always come back to us if needed.

QUALITY ASSURED, REDUCED RISK & COMMUNITY MINDED

As part of holding an electrical contracting license, we are abreast of the most up to date Australian Safety Standards. We operate a certified ISO 9001 Quality Management & ASNZ 4801 Workplace Safety system. We install quality materials in our installations and we are appropriately and adequately insured. We are able to provide you with all appropriate compliance documentation as part of your project ensuring you remain insured is case of fire or electrocution.

In addition to hiring local tradespeople we provide young local people with apprenticeship pportunities. In 2018 we provided 82 students the opportunity to complete work experience with our company.

Finally in the 2019 financial year we supported seven different local organisations with almost $20,000 of financial support through sponsorship, donations and the provision of goods and services.

PROJECT OVERVIEW

DATE: 15 / 08 / 2019

Muchea Oval User Group are a co operative of local community sporting organisations seeking to upgrade their considerably aged club rooms to a new purpose built facility. Bon Electrics aspire to be part of this fantastic community initiative through the provision of our electrical contracting services.

We are a local family owned company and our team of dedicated electricians are also members of the local community. As part of our ongoing commitment to the community we have scoped the supply of all electrical materials on this job at our cost. We also must acknowledge our electrical wholesaler, Lawrence & Hanson, whom provided one off pricing to assist the Club to maximise it value for dollar spent.

Our scope has been developed in consideration of the Public Building Code and therefore allows for necessary inclusions such as adequate emergency and exit lighting.

We would sincerely appreciate the opportunity to meet with your committee to discuss our quote so we can ensure the clubs expectations will be met. We can meet outside of business hours as we appreciate the voluntary nature of committee positions This will also assist the committee to adequately assess any competitor quotes and ensure accurate comparisons are undertaken as part of your project preparation.

Please see the following page for our dedicated project scope, a list of considerations, inclusions and exclusions and our pricing.

QUOTE BREAKDOWN

DATE: 15 / 08 / 2019

Installation of Electrical Submains

- Supply and installation of pre lay conduit and cable pits in preparation of submain cable installation.
- Supply and installation of 100 meters of submain cable to be ran from the existing Muchea sports club and to the proposed new building.
- Connection of submains from supply to new building.

Considerations of this quote

- Help will be required! We need three physically fit, able bodies individuals to help with the pre lay of conduits.
- Trenching has NOT been included in this quote.
- Normal working hours apply to this project, Mon - Fri 7.30am - 4.00pm.
- The scope has been established by our own determination of a suitable/fit for purpose requirement and demonstrates a mid range approach to quantity and product selection.

Sub-Total ex GST	$9,931.00
GST	$993.10
Total inc GST	$10,924.10

Club Cost Savings - Volunteers

To minimise costs we have scoped the pre lay of conduits and cable pits incorporating the assistance of three volunteers from the participating clubs. This will save $1680 ex GST in additional labour costs.

Discount

As part of our commitment to supporting local causes Bon Electrics Pty Ltd will apply an additional discount of $2,000.00 pre GST to this quote.

Adjusted Sub-Total ex GST	$7,931.00
Adjusted GST	$793.10
Adjusted Total inc GST	$8,724.10

QUOTE ACCEPTANCE

DATE: 15 / 08 / 2019

Bon Electrics are pleased to offer this solution to Muchea Oval User Groups.

We look forward to the opportunity of working with you.

If you would like to proceed with this proposal please sign and return by email the below singed acceptance.

"I accept this proposal dated 15/08/2019 made by Bon Electrics Pty Ltd and I agree to uphold the payment terms and conditions and account terms. I am an authorised by Muchea Senior Cricket Club to enter into this agreement."

Price (ex GST): $7,931.00

Expiry Date: 30 Days from Date of Quote.

Signature: _____

Name: _____

Date: _____

carpetCALL FLOOR CENTRE
www.carpetcall.com.au

Quotation

Carpet Call (WA) PTY.LTD ABN:59 009 172 454
CARPET CALL MIDLAND
" THE EXPERTS IN THE TRADE "

U4/164-168 Great Eastern Highway
Midland W.A 6056
Phone (08) 9250 1771 Fax (08) 9250 6258
midland.store@carpetcall.com.au

DATE: 15.08.19

FROM	PROPERTY	ATTN
ADAM PARKS	MUCHEA SPORTING CLUB	WHOM IT MAY CONCERN

PRODUCT	DESCRIPTION	TOTAL INC GST
CARPET	CARPETCALL TO SUPPLY AND INSTALL ELEMENTS (DIRECT STICK) TO SPORTING CLUB MAIN AREAS.	**RRP:$13,750 DISCOUNTED:$9900**
CARPET TILES	CARPETCALL TO SUPPLY AND INSTALL DIRECT STICK CARPET TILES TO MAIN AREAS. BOTH PRODUCTS FIRE RATED. **PRICE BASED ON 250M2**	**RRP: $11,250 DISCOUNTED:$8500**

PLEASE NOTE:

- No floor preparation of any kind has been included in the above pricing.
- No provision has been made for moving furniture, areas must be clear for installation.
- Price quoted is valid for 7 days and is subject to product availability and installation bookings.
- **Terms of trade:**
  - **40% deposit to book in job**
  - **Balance due two working days prior to installation date**

Carpet Call Midland.
(08) 9250 1771.

CHITTERING PEST & WEED

QUOTE ONLY

PO BOX 133, BINDOON WA 6502
Phone: 0400 979 000
chitteringpestandweed@westnet.com.au
ABN: 90015447965
PHD LIC:1566 - TECHNICIANS LIC: 5614
INSURANCE: Rapid Solutions # AUS 8866-19

1 August 2019

Att: Brian Chipchase
Proposed Club Rooms Muchea
chipchase@bigpond.com
0429 112 007

JOB DESCRIPTION
Attention: Brian Chipchase Scope of Works Hand Spray Approx. 706.45 m2 Using Bifenthrin @ 1.0% @ $4.00 per m2 + GST = $3'108.38 Install Approx. 30 Penetration Collars @$15 per collar +GST = $ 495.00 Total Including GST = $3'603.38 Minus Club Discount of 25% = $2'702.53 Products Bifenthrin **https://www.agserv.com.au/products/biflex-aqua-max/** Collars **https://www.agserv.com.au/products/homeguard-collars/** **Quote includes all products, machinery, labor & travel.** Notes: If you have any further questions or require further information, please give me a call

Quotation prepared by: ***Jason Prendergast*** Signed:

This is a quotation on the goods named, subject to the conditions noted below: Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

Quote
1862

Coolroom Makers
18 Venture Loop
Wangara WA 6065
Phone 93025122

15/8/19
Lachlan Chillman

Muchea Sports Club
Muchea
We've attached a budget estimate for the Muchea Sports Ground. Please note the exclusions.
We wish to confirm our price to supply and install 1 Coolroom as described below:
Included in price

Coolroom

1 Coolroom Supplied and Installed measuring 4200 mm long x 2400 mm wide x 2400 mm high externally.
The Coolroom will consist of 4 Walls made from 75 mm thick EPS 0.6 insulated coolroom panels and 1 ceiling made from 75 mm EPS 0.6 insulated coolroom panels.
No floor is included in the price.
1 Medium Duty hinged door measuring 2000 mm high x 900 mm wide made from 75mm coolroom panel complete with a frame.
1 Eidis model 1212/4 DROP IN Refrigeration unit including a digital extension cable for entry way temperature control/display.
(plumbing and electrical work needed for the Drop in refrigeration unit are not included).
All installed to our standard method of construction
Complete silicon seal and vapor barrier.

Price $11288.2 Plus GST.

Drop in refrigeration units require adequete ventilation above the coolroom and we can take no responsibility for closed off ceilings blocking air flow.

Work that is excluded from the price is below:
Plumbing ,Bulkhead infill above walls, Electrical , Concrete , Floor sealing ,Waterproof Membranes , After hours work , Building work or any work not referred to above.

NOTE: Our suppliers have provided the items at significantly reduced prices through our negotiations, and we have also significantly reduced our labour costing for this project. So in noting the consultants estimate of $20,000 for coolroom I think we have provided quite a significant reduction for the Muchea User groups. We have donated $8711.80 in materials for the project.

We are a Family company and we take pride in our workmanship

Regards,
David Marks
0429106000

CWD GLASS & ALUMINIUM ABN 86014610980

Brian Chipchase
Email: chipchases@bigpond.com

16th August, 2019

QUOTATION No - CWD 1264 revision A
PROJECT - New Clubrooms - Muchea

We have pleasure in submitting our quotation for the supply & installation of aluminium windows & doors only as follows.

Scope of work

As per CWD sketch attached. **$ 75,000.00 Inclusive of GST**
Discount provided $ 16,425.00 Inclusive of GST

Supplied for the sum of $ 58,575.00 Inclusive of GST

This quotation allows for:

1. AWS Elevate commercial series framing.
2. Powdercoat finish from standard range.
3. 6.38 translucent laminated grade A safety glass to sliding windows. 6.38 & 10.38 clear laminated grade A safety glass to remainder as codes.
4. Commercial grade door hardware.
5. Standard flyscreens to sliding windows & awnings.

Additional to this quotation:

- Install panic release devices to hinged doors - **Extra charge of $ 1,144.00 Incl. of GST per door set**

General Notes:

- Goods manufactured and installed by CWD GLASS & ALUMINIUM are guaranteed for a period of 12 months from date of practical completion. Materials &/or processes will be guaranteed only to extent of such warranty offered by the prospective suppliers or processors.
- No allowance has been made for protection or removal of same unless expressly mentioned.
- Trade clean only. No allowance made for a final white glove clean.
- Scaffolding, safety rails, electric power, hoisting equipment, loading platforms and general facilities, unless specifically stated are not included in this quotation, and if required are to be supplied (and erected) by others at no cost to CWD GLASS & ALUMINIUM.
- Quotation stands firm for 30 days.
- The withholding of retention monies will not be accepted under any circumstances.
- **Payment Terms - 30% deposit. Balance progressively with payment strictly 14 days from date of invoice.**

Trusting the above is to your satisfaction and thank you for the opportunity to tender.
Should you have any queries or require further information please contact the undersigned.

Yours Faithfully

Mike Best

Unit 5 / 7 Blaikie Street,
Myaree WA 6154
Phone: (08) 93302201
Fax: (08) 93307771

Postal - 24 Westerway Tce,
North Lake WA 6163
Mob: 0400114342
E-mail: mbest@cwdglass.com.au

CWD GLASS & ALUMINIUM
Unit 5, 7 Blaikie Street, Myaree WA 6154
Postal: 24 Westerway Terrace, North Lake WA 6163
Phone: (08) 9330 2201 • Fax: (08) 9330 7771
Email: mbest@cwdglass.com.au

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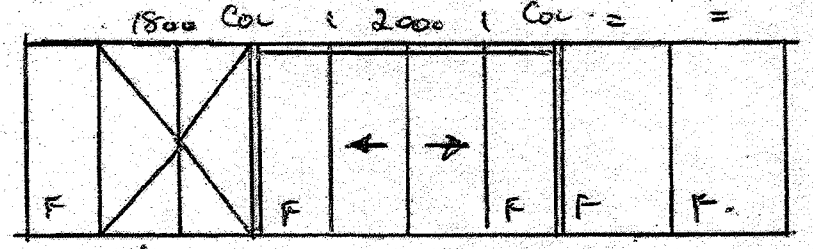

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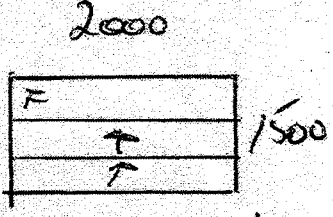

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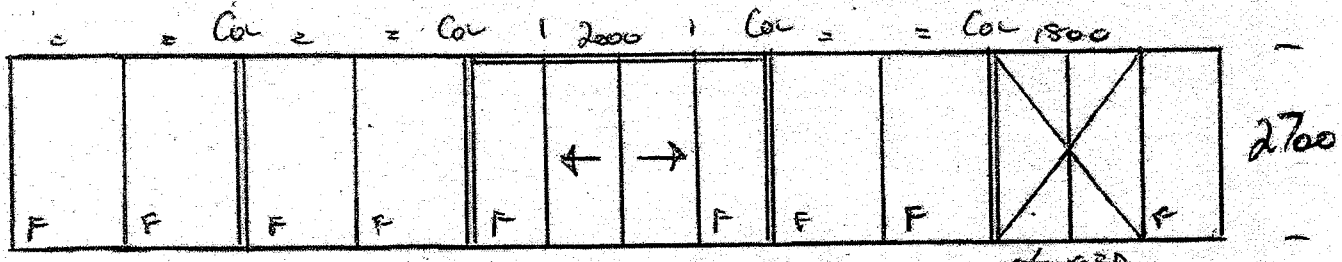

1 of MANUAL SLIDING DOOR. HINGED DOORS.

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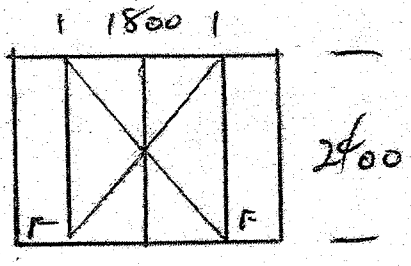

1 of HINGED DOOR.

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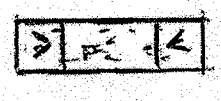

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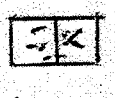

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| 2560 | B.I.

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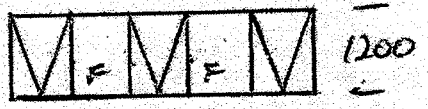
| 4150 | B.I.



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4 of FIXED LOUVRE.

NEW CLOSROOMS - MUCHEA.
QUOTE CWD 1264

DSY ENGINEERING

STRAINTEK FENCE STRAINER SYSTEM - DSY STEEL POST & RAIL FENCING SYSTEM- DSY CATTLE FEEDLOT POST - DSY CATTLE YARD SYSTEMS

18th August 2019

Muchea Sports Facility

To Whom it Concerns,

Rough Pricing for supply of steel components.
Fabricate/Blast/Paint/Deliver - Only
All pricing is subject to completed Engineering drawings and steel costs at that time.
No discount structure can or will be added prior to complete Engineers drawings and final pricing.

Pricing:

48 x columns of 89x89 and 150x50 cavity at 4m
16 x Rafters 12m 250UB-37
8 x Rafters 15m 250UB-37
1 x Rafter 12m 410UB-59.7
36 x Z200 Purlins 5m
120 x Z150 Purlins 5m
Box Gutter – 65m
810sqm Colourbond – Corri or Trimdek 0.42bmt

TOTAL inc GST	$178,070
Discounted Price inc GST	$158,070

Yours sincerely,

Shawn Graham
MANAGING DIRECTOR

DSY ENGINEERING

ENGINEERING CUSTOM DESIGNS WELDING CNC PLASM CUTTING & DRILLING PIPE BENDING 3D CAD DESIGNS
DSY ENGINEERING PTY LTD/TRADING AS DSY ENGINEERING
LOT 3 GT NORTHERN HWY CHITTERING WA 6084 (3KM NORTH BRAND HWY)
PH: 08 9571 4026 FAX: 08 9571 4027 MOB: 0409 773 486

DAVID STEELE
ABN: 58 844 291 236
Phone: 0427 933 007

QUOTATION

Date: 22-Aug-19

Muchea Senior Cricket Club
48 Archibald Street
Muchea WA 6501

Proposed clubrooms - Muchea

Qty	Description	Unit Price	Line Total
1	Based on 810 m2 of cladding. Installation of steel framing as per drawings provided	$ 25,000.00	$25,000.00
		Inclusive of GST	$25,000.00

****Price subject to final engineers drawings**

Thank you for your business!

Gmail Chittering junior cricket <chitteringjuniorcricketclub@gmail.com>

Fwd: Quotation no. WC15-Q008050

Nicholas Edwards <nick.edwards@dulux.com.au> Mon, Aug 5, 2019 at 12:39 PM
To: Chittering junior cricket <chitteringjuniorcricketclub@gmail.com>

Hi Lachlan,

As we discussed, Dulux will be happy to donate the paint that is listed on the quote, for some form of club advertising.

Kind Regards,

Nick Edwards

Protective Coatings

State Sales Manager

Western Australia

Dulux Protective Coatings

276 Rutland Avenue, Welshpool WA 6106 AUSTRALIA

T +61 8 6465 2618 | F +61 8 6465 2666 | M 0412 260 344

www.duluxprotectivecoatings.com.au

Protection you can count on.

[Quoted text hidden]

Dulux

QUOTATION

DULUX TRADE CENTRE
UNIT 1/ 2 PICKARD AVE,
ROCKINGHAM,
W.A.6168.
TEL :08-9592-2755.
FAX :08-9592-7899.
SCOTT JAMES

TRADE CASH

WC15-Q008050

09:15 03/08/2019

page no. 1

	line-shade	size	qty	gst	tint	$	$
PROF-INT L/S ACR-WHITE	587-84179	10L	10	2		155.91	1559.10
PROF-ACR SEAL U/C WHITE	664-84191	10L	5	2		123.52	617.60
G/LABEL-OIL BASED WALL SL	852-82365	10L	6	2		110.81	664.86
HAD-FLAT WHITE WA 680	071-83269	10L	10	2		90.57	905.70
					Total ex GST		3747.26
					Total GST		374.73
					Total inc GST		4121.99

QUOTE IS VALID UNTIL 10/08/2019
AT DULUX TRADE CENTRES ONLY,
WITHIN CURRENT PRICING STRUCTURE.
A FREIGHT CHARGE IS APPLICABLE FOR COUNTRY STORES.

THANKYOU FOR SHOPPING AT
DULUX TRADE CENTRE
ROCKINGHAM

59 McCombe Rd
Bunbury WA 6231
ABN 19103247294
Tel: (08) 9726 0118
Fax: (08) 9726 0117
info@filtrex.com.au
www.filtrex.com.au

Sweetman Excavations
sweetmanexcavations@bigpond.com

Preliminary Quotation only – Proposal ONLY

16 August 2019

Dear Ian

Thank you for the opportunity to quote for a Filtrex Innovative Wastewater Solution Septic System, as detailed below:

System:	**Alternative Treatment System - Nutrient Phosphate Removal**
Purpose:	Treat black and greywater combined, nutrient (phosphate) removal
Type:	Delivery and full installation
Property Type:	**Commercial**
Property size:	**Muchea Sporting Club @ 4500lt** over 24 hour period
Address:	Cnr Philmore St/Archibald St/Carl Street, Muchea
Shire:	**Chittering**

Note: The Shire may specify a 600mm sand pad beneath our cells due to high water tables and this has not been allowed for in the current price.
Note: Any excess spoil after the installation is the responsibility of the owner.
Note: This quotation does not include dewatering if installation of septic tanks is required during wetter months.
Note: Stabilisation of the cell area to shire requirements (ie. Landscaping) is the responsibility of the owner.
Note: No Allowance has been made for removal of existing fences, landscaping or infrastructure or reinstatement of the same. Any removal of fencing, landscaping or infrastrucuture and reinstatement of the same by owner/builder.
Note: Owner/builder to allow clear access to area of installation.
Note: Subject to Shire and WA Health Department approval

Included:
• Drafting of the System onto your site plan
• **Preparation and submission of the "Application to construct or install an apparatus for the treatment of sewage" to your local Shire**
• Shire Fee ($236.00) & WA Health Dept Fee ($35.00)
• Delivery of all materials to site
• Materials
  o septic tanks (1 x Gavins Maxi Tank 7100lt , 1 x 3189 lt baffle removed concrete tank, 1 x Poly Pump Tank 1000lt)
  o 2 x irrigation cells 35.8m x 4m
  o pipe work *(please note that our installation starts from the original plumbing fixture i.e. tanks are positioned at plumbing outlet. If tanks are required to be relocated due to reasons such as shed and dwelling both requiring connection, the onus is the customer's responsibility to provide the additional sewer run)*
  o Pump Davey D40 and Audio Visual Alarm
  o 190m^3 of sand
• Site Preparation – bobcat excavation
• Installation of the System – *(please note that water is required by owner and/or builder to be supplied with minimum of 3000lt for use to ensure Septic Tanks able to be filled at time of installation in accordance with Shire approval/inspection requirements)*
• Health Inspector arrangements for the final approval
	$59,804.54

GST	$5,980.45
TOTAL	$65,785.00

We make every effort to be as complete as possible in our pricing; however there may be some instances either due to local shire requirements or unexpected items discovered during the installation, which can result in an additional cost to you. The following items are not included in the above price:

The customer is responsible for organising an electrician to:

1. **Install a double weather proof 10amp GPO (This is to cater for the connection of 1 x pump and 1 x alarm) to the Steel Post (as supplied by Filtrex).** *Please Note: Altering the cord on either the Pump or Float Switch may affect the warranty.*

2. **Arrange for the connection of the pump & alarm.** *Please note: Audio visual alarms are not dispatched until final payment has been received*

Stabilisation of the cell area is the responsibility of the owner to shire requirements

- **If the land contours are unfavourable or the shire requests the system to be raised, some additional sand may be needed and this will be an extra cost to you that will be on forwarded at time of the final account for payment.**

- If hard rock is encountered during the excavation, a rock breaker will need to be supplied by the customer or the customer will need to cover the cost of supplying one.

- If the wastewater piping laid by the plumber has been positioned too low (plumber's outlet more than 700mm below ground), additional cost will be incurred to install the tank.

Please contact our office if you require any further information.

Kind regards

Joanne Hopley info@filtrex.com.au

Sweetman Excavations
ABN 56 090 807 367
PO Box 223 Muchea WA 6501
Phone: 0416 143 484 A/H/Fax: 9571 0183
Email: sweetmanexcavations@bigpond.com

MULTI PURPOSE FORM

THIS FORM IS A (√ Most Suitable) [√] QUOTATION [ ] VARIATION [ ] JOB COMPLETION [ ] TAX INVOICE

DATE: 22 August 2019 REF No. _____

CLIENT'S TRADE NAME: Muchea Hall User Groups

SITE ADDRESS FOR QUOTE: Archibald Street, Muchea WA 6501

Mobile: _____ Email: _____

State: _____ Postcode: _____ State: WA Postcode: _____

DETAILS OF WORK TO BE UNDERTAKEN –

QUOTE FOR EARTHWORKS (CONSTRUCTION OF SAND PAD) FOR SEPTIC SYSTEM FOR MUCHEA HALL CLUBROOMS (SUBJECT TO FINAL SHIRE REQUIREMENTS)

Scope of work: Machine hire to construct sand pad for septic system. Supply and delivery of approximately 518m3 of sand.

		PRICE $ (Exc GST)
Machine hire and supply and delivery of sand	TOTAL PRICE $ (Exc GST)	$12,922.73
	GST	$1,292.27
	TOTAL PRICE $ (Inc GST)	$14,215.00

Please note: A 15% discount will be donated at the conclusion of the job.

IF A QUOTATION: THIS QUOTATION REMAINS VALID FOR 30 DAYS FROM THE ABOVE DATE AFTER WHICH A REVISED QUOTE MAY BE NECESSARY. ANY VARIATION TO THE ABOVE QUANTITIES MAY RESULT IN A VARIATION TO THE QUOTED PRICE.

By signing below I acknowledge that I am accepting this quote. I have read and understand the TERMS AND CONDITIONS OF TRADE (overleaf or attached) of The Marbek Family Trust T/A Sweetman Excavations which form part of, and are intended to be read in conjunction with this Multi Purpose Form and agree to be bound by these conditions. I authorise the use of my personal information as detailed in the Privacy Act clause therein. ***I agree that if I am a director or a shareholder (owning at least 15% of the shares) of the Client I shall be personally liable for the performance of the Client's obligations under this contract.***

SIGNED (CONTRACTOR): _____ **SIGNED (CLIENT):** _____

Name: _____ Name: _____

© EC Credit Control Pty Ltd - 2011

The Marbek Family Trust T/A Sweetman Excavations – Terms & Conditions of Trade

1. Definitions

1.1 **"Contractor" shall mean** The Marbek Family Trust T/A Sweetman Excavations its successors and assigns or any person acting on behalf of and with the authority of The Marbek Family Trust T/A Sweetman Excavations.

1.2 **"Client" shall mean the Client (or any person** acting on behalf of and with the authority of the Client) as described on any quotation, work authorisation or other form as provided by the Contractor to the Client.

1.3 **"Guarantor" means that person (or persons)** who agrees to be liable for the debts of the Client on a principal debtor basis.

1.4 **"Goods" shall mean all Goods supplied** by the Contractor to the Client (and where the context so permits shall include any supply of Services as hereinafter defined) and are as described on the invoices, quotation, work authorisation or any other forms as provided by the Contractor to the Client.

1.5 **"Services"** shall mean all Services supplied by the Contractor to the Client and includes any advice or recommendations (and where the context so permits shall include any supply of Goods as defined above).

1.6 **"Price" shall mean the Price payable for the Goods** as agreed between the Contractor and the Client in accordance with clause 4 of this contract.

2. The Competition and Consumer Act 2010 ("CCA") and Fair Trading Acts ("FTA")

2.1 Nothing in this agreement is intended to have the effect of contracting out of any applicable provisions of the CCA or the FTA in each of the States and Territories of Australia (including any substitute to those Acts or re-enactment thereof), except to the extent permitted by those Acts where applicable.

2.2 Clause 12 (Defects), and clause 13 (Warranty) may **NOT** apply to the Client where the Client is purchasing Goods or Services not for resale or hire where the Price of the Goods or Services does not exceed $40,000, or where the Price of the Goods or Services does exceed $40,000 and are of a kind ordinarily acquired for personal, domestic or household use or consumption, or where the Client is in any other way a consumer within the meaning of the CCA or the FTA of the relevant state or territories of Australia.

3. Acceptance

3.1 Any instructions received by the Contractor from the Client for the supply of **Goods and/or the Client's acceptance of Goods supplied by the** Contractor shall constitute acceptance of the terms and conditions contained herein.

3.2 Where more than one Client has entered into this agreement, the Clients shall be jointly and severally liable for all payments of the Price.

3.3 Upon acceptance of these terms and conditions by the Client the terms and conditions are binding and can only be amended with the written consent of the Contractor.

3.4 The Client shall give the Contractor not less than fourteen (14) days prior written notice of any proposed change of ownership of the Client or any **change in the Client's name and/or any other change in the Client's** details (including but not limited to, **changes in the Client's address, facsimile** number, or business practice). The Client shall be liable for any loss incurred by the **Contractor as a result of the Client's failure to comply with** this clause.

3.5 Goods are supplied by the Contractor only on the terms and conditions of trade herein to the exclusion of anything to the contrary in the terms of the **Client's order notwithstanding** that any such order is placed on terms that purport to override these terms and conditions of trade.

4. Price and Payment

4.1 At the **Contractor's sole discretion the Price shall** be either:
(a) as indicated on invoices provided by the Contractor to the Client in respect of Goods supplied; or
(b) **the Contractor's quoted Price (subject to clause** 4.2) which shall be binding upon the Contractor provided that the Client shall accept the **Contractor's quotation in writing within** thirty (30) days.

4.2 The Contractor reserves the right to change the Price in the event of a **variation to the Contractor's quotation.** Any variation from the plan of scheduled works or specifications (including, but not limited to, any variation as a result of additional works required due to hidden or unidentifiable difficulties such as hard rock barriers below the surface or iron reinforcing rods in concrete, or as a result of increases to the Contractor in the cost of materials and labour) will be charged for on the **basis of the Contractor's** quotation and will be shown as variations on the invoice. Payment for all variations must be made in full at their time of completion.

4.3 Time for payment for the Goods shall be of the essence and will be stated on the invoice or any other forms. If no time is stated then payment shall be due fourteen (14) days following the date of the invoice.

4.4 Payment will be made by cash, or by cheque, or by bank cheque, or by direct credit, or by any other method as agreed to between the Client and the Contractor.

4.5 GST and other taxes and duties that may be applicable shall be added to the Price except when they are expressly included in the Price.

5. Delivery of Goods

5.1 **At the Contractor's sole discretion delivery of the Goods shall take** place when **the Client takes possession of the Goods at the Client's nominated** address (in the event that the Goods are delivered by the Contractor or the **Contractor's nominated carrier).**

5.2 **At the Contractor's sole discretion the costs of delivery are included** in the Price.

5.3 The Client shall make all arrangements necessary to take delivery of the Goods whenever they are tendered for delivery. In the event that the Client is unable to take delivery of the Goods as arranged then the Contractor shall be entitled to charge a reasonable fee for redelivery.

5.4 The Client shall take delivery of the Goods tendered notwithstanding that the quantity so delivered shall be either greater or lesser than the quantity purchased provided that:
(a) such discrepancy in quantity shall not exceed five percent (5%); and
(b) the Price shall be adjusted pro rata to the discrepancy.

5.5 The failure of the Contractor to deliver shall not entitle either party to treat this contract as repudiated.

5.6 The Contractor shall not be liable for any loss or damage whatsoever due to failure by the Contractor to deliver the Goods (or any of them) promptly or at all where due to circumstances beyond the control of the Contractor.

6. Risk

6.1 If the Contractor retains ownership of the Goods nonetheless, all risk for the Goods passes to the Client on delivery.

6.2 If any of the Goods are damaged or destroyed following delivery but prior to ownership passing to the Client, the Contractor is entitled to receive all insurance proceeds payable for the Goods. The production of these terms and conditions by the **Contractor is sufficient evidence of the Contractor's** rights to receive the insurance proceeds without the need for any person dealing with the Contractor to make further enquiries.

7. Access

7.1 The Client shall ensure that the Contractor has clear and free access to the work site at all times to enable them to undertake the works. The Contractor shall not be liable for any loss or damage to the site (including, without limitation, damage to pathways, driveways and concreted or paved or grassed areas) unless due to the negligence of the Contractor.

8. Underground Locations

8.1 Prior to the Contractor commencing any work the Client must advise the Contractor of the precise location of all underground services on the site and clearly mark the same. The underground mains & services the Client must identify include, but are not limited to, electrical services, gas services, sewer services, pumping services, sewer connections, sewer sludge mains, water mains, irrigation pipes, telephone cables, fibre optic cables, oil pumping mains, and any other services that may be on site.

8.2 Whilst the Contractor will take all care to avoid damage to any underground services the Client agrees to indemnify the Contractor in respect of all and any liability claims, loss, damage, costs and fines as a result of damage to services not precisely located and notified as per clause 8.1.

9. Title

9.1 The Contractor and the Client agree that ownership of the Goods shall not pass until:
(a) the Client has paid the Contractor all amounts owing for the particular Goods; and
(b) the Client has met all other obligations due by the Client to the Contractor in respect of all contracts between the Contractor and the Client.

9.2 Receipt by the Contractor of any form of payment other than cash shall not be deemed to be payment until that form of payment has been honoured, cleared or recognised and **until then the Contractor's ownership** or rights in respect of the Goods shall continue.

9.3 It is further agreed that:
(a) where practicable the Goods shall be kept separate and identifiable until the Contractor shall have received payment and all other obligations of the Client are met; and
(b) until such time as ownership of the Goods shall pass from the Contractor to the Client the Contractor may give notice in writing to the Client to return the Goods or any of them to the Contractor. Upon such notice the rights of the Client to obtain ownership or any other interest in the Goods shall cease; and
(c) the Contractor shall have the right of stopping the Goods in transit whether or not delivery has been made; and
(d) if the Client fails to return the Goods to the Contractor then the **Contractor or the Contractor's agent** may (as the invitee of the Client) enter upon and into land and premises owned, occupied or used by the Client, or any premises where the Goods are situated and take possession of the Goods; and
(e) the Client is only a bailee of the Goods and until such time as the Contractor has received payment in full for the Goods then the Client shall hold any proceeds from the sale or disposal of the Goods, up to and including the amount the Client owes to the Contractor for the Goods, on trust for the Contractor; and
(f) the Client shall not deal with the money of the Contractor in any way which may be adverse to the Contractor; and
(g) the Client shall not charge the Goods in any way nor grant nor otherwise give any interest in the Goods while they remain the property of the Contractor; and
(h) the Contractor can issue proceedings to recover the Price of the Goods sold notwithstanding that ownership of the Goods may not have passed to the Client; and
(i) until such time that ownership in the Goods passes to the Client, if the Goods are converted into other products, the parties agree that the Contractor will be the owner of the end products.

10. Personal Property Securities Act 2009 ("PPSA")

10.1 In this clause:
(a) financing statement has the meaning given to it by the PPSA;
(b) financing change statement has the meaning given to it by the PPSA;
(c) security agreement means the security agreement under the PPSA created between the Client and the Contractor by these terms and conditions; and
(d) security interest has the meaning given to it by the PPSA.

10.2 Upon assenting to these terms and conditions in writing the Client acknowledges and agrees that these terms and conditions:
(a) constitute a security agreement for the purposes of the PPSA; and
(b) create a security interest in:
(i) all Goods previously supplied by the Contractor to the Client (if any);
(ii) all Goods that will be supplied in the future by the Contractor to the Client.

10.3 The Client undertakes to:
(a) promptly sign any further documents and/or provide any further information (such information to be complete, accurate and up-to-date in all respects) which the Contractor may reasonably require to:
(i) register a financing statement or financing change statement in relation to a security interest on the Personal Property Securities Register;
(ii) register any other document required to be registered by the PPSA; or
(iii) correct a defect in a statement referred to in clause 10.3(a)(i) or 10.3(a)(ii);
(b) indemnify, and upon demand reimburse, the Contractor for all expenses incurred in registering a financing statement or financing change statement on the Personal Property Securities Register established by the PPSA or releasing any Goods charged thereby;
(c) not register a financing change statement in respect of a security interest without the prior written consent of the Contractor;
(d) not register, or permit to be registered, a financing statement or a financing change statement in relation to the Goods in favour of a third party without the prior written consent of the Contractor; and
(e) immediately advise the Contractor of any material change in its business practices of selling the Goods which would result in a change in the nature of proceeds derived from such sales.

10.4 The Contractor and the Client agree that sections 96, 115 and 125 of the PPSA do not apply to the security agreement created by these terms and conditions.

10.5 The Client hereby waives its rights to receive notices under sections 95, 118, 121(4), 130, 132(3)(d) and 132(4) of the PPSA.

10.6 The Client waives its rights as a grantor and/or a debtor under sections 142 and 143 of the PPSA.

10.7 Unless otherwise agreed to in writing by the Contractor, the Client waives its right to receive a verification statement in accordance with section 157 of the PPSA.

10.8 The Client shall unconditionally ratify any actions taken by the Contractor under clauses 10.3 to 10.5.

11. Security and Charge

11.1 Despite anything to the contrary contained herein or any other rights which the Contractor may have howsoever:
(a) where the Client and/or the Guarantor (if any) is the owner of land, realty or any other asset capable of being charged, both the Client and/or the Guarantor agree to mortgage and/or charge all of their joint and/or several interest in the said land, realty or any other asset to the **Contractor or the Contractor's nominee to secure all amounts** and other monetary obligations payable under these terms and conditions. The Client and/or the Guarantor acknowledge and agree that the Contractor **(or the Contractor's nominee)** shall be entitled to lodge where appropriate a caveat, which caveat shall be withdrawn once all payments and other monetary obligations payable hereunder have been met.
(b) should the Contractor elect to proceed in any manner in accordance with this clause and/or its sub-clauses, the Client and/or Guarantor shall indemnify the Contractor from and **against all the Contractor's costs and** disbursements including legal costs on a solicitor and own client basis.
(c) the Client and/or the Guarantor (if any) agree to irrevocably nominate **constitute and appoint the Contractor or the Contractor's** nominee as the **Client's and/or Guarantor's true and lawful attorney to perform all** necessary acts to give effect to the provisions of this clause 11.1.

12. Defects

12.1 The Client shall inspect the Goods on delivery and shall within three (3) days of delivery (time being of the essence) notify the Contractor of any alleged defect, shortage in quantity, damage or failure to comply with the description or quote. The Client shall afford the Contractor an opportunity to inspect the Goods within a reasonable time following delivery if the Client believes the Goods are defective in any way. If the Client shall fail to comply with these provisions the Goods shall be presumed to be free from any defect or damage. For defective Goods, which the Contractor has agreed in writing that the Client is entitled to reject, the **Contractor's liability is limited** to either (at the **Contractor's discretion) replacing the** Goods or repairing the Goods except where the Client has acquired Goods as a consumer within the meaning of the Competition and Consumer Act 2010 (CWth) or the Fair Trading Acts of the relevant state or territories of Australia, and is therefore also **entitled to, at the consumer's discretion either a refund of the purchase** price of the Goods, or repair of the Goods, or replacement of the Goods.

12.2 Goods will not be accepted for return other than in accordance with 12.1 above.

13. Warranty

13.1 Subject to the conditions of warranty set out in clause 13.2 the Contractor warrants that if any defect in any workmanship of the Contractor becomes apparent and is reported to the Contractor within one (1) month of the date of delivery (time being of the essence) then the Contractor will either (at the **Contractor's sole discretion) replace or remedy** the workmanship.

13.2 The conditions applicable to the warranty given by clause 13.1 are:
(a) the warranty shall not cover any defect or damage which may be caused or partly caused by or arise through:
(i) failure on the part of the Client to properly maintain any Goods; or
(ii) failure on the part of the Client to follow any instructions or guidelines provided by the Contractor; or
(iii) any use of any Goods otherwise than for any application specified on a quote or order form; or
(iv) the continued use of any Goods after any defect becomes apparent or would have become apparent to a reasonably prudent operator or user; or
(v) fair wear and tear, any accident or act of God.
(b) the warranty shall cease and the Contractor shall thereafter in no circumstances be liable under the terms of the warranty if the workmanship is repaired, altered or **overhauled without the Contractor's** consent.
(c) in respect of all claims the Contractor shall not be liable to compensate the Client for any delay in either replacing or remedying the workmanship or in properly assessing **the Client's claim.**

14. Default and Consequences of Default

14.1 Interest on overdue invoices shall accrue daily from the date when payment becomes due, until the date of payment, at a rate of two and a half percent (2.5%) per calendar month (and at the Contractor's **sole discretion such** interest shall compound monthly at such a rate) after as well as before any judgment.

14.2 In the event that **the Client's payment is dishonoured for any reason the** Client shall be liable for any dishonour fees incurred by the Contractor.

14.3 If the Client defaults in payment of any invoice when due, the Client shall indemnify the Contractor from and against all costs and disbursements incurred by the Contractor in pursuing the debt including legal costs on a solicitor and own client basis and **the Contractor's collection agency costs.**

14.4 Without prejudice to any other remedies the Contractor may have, if at any time the Client is in breach of any obligation (including those relating to payment), the Contractor may suspend or terminate the supply of Goods to the Client and any of its other obligations under the terms and conditions. The Contractor will not be liable to the Client for any loss or damage the Client suffers because the Contractor has exercised its rights under this clause.

14.5 If any account remains overdue after thirty (30) days then an amount of the greater of twenty dollars ($20.00) or ten percent (10%) of the amount overdue (up to a maximum of two hundred dollars ($200.00)) shall be levied for administration fees which sum shall become immediately due and payable.

14.6 Without **prejudice to the Contractor's other remedies at law the Contractor** shall be entitled to cancel all or any part of any order of the Client which remains unfulfilled and all amounts owing to the Contractor shall, whether or not due for payment, become immediately payable in the event that:
(a) any money payable to the Contractor becomes overdue, or in the **Contractor's opinion the Client will be unable to meet its payments** as they fall due; or
(b) the Client becomes insolvent, convenes a meeting with its creditors or proposes or enters into an arrangement with creditors, or makes an assignment for the benefit of its creditors; or
(c) a receiver, manager, liquidator (provisional or otherwise) or similar person is appointed in respect of the Client or any asset of the Client.

15. Compliance with Laws

15.1 The Client and the Contractor shall comply with the provisions of all statutes, regulations and bylaws of government, local and other public authorities that may be applicable to the works.

15.2 The Client shall obtain (at the expense of the Client) all licenses and approvals that may be required for the works.

15.3 The Client agrees that the site will comply with any occupational health and safety laws relating to building/construction sites and any other relevant safety standards or legislation.

16. Cancellation

16.1 The Contractor may cancel any contract to which these terms and conditions apply or cancel delivery of Goods at any time before the Goods are delivered by giving written notice to the Client. On giving such notice the Contractor shall repay to the Client any sums paid in respect of the Price. The Contractor shall not be liable for any loss or damage whatsoever arising from such cancellation.

16.2 In the event that the Client cancels delivery of Goods the Client shall be liable for any loss incurred by the Contractor (including, but not limited to, any loss of profits) up to the time of cancellation.

17. Privacy Act 1988

17.1 The Client and/or the Guarantor/s (herein referred to as the Client) agree for the Contractor to obtain from a credit reporting agency a credit report containing personal credit information about the Client in relation to credit provided by the Contractor.

17.2 The Client agrees that the Contractor may exchange information about the Client with those credit providers either named as trade referees by the Client or named in a consumer credit report issued by a credit reporting agency for the following purposes:
(a) to assess an application by the Client; and/or
(b) to notify other credit providers of a default by the Client; and/or
(c) to exchange information with other credit providers as to the status of this credit account, where the Client is in default with other credit providers; and/or
(d) to assess the creditworthiness of the Client.
The Client understands that the information exchanged can include anything **about the Client's creditworthiness, credit standing, credit history** or credit capacity that credit providers are allowed to exchange under the Privacy Act 1988.

17.3 The Client consents to the Contractor being given a consumer credit report to collect overdue payment on commercial credit (Section 18K(1)(h) Privacy Act 1988).

17.4 The Client agrees that personal credit information provided may be used and retained by the Contractor for the following purposes (and for other purposes as shall be agreed between the Client and Contractor or required by law from time to time):
(a) the provision of Goods; and/or
(b) the marketing of Goods by the Contractor, its agents or distributors; and/or
(c) analysing, verifying and/or checking the Client's **credit, payment and/or** status in relation to the provision of Goods; and/or
(d) processing of any payment instructions, direct debit facilities and/or credit facilities requested by the Client; and/or
(e) enabling **the daily operation of Client's account** and/or the collection of amounts outstanding **in the Client's account in relation to the Goods.**

17.5 The Contractor may give information about the Client to a credit reporting agency for the following purposes:
(a) to obtain a consumer credit report about the Client;
(b) allow the credit reporting agency to create or maintain a credit information file containing information about the Client.

17.6 The information given to the credit reporting agency may include:
(a) personal particulars (**the Client's name, sex, address, previous** addresses, date of birth, name of employer and **driver's licence number**;
(b) **details concerning the Client's application** for credit or commercial credit and the amount requested;
(c) advice that the Contractor is a current credit provider to the Client;
(d) advice of any overdue accounts, loan repayments, and/or any outstanding monies owing which are overdue by more than sixty (60) days, and for which debt collection action has been started;
(e) **that the Client's overdue** accounts, loan repayments and/or any outstanding monies are no longer overdue in respect of any default that has been listed;
(f) information that, in the opinion of the Contractor, the Client has committed a serious credit infringement (that is, fraudulently or shown an intention not to comply with the Clients credit obligations);
(g) advice that cheques drawn by the Client for one hundred dollars ($100) or more, have been dishonoured more than once;
(h) that credit provided to the Client by the Contractor has been paid or otherwise discharged.

18. Construction Contracts Act 2004

18.1 **At the Contractor's sole discretion,** if there are any disputes or claims for unpaid Goods and/or Services then the provisions of the Construction Contracts Act 2004 may apply.

18.2 Nothing in this agreement is intended to have the affect of contracting out of any provisions of the Construction Contracts Act 2004 of Western Australia, except to the extent permitted by the Act where applicable.

19. General

19.1 If any provision of these terms and conditions shall be invalid, void, illegal or unenforceable the validity, existence, legality and enforceability of the remaining provisions shall not be affected, prejudiced or impaired.

19.2 If any provisions of these terms and conditions are inconsistent with the PPSA, the PPSA shall prevail to the extent of that inconsistency.

19.3 These terms and conditions and any contract to which they apply shall be governed by the laws of Western Australia and are subject to the jurisdiction of the courts of Western Australia.

19.4 The Contractor shall be under no liability whatsoever to the Client for any indirect and/or consequential loss and/or expense (including loss of profit) suffered by the Client arising out of a breach by the Contractor of these terms and conditions.

19.5 In the event of any breach of this contract by the Contractor the remedies of the Client shall be limited to damages which under no circumstances shall exceed the Price of the Goods.

19.6 The Client shall not be entitled to set off against, or deduct from the Price, any sums owed or claimed to be owed to the Client by the Contractor nor to withhold payment of any invoice because part of that invoice is in dispute.

19.7 The Contractor may license or sub-contract all or any part of its rights and **obligations without the Client's consent.**

19.8 The Client agrees that the Contractor may review these terms and conditions at any time. If, following any such review, there is to be any change to these terms and conditions, then that change will take effect from the date on which the Contractor notifies the Client of such change. The Client shall be under no obligation to accept such changes except where the Contractor supplies further Goods to the Client and the Client accepts such Goods.

19.9 Neither party shall be liable for any default due to any act of God, war, terrorism, strike, lock-out, industrial action, fire, flood, storm or other event beyond the reasonable control of either party.

19.10 The failure by the Contractor to enforce any provision of these terms and conditions shall not be treated as a waiver of that provision, nor shall it affect the Contractor's right to subsequently enforce that provision.

Please note that a larger print version of these terms and conditions is available from the Contractor on request.

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Gearing's Plumbing Service
PO Box 324
Bullsbrook WA 6084
Australia
Phone: 0417962238
gearing@bordernet.com.au
ABN: 59 202 158 232

Quote: 74 **Quote**

Quote date: 25/07/2019

Muchea Sporting User Group
cnr Philmore/Archibald/Carl Streets
Muchea 6501

Expiry:
24/08/2019

ITEM	DESCRIPTION		UNITS	UNIT PRICE (inc GST)	TAX TYPE	AMOUNT (inc GST)
	This budget estimate excludes supply or installation of fire services, any gas works, septic system/ATU, water pressure pumps, earthmoving works beyond what our small excavator can achieve, including installation of grease trap, hard digging eg: water, rock or obstructions, payment of any local Shire fees and applications.	Qty	1	0.00	GST	0.00
	Tapware and fixtures: supply and install tapwares and fixtures as indicated in supplied drawings - note no designated brands/sizes/colour/type were indicated on drawings: items to be provided are: Pans - Posh Solus close coupled suites - white Tapware - Posh Bristol - chrome Basins: Studio wall basins; Posh Solus semi-inset; white All access pans - Select assist care & Plaza assist care. Kitchen area: double bowl sink; left hand drainer 1200mm long - Posh Solus Mk3; standard cleaners sink; Wolfen type on brackets. Bar area: sink - Afa Flow single bowl. Hot water units:supply of and plumbing connections to 4 x Therman x hybrid 300L heat pump hot water units.	Qty	1	134,500.00	GST	134,500.00
	Scope of works: Drainage: PVC prelay for indicated fixtures; payment of Plumbing Licensing fees for new buildings; connection of all indicated fixture outlets to 100mm PVC main drain and connect onto septic connection point. NOTE: septic system to be installed by others. Grease trap: supply and plumbing installation of 2000L Galvins grease trap for kitchen waste. Water supply: external: 50mm PN16 blueline poly water supply pipe. Internal: to be in Pex product; copper where required. Storm water works: connection of existing down pipe pops to 90mm PVC storm water pipe; down pipes to be connected to black,	Qty	1	0.00	GST	0.00

ITEM	DESCRIPTION		UNITS	UNIT PRICE (inc GST)	TAX TYPE	AMOUNT (inc GST)
	flat PVC grate; main PVC 100mm storm water drain to be run to northern end of complex and to discharge into drain area.					

GST:	$12,227.27
TOTAL (inc GST):	$134,500.00

Notes

Muchea Sporting and Community Hall: onsite plumbing works for new hall. All work to comply with AS3500. This is a BUDGET ESTIMATE only - estimate that Gearing's Plumbing Service will provide $20 500 donation in goods and services to this project.

From: mat@greatconcrete.com.au <mat@greatconcrete.com.au>
Sent: Wednesday, 21 August 2019 6:27 PM
To: 'Sherry Chipchase' <chipchases@bigpond.com>
Subject: quote

Quote for Muchea Cricket Club

Based on 730 sq meters with F72 mesh.
All prices subject to final engineering.
Price does not include bobcat or excavator if required.

Scope of work as per drawing provided - $76300.00
Discount- $26976.00

Total cost - $49324.00 including GST

Regards
Mat Nash

GREAT NORTHERN CONCRETE

WE SUPPLY & LAY PRE-MIX CERTIFIED CONCRETE
RURAL, RESIDENTIAL & COMMERCIAL

- Grey & Coloured Concrete
- Patterned Concrete
- Exposed Aggregate

Mat 0417922134

ABN: 55 490 521 389
16 Jasmine Close, Edgewater 6027
info@inbrick.com.au
www.inbrick.com.au
0473485915
55 490 521 389: BC 103038
Licensed Building Contractor BC 103038

Quote

For: Lachlan Chilman
chitteringjuniorcricketclub@gmail.com
Chittering junior cricket

Quote No: 126
Date: 08/08/2019

Description	Quantity	Rate	Amount
2c Face brickwork	1	$10,880.00	$10,880.00
2c Internal brickwork	1	$7,392.00	$7,392.00
Extras - 2 x Brick lintels, Height work over 31c	1	$0.00	$0.00
Bricks delivered	1	$19,540.00	$19,540.00*
Cement	96	$10.00	$960.00*
Sand	12	$40.00	$480.00*
Wall ties x 1030	1	$227.00	$227.00*
Damp course	2	$40.00	$80.00*
Flashing	5	$39.00	$195.00*
6mm galv rod	20	$6.14	$122.80*
Weep hole tube	1	$32.00	$32.00*
Roof strap Pryda 30 x 1.0mm x 30m	4	$50.00	$200.00*

*Indicates non-taxable item

Subtotal	$40,108.80
GST 10%	$1,827.20
Total	$41,936.00

Total $41,936.00

Notes

****Variations to the plan will be discussed and priced before work commences****

*NOTE - Our suppliers have provided items at significantly reduced prices through our negotiations, we have also reduced our labour cost for this project, so noting the consultants estimates of $58,100 for Face/Internal brickwork I have provided a significant reduction for the Muchea user groups. We have donated $16,000 towards this project

TB

Tom Branse <tbranse@kleenheat.com.au> William Grimshaw; Lachlan

RE: Fundraising August Update for the new Changerooms and Clubrooms at Muchea Oval

Hi William and Lachlan,

I hope you're both well. As discussed, I have been able to secure a $3,000 commitment from Kleenheat to support the Muchea Oval.
Also, I have gone back to our Marketing Team regarding additional sponsorship opportunities in the coming years. Unfortunately, I have been informed that Kleenheat can't commit any additional funds at this stage as the marketing budget for the next years are not finalised and is not planned that far in advance.

Don't hesitate to contact me with any questions.

Regards,

Tom Branse
Business Representative – WA North
Kleenheat
M 0419 192 336
E tbranse@kleenheat.com.au | W www.kleenheat.com.au

Building 161, Car Park 12, Murdoch University, Murdoch, Western Australia 6150
PO Box 4184, Myaree Business Centre, Western Australia 6960

TRONOX

Manchil IPM Services Pty Ltd

Integrated Pest Management

A.C.N. 008 491 325

August 19, 2019

Muchea Sporting User Groups

Dear Mr. Grimshaw (President of Chittering Junior Cricket Club)

This letter is to confirm that Manchil IPM Services is prepared to donate $18,000 towards the construction of new club house and changerooms at the Muchea Sports Oval.

This funding will occur in 2 payments. The first being prior to the end of 2019 and the second prior to the end of 2020.

These payments are subject to the grant applications being approved and 100% confirmation that the project will go ahead, and the funds will be utilized for these purposes. We ask for any sponsorship advertising that Biological Services be used as the name.

Good luck in your fundraising and grant application.

Sincerely,
Lachlan Chilman
Managing Director
Manchil IPM Services

Tronox
PO Box 22
Muchea WA 6501

Ph 08 9571 9333
www.tronox.com

15 Rheoe Outlook
Sinagra, WA, 6065
darrenboland@icloud.com
http://www.rockhard.net.au/
0414610092
ABN: 78403482926
Mobile: 0414610092
Email: darrenboland@icloud.com
Web: www.rockhard.net.au
1300ROCKHARD

Rockhard Stone Construction

Estimate

For: Brian Chipchase
chipchases@bigpond.com,
lachlanchilman@hotmail.com

Estimate No: 5
Date: 07/08/2019

Date	Description	Hours worked	Hourly Rate	GST	Amount
Block price	Cream straight edge reconstituted blocks	550	$11.50	10%	$6,325.00
Sand	Blended sand for mortar	2	$500.00	10%	$1,000.00
Cement	Two pellets of cream cement plus Delivery	112	$10.00	10%	$1,120.00
Machine hire	Truck and trailer,Bobcat,Excavator,Compactor,laser and all tool hire	100	$70.00	10%	$7,000.00
Man hours Labor including insurances	Stonemason and labourers	140	$70.00	10%	$9,800.00

Payment Details

A 70% deposit of $17,494.79 is required by 22/08/2019.

Subtotal	$25,245.00
Late payment fees	$2,524.50
GST 10%	$2,272.05
Total	$24,992.55

Total $24,992.55

Pay Now

Invoice2go

Deposit due 22/08/2019 $17,494.79

You replied on Thu 22/08/2019 9:13 PM

DB

Darren Boland <darrenboland@icloud.com>
Thu 22/08/2019 4:02 PM
You; chipchases@bigpond.com; darrenboland@icloud.com

quote_5.pdf
1 MB

Hi,

I have gave you a 10% discount! that's all I can do sorry

Kind Regards,

Darren Boland|Manager director

Rockhard Stone Construction

Client's signature

Attachment #1

Attachment #2

Attachment #3

Attachment #4

Sherry Chipchase

From: Mark Dymock <mark@swanceramics.com.au>
Sent: Tuesday, 30 July 2019 10:11 PM
To: chipchases@bigpond.com
Subject: PROPOSED MUCHEA CRICKET CLUBROOMS - TILE QUOTATION #118162
Attachments: QT19-Muchea (1).pdf

Hi Brian,

As discussed, please now find attached our preliminary Quotation for the supply & installation tiling in the proposed Muchea Cricket Clubrooms.

The quantities detailed on this Quotation have been prepared from a preliminary 1:100 floorplan drawing.
In the absence of dimensions, sectional drawings or a specification I have based our quotation on the following:

- **FLOOR TILES - 'Kaamos Matt Grey'** 298x298 floor tiles to the following floor areas:
  - *Wet Areas – Umpire 1 & 2, Changeroom Toikets 1 & 2, Unisex Disabled 1 & 2, Male & Female*
  - *Service Areas – Kitchen/Service, Dry Store & Bar/Service/Store & Coolroom*
  - *Public Areas – Foyer/Passage, Office/Medical, 1200mm Walkways adjacent Bar Serveries & 1500mm Walkway adjacent Kitchen Servery*
    - Screeding required to create falls in all Wet & Service areas (excluding dry store/coolroom) – grano setdown to be provided by builder
    - Waterproofing required to floor of Umpire 1 & 2 and Changeroom 1 & 2 Shower Cubicles only
    - Puddle Flanges & Floor Wastes to be provided by plumber
    - Aluminum Floor Coving required in Kitchen/Service, Dry Store & Bar/Service/Store areas (excluding Coolroom)
    - Diminishing Trim required at entrances to Changeroom 1 & 2 Toilets
    - Epoxy Grout to be used in all Service Area floor tiling (only)

  Kaamos Matt Grey is a non-rectified European porcelain tile with an 'R10' slip resistance rating.
  You would need to verify with relevant statutory bodies if this rating will be suitable for all areas nominated.
- **WALL TILES - 'White Matt Premium'** 200x400 wall tiles to the following areas:
  - *Wet Areas – Umpire 1 & 2, Changeroom WC/Showers 1 & 2, Unisex WC 1 & 2, Male/Female WC's*
    - 200mm high skirting throughout
    - 200mm high splashbacks over vanity basins/benches
    - 2000mm high tiling to rendered walls in Showers only i.e. not on dividing partitions assumed to be of waterproof material
    - Waterproofing required to rendered walls in shower cubicle only i.e. not on dividing partitions
  - *Service Areas – Kitchen/Service/Dry Store & Bar/Service/Store*
    - 200mm high skirting throughout (excluding Cold Room)
    - 400mm high splashback above work benches & sinks
    - Tiling behind stove/s from floor to height of Rangehood/Canopy
    - Epoxy Grout to be used in all wall/skirt tiling in Service Areas
- **GENERAL**
  - All measurements are subject to check against final construction drawings & specifications
  - Prices quoted are valid for a period of 12 months from 30/7/19 – subject to review thereafter
  - Waste removal and final cleaning are not included in our quotation – responsibility of builder

As discussed, we have offered discounted pricing on most items in our quotation.
For comparative purposes, below are our regular Cash & Carry/Trade rates (Incl. GST) on the items quoted:

- Kaamos Matt Grey
  298x298 $36.50/m2
- White Matt Premium
  200x400 $33.00/m2
- S01 Grout Monte Bianco
  20kg $56.00/ea
- S14 Sorrento Grout
  20kg $56.00/ea
- EG501 Epoxy Grout White 12kg $170.00/ea
- EG504 Epoxy Grout Grey
  12kg $170.00/ea
- Epoxy Wash
  5L $80.00/ea
- Cemco 20 Adhesive
  20kg $33.00/ea
- Mortec SBR Waterproof Membrane
  20kg $159.00/ea
- Angle Aluminium 10mm x1 m $3.85/ea
- Trim Alum Diminishing 10mm x
  3m $27.50/ea
- Trim Alum Cove Matt Silver
  3m $42.90/ea
- Trim Alum Cove Corner Ext Matt Silver $23.90/ea
- Trim Alum Cove Corner Int Matt
  Silver $23.90/ea
- Trim Alum Cove End Caps Grey (Pack 10) $10.90/ea
- Labour – Tiling – Ablution Floor/Walls/Skirt & Kitchen/Bar Walls/Skirt $55.00/m2
- Labour – Tiling – Foyer, Medical, Social, Main, Kitchen/Store & Bar/Coolroom Floor $35.00/m2
- Labour – Shower Waterproofing (per Shower) $110.00/ea
- Labour – Floor
  Screeding $33.00/m2

Also, regarding the 'Kaamos Matt Grey' floor tile I have sample available should you wish to call in and collect this.

In the meantime please don't hesitate to contact me if you have any further queries.

Thanks and best regards

Mark Dymock
swanceramics
Osborne Park, Western Australia
P +61 8 9242 3093 F +61 8 9443 3603

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swanceramics

QUOTATION

Number O 118162
Date 30/07/2019
Page 1 of 1

Osborne Park
7a Rowallan Street
P: 9242 3093 F: 9443 3603
ABN : 48 158 839 895

Account:

CASH SALE - OSBORNE PARK
7A ROWALLAN STREET
OSBORNE PARK WA 6017

Client/s: PROPOSED 'MUCHEA CRICKET CLUBROOMS'

Address: CNR PHILMORE/ARCHIBALD/CARL STREETS, MUCHEA

Advice: SUPPLY & INSTALL QUOTATION

Ref: MUCHEA CLUBROOMS **Consultant:** MARK

	Description	Size	Quantity	Unit	Unit Price	Amount
	FLOOR TILES TO ABLUTIONS, KITCHEN/STORE, BAR/COOLROOM, FOYER, OFFICE & SOCIAL/MAIN WALKWAYS **					
396	Kaamos Matt Grey (R10)	298 x 298	326.20	M	$26.40	$8,611.68
	WALL/SKIRT TILES TO ABLUTIONS, KITCHEN/ STORE & BAR/STORE **					
370	White Gloss Premium - 204500	200 x 400	81.00	M	$18.70	$1,514.70
	FIXING MATERIALS					
336	S01 Grout Monte Bianco	20.00 kg	1.00	P	$45.10	$45.10
336	S14 Grout Sorrento	20.00 kg	3.00	P	$45.10	$135.30
336	EG501 Epoxy Grout White	12.00 kg	1.00	P	$165.00	$165.00
336	EG504 Epoxy Grout Grey	12.00 kg	3.00	P	$165.00	$495.00
336	Epoxy Wash	5.00 L	3.00	P	$60.50	$181.50
149	Cemco 20 Adhesive	20.00 kg	82.00	P	$28.60	$2,345.20
336	Mortec SBR Waterproof Membrane	20.00 kg	6.00	P	$146.30	$877.80
122	Angle Aluminium 10mm	1.00 m	34.00	P	$2.75	$93.50
122	Trim Alum Diminishing Alum 10mm	3.00 m	2.00	P	$22.00	$44.00
122	Trim Alum Cove Matt Silver	3.00 m	20.00	P	$31.90	$638.00
122	Trim Alum Cove Corner Ext Matt Silver	0 x 0	8.00	P	$19.80	$158.40
122	Trim Alum Cove Corner Int Matt Silver	0 x 0	9.00	P	$19.80	$178.20
122	Trim Alum Cove End Caps Grey (Pack 10)	0 x 0	1.00	P	$6.60	$6.60
	INSTALLATION **					
999	Labour - Tiling to Ablution Floor/Walls/Skirt & Kitchen/Bar Walls/Skirt		184.30	M	$53.00	$9,767.90
999	Labour - Tiling to Foyer, Medical, Social, Main, Kitchen/Store & Bar Floors		222.90	M	$33.00	$7,355.70
999	Labour - Shower Waterproofing to Umpire 1/2 & Change 1/2		10.00	P	$99.00	$990.00
999	Labour - Floor Screeding to Ablutions, Kitchen & Bar		148.60	M	$29.70	$4,413.42
999	Labour - Cove Installation to Kitchen & Bar		20.00	P	$19.80	$396.00
999	Labour - Epoxy Grout Installation (Surcharge) to Kitchen & Bar Tiles		132.50	M	$8.80	$1,166.00

** PRELIMINARY QUOTATION - REFER ACCOMPANYING EMAIL DATED 30/7/19 'PROPOSED MUCHEA CRICKET CLUBROOMS - TILE QUOTATION #118162' FOR TERMS & CONDITIONS

Conditions of Sale

1) Suitable selection of tiles is the responsibility of the purchaser 2) Whilst every care is taken no responsibility is accepted for quantity estimates prepared by this company 3) All tiles are sold subject to normal & natural colour variations. Samples given or displayed are to be considered indicative only 4) Returns/Credits (i) No returns will be accepted on decorative tiles or mosaic, sale items, discontinued lines, batch/shades which have sold out or goods which have been damaged in any way (ii) Goods accepted for credit must be returned within 30 days of the despatch date, be in unopened boxes & be accompanied by the original invoice or delivery docket (iii) Subject to the above a credit will be issued at the purchase price less 15% for handling charges 5) No responsibility will be accepted by Swan Ceramics for damage caused by the use of cleaning products 6) Where goods are delivered to a building site or any other point specified by the buyer, the goods are at the risk of the buyer from the time of leaving our store, while in transit & upon delivery & whether or not any receipt for delivery is given 7) It is the responsibility of the buyer to check all goods on receipt 8) No claims will be accepted after tiles have been laid for crazing, shade variation or if tiles are found to be defective 9) All goods remain the property of Swan Ceramics until payment is received in full

Sub Total	$39,579.00
Delivery Charge	$330.00
Rounding	$0.00
Total (incl. GST)	**$39,909.00**
GST Charged	$3,628.09

We accept direct payment into your nominated account. Please quote your invoice number as reference. Swan Ceramics Pty Ltd BSB 086-003 Account Number 144 115 572

Order Weight kg

PROPOSED 'MUCHEA CRICKET CLUBROOMS'

SWAN CERAMICS TILE QUOTATION #118162 - DISCOUNTS APPLIED

ITEM	SIZE	QUANTITY	UNIT	REGULAR CASH & CARRY/TRADE PRICE		QUOTED PRICE		DISCOUNT
				RATE	AMOUNT	RATE	AMOUNT	
MATERIALS								
Kaamos Matt Grey (R10)	298x298	326.20	M	36.50	11906.30	26.40	8611.68	3294.62
White Gloss Premium - 204500	200x400	81.00	M	33.00	2673.00	18.70	1514.70	1158.30
S01 Grout Monte Bianco	20.00 kg	1.00	P	56.00	56.00	45.10	45.10	10.90
S14 Grout Sorrento	20.00 kg	3.00	P	56.00	168.00	45.10	135.30	32.70
EG501 Epoxy Grout White	12.00 kg	1.00	P	170.00	170.00	165.00	165.00	5.00
EG504 Epoxy Grout Grey	12.00 kg	3.00	P	170.00	510.00	165.00	495.00	15.00
Epoxy Wash	5.00 L	3.00	P	80.00	240.00	60.50	181.50	58.50
Cemco 20 Adhesive	20.00 kg	82.00	P	33.00	2706.00	28.60	2345.20	360.80
Mortec SBR Waterproof Membrane	20.00 kg	6.00	P	159.00	954.00	146.30	877.80	76.20
Aluminium Angle 10mm	1.00 m	34.00	P	3.85	130.90	2.75	93.50	37.40
Trim Alum Diminishing 10mm	3.00 m	2.00	P	27.50	55.00	22.00	44.00	11.00
Trim Alum Cove Matt Silver	3.00 m	20.00	P	42.90	858.00	31.90	638.00	220.00
Trim Alum Cove Corner Ext Matt Silver	N/A	8.00	P	23.90	191.20	19.80	158.40	32.80
Trim Alum Cove Corner Int Matt Silver	N/A	9.00	P	23.90	215.10	19.80	178.20	36.90
Trim Alum Cove End Caps Grey (Pack 10)	N/A	1.00	P	10.90	10.90	6.60	6.60	4.30
LABOUR								
Tiling to Ablution Floor/Walls/Skirt & Kitchen/Bar Walls Skirt		184.30	M	55.00	10136.50	53.00	9767.90	368.60
Tiling to Foyer, Medical, Social, Main, Kitchen/Store & Bar Floors		222.30	M	35.00	7780.50	33.00	7335.70	445.80
Shower Waterproofing to Umpire 1/2 & Change 1/2		10.00	P	110.00	1100.00	99.00	990.00	110.00
Floor Screeding to Ablutions, Kitchen & Bar		148.60	M	33.00	4903.80	29.70	4413.42	490.38
Cove Installation to Kitchen & Bar		20.00	P	22.00	440.00	19.80	396.00	44.00
Epoxy Grout Installation (Surcharge) to Kitchen & Bar Tiles		132.50	M	10.00	1325.00	8.80	1166.00	159.00
DELIVERY		1.00	P	385.00	385.00	330.00	330.00	55.00
TOTALS INCL. GST					$46,936.20		$38,909.80	$7,027.20

Sweetman Excavations

ABN 56 090 807 367
PO Box 223 Muchea WA 6501
Phone: 0416 143 484 A/H/Fax: 9571 0183
Email: sweetmanexcavations@bigpond.com

MULTI PURPOSE FORM

THIS FORM IS A (√ Most Suitable) [√] QUOTATION [ ] VARIATION [ ] JOB COMPLETION [ ] TAX INVOICE

DATE: **15 June 2019** REF No. _____

CLIENT'S TRADE NAME: **Muchea Hall User Groups** _____

SITE ADDRESS FOR QUOTE: **Archibald Street, Muchea WA 6501** _____

Mobile: _____ Email: _____

State: _____ Postcode: _____ State: **WA** Postcode: _____

DETAILS OF WORK TO BE UNDERTAKEN –

QUOTE FOR PAD FOR MUCHEA HALL CLUBROOMS

Scope of work: Pad size is 25m x 30m x 1.5m depth. Pad area is 750m2. Excavate site to required depth. Install subsoil drains and plastic membrane (if required). Import sand (approximately 1,350m3), spread, level and compact. Supply base inspection report and compaction certificate.

	PRICE $ (Exc GST)
Machine hire	$5,000.00
Supply and delivery of x 1,350m3 of sand (this is an estimate only, although we aim to estimate as close as possible)	$21,000.00
Subsoil drains and plastic membrane (base inspection carried out by Structerre will determine if sub soil drains are required)	$4,500.00
Engage Structerre to carry out base inspection	$530.00
Engage Structerre to carry out compaction test	$330.00
TOTAL PRICE $ (Exc GST)	**$31,360.00**
GST	**$3,136.00**
TOTAL PRICE $ (Inc GST)	**$34,496.00**

Please note: A 15% discount will be donated at the conclusion of the job.

IF A QUOTATION: THIS QUOTATION REMAINS VALID FOR 30 DAYS FROM THE ABOVE DATE AFTER WHICH A REVISED QUOTE MAY BE NECESSARY. ANY VARIATION TO THE ABOVE QUANTITIES MAY RESULT IN A VARIATION TO THE QUOTED PRICE.

By signing below I acknowledge that I am accepting this quote. I have read and understand the TERMS AND CONDITIONS OF TRADE (overleaf or attached) of The Marbek Family Trust T/A Sweetman Excavations which form part of, and are intended to be read in conjunction with this Multi Purpose Form and agree to be bound by these conditions. I authorise the use of my personal information as detailed in the Privacy Act clause therein. ***I agree that if I am a director or a shareholder (owning at least 15% of the shares) of the Client I shall be personally liable for the performance of the Client's obligations under this contract.***

SIGNED (CONTRACTOR): _____ **SIGNED (CLIENT):** _____

Name: _____ Name: _____

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The Marbek Family Trust T/A Sweetman Excavations – Terms & Conditions of Trade

1. Definitions

1.1 "Contractor" shall mean The Marbek Family Trust T/A Sweetman Excavations its successors and assigns or any person acting on behalf of and with the authority of The Marbek Family Trust T/A Sweetman Excavations.

1.2 "Client" shall mean the Client (or any person acting on behalf of and with the authority of the Client) as described on any quotation, work authorisation or other form as provided by the Contractor to the Client.

1.3 "Guarantor" means that person (or persons) who agrees to be liable for the debts of the Client on a principal debtor basis.

1.4 "Goods" shall mean all Goods supplied by the Contractor to the Client (and where the context so permits shall include any supply of Services as hereinafter defined) and are as described on the invoices, quotation, work authorisation or any other forms as provided by the Contractor to the Client.

1.5 "Services" shall mean all Services supplied by the Contractor to the Client and includes any advice or recommendations (and where the context so permits shall include any supply of Goods as defined above).

1.6 "Price" shall mean the Price payable for the Goods as agreed between the Contractor and the Client in accordance with clause 4 of this contract.

2. The Competition and Consumer Act 2010 ("CCA") and Fair Trading Acts ("FTA")

2.1 Nothing in this agreement is intended to have the effect of contracting out of any applicable provisions of the CCA or the FTA in each of the States and Territories of Australia (including any substitute to those Acts or re-enactment thereof), except to the extent permitted by those Acts where applicable.

2.2 Clause 12 (Defects), and clause 13 (Warranty) may **NOT** apply to the Client where the Client is purchasing Goods or Services not for resale or hire where the Price of the Goods or Services does not exceed $40,000, or where the Price of the Goods or Services does exceed $40,000 and are of a kind ordinarily acquired for personal, domestic or household use or consumption, or where the Client is in any other way a consumer within the meaning of the CCA or the FTA of the relevant state or territories of Australia.

3. Acceptance

3.1 Any instructions received by the Contractor from the Client for the supply of Goods and/or the Client's acceptance of Goods supplied by the Contractor shall constitute acceptance of the terms and conditions contained herein.

3.2 Where more than one Client has entered into this agreement, the Clients shall be jointly and severally liable for all payments of the Price.

3.3 Upon acceptance of these terms and conditions by the Client the terms and conditions are binding and can only be amended with the written consent of the Contractor.

3.4 The Client shall give the Contractor not less than fourteen (14) days prior written notice of any proposed change of ownership of the Client or any change in the Client's name and/or any other change in the Client's details (including but not limited to, changes in the Client's address, facsimile number, or business practice). The Client shall be liable for any loss incurred by the Contractor as a result of the Client's failure to comply with this clause.

3.5 Goods are supplied by the Contractor only on the terms and conditions of trade herein to the exclusion of anything to the contrary in the terms of the Client's order notwithstanding that any such order is placed on terms that purport to override these terms and conditions of trade.

4. Price and Payment

4.1 At the Contractor's sole discretion the Price shall be either:
(a) as indicated on invoices provided by the Contractor to the Client in respect of Goods supplied; or
(b) the Contractor's quoted Price (subject to clause 4.2) which shall be binding upon the Contractor provided that the Client shall accept the Contractor's quotation in writing within thirty (30) days.

4.2 The Contractor reserves the right to change the Price in the event of a variation to the Contractor's quotation. Any variation from the plan of scheduled works or specifications (including, but not limited to, any variation as a result of additional works required due to hidden or unidentifiable difficulties such as hard rock barriers below the surface or iron reinforcing rods in concrete, or as a result of increases to the Contractor in the cost of materials and labour) will be charged for on the basis of the Contractor's quotation and will be shown as variations on the invoice. Payment for all variations must be made in full at their time of completion.

4.3 Time for payment for the Goods shall be of the essence and will be stated on the invoice or any other forms. If no time is stated then payment shall be due fourteen (14) days following the date of the invoice.

4.4 Payment will be made by cash, or by cheque, or by bank cheque, or by direct credit, or by any other method as agreed to between the Client and the Contractor.

4.5 GST and other taxes and duties that may be applicable shall be added to the Price except when they are expressly included in the Price.

5. Delivery of Goods

5.1 At the Contractor's sole discretion delivery of the Goods shall take place when the Client takes possession of the Goods at the Client's nominated address (in the event that the Goods are delivered by the Contractor or the Contractor's nominated carrier).

5.2 At the Contractor's sole discretion the costs of delivery are included in the Price.

5.3 The Client shall make all arrangements necessary to take delivery of the Goods whenever they are tendered for delivery. In the event that the Client is unable to take delivery of the Goods as arranged then the Contractor shall be entitled to charge a reasonable fee for redelivery.

5.4 The Client shall take delivery of the Goods tendered notwithstanding that the quantity so delivered shall be either greater or lesser than the quantity purchased provided that:
(a) such discrepancy in quantity shall not exceed five percent (5%); and
(b) the Price shall be adjusted pro rata to the discrepancy.

5.5 The failure of the Contractor to deliver shall not entitle either party to treat this contract as repudiated.

5.6 The Contractor shall not be liable for any loss or damage whatsoever due to failure by the Contractor to deliver the Goods (or any of them) promptly or at all where due to circumstances beyond the control of the Contractor.

6. Risk

6.1 If the Contractor retains ownership of the Goods nonetheless, all risk for the Goods passes to the Client on delivery.

6.2 If any of the Goods are damaged or destroyed following delivery but prior to ownership passing to the Client, the Contractor is entitled to receive all insurance proceeds payable for the Goods. The production of these terms and conditions by the Contractor is sufficient evidence of the Contractor's rights to receive the insurance proceeds without the need for any person dealing with the Contractor to make further enquiries.

7. Access

7.1 The Client shall ensure that the Contractor has clear and free access to the work site at all times to enable them to undertake the works. The Contractor shall not be liable for any loss or damage to the site (including, without limitation, damage to pathways, driveways and concreted or paved or grassed areas) unless due to the negligence of the Contractor.

8. Underground Locations

8.1 Prior to the Contractor commencing any work the Client must advise the Contractor of the precise location of all underground services on the site and clearly mark the same. The underground mains & services the Client must identify include, but are not limited to, electrical services, gas services, sewer services, pumping services, sewer connections, sewer sludge mains, water mains, irrigation pipes, telephone cables, fibre optic cables, oil pumping mains, and any other services that may be on site.

8.2 Whilst the Contractor will take all care to avoid damage to any underground services the Client agrees to indemnify the Contractor in respect of all and any liability claims, loss, damage, costs and fines as a result of damage to services not precisely located and notified as per clause 8.1.

9. Title

9.1 The Contractor and the Client agree that ownership of the Goods shall not pass until:
(a) the Client has paid the Contractor all amounts owing for the particular Goods; and
(b) the Client has met all other obligations due by the Client to the Contractor in respect of all contracts between the Contractor and the Client.

9.2 Receipt by the Contractor of any form of payment other than cash shall not be deemed to be payment until that form of payment has been honoured, cleared or recognised and until then the Contractor's ownership or rights in respect of the Goods shall continue.

9.3 It is further agreed that:
(a) where practicable the Goods shall be kept separate and identifiable until the Contractor shall have received payment and all other obligations of the Client are met; and
(b) until such time as ownership of the Goods shall pass from the Contractor to the Client the Contractor may give notice in writing to the Client to return the Goods or any of them to the Contractor. Upon such notice the rights of the Client to obtain ownership or any other interest in the Goods shall cease; and
(c) the Contractor shall have the right of stopping the Goods in transit whether or not delivery has been made; and
(d) if the Client fails to return the Goods to the Contractor then the Contractor or the Contractor's agent may (as the invitee of the Client) enter upon and into land and premises owned, occupied or used by the Client, or any premises where the Goods are situated and take possession of the Goods; and
(e) the Client is only a bailee of the Goods and until such time as the Contractor has received payment in full for the Goods then the Client shall hold any proceeds from the sale or disposal of the Goods, up to and including the amount the Client owes to the Contractor for the Goods, on trust for the Contractor; and
(f) the Client shall not deal with the money of the Contractor in any way which may be adverse to the Contractor; and
(g) the Client shall not charge the Goods in any way nor grant nor otherwise give any interest in the Goods while they remain the property of the Contractor; and
(h) the Contractor can issue proceedings to recover the Price of the Goods sold notwithstanding that ownership of the Goods may not have passed to the Client; and
(i) until such time that ownership in the Goods passes to the Client, if the Goods are converted into other products, the parties agree that the Contractor will be the owner of the end products.

10. Personal Property Securities Act 2009 ("PPSA")

10.1 In this clause:
(a) financing statement has the meaning given to it by the PPSA;
(b) financing change statement has the meaning given to it by the PPSA;
(c) security agreement means the security agreement under the PPSA created between the Client and the Contractor by these terms and conditions; and
(d) security interest has the meaning given to it by the PPSA.

10.2 Upon assenting to these terms and conditions in writing the Client acknowledges and agrees that these terms and conditions:
(a) constitute a security agreement for the purposes of the PPSA; and
(b) create a security interest in:
(i) all Goods previously supplied by the Contractor to the Client (if any);
(ii) all Goods that will be supplied in the future by the Contractor to the Client.

10.3 The Client undertakes to:
(a) promptly sign any further documents and/or provide any further information (such information to be complete, accurate and up-to-date in all respects) which the Contractor may reasonably require to:
(i) register a financing statement or financing change statement in relation to a security interest on the Personal Property Securities Register;
(ii) register any other document required to be registered by the PPSA; or
(iii) correct a defect in a statement referred to in clause 10.3(a)(i) or 10.3(a)(ii);
(b) indemnify, and upon demand reimburse, the Contractor for all expenses incurred in registering a financing statement or financing change statement on the Personal Property Securities Register established by the PPSA or releasing any Goods charged thereby;
(c) not register a financing change statement in respect of a security interest without the prior written consent of the Contractor;
(d) not register, or permit to be registered, a financing statement or a financing change statement in relation to the Goods in favour of a third party without the prior written consent of the Contractor; and
(e) immediately advise the Contractor of any material change in its business practices of selling the Goods which would result in a change in the nature of proceeds derived from such sales.

10.4 The Contractor and the Client agree that sections 96, 115 and 125 of the PPSA do not apply to the security agreement created by these terms and conditions.

10.5 The Client hereby waives its rights to receive notices under sections 95, 118, 121(4), 130, 132(3)(d) and 132(4) of the PPSA.

10.6 The Client waives its rights as a grantor and/or a debtor under sections 142 and 143 of the PPSA.

10.7 Unless otherwise agreed to in writing by the Contractor, the Client waives its right to receive a verification statement in accordance with section 157 of the PPSA.

10.8 The Client shall unconditionally ratify any actions taken by the Contractor under clauses 10.3 to 10.5.

11. Security and Charge

11.1 Despite anything to the contrary contained herein or any other rights which the Contractor may have howsoever:
(a) where the Client and/or the Guarantor (if any) is the owner of land, realty or any other asset capable of being charged, both the Client and/or the Guarantor agree to mortgage and/or charge all of their joint and/or several interest in the said land, realty or any other asset to the Contractor or the Contractor's nominee to secure all amounts and other monetary obligations payable under these terms and conditions. The Client and/or the Guarantor acknowledge and agree that the Contractor (or the Contractor's nominee) shall be entitled to lodge where appropriate a caveat, which caveat shall be withdrawn once all payments and other monetary obligations payable hereunder have been met.
(b) should the Contractor elect to proceed in any manner in accordance with this clause and/or its sub-clauses, the Client and/or Guarantor shall indemnify the Contractor from and against all the Contractor's costs and disbursements including legal costs on a solicitor and own client basis.
(c) the Client and/or the Guarantor (if any) agree to irrevocably nominate constitute and appoint the Contractor or the Contractor's nominee as the Client's and/or Guarantor's true and lawful attorney to perform all necessary acts to give effect to the provisions of this clause 11.1.

12. Defects

12.1 The Client shall inspect the Goods on delivery and shall within three (3) days of delivery (time being of the essence) notify the Contractor of any alleged defect, shortage in quantity, damage or failure to comply with the description or quote. The Client shall afford the Contractor an opportunity to inspect the Goods within a reasonable time following delivery if the Client believes the Goods are defective in any way. If the Client shall fail to comply with these provisions the Goods shall be presumed to be free from any defect or damage. For defective Goods, which the Contractor has agreed in writing that the Client is entitled to reject, the Contractor's liability is limited to either (at the Contractor's discretion) replacing the Goods or repairing the Goods except where the Client has acquired Goods as a consumer within the meaning of the Competition and Consumer Act 2010 (CWlth) or the Fair Trading Acts of the relevant state or territories of Australia, and is therefore also entitled to, at the consumer's discretion either a refund of the purchase price of the Goods, or repair of the Goods, or replacement of the Goods.

12.2 Goods will not be accepted for return other than in accordance with 12.1 above.

13. Warranty

13.1 Subject to the conditions of warranty set out in clause 13.2 the Contractor warrants that if any defect in any workmanship of the Contractor becomes apparent and is reported to the Contractor within one (1) month of the date of delivery (time being of the essence) then the Contractor will either (at the Contractor's sole discretion) replace or remedy the workmanship.

13.2 The conditions applicable to the warranty given by clause 13.1 are:
(a) the warranty shall not cover any defect or damage which may be caused or partly caused by or arise through:
(i) failure on the part of the Client to properly maintain any Goods; or
(ii) failure on the part of the Client to follow any instructions or guidelines provided by the Contractor; or
(iii) any use of any Goods otherwise than for any application specified on a quote or order form; or
(iv) the continued use of any Goods after any defect becomes apparent or would have become apparent to a reasonably prudent operator or user; or
(v) fair wear and tear, any accident or act of God.
(b) the warranty shall cease and the Contractor shall thereafter in no circumstances be liable under the terms of the warranty if the workmanship is repaired, altered or overhauled without the Contractor's consent.
(c) in respect of all claims the Contractor shall not be liable to compensate the Client for any delay in either replacing or remedying the workmanship or in properly assessing the Client's claim.

14. Default and Consequences of Default

14.1 Interest on overdue invoices shall accrue daily from the date when payment becomes due, until the date of payment, at a rate of two and a half percent (2.5%) per calendar month (and at the Contractor's sole discretion such interest shall compound monthly at such a rate) after as well as before any judgment.

14.2 In the event that the Client's payment is dishonoured for any reason the Client shall be liable for any dishonour fees incurred by the Contractor.

14.3 If the Client defaults in payment of any invoice when due, the Client shall indemnify the Contractor from and against all costs and disbursements incurred by the Contractor in pursuing the debt including legal costs on a solicitor and own client basis and the Contractor's collection agency costs.

14.4 Without prejudice to any other remedies the Contractor may have, if at any time the Client is in breach of any obligation (including those relating to payment), the Contractor may suspend or terminate the supply of Goods to the Client and any of its other obligations under the terms and conditions. The Contractor will not be liable to the Client for any loss or damage the Client suffers because the Contractor has exercised its rights under this clause.

14.5 If any account remains overdue after thirty (30) days then an amount of the greater of twenty dollars ($20.00) or ten percent (10%) of the amount overdue (up to a maximum of two hundred dollars ($200.00)) shall be levied for administration fees which sum shall become immediately due and payable.

14.6 Without prejudice to the Contractor's other remedies at law the Contractor shall be entitled to cancel all or any part of any order of the Client which remains unfulfilled and all amounts owing to the Contractor shall, whether or not due for payment, become immediately payable in the event that:
(a) any money payable to the Contractor becomes overdue, or in the Contractor's opinion the Client will be unable to meet its payments as they fall due; or
(b) the Client becomes insolvent, convenes a meeting with its creditors or proposes or enters into an arrangement with creditors, or makes an assignment for the benefit of its creditors; or
(c) a receiver, manager, liquidator (provisional or otherwise) or similar person is appointed in respect of the Client or any asset of the Client.

15. Compliance with Laws

15.1 The Client and the Contractor shall comply with the provisions of all statutes, regulations and bylaws of government, local and other public authorities that may be applicable to the works.

15.2 The Client shall obtain (at the expense of the Client) all licenses and approvals that may be required for the works.

15.3 The Client agrees that the site will comply with any occupational health and safety laws relating to building/construction sites and any other relevant safety standards or legislation.

16. Cancellation

16.1 The Contractor may cancel any contract to which these terms and conditions apply or cancel delivery of Goods at any time before the Goods are delivered by giving written notice to the Client. On giving such notice the Contractor shall repay to the Client any sums paid in respect of the Price. The Contractor shall not be liable for any loss or damage whatsoever arising from such cancellation.

16.2 In the event that the Client cancels delivery of Goods the Client shall be liable for any loss incurred by the Contractor (including, but not limited to, any loss of profits) up to the time of cancellation.

17. Privacy Act 1988

17.1 The Client and/or the Guarantor/s (herein referred to as the Client) agree for the Contractor to obtain from a credit reporting agency a credit report containing personal credit information about the Client in relation to credit provided by the Contractor.

17.2 The Client agrees that the Contractor may exchange information about the Client with those credit providers either named as trade referees by the Client or named in a consumer credit report issued by a credit reporting agency for the following purposes:
(a) to assess an application by the Client; and/or
(b) to notify other credit providers of a default by the Client; and/or
(c) to exchange information with other credit providers as to the status of this credit account, where the Client is in default with other credit providers; and/or
(d) to assess the creditworthiness of the Client.
The Client understands that the information exchanged can include anything about the Client's creditworthiness, credit standing, credit history or credit capacity that credit providers are allowed to exchange under the Privacy Act 1988.

17.3 The Client consents to the Contractor being given a consumer credit report to collect overdue payment on commercial credit (Section 18K(1)(h) Privacy Act 1988).

17.4 The Client agrees that personal credit information provided may be used and retained by the Contractor for the following purposes (and for other purposes as shall be agreed between the Client and Contractor or required by law from time to time):
(a) the provision of Goods; and/or
(b) the marketing of Goods by the Contractor, its agents or distributors; and/or
(c) analysing, verifying and/or checking the Client's credit, payment and/or status in relation to the provision of Goods; and/or
(d) processing of any payment instructions, direct debit facilities and/or credit facilities requested by the Client; and/or
(e) enabling the daily operation of Client's account and/or the collection of amounts outstanding in the Client's account in relation to the Goods.

17.5 The Contractor may give information about the Client to a credit reporting agency for the following purposes:
(a) to obtain a consumer credit report about the Client;
(b) allow the credit reporting agency to create or maintain a credit information file containing information about the Client.

17.6 The information given to the credit reporting agency may include:
(a) personal particulars (the Client's name, sex, address, previous addresses, date of birth, name of employer and driver's licence number;
(b) details concerning the Client's application for credit or commercial credit and the amount requested;
(c) advice that the Contractor is a current credit provider to the Client;
(d) advice of any overdue accounts, loan repayments, and/or any outstanding monies owing which are overdue by more than sixty (60) days, and for which debt collection action has been started;
(e) that the Client's overdue accounts, loan repayments and/or any outstanding monies are no longer overdue in respect of any default that has been listed;
(f) information that, in the opinion of the Contractor, the Client has committed a serious credit infringement (that is, fraudulently or shown an intention not to comply with the Clients credit obligations);
(g) advice that cheques drawn by the Client for one hundred dollars ($100) or more, have been dishonoured more than once;
(h) that credit provided to the Client by the Contractor has been paid or otherwise discharged.

18. Construction Contracts Act 2004

18.1 At the Contractor's sole discretion, if there are any disputes or claims for unpaid Goods and/or Services then the provisions of the Construction Contracts Act 2004 may apply.

18.2 Nothing in this agreement is intended to have the affect of contracting out of any provisions of the Construction Contracts Act 2004 of Western Australia, except to the extent permitted by the Act where applicable.

19. General

19.1 If any provision of these terms and conditions shall be invalid, void, illegal or unenforceable the validity, existence, legality and enforceability of the remaining provisions shall not be affected, prejudiced or impaired.

19.2 If any provisions of these terms and conditions are inconsistent with the PPSA, the PPSA shall prevail to the extent of that inconsistency.

19.3 These terms and conditions and any contract to which they apply shall be governed by the laws of Western Australia and are subject to the jurisdiction of the courts of Western Australia.

19.4 The Contractor shall be under no liability whatsoever to the Client for any indirect and/or consequential loss and/or expense (including loss of profit) suffered by the Client arising out of a breach by the Contractor of these terms and conditions.

19.5 In the event of any breach of this contract by the Contractor the remedies of the Client shall be limited to damages which under no circumstances shall exceed the Price of the Goods.

19.6 The Client shall not be entitled to set off against, or deduct from the Price, any sums owed or claimed to be owed to the Client by the Contractor nor to withhold payment of any invoice because part of that invoice is in dispute.

19.7 The Contractor may license or sub-contract all or any part of its rights and obligations without the Client's consent.

19.8 The Client agrees that the Contractor may review these terms and conditions at any time. If, following any such review, there is to be any change to these terms and conditions, then that change will take effect from the date on which the Contractor notifies the Client of such change. The Client shall be under no obligation to accept such changes except where the Contractor supplies further Goods to the Client and the Client accepts such Goods.

19.9 Neither party shall be liable for any default due to any act of God, war, terrorism, strike, lock-out, industrial action, fire, flood, storm or other event beyond the reasonable control of either party.

19.10 The failure by the Contractor to enforce any provision of these terms and conditions shall not be treated as a waiver of that provision, nor shall it affect the Contractor's right to subsequently enforce that provision.

TRONOX

August 16, 2019

Lachlan Chilman
Chittering Junior Cricket Club

Dear Mr. Chilman

This letter is to confirm that Tronox is prepared to donate $20,000 towards the construction of new club house and changerooms at the Muchea Sports Oval.

This funding will occur in 2 payments. The first being prior to the end of 2019 and the second prior to the end of 2020.

These payments are subject to the grant applications being approved and 100% confirmation that the project will go ahead, and the funds will be utilized for these purposes.

Good luck in your fundraising and grant application.

Sincerely,
Christine Bean
Community Relations Coordinator Australian Operations

Tronox
PO Box 22
Muchea WA 6501

Ph 08 9571 9333
www.tronox.com

Advanced Commercial Coatings WA

ABN 377 403 85033
Frank Di Giacomo (RP7333) 0438 958 079

Lachlan Chilman
Chittering Junior Cricket Club
Muchea Arena
Chittering
WA 6084

Date 03/05/2019

Attention: Lachlan Chilman

Quotation for Painting: Muchea Oval Clubroom/Changeroom Project
Quotation03052019

I have the pleasure in submitting this quotation for works to be carried out at the above site.

Scope of Works Ceilings 660m2, patch sand and dust, apply 1 coat Dulux Acylic sealer undercoat lightly sand followed by 2 coats Dulux Ceiling White.
Walls set plaster 600m2, apply 1 coat Dulux sealer binder, patch sand and dust, apply 2 coats Dulux Low Sheen or Semi Gloss TBA.

Cost at $18,980.00 plus GST.

Terms and Conditions
This quotation is valid for 30 days from the date hereof and will be renegotiated if not accepted within this period.

I thank you for the opportunity of presenting this quotation and urge you to contact us on 0438958079 if we can be of further assistance in this or any other matter.

Yours sincerely
Frank Di Giacomo
Advanced Commercial Coatings WA

From: Kaela Bonomi <kaela@bon-electrics.com.au>
Sent: Monday, 19 August 2019 4:29 PM
To: Lachlan <lachlan@biologicalservices.com.au>
Subject: RE: Muchea Oval User Groups Submain Quote (revised)

Hi Lachlan,

Dom has authorised me to say it is from Bon as that is who is recognised in the local community.
Dom's view is if Bon show support it will drive business back to us which in turn pays dividends to Whites as we sell their products.

https://www.whiteint.com.au/

Have a look and see if there is a particular item you would like to look at for the event.

(Maybe give me a few options so I can find the one that fits within the donation amount).

Kind Regards,

Kaela Bonomi
Business Manager

BON ELECTRICS
EC003473

BON Electrics Pty Ltd
EC003473
P: (08) 9571 1314
M: 0417 975 139
A: Lot 4, Bullsbrook Road, Bullsbrook WA 6084
W: www.bon-electrics.com.au

3. APPENDIX 2 – PERFORMANCE CRITERIA

The Performance Criteria referred hereunder will be reviewed by the parties within three (3) months of the commencement of employment by the Chief Executive Officer and then at the end of each performance review (Clause 5.4.1 refers)

	Performance Criteria 1 (Service Delivery)
1.1	Deliver the 2018/19 funded capital works program
1.2	Corporate Business Plan: • Deliver the funded Corporate Business Plan actions; • Corporate Business Plan updated on an annual basis as part of the Budget process • Corporate Business Plan progress report provided to Council annually and as part of the Budget Review • Corporate Business Plan meets "achieving" standard against the DLGSC IPR framework[1]
1.3	Customer Service: • Establish a baseline for the level of customer satisfaction with delivery of the Shire's services, commencing with the complaints register and management process • Report to Council on customer interactions with the customer request system
1.4	Undertake staff satisfaction / cultural survey within the organisation and report outcomes to Council.

	Performance Criteria 2 (Governance)
2.1	Council is provided with advice on relevant legislative and statutory requirements
2.2	The CEO contributes constructively to the Council meeting process
2.3	The decisions of Council are implemented in accordance with Council directions
2.4	Councillors have an appropriate level of access to the CEO and their concerns are effectively and professionally managed
2.5	Continued focus on Operational Efficiencies
2.6	Integrated Planning and Reporting Framework: • Long Term Financial Plan – review and update • Asset Management Plan – review and update • Corporate Business Plan – review and update • Workforce Management Plan – review and update

[1] Ref: Department of Local Government, Sport and Cultural Industries' Integrated Planning and Reporting Framework. See Attached Notes.

	Performance Criteria 3 (Stakeholder Relationships)
3.1	Effective relationships are established with community groups and organisations
3.2	Effective relationships are established with State and Federal Government agencies, local State and Federal MP's and adjoining Shires
3.3	In conjunction with the Shire President and on behalf of Council, undertake lobbying and advocacy to achieve funding of major projects

	Performance Criteria 4 (Significant Projects)
4.1	Integrated Lifestyle Village / Caravan Park Development
4.2	Regional Sports and Recreation Facility in Lower Chittering
4.3	Tracks and Trails including: • Bindoon and Brockman Centre Trail • Blackboy Ridge Trail • Proposed Mountain Bike Park • BMX / Skate Park in Muchea
4.4	Disposal of surplus properties and purchase of Strategic Properties
4.5	Sporting Facilities • New change-rooms at Muchea • Masterplan for Sport and Rec Facilities in Bindoon • Community Gymnasiums
4.6	Muchea Industrial Park

PERFORMANCE CRITERIA

Performance Criteria 1 (Service Delivery)	
1.1	Deliver the 2019/20 funded capital works program
1.2	Corporate Business Plan: a. Deliver the funded Corporate Business Plan actions; b. Corporate Business Plan updated on an annual basis as part of the Budget process c. Corporate Business Plan progress report provided to Council annually and as part of the Budget Review d. Corporate Business Plan meets "achieving" standard against the DLGSC IPR framework[1]
1.3	Customer Service: a. Establish a baseline for the level of customer satisfaction with delivery of the Shire's services, commencing with the complaints register and management process b. Report to Council on customer interactions with the customer request system
1.4	Undertake staff satisfaction / cultural survey within the organisation and report outcomes to Council.
Performance Criteria 2 (Governance)	
2.1	Council is provided with advice on relevant legislative and statutory requirements
2.2	The CEO contributes constructively to the Council meeting process
2.3	The decisions of Council are implemented in accordance with Council directions
2.4	Councillors have an appropriate level of access to the CEO and their concerns are effectively and professionally managed
2.5	Continued focus on Operational Efficiencies
2.6	Integrated Planning and Reporting Framework: a. Long Term Financial Plan – review and update b. Asset Management Plan – review and update c. Corporate Business Plan – review and update d. Workforce Management Plan – review and update
Performance Criteria 3 (Stakeholder Relationships)	
3.1	Effective relationships are established with community groups and organisations
3.2	Effective relationships are established with State and Federal Government agencies, local State and Federal MP's and adjoining Shires
3.3	In conjunction with the Shire President and on behalf of Council, undertake lobbying and advocacy to achieve funding of major projects
Performance Criteria 4 (Significant Projects)	
4.1	Masterplan for facilities in the Shire of Chittering including: a. Integrated Lifestyle Village / Caravan Park Development b. Proposed Mountain Bike Park c. New changerooms at Muchea d. Community gymnasiums
4.2	Regional Sports and Recreation Facility in Lower Chittering
4.3	Tracks and Trails including: a. Bindoon and Brockman Centre Trail b. Blackboy Ridge Trail c. BMX / Skate Park in Muchea
4.4	Disposal of surplus properties and purchase of Strategic Properties
4.6	Muchea Industrial Park

[1] Department of Local Government, Sport and Cultural Industries' Integrated Planning and Reporting Framework. See Attached Notes.