



Town of Narrogin

## MINUTES

### ORDINARY COUNCIL MEETING

**9 SEPTEMBER 2014**

COMMENCING AT 7:30 PM

COUNCIL CHAMBERS  
THE TOWN OF NARROGIN  
89 EARL STREET  
NARROGIN, WA 6312

**Meaning of and CAUTION concerning Council's "In Principle" support:**

When Council uses this expression it means that: (a) Council is generally in favour of the proposal BUT is not yet willing to give its consent; and (b) Importantly, Council reserves the right to (and may well) either decide against the proposal or to formally support it but with restrictive conditions or modifications.

Therefore, whilst you can take some comfort from Council's "support" you are clearly at risk if you act upon it before Council makes its actual (and binding) decision and communicates that to you in writing.

**Disclaimer:**

"Warning - Verbal Information & Advice: Given the inherent unreliability and uncertainty that surrounds verbal communication, the Town strongly recommends that, if a matter is of importance to you, then you should NOT act upon or otherwise rely upon any VERBAL information or advice you receive from the Town unless it is first confirmed in writing."

These minutes were confirmed at the Ordinary Council meeting held on 9<sup>th</sup> September 2014

Signed  Date 23/9/14  
(Presiding Member at the meeting at which minutes were confirmed)

## ORDINARY COUNCIL MEETING MINUTES

9 September 2014

### 1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

Mayor Ballard opened the meeting at 7:30pm.

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

- Cr Bartron had previously applied for a leave of absence for 9 September 2014
- Cr Schutz sent his apologies due to inability to attend.

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

Nil

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

Rob Madson of 7 Jersey Street Narrogin presented four questions to the Council at the Council meeting held on the 26<sup>th</sup> August 2014 and a written response to the questions posed by Mr Madson have been provided as follows;

Q1 Narrogin is a Wheatbelt town, and the Wheatbelt Region is the State's largest agricultural producer. Is the Town of Narrogin committed to identifying themselves with agriculture into the future?

*The Town of Narrogin is surrounded by agricultural land and has strong ties with the agricultural sector and recognises that this is a major economic driver for Narrogin. As such, the Town will continue to closely align with and support the surrounding regional agricultural sector and community.*

Q2 Is the Town of Narrogin aware that other shires support their agricultural shows to the extent of the use of their workforce before, during and after the event, as well as in kind support for the use of Council facilities in addition to cash sponsorship? (Shires of Katanning and Northam are some examples).

*The Town of Narrogin is aware that other Councils support their agricultural shows and this support varies from community to community depending on the event and the economic impact within the community. The Town has previously supported the event through the waiving of fees and charges and works staff assistance and will continue to do so into the future. It must be noted that the Town supports, Narrogin Rev Heads, Spring Festival and the Arts and Wine Food Trail as other larger events held within Narrogin plus many other smaller events whilst also supporting Arts Narrogin and the Dryandra Visitors Centre and other associations. As such, Councils support must be considered in the broader context of the budget and availability of staff.*

Q3 This year represents the 110th Narrogin Agricultural Show. Does the Town of Narrogin support this event continuing in the district at its current venue utilising Clayton Road oval and the Narrogin Leisure Centre?

*As was verbally commented on the evening the Town of Narrogin will continue to support the Narrogin Agricultural Society utilising the Clayton Road Oval and the Narrogin Leisure Centre as it is seen as being a benefit to the Narrogin and surrounding community to host the event. Please note that the Agricultural Society will be required to liaise with the YMCA as they are now the contract managers for the centre and oval bookings.*

Q4 I note in tonight's agenda that the Upper Great Southern Hockey Association has submitted a development proposal which has elicited a response that the Town of Narrogin considers the use of the outdoor netball courts for vehicular access as unacceptable. This area is utilised during the Narrogin Agricultural Show for access to the pavilions by exhibitors, entertainers and equipment providers. The Narrogin Agricultural Society has not been consulted on, or informed about, this decision.

Several years ago, the lights and power at Clayton Road oval were upgraded. The Narrogin Agricultural Society was not consulted, which resulted in power points being situated in unsuitable positions for use during the Show.

Can you please advise what the trigger is for regular users of Council facilities, such as the Narrogin Agricultural Society, to be consulted on the development of the facilities they use?

*Council are considering the placement of the Sea Container and it is agreed that if it is to be placed in a common area that consultation will need to occur. Council may not have been effective within consultation previously; however, strong efforts are being made to ensure that this is effective moving forward.*

**5. PUBLIC QUESTION TIME - Nil**

**6. APPLICATIONS FOR LEAVE OF ABSENCE - Nil**

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

**Council Resolution 0914.121**

**Moved: Cr Ward**

**Seconded: Cr McKenzie**

That Council:

Accept the minutes of the Ordinary Council Meeting held on 26<sup>th</sup> August, 2014 and be confirmed as an accurate record of proceedings.

**CARRIED 6/0**

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

Nil

**9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS - Nil**

## 10. MATTERS WHICH REQUIRE DECISIONS

### Table of Contents

|  |           |
|--|-----------|
| <b>10.1 DEVELOPMENT AND TECHNICAL SERVICES</b> .....   | <b>5</b>  |
| 10.2.337    REMOVAL OF INFRASTRUCTURE FROM NARROGIN BMX TRACK-<br>RESERVE 27330 (LOT 1561) EARL STREET, NARROGIN .....       | 5         |
| 10.2.338    PROPOSED MODIFICATIONS/ADDITIONS TO BEST OFFICE SYSTEMS<br>NO 47-61 (STRATA LOT 4) FEDERAL STREET, NARROGIN..... | 10        |
| 10.2.339    TENDER TO DISPOSAL OF UNWANTED PLANT AND ITEMS – TOWN OF<br>NARROGIN WORKS DEPOT .....                           | 20        |
| 10.2.340    PROPOSED DEPOT PLANT REPLACEMENT STRATEGY .....  | 22        |
| <b>10.2 CORPORATE AND COMMUNITY SERVICES</b> .....   | <b>27</b> |
| 10.2.31    DRYANDRA COUNTRY ARTS FOOD AND WINE TRAIL COMMITTEE<br>REQUEST FOR FINANCIAL SUPPORT .....                        | 27        |
| 11.    ELECTED MEMBER’S MOTIONS OF WHICH PREVIOUS NOTICE<br>HAS BEEN GIVEN .....   | 36        |
| 12.    NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON<br>PRESIDING OR BY DECISION OF THE MEETING.....               | 36        |
| 13.    CLOSURE OF MEETING .....  | 36        |

## 10.1 DEVELOPMENT AND TECHNICAL SERVICES

### 10.2.337 REMOVAL OF INFRASTRUCTURE FROM NARROGIN BMX TRACK-RESERVE 27330 (LOT 1561) EARL STREET, NARROGIN

**File Reference:** 5.3.2  
**Disclosure of Interest:** Nil  
**Applicant:** N/A  
**Previous Item Nos:** Nil  
**Date:** 1<sup>st</sup> September 2014  
**Author:** Brian Robinson, Director Technical & Environmental Services

#### **Attachments:**

Photographs of existing infrastructure located at BMX track on Earl Street, Narrogin.

#### **Summary:**

Council is requested to consider endorsing a proposal to remove portions of the infrastructure located on the Narrogin BMX track.

#### **Background:**

The Narrogin BMX Track is located in the north eastern corner of Reserve 27330. Once being home to a thriving BMX Club and community, the infrastructure includes:

- An elevated concrete landing, with starting gate mechanism;
- A substantial track consisting of various jumps and turns,
- An elevated starters box;
- Numerous elevated lights on wooden power poles, previously facilitating night time use;
- A garden shed style structure, previously used a canteen, with front verandah;
- A patio style roof connecting the main structure to a sea container; and
- A brick toilet block (which is currently locked).

The author is lead to believe that the BMX club has not existed for many years. Although it is evident the track is still used by casual riders from time to time, the facilities are no longer used for formal racing purposes.

Over the past few years the facilities have been regularly targeted by vandals who have forced entry into the sea container and ex-canteen area. Previously the contents of the sea container, which included foam mattresses, some chairs and club records were strewn in front of the container. Council officers cleaned up, returning the contents to the container. Efforts were made to contact previous representatives of the BMX club to no avail, so a new lock was fitted to secure the container and everything was retained in place.

A more recent inspection was undertaken as a result of correspondence, received from the Narrogin police expressing concern over night time activities at the track. This latest inspection has revealed that a more significant level of vandalism has occurred. The damage observed is summarised as follows:

- The Canteen Building had been broken into again, with a sheet of tin peeled back.
- The gable roof of the building has been partially caved in.
- Everything inside the building has now been smashed and broken, including glass door fridges and timber cabinets;
- The verandah and patio areas along with the adjacent track were covered in litter; and
- The metal plate securing the lock to the sea container has been smashed off, and all the materials had been removed and strewn around the area.

It is apparent that the design, form of construction and location of the infrastructure (remote from residential properties) is providing a place for people to hide and undertake undesirable activities, such as vandalising the building.

As a result of repeated vandalism and the concerns of the Narrogin police, Council is requested to consider endorsing the removal of the majority of the built infrastructure.

**Comment:**

Although the sea container locking mechanism has been broken, this can be repaired. It is proposed to relocate the sea container to the Council depot on Fairway Street. Once cleaned, and repaired, the container will be used for secure external storage.

The main Canteen building has significant damage and represents little to no commercial value. It is recommended that the building be demolished and those materials which cannot be re-used be deposited at the Narrogin refuse site. The front verandah/patio attached to the Canteen building is in reasonable condition. It is proposed that this structure will be relocated and erected as a freestanding shade structure adjacent to the existing depot to meet staff requests and requirements for such a structure.

It is proposed to leave the balance of the patio structure on site as an open sided roofed area. This will ensure that users of casual users of the track have shade/shelter available. In addition to the main structures, it is proposed that the elevated starts box also be removed. The author has concerns over the safety of this structure given its height and potential for a falling accident to occur with young children who may access the site.

Removal of the existing timber light poles and the associated electrical infrastructure will also be undertaken. Already disconnected from the Western Power grid, this infrastructure is now outdated and represents a future maintenance liability.

Although not in use and disconnected from services, the toilet block is currently secured and relatively undamaged. Although potential for its future use is not clear at this stage, the building is structurally sound. It is therefore recommended this building be retained but security investigated to be strengthened.

**Consultation:**

- CEO Aaron Cook.
- The Narrogin BMX club is no longer active. As the infrastructure is located on Crown Land under the care and control of the Town, no further consultation is required in respect of its maintenance and/or removal.

**Statutory Environment:**

In accordance with the Land Administration Act, absent a lease to a third party stating to the contrary, the Town is responsible for the care and maintenance of crown reserves vested with the Town and their associated structures.

Should Council wish to otherwise dispose of the sea container it must do so by public action or by public tender in accordance with section 3.58 of the Local Government Act 1995.

**Policy Implications: - Nil****Financial Implications:**

The costs associated with the proposed removal of infrastructure will be wholly contained with Council's adopted budget with the majority of work to be undertaken by Council staff.

**Strategic Implications:**

With the exception of the existing toilet block, built structures adjacent to the BMX track are in a poor state of repair and represent a liability in terms of future maintenance and potential danger to the public.

Retaining the existing toilet block as a non-functional and secured building is recommended in order to keep options option for the future use and development of this portion of the reserve.

**Voting Requirements:**

Simple Majority

**Officer Recommendation:**

That Council:

Authorise the following actions in respect of the existing infrastructure at the Narrogin BMX track located in the north eastern corner of Reserve 27330 (Lot 1561) Earl Street, Narrogin:

- Demolition of the now disused Narrogin BMX club canteen shed;
- Relocation of the existing Canteen verandah roof to the Town of Narrogin Depot.
- Relocation of the Sea Container to the Town of Narrogin Depot in Fairway Street for use as storage following its cleaning and repair;
- Demolition/removal of the elevated starter's box and timber light poles and associated electrical equipment located throughout the track.
- Retention of the central patio area as an open sided freestanding shelter;
- Retention of the associated toilet block as a locked non-functional toilet block.

**Council Resolution 0914.122**

**Moved: Cr McKenzie**

**Seconded: Cr Kain**

That Council:

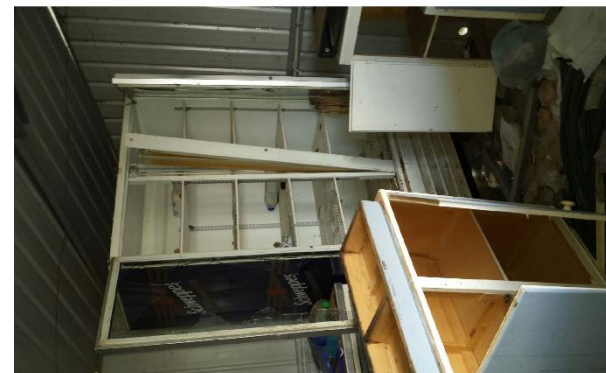
Due to the failure in being able to contact BMX representatives, authorise the following actions in respect of the existing infrastructure at the Narrogin BMX track located in the north eastern corner of Reserve 27330 (Lot 1561) Earl Street, Narrogin:

- Demolition of the now disused Narrogin BMX club canteen shed;
- Relocation of the existing Canteen verandah roof to the Town of Narrogin Depot.
- Relocation of the Sea Container to the Town of Narrogin Depot in Fairway Street for use as storage following its cleaning and repair;
- Demolition/removal of the elevated starter's box and timber light poles and associated electrical equipment located throughout the track.
- Retention of the central patio area as an open sided freestanding shelter;
- Retention of the associated toilet block as a locked non-functional toilet block.

**CARRIED 6/0**

***Reason for Change: To state that Officers had tried to contact representatives from the BMX Club.***





## **10.2.338 PROPOSED MODIFICATIONS/ADDITIONS TO BEST OFFICE SYSTEMS – NO 47-61 (STRATA LOT 4) FEDERAL STREET, NARROGIN**

**File Reference:** A340006  
**Disclosure of Interest:** Nil  
**Applicant:** Best Office Systems  
**Owner:** PJ Shilcock & ME Gray  
**Previous Item Nos:** Item 10.1.738 – 26<sup>th</sup> June 2012  
**Date:** 2<sup>nd</sup> September 2014  
**Author:** Brian Robinson, Director Technical & Environmental Services

### **Attachments:**

Copy of submitted application for planning consent.

### **Summary:**

Council is requested to determine an application for planning consent seeking to alter the rear of the existing Best Office Systems building, being located on strata lot 4 on the Horden Hotel site.

### **Background:**

The Horden Hotel development is a two storey building which occupies No 47-61 Federal Street, comprising a hotel and a number of commercial tenancies on the ground floor. Accommodation units associated with the Hotel are located on the second floor.

At its June 2012 meeting, Council was requested to consider an application seeking approval to strata title the existing development as follows:

- 1) Strata lot 1, containing the existing hotel;
- 2) Strata Lots 2 to 6 relating to the five separate shops located on the ground floor;
- 3) Strata Lots 7 to 19 relating to 13 accommodation units proposed at the rear of the existing development; and
- 4) Strata Lots 20-22 relating to three accommodation units located above the existing shops.

Having regard to the officer's recommendation, Council conditionally supported the creation of strata lots 1 to 19. Council objected to the creation of lots 20-22. Subsequently the Western Australian Planning Commission granted conditional approval to the creation of the 19 strata lots in September 2012.

Strata Lot 4 is currently developed as a shop having overall dimensions of approximately 5m wide and 18m deep. Being mostly of brick construction, it appears that a timber addition was previously completed to the rear of the building. It is not known if this timber section formed part of the redevelopment following the fire in 1922.

The new owner of Strata Lot 4 is now seeking approval to modify the rear of the existing building. Plans submitted with the application indicate that the owners intend to:

- a) Remove and reconstruct the rear 6.94m of the building (the previous extension)
- b) Rationalise the floor plan of the rear portion of the building;
- c) Remove an existing chimney.
- d) Modify the rear roof to create a mezzanine storage area;

- e) Install a dumb waiter and spiral staircase.
- f) Install a commercial platform/lift at the rear of the building.
- g) Relocate the air conditioning unit to the roof.

A copy of the submitted application and associated plan is shown attached.

**Comment:**

To assist Council in determining the application, the following comments are offered:

Zoning

The provisions of Town Planning Scheme No 2 includes the subject land within the Central Business Zone, where a shop is a "PS" use. That is a use which is not permitted unless special is given by Council.

Setbacks

Development within the Town Centre Zone may be permitted with nil setbacks to all boundaries. The development as proposed complies with this requirement.

Car parking

Within the Central Business Zone, car parking is usually required at a minimum rate of 1 car parking bay per 33m<sup>2</sup>. As the proposal will result in the creation of an additional 34.9m<sup>2</sup> floor space, a minimum of 1 additional car bay would be required.

Given that the additional floor space will be for mezzanine storage, Council may wish to consider relaxing this requirement. Further details on the potential for relaxation of the scheme standards is provided below.

Heritage Considerations

Although the subject land has been developed with the Horden Hotel since 1892, the original building was replaced by a more substantial premises in 1905. A fire subsequently destroyed the hotel in January 1922. Although the current hotel was not constructed until after 1922, the building incorporates some of the original structures.

The Heritage value of the site was assessed as part of the Town's Municipal Heritage Inventory. This resulted in the property being included in Management Category B, which is described as:

*A place of considerable cultural heritage significance to the Town of Narrogin that is worthy of recognition and protection through provisions of the Town of Narrogin's Town Planning Scheme. Planning application needs to be submitted to the Town for any proposed development. Planning application referred to Regional Wheatbelt Heritage Advisor.*

The provisions of the Strategy recommend that Management Category B sites be retained. If this is not possible, documentation of the place in accordance with Heritage Council of WA archive recommendations.

The provisions of Town Planning Scheme No 2 identify that the Horden Hotel (including the associated shops) is a "Significant/Historic Place". Pursuant to Part 2.6 of the Scheme, Council's prior planning consent is required before any development on a site identified as being significant.

As detailed in clause 2.6.1 (3) of the Scheme, Council must give notice of an application relating to a Significant and Historic places. In accordance with clause 6.3.2, advertising of the application must include letters to adjacent landowners, erection of a sign on site and advertisement within a newspaper circulating in the district and state.

#### Impact of proposed roof line

As shown on the photograph below, that portion of the shop not located underneath the Horden Hotel currently utilises a roof sloping downward away from the main building. Stormwater from the Horden Hotel second storey roof is directed down onto this smaller roof.



The submitted plans indicate the owners are now wishing to reverse the slope of this roof in order to create the head height for a mezzanine floor. This will effectively result in the new roof line sloping back toward a box gutter to be attached to the Horden Hotel building.

The plans further indicate that the box gutter will be connected to a roof water downpipe. However no details are provided as to where the water will be directed from here. Further details are required to ensure that the proposed gutter and downpipe will be of sufficient size to cater for stormwater from both the new work and the existing two storey hotel.

That said, the primary area of concern is the potential for impact on the hotel rooms located above Strata Lot 4. If approved, the new roof line will project above the two windows shown in the picture above. The location and design of the roof has potential to significantly impact on the amenity of the outlook from the effected hotel room.

#### Location of proposed air conditioner

The submitted plans furthermore detail that an air conditioning unit will be fitted to the roof, less than 2.5 metres from the hotel room windows which could detrimentally impact on the amenity of the hotel room.

#### Relaxation of Standards

Pursuant to clause 6.2 of TPS No 2, Council may relax a standard or requirement prescribed by the Scheme and approve an application, provided it is satisfied that:

- (a) The approval would be consistent with orderly and proper planning, the preservation of the amenity of the area and be consistent with the objectives of the Scheme;
- (b) The non-compliance will not have any adverse effect upon the occupier or users of the development or the inhabitants of the locality; and
- (c) The spirit of the requirements/standards will not be unreasonably departed from.

In this case, as detailed in the car parking section above, one additional carbay would normally be required for an increase in floor space as proposed. However, given that the floor space is being proposed as a mezzanine style storage area, it is recommended Council consider relaxing this requirement.

#### Matters to be considered

Clause 6.4 of TPS No 2 specifies that in determining an application for its approval, Council takes into account various matters, including, but not limited to:

- (b) *the size, shape and character of the land to the application relates and the view from the building and interruption of the view likely to be caused by the proposed building;*
- (d) *the existing and likely future character and amenity of the neighbourhood, including (but without limiting the generality of the foregoing) the question of whether the proposed development is likely to cause injury thereto including injury caused by the appearance of the proposed building or due to emission of light, noise, electrical interference.....*
- (i) *any submissions received; and*
- (k) *the position of proposed buildings and their effect on the adjoining buildings or land.*

As detailed above, the development as proposed has potential to impact on the amenity of the hotel room above through visual impact and through noise associated with the proposed roof mounted air conditioner.

#### **Consultation:**

Should Council wish to favourably consider the application, the proposal must first be advertised for public comment over a 21 day period due to:

- a) A relaxation of 1 car parking bay being required; and
- b) Approval being sought for development on a place of historical value.

During the advertising of the proposal, comments will be specifically sought from the owner of the Horden Hotel and the Wheatbelt Heritage Advisor. It is however strongly recommended that further details be obtained in respect of the proposed stormwater disposal, prior to the application be advertised.

#### **Statutory Environment:**

Council's prior planning consent is required in accordance with clauses 2.6.1 and Part 6.1 of Town Planning Scheme No 2.

**Policy Implications:** Nil

### **Financial Implications:**

The required planning application fee of \$434.00 has been paid. The applicant will also be responsible for costs associated with advertising of the proposal.

### **Strategic Implications:**

Approval of the development as proposed would facilitate the existing premises being modified to better suit the purposes of the occupying business. However the design as submitted has potential to detrimentally impact on the hotel rooms above. These potential impacts should be further considered in light of any submissions that may be received during advertising of the proposal.

**Voting Requirements:** - Simple Majority

|                                    |
|------------------------------------|
| <b>Council Resolution 0914.123</b> |
|------------------------------------|

**Moved: Cr Russell**

**Seconded: Cr McKenzie**

That Council:

1. Defer consideration of the proposed development on No 47-61 (Strata Lot 4) Federal Street, Narrogin subject to receipt of the following additional information:
  - a) Further detail regarding the proposed method for disposing of roof stormwater;
  - b) Provision of hydraulic calculations demonstrating that the proposed box gutter is of adequate capacity to cater for stormwater run-off from the proposed roof and existing flows from the downpipe from the Horden Hotel above.
  - c) Submission of a detailed rear elevation demonstrating the location of the proposed roof in respect of the existing hotel room(s) windows above.

Advice to Applicant:

- a) The applicant is advised that the Town of Narrogin is concerned that the design of the proposed roof and location of the air conditioning unit will detrimentally impact on the amenity of the hotel room(s) above in terms of visual and noise impact.
2. Following receipt of the information requested in points 1(a) and 1(b) above, the application be advertised for public comment over a 21 day period in accordance with clause 6.3.2, with advertising to include the proposal being referred to the owner of the Horden Hotel and the Wheatbelt Heritage Advisor.
3. A further report on the application be prepared for Council consideration at the next available meeting following the completion of points 1 and 2 above.

**CARRIED 6/0**



Town of Narrogin

Town of Narrogin RECEIVED

Directed to Brian

25 AUG 2014  
19A144179

Rod No. 434

Property No. 18.6.3

Subject File 18.6.3

C-Point No.

TOWN PLANNING SCHEME NO. 2 DISTRICT SCHEME

SCANNED

APPLICATION FOR PLANNING CONSENT

*Best Office Systems Pty Ltd ATF The Shimcock family*  
*Trust Tias Best Office Systems*

(Full Name of Applicant)

of PO Box 1611 Albany WA Postcode 6331  
 (Address for Correspondence)

hereby apply for planning consent to:

- (1) use the land described hereunder for the purpose of Retail.
- (2) erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies attached).

The existing use of the land is: used as retail premise

The approximate cost of the proposed development is: \$ 140,000.00

The estimated time of completion is: 12 weeks

The approximate number of persons to be housed/ employed when the development is completed is: 3-4

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

(Indicate distance to nearest intersecting street)

HOUSE NO: 51 STREET: FEDERAL

LOT NO: 4 of Lot 1 on D42711 PLAN OR DIAG: \_\_\_\_\_

LOCATION NO: \_\_\_\_\_

CERTIFICATE OF TITLE: VOLUME: 1802 FOLIO: 200

LOT DIMENSIONS

SITE AREA: 85 square metres

FRONTAGE: 5.2 metres

DEPTH: 18.1 metres

**AUTHORITY**

SIGNATURE OF APPLICANT: [Signature] DATE: 12/8/14

NOTE: WHERE THE APPLICANT IS NOT THE OWNER THE OWNER'S SIGNATURE IS REQUIRED.  
NOTE: NOTE: ALL OWNERS OF THE PROPERTY MUST SIGN THIS APPLICATION FORM. WHERE PROPERTY IS OWNED BY A COMPANY, AT LEAST TWO DIRECTORS OF THE COMPANY MUST SIGN THE APPLICATION.

SIGNATURE OF OWNER: [Signature] DATE: 12/8/14

NOTE: THIS FORM IS TO BE SUBMITTED IN DUPLICATE, TOGETHER WITH THREE COPIES OF PLANS, COMPRISING THE INFORMATION SPECIFIED IN THE PARTICULARS REQUIRED WITH APPLICATION OUTLINED BELOW.

**THIS IS NOT AN APPLICATION FOR A BUILDING LICENCE**

**PARTICULARS REQUIRED WITH APPLICATION FOR PLANNING CONSENT**

Where an application involves the erection or alteration of a building or a change in levels of a site, the plans accompanying an application for planning consent shall, unless specifically exempted by the Council:

- (a) Indicate the position and describe the existing buildings and improvements on the site and indicate those which are to be removed;
- (b) Indicate the position and describe the buildings and improvements proposed to be constructed, their appearance, height and proposed uses in relation to existing and proposed contours;
- (c) Indicate the position, type and height of all existing trees on the site and indicate those to be retained and those to be removed;
- (d) Indicate the areas to be landscaped and the location and type of shrubs, trees and other treatment proposed;
- (e) Indicate site contours and details of any proposed alteration to the natural contour of the area;
- (f) Indicate car parking areas, their layout and dimensions and accessways and the position of existing and/or proposed crossovers; and
- (g) Indicate site dimensions and be to metric scale.

**FOR OFFICE USE ONLY**

File Reference: \_\_\_\_\_  
Application Number: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Date of Approval / Refusal: \_\_\_\_\_  
Date of Notice of Decision: \_\_\_\_\_



# PROPOSED ALTERATIONS & EXTENSIONS TO EXISTING PREMISE TO BE ERECTED AT 51 FEDERAL STREET NARROGIN FOR BEST OFFICE SYSTEMS

DATE AUGUST 2014

DRAWING 1929/SK 1

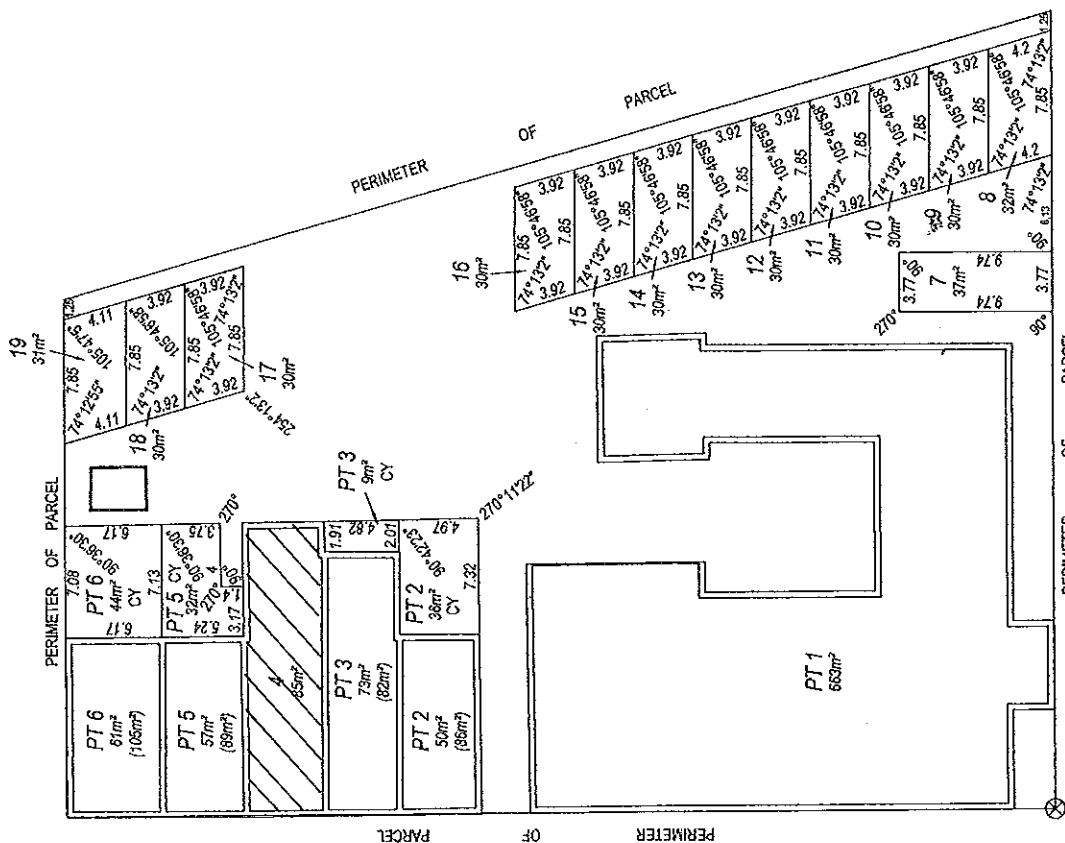
## JUDITH McDOUGALL DESIGNS

"BROOK VIEW" P. O. BOX 15 NARROGIN 6312  
 TEL 0429 811 204 FAX 08 9881 4204  
 Email: judithmcdougall@gmail.com ABN.79 425 984 191

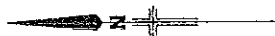


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 DO NOT AMEND MANUALLY © COPY RIGHT

**Brown McAllister Surveyors**  
 Licensed Surveyors | Engineering Surveyors |  
 Land Development & Strata Consultants |  
 Tel: (08) 9386 9688 Fax: (08) 9386 9677  
 Our Ref: 11134-1S\_rev6 Date: 17/12/2014  
 Email: admin@brownmcallister.com.au  
 43 Broadway, Nedlands WA 6009



**SURVEY STRATA PLAN**  
**61968**  
 SHEET 2 OF 3 SHEETS



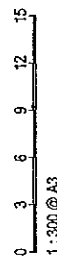
### GROUND FLOOR PLAN

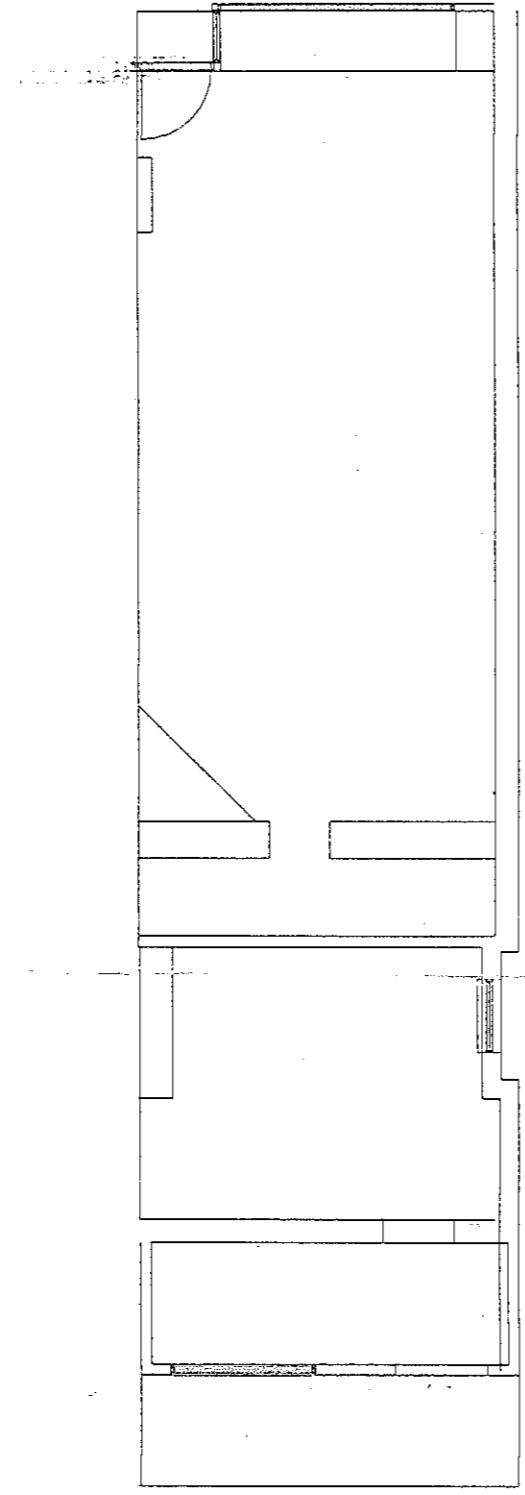
THE BOUNDARIES OF THE LOTS OR PARTS OF THE LOTS WHICH ARE BUILDINGS SHOWN ON THE STRATA PLAN, ARE THE INNER SURFACES OF THE WALLS, THE UPPER SURFACE OF THE FLOOR AND THE UNDER SURFACE OF THE CEILING AS PROVIDED BY SECTION 3(2)(a) OF THE STRATA TITLES ACT 1985.

THE BOUNDARIES OF THE PART LOTS WHICH ARE COURTYARDS (LABELLED CY) ARE THE INTERNAL FACES OF THEIR WALLS UNLESS DEFINED OTHERWISE. THE STRATUM EXTENDS FROM THE UPPER SURFACE OF THE FLOOR TO THE UNDER SURFACE OF THEIR CEILING OR THE UNDER SURFACE OF THE CEILING PRODUCED OF THE PART LOTS LOCATED ON THE GROUND FLOOR WITHIN THEIR RESPECTIVE BUILDING.

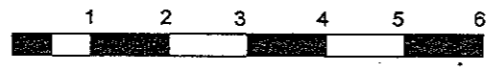
THE STRATUM OF LOTS 7 TO 19 INCLUSIVE, EXTENDS BETWEEN 5 METRES BELOW AND 10 METRES ABOVE THE UPPER SURFACE LEVEL OF THE LOWEST GROUND FLOOR OF THE MAIN BUILDING ON LOT 1.

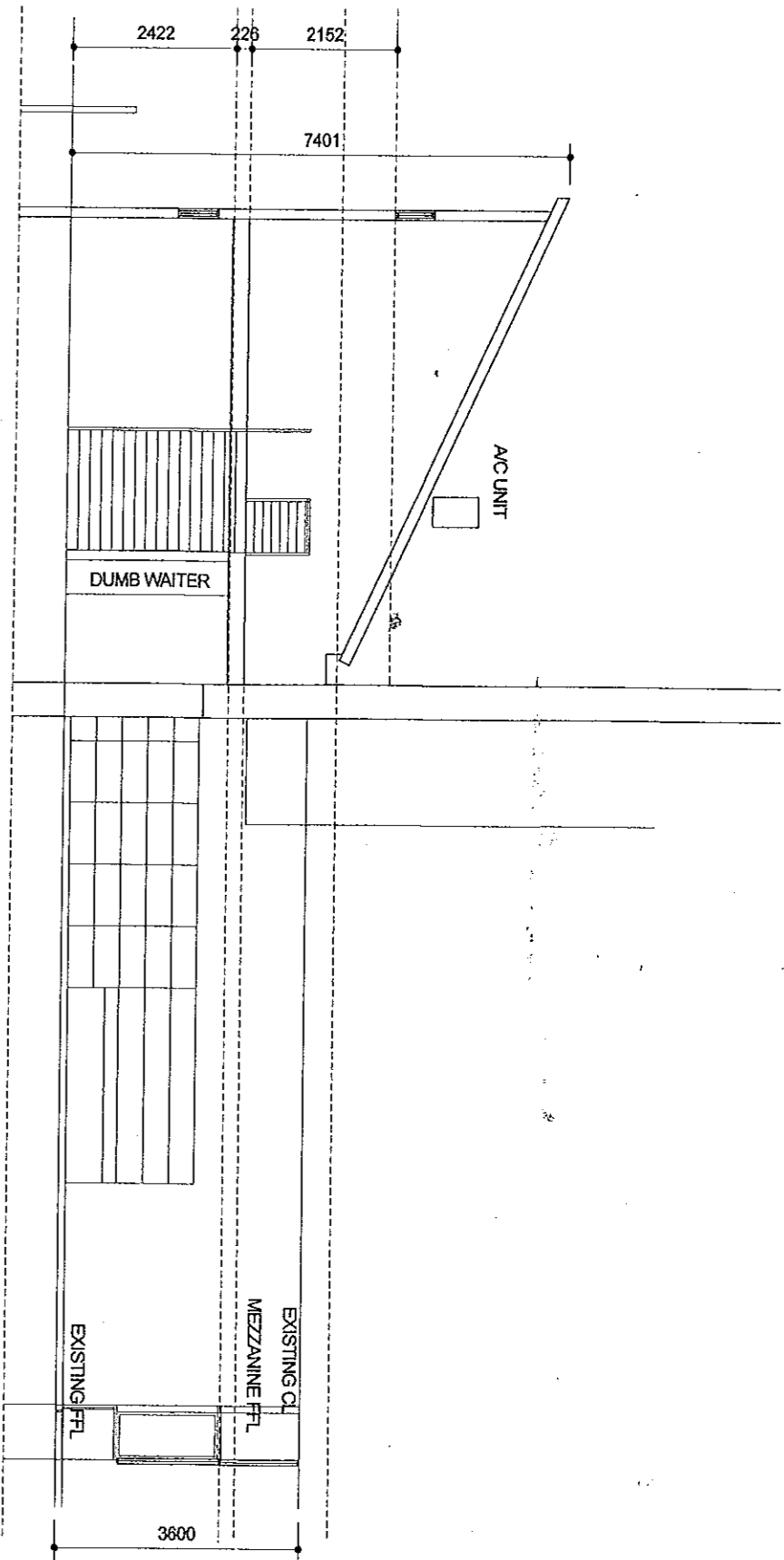
⊗ DENOTES POINT OF OVERLAY



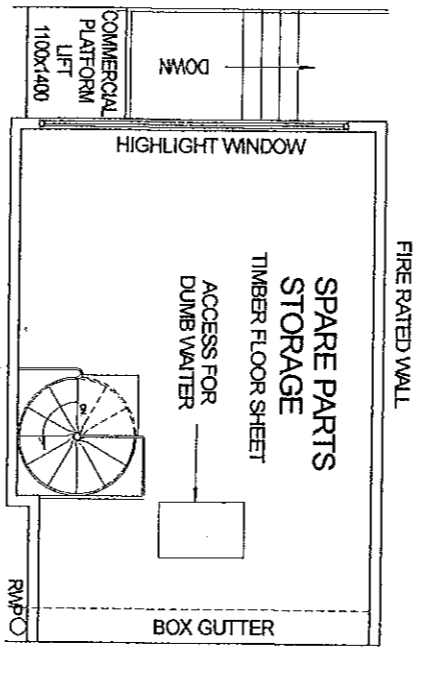


**EXISTING GROUND FLOOR 1:100**

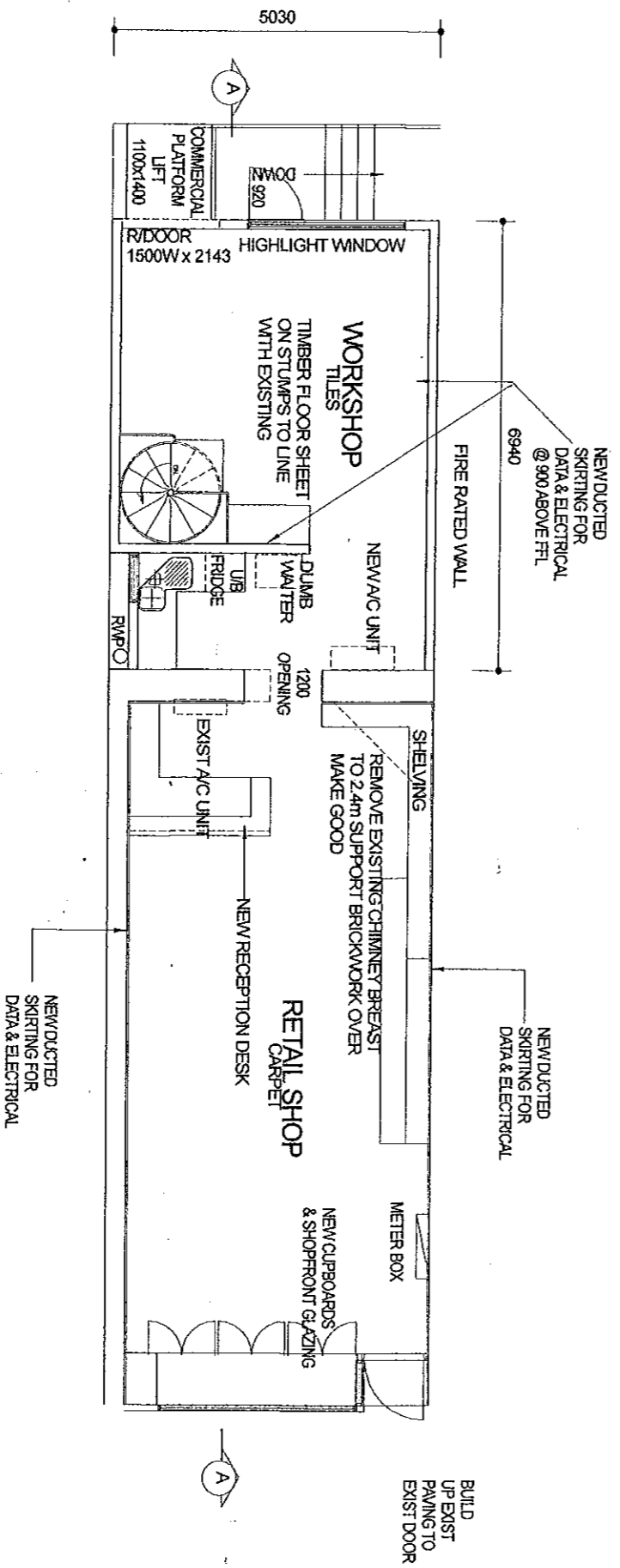




SECTION A-A



MEZZANINE FLOOR 1:100



GROUND FLOOR 1:100



PROPOSED ALTERATIONS & EXTENSIONS TO EXISTING PREMISE TO BE ERRECTED AT 51 FEDERAL STREET NARROGIN FOR BEST OFFICE SYSTEMS

DATE AUGUST 2014

DRAWING 1929/SK3

JUDITH MCDUGALL DESIGNS

"BROOK VIEW" P O BOX 15 NARROGIN 6312  
 TEL 0429 811 204 FAX 08 9881 4204  
 Email: judithmcdougall@gmail.com ABN 79 425 984 191



BUILDING DESIGNERS ASSOCIATION

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## **10.2.339 TENDER TO DISPOSAL OF UNWANTED PLANT AND ITEMS – TOWN OF NARROGIN WORKS DEPOT**

**File Reference:** 1.2.1  
**Disclosure of Interest:** Nil  
**Applicant:** N/A  
**Previous Item Nos:** Related Item 10.1.713 – February 2011  
**Date:** 4<sup>th</sup> September 2014  
**Author:** Brian Robinson, Director Technical & Environmental Services

### **Attachments:**

Nil

### **Summary:**

Council is requested to consider granting the CEO authority to call for tenders for the purchase of unwanted and excess items from the Towns Works Depot.

### **Background:**

In early 2012 Council supported a recommendation to call for tenders to disposal of unwanted equipment and materials from the Town of Narrogin Works Depot. Items disposed of included a cherry picker and two trailers which were in a state of despair and several incompatible attachments for the Cat multi terrain loader (bobcat). A significant number of pavers and concrete slabs were also disposed of.

Council is now requested to consider a further disposal of unwanted plant and materials.

### **Comment:**

As Councillors would be aware, a number of new footpaths have been constructed within Narrogin over the past two years. Some these paths have replaced substandard paths previously installed using concrete slabs. This has resulted in a stockpile of more than 240 600mmx600m concrete slabs being stored at the Town of Narrogin works depot.

Whilst some slabs will be retained for repair of existing paths, the replacement of further slab footpaths has been earmarked for later this financial year. It is therefore proposed that the majority of the slabs be disposed of by Tender.

The following additional items have also been earmarked for disposal:

- a) A 1991 Ford Laser sedan, previously impounded but not collected by the owner;
- b) A custom made self-propelled bitumen spreader which has never been successfully used;  
and
- c) A Bobcat backhoe attachment.

All items will be tendered in their current condition, being 'as is'.

### **Consultation:**

- Chief Executive Officer – Aaron Cook
- Town Engineer – David Coates

- Town Foreman – John Warburton

**Statutory Environment:**

In accordance with section 3.58 of the Local Government Act 1995, local government may disposal of property and/or assets, by one of the following means:

- a) The highest bidder at public action;
- b) The most acceptable tender following a formal tender process; or
- c) By private treaty provided that the intent to so is advertised in accordance 3.58(3) and 3.58 (4) of the Act.

Disposal by tender is proposed as the most effective method of ensuring general members of the public have an opportunity to acquire the assets being disposed of.

**Policy Implications:** - Nil

**Financial Implications:**

Any funds received from the sale of excess/unwanted plant and materials is likely to be minor. Nevertheless, this income will be in additional to income projections contained within the adopted 2014/15 budget.

**Strategic Implications:**

Council staff are progressively implementing the adopted footpath program. With the majority of the current footpath program now complete, a revised footpath construction program is to be presented to Council for consideration at the next ordinary meeting in September.

As the revised footpath program will result most likely result in the replacement of some other existing concrete slab footpaths within the Town, this will result in an additional stockpile of unused slabs. Disposal of the current stockpile is therefore recommended.

**Voting Requirements:**

Simple Majority

**Council Resolution 0914.124**

**Moved: Cr Ward**

**Seconded: Cr Kain**

That Council:

1. Delegate authority to the CEO to prepare tender documentation for the sale or excess equipment and materials from the Town of Narrogin works depot in consultation with the Director of Technical and Environmental Services.
2. Await a further report on the proposed disposal following the close of the tender period.

**CARRIED 6/0**

## 10.2.340 PROPOSED DEPOT PLANT REPLACEMENT STRATEGY

**File Reference:** 23.1.1  
**Disclosure of Interest:** Nil  
**Applicant:** N/A  
**Previous Item Nos:** Nil  
**Date:** 4<sup>th</sup> September 2014  
**Author:** Brian Robinson, Director Technical & Environmental Services

### **Attachments:**

Summary of Plant and Draft Depot Plant Replacement Policy

### **Summary:**

Council is requested to consider endorsing a Draft Depot Plant & Vehicle Replacement Strategy to guide the progressive replacement of Council's aging fleet.

### **Background:**

As Councillors are aware, much of the plant used outside works crew is aging. Over the past two years, the majority of the Light Vehicle Fleet and Trailers have been updated to new models. However no larger plant or Heavy Vehicles have been updated since 2009.

Council is now requested to consider endorsing an appropriate strategy for the progressive replacement of all plant including the larger vehicle fleet. This strategy will be used to guide expenditure under the current future adopted budgets.

A draft of the proposed Strategy is shown attached.

### **Comment:**

A detailed assessment of Council's plant has been undertaken with each and every plant being inspected by the author of this report in consultation with the Town and Engineer and staff who regularly use the plant items. The following is a summary of the inspection/assessment findings:

- a) All large fleet are overdue for replacement;
- b) The more recently acquired light fleet and trailers are performing well;
- c) A significant number of minor repairs are required on the large fleet;
- d) Minor repairs have been put off, which in some cases has resulted in further costs.

Arrangements have been made for the required repairs to be progressively completed, ensuring that Council's fleet is well maintained.

Council's large fleet consists of the following vehicles:

- i) 1993 (acquired 1998) Hino Road Sweeper;
- ii) 1996 model John Deere Front End Loader with Backhoe;
- iii) 2004 John Deere Tractor

- iv) 2005 model 8 tonne Mitsubishi truck with 3 way tipper body;
- v) 2008 Caterpillar Multi Terrain Loader (Bobcat)
- vi) 2009 model 4 tonne Isuzu truck with rear tip tray;

As Councillors would be aware, several significant repairs have been undertaken on the street sweeper. This has included the replacement of the hydraulic systems, both side and center broom assemblies and other significant repairs. Although some maintenance issues still exist with the sweeper, including the potential need to replace/repair the rear door and air compressor systems, the machine is currently in reasonable working order.

Of bigger concern is the age and status of Council's John Deere Front End Loader and Backhoe. Recently significant repairs have been required to the hydraulic system. The machine is now at an age that major failures are a distinct possibility. Given this and the age of the machine, updating this plant is now seen as a number one priority. It is proposed to replace this plant this year rather than the 8 tonne Mitsubishi as detailed in the budget.

The proposed order of plant/vehicle replacement is reflected in the proposed Strategy.

**Consultation:**

- Aaron Cook - CEO
- David Coates – Town Engineer
- John Warburton – Works Foreman

**Statutory Environment:**

Local Government Act 1995.

**Policy Implications:**

At its June 2011 meeting, Council adopted Corporate Services Policy No 39 with the objective of guiding the progressive replacement of Council's vehicle and plant fleet. The following table, which was amended by Council resolution at its 25<sup>th</sup> September 2012 meeting, outlines the preferred replacement for Council plant and vehicles as detailed in Policy C39:

| <b>Category</b>        | <b>Description</b>                                  | <b>Replacement period</b>                                 |
|------------------------|---|---|
| Light Vehicles - Admin | Utilities, cars and 4x4                             | 20,000-40,000 or 1 year                                   |
| Light vehicles - Depot | Utilities, cars and 4x4                             | 80,000 km or 3 years                                      |
| Light trucks           | 2.5 up to 8 tonnes                                  | 80,000 km   |
| Buses                  | Buses   | 120,000 km  |
| Heavy trucks           | 8 tonne +   | 250,000 or 5 years  |
| Trailers               | Less than 6 tonne carry capacity                    | 15 years  |
| Ride on mowers         | All sizes   | 1000 hours or 4 years                                     |
| Road sweepers          | Self-propelled                                      | 5000 hours or 100,000 km or 5 years whichever comes first |
| Light plant – A        | Tractors up to 60 Kw skid steer loaders and similar | 5000 hours or 5 years                                     |
| Light plant B          | Backhoes  | 5000 hours or 7 years                                     |

|   |   |                        |
|---|---|------------------------|
| Heavy plant                               | Graders, bulldozers, tractors (over 60 Kw), front end loaders, forklifts excavators and similar | 10000 hours or 7 years |
| Miscellaneous equipment A                 | Chain saw and whipper snippers  | 2 years                |
|   | Walk behind mowers  | 2 years                |
|   | Cement mixers   | 3 years                |
|   | Plate compactors & tampers  | 4 years                |
|   | Portable fire pumps, air compressors and similar  | 4 years                |
| Miscellaneous equipment B                 | Welders, air compressors  | 10 years               |
|   | Generators  | 5 years                |
| Tractor and skid steer loader attachments | Slashers, turf mower and similar  | 5 years                |

As detailed above, Council's adopted Policy advocates that all trucks, the road sweeper and loaders should be replaced every five years. Currently Council's fleet is aged between 6 and 21 years old.

Additionally the above table identifies heavy plant such as Front End Loaders should be replaced every 7 years. Council's John Deere Backhoe is currently 19 years old.

#### **Financial Implications:**

The cost of maintaining Council's major plant and heavy vehicles is increasing as a result of the equipment's age and intensive use. Given the costs associated with updating major plant and heavy machinery, a progressive replacement program is required.

Sufficient funds have been allocated within the 2014/15 budget to replace the John Deere Front End Loader/Backhoe in this financial year.

#### **Strategic Implications:**

The strategic replacement of Council fleet will ensure that major breakdowns are avoided and that the required equipment is available to depot staff implementing Council's works program.

#### **Voting Requirements:**

Simple Majority



**Council Resolution 0914.125**

**Moved: Cr Ward**

**Seconded: Cr McKenzie**

That Council:

1. Endorse the Depot Plant replacement strategy as prepared;
2. Have regard to the recommendations of the strategy in determining Council's future annual budgets; and
3. Approve the replacement of Plant No 23 – John Deere Front End Loader in the 2014/15 financial year as opposed to the replacement of the 8 tonne Mitsubishi Truck as detailed in the adopted budget.

**CARRIED 6/0**

| Vehicle Replacement Program |  |                                       |                      |                      | Anticipated Cost for Upgrade of Machine |                     |                     |                     |                     |
|-----------------------------|--|---------------------------------------|----------------------|----------------------|---|---------------------|---------------------|---------------------|---------------------|
| Plant No                    | Plant Description                            | Year of Manufacture                   | License No           | Hours/Km's           | 2014/15                                 | 2015/16             | 2016/17             | 2017/18             | 20018/19            |
| P3                          | Mitsubishi Triton<br>Dual Cab with Canopy    | 2013                                  | NGN 2                | 62,000               |   | \$11,000.00         |                     |                     |                     |
| P8                          | Graffiti Reponse Trailer                     | 2008                                  | 1TIK 299             |                      |   |                     |                     |                     |                     |
| P16                         | Twin Drum Turf Roller                        | 1982                                  | Delicensed (NGN6121) |                      |   |                     |                     |                     |                     |
| P17                         | Mitsubishi Triton<br>(4x2 Single Cab)        | 2013                                  | NGN 802              | 5,000                |   |                     |                     |                     | \$15,000.00         |
| P18                         | Mitsubishi Triton<br>(4x2 Single Cab)        | 2013                                  | NGN 93               | 6,000                |   |                     |                     |                     | \$15,000.00         |
| P19                         | Mitsubishi Triton<br>(Single Cab Tipper Ute) | 1996                                  | NGN9722              | 79,000               |   |                     |                     | \$30,000.00         |                     |
| P20                         | Honda ATV                                    | 2009                                  | NO 4234              | 17,206km<br>2,068hrs |   |                     |                     | \$20,000.00         |                     |
| P21                         | Holden Colorado                              | 2003                                  | NO 592               | 72,723km             | \$20,000.00                             |                     |                     |                     |                     |
| P22                         | Bomag Twin Vibrating Roller                  | 2003                                  | NO 764               |                      |   |                     |                     |                     |                     |
| P23                         | John Deere Front End Loader and<br>Back hoe  | 1996 model licensed 1998              | NO 4141              | 7,000 hrs            | \$80,000.00                             |                     |                     |                     |                     |
| P24                         | Hino Road Sweeper                            | 1993 sweeper Body<br>acquired in 1998 | 1AEK763              | 179,500<br>4,560hrs  |   | \$120,000.00        |                     |                     |                     |
| P25                         | Mitsubishi 8 tonne 3way Tipper               | 2005                                  | 1BBN 838             | 221,823km            |   |                     | \$80,000.00         |                     |                     |
| P29                         | Mower Catcher Trailer                        |                                       | NGN 12070            | N/A                  |   |                     |                     |                     |                     |
| P30                         | Bobcat Trailer                               |                                       | NGN 12158            | N/A                  |   |                     |                     | \$5,000.00          |                     |
| P31                         | Gardiner Equipment Trailer                   | 2013                                  | NGN 13182            | N/A                  |   |                     |                     |                     | \$4,500.00          |
| P35                         | John Deere Tractor                           |                                       | NGN390               | 3,050 hrs            |   |                     |                     |                     | \$80,000.00         |
| P36                         | Caterpillar Multi-Terain Loader              | Model 247B                            | 1CYQ 644             | 2,945hrs             |   |                     | \$27,500.00         |                     |                     |
| P38                         | Small Plant - Bobcat Backhoe<br>Attachment   | For Cat Loader                        | N/A                  | N/A                  |   |                     | \$15,000.00         |                     |                     |
| P39                         | John Deere X324 Mower                        | 2009                                  | Unlicensed           | 750 hrs              |   | \$15,000.00         |                     |                     |                     |
| P41                         | Isuzu 4 tonne Tip Truck                      | 2009                                  | NGN 752              | 149,558kms           |   |                     |                     | \$50,000.00         |                     |
| P42                         | Emulsion Trailer                             |                                       | KN 2189              |                      |   |                     |                     | \$5,500.00          |                     |
| P45                         | Toro JD outfront mower                       | 2011                                  | NGN 11845            | 1,100                |   |                     | \$20,000.00         |                     |                     |
| P46                         | Toro JD trailer                              |                                       | NGN3146              | N/A                  |   |                     | \$2,500.00          |                     |                     |
| P48                         | Loadstar Box Trailer                         | 2013                                  | 1TNA 405             | N/A                  |   |                     |                     |                     | \$1,500.00          |
| P53                         | Tradesman Trailer                            | 2013                                  | 1TNA 692             | N/A                  |   |                     |                     |                     | \$2,000.00          |
| <b>Total</b>                |  |                                       |                      |                      | <b>\$100,000.00</b>                     | <b>\$146,000.00</b> | <b>\$145,000.00</b> | <b>\$110,500.00</b> | <b>\$118,000.00</b> |

## 10.2 CORPORATE AND COMMUNITY SERVICES

### 10.2.341 DRYANDRA COUNTRY ARTS FOOD AND WINE TRAIL COMMITTEE REQUEST FOR FINANCIAL SUPPORT

**File Reference:** 15.1.1  
**Disclosure of Interest:** NIL  
**Applicant:** Dryandra Country Arts, Food & Wine Trail Committee  
**Previous Item Nos:** 10.2.319, 10.2.904  
**Date:** 3 September 2014  
**Author:** Susan Guy Manager Leisure and Culture

#### **Attachments:**

Dryandra Country Food, Arts & Wine Trail Committee Community Chest Application form.  
Arts Narrogin Email Re Auspice.

#### **Summary:**

Council is requested to approve;

- 1) An allocation of \$2,000 to the Dryandra Country Art, Food & Wine Trail Committee from the Town's 2014/15 Community Chest Funds; and
- 2) That in-kind support up to \$7,500 be allocated to the Dryandra Country Art, Food & Wine Trail Committee

#### **Background:**

The highly successful and inaugural Dryandra Country Art, Food & Wine Trail over the Mother's Day weekend of 2013 and the second event over the same weekend in 2014 was planned and co-ordinated by the ARtS Narrogin Committee Inc. The inaugural event saw over 150 people attend the launch which included an exhibition of the Town's Claude Hotchin's bequest at the Nexis Gallery and Lesser Hall. On the back of the success of the 2013 Trail, ARtS Narrogin applied for and received a \$10,000 grant from EventsCorp to support the 2014 Trail.

The planning for the third Dryandra Country Art, Food & Wine Trail in 2015 is currently underway, however ARtS Narrogin having diverted its volunteering effort and resources to the Trail for the last two years has asked a new committee be formed to carry on its work. The current Dryandra Country Art, Food & Wine Trail Committee has only recently been formed and is unincorporated. The 2015 event will not have the benefit of the \$10,000 EventsCorp grant and the new committee is seeking funding from various sources including grants, sponsorship, advertising, ticket and program sales. The Committee has submitted a request of support to Council as a way of requesting support for the 2015 event. As such the officer requested a Community Chest Application be prepared and submitted (Arts Narrogin Inc. is willing to auspice the unincorporated Committee's 2014/15 application).

## **Comment**

The budget allocation for the 2014/15 Community Chest Fund is \$25,000. The current balance in the Community Chest account is \$9,500.

Council has to date approved a \$2,000 allocation to each of the major and established event organisers in Narrogin, namely Narrogin Rev Heads, the Narrogin Spring Festival and the Narrogin Agricultural Society (over and above their respective in-kind allocations of \$7,500 each). It would seem fair and equitable to donate an equal sum in cash and in-kind to the Dryandra Arts, Food & Wine Trail Committee to support its event which is growing in terms of reputation and popularity in the region.

Narrogin is privileged to have volunteers who join committees to provide energetic and skilful input into community based arts projects. Council's commitment to increasing the availability of culture and the arts to Narrogin and the region is to be encouraged and its budget allocation to the Community Chest Fund offers an opportunity to support new and growing events such as the Dryandra Country Art, Food & Wine Trail. An allocation of \$2,000 to the Trail will provide leverage to the event's committee to seek matching donations from corporate sponsors which could include major banks, CBH, Brookfield Rail, Wesfarmers and others.

The committee will be obligated to meet the requirements of the Community Chest application process to ensure that the funds are utilized in an appropriate manner to the satisfaction of Council.

### **Consultation:**

- Mayor Leigh Ballard, Town of Narrogin
- Mr Aaron Cook, CEO Town of Narrogin
- Ms Dianne Strahan, Chair Dryandra Country Arts Food & Wine Trail Committee
- Ms Deborah Hughes-Owen – Chair, ArTS Narrogin

**Statutory Environment:** - Nil

**Policy Implications:** - Nil

### **Financial Implications:**

Support of \$2,000 be granted to the Arts Food and Wine Trail Committee and that this be allocated from the Community Chest Fund.

**Strategic Implications:** - Nil

**Voting Requirements:** - Simple Majority

**Council Resolution 0914.126**

**Moved: Cr Kain**

**Seconded: Cr Ward**

That Council:

- 1) Support the Dryandra Country Art, Food & Wine Trail Committee by way of a contribution of \$2,000 and that this be allocated from the remaining Town's 2014/15 Community Chest Funds; and
- 2) That in-kind support of up to \$7,500 be allocated to the Dryandra Country Art, Food & Wine Trail Committee.

**CARRIED 6/0**

From: ARTS Narrogin Incorporated [<mailto:admin@artsnarrogin.com.au>]  
Sent: Thursday, 4 September 2014 3:30 PM  
To: Susan Guy  
Cc: Loriann Bell; Dianne Strahan; [accounts@artsnarrogin.com.au](mailto:accounts@artsnarrogin.com.au)  
Subject: Community Chest application from Dryandra Country Art Trail

**This email confirms our willingness to auspice an application from Dryandra Country Art, Food and Wine Trail for funds from the Town of Narrogin's Community Chest.**

**ARTS Narrogin Incorporated will ensure that said funds, if granted, will be used for the stated purpose and that copies of relevant invoices are provided to acquit the grant in a satisfactory manner.**

**Please do not hesitate to contact us if more information is required.**

**Regards**

***Deborah***

**Deborah Hughes-Owen**

**Chair**

**ARTS Narrogin Inc.**

**Phone 08 9881 6987**

**Mobile 0448 490 409**

# Application Details

## 1. Name of organisation

**Dryandra Country Art Food & Wine Trail under the auspices of Arts Narrogin**

Contact Person **Di Strahan**

Position **Chair**

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mobile **0407 473 878** Email: **arttrail@artsnarrogin.com.au**

Is your organisation incorporated? **No**

## 2. Name of Project or Event - Dryandra Country Art Food & Wine Trail 2015

Estimated Start Date: **09/05/2015**

Estimated Completion Date: **10/05/2015**

Requested Community Chest Funds **\$ 2,000**

## 3. Brief description of project / event (a maximum of 100 words)

The Dryandra Country Art Food and Wine Trail is a self-drive tour of towns and communities situated in Dryandra Country, taking visitors to galleries, studios, wineries, cafes, community art & craft centres and schools to view the works of over 100 artisans.

**4. What will the Community Chest Funds purchase?**

The funds will be used to cover the costs of designing and producing the official brochure which features exhibition locations, maps and other information to assist visitors to navigate their way around the trail.

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

The Art Food & Wine trail keeps visitors in the area for a couple of days, during this time they spend money on food, fuel & accommodation, thus ensuring a broad range of the community benefit from this event.

This event serves to boost the regions profile in the arts & culture and makes Narrogin a 'go to' destination for weekend travellers looking for something different to do.

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

The event will be advertised in the Narrogin Observer, on Radiwest and GWN, window posters, street signage the official trail guides, and the use of disposable coffee cups which will be in service at roadhouses, cafes and takeaways throughout the Dryandra Country region.

**7. Acknowledgement of Town of Narrogin Sponsorship**

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

Please circle below the ways you will be able to acknowledge Town of Narrogin sponsorship:

1. Display Town of Narrogin Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
2. Display the Town of Narrogin flag or banner at your event if possible. ( Available from the Town)
3. Verbal announcements at event.
4. Other

**All of the above**



**BUDGET ESTIMATES**

**Name of Organisation**    Arts Narrogin

**Name of Project**    Dryandra Country Art Food & Wine Trail 2015

**Please show amounts excluding GST.**

| INCOME   | \$            | EXPENDITURE                     | \$            |
|--|---------------|---------------------------------|---------------|
| Applicant's cash contribution  | 2,500         | Materials                       |               |
| Sponsorship  | 10,000        | Labour                          |               |
| Donations in cash  |               | Hire of equipment:              |               |
| Other grants   |               | Office/administration/Insurance | 4,500         |
| Catering sales   |               | Venue hire                      |               |
| Venue Fees   | 2,000         | Advertising                     | 10,000        |
| Gate / door entry fees   |               | Catering costs                  | 400           |
|  |               | Entertainment                   |               |
| Other income (please list)   |               | Other expenditure (please list) |               |
| Sale of Disposable cups  | 6,000         | Purchase of disposable cups     | 6,000         |
|  |               | Improved signage                | 1,000         |
|  |               | Professional photographer       | 600           |
|  |               |                                 |               |
|  |               |                                 |               |
| Community Chest Funds Request  |               |                                 |               |
| 1. Town Hall or John Higgins Centre hire fee concession if applicable /required. |               |                                 |               |
| 2. Balance of Community Chest Funds requested                                    | 2,000         |                                 |               |
|  |               |                                 |               |
| <b>TOTAL INCOME</b>  | <b>22,500</b> | <b>TOTAL EXPENDITURE</b>        | <b>22,500</b> |

**NOTE: DOES YOUR INCOME EQUAL YOUR EXPENDITURE? IT SHOULD.**

8. Did your organisation receive Community Chest Funding in 2013/14 ?

**No**

If yes, what was the amount of the funding?                    \$.....

9. Please list below any in-kind contributions if applicable (e.g. volunteer or donated labour, materials etc.) however do not include in your budget above.

- All work to plan, setup and deliver this event is done by volunteers
- ARTS Narrogin provides administrative support

**10. Funding Conditions**

1. The grant funds will be expended on the agreed project only.
2. The Town of Narrogin's support of the project will be acknowledged in any advertising or promotional activities related to the project.
3. Two invitations will be sent to the Town of Narrogin for your event or project.
4. The project will conform to all relevant Bylaws and Acts in force at the time.
5. Any unexpended grant funds will be returned to the Town of Narrogin.
6. A report on the expenditure of the grant must be provided to Council within 3 months of the completion of your project/event.

The report must include the following:

- Copies of invoices/receipts showing how the grant was expended.
- Copies of any advertisements, posters, programmes or newspaper coverage.
- A brief description of the project/event.

**Please ensure you have read the above grant conditions before signing below.**

**Name of Organisation to appear on cheque**

**ARTS Narrogin**

**Organisation's Postal Address**


**PO Box 1168**

**Organisation's ABN 451 981 822 90**

**Registered for GST ? Please circle**

**No**

Our organisation agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

Print Name Dianne Strahan  
Position Chair, Doyanda County Art Food + wine Trail  
Signature   
Date 3.09.14

**11. ELECTED MEMBER'S MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**12. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING**

Nil

**13. CLOSURE OF MEETING**

Mayor Ballard closed the meeting at 7:54 pm.