



# Shire of Pingelly

## Attachments

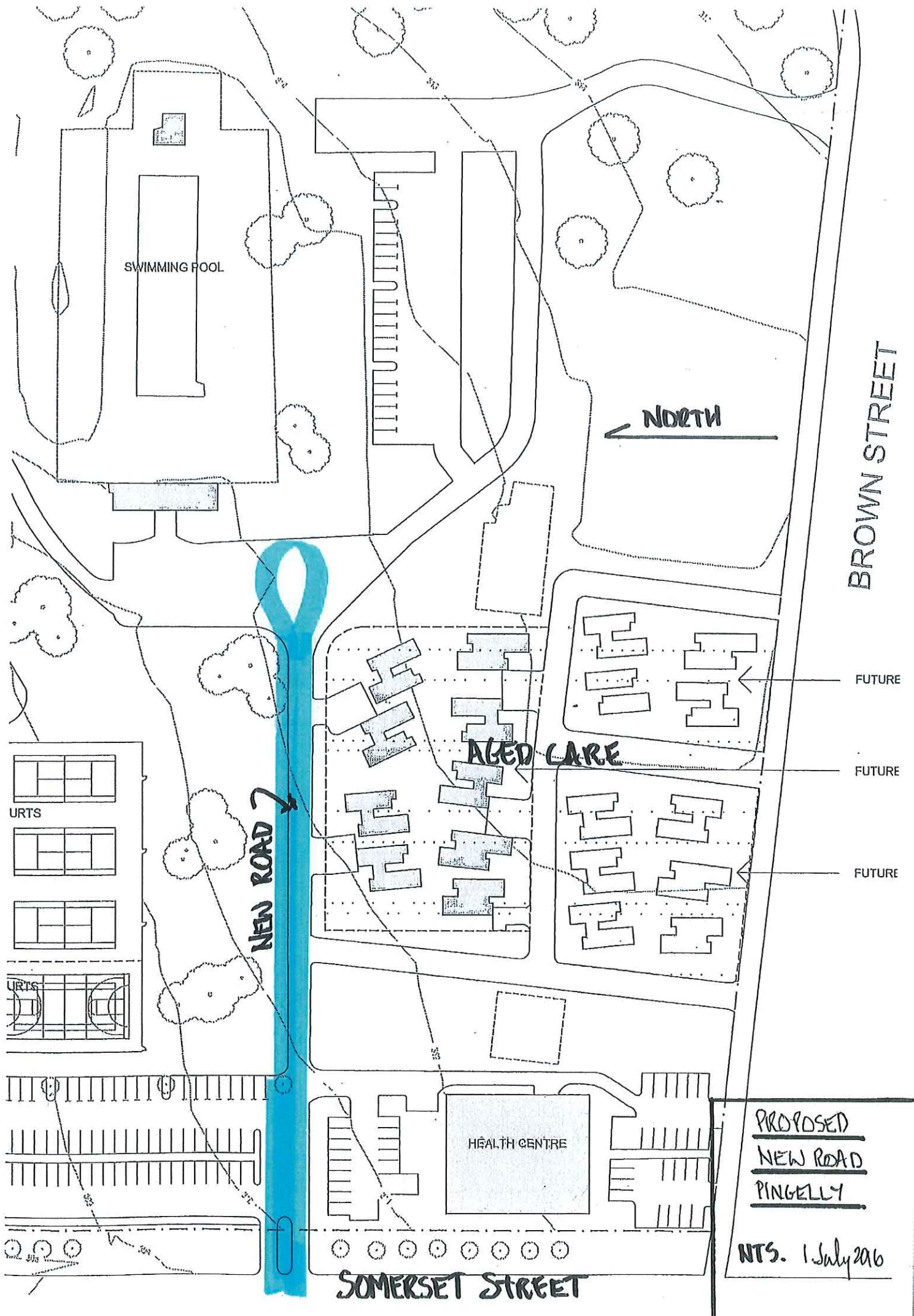
Special Council Meeting  
6 July 2016



# Attachment 1

## 9.1.1 Pingelly Recreation & Cultural Centre – Dedication of Roads









# **Attachment 2**

**9.1.2 Major Technical Upgrades of audio visual equipment grant for the Pingelly  
Recreation and Cultural Centre (PRACC)**







102 Stirling Hwy,  
Nedlands 6009  
Ph: 08 9389 6900  
Email: [andrew@surrounds.com.au](mailto:andrew@surrounds.com.au)  
Web: [www.surrounds.com.au](http://www.surrounds.com.au)

## REC CENTRE AV SYSTEM

To:

Craig MC Lennan Project Manager  
(Architect)

From:

Andrew Sproul.

Site:

Pingelly REC Centre.

Date:

24/06/16

QUOTATION/JOB#:

Indicative pricing

Draft #:

1

Qty	Vision	Price (Inc GST)
1	Projector - 8,500 ansi lumen brightness HDBT connectivity	\$13,000
1	300" wall hanging projector screen	\$6,000
1	Ceiling mounting gantry	\$2,500
1	4x4 HDBT video matrix	\$2,700
1	Oppo DVD/ network player	\$800
	<b>Total Equipment Only</b>	<b>\$25,000</b>
	<b>Sound</b>	
2	3 way active Speaker System	\$7,500
2	4 way power amp amplifier	\$14,000
1	Speaker management system	\$1,000
2	15" dual active driven bass module	\$7,750
2	Fly bar assy to suit speakers and sub woofers.	\$7,750
1	Rack mountable mixing consol	\$2,000
1	Wireless microphone system - with 2 mics and range extending antenna	\$5,000
1	Equipment Rack	\$750
	<b>Total Equipment Only</b>	<b>\$45,000</b>
	<b>System Hardware Total =</b>	<b>\$70,000</b>
	Note that this quote is equipment only - and excludes installation + cables	

## Payment Schedule

<u>% Payable</u>	<u>Upon</u>	<u>Due from date of invoice</u>
60%	Acceptance of contract (ordering of hardware)	Acceptance of contract
40%	All hardware paid in full prior to supply of goods \ installation	Acceptance of installation date
-	Installation Charge (if required) & Misc Cables\Interconnects	Completion of installation – 7 days
A\C Name: <b>Surround Sounds</b> BSB: <b>016-498</b> Account #: <b>185804258</b>		

## Warranty Information

### 1. CONTRACTOR'S WARRANTY

- a) SURROUND SOUNDS provides a 3-month warranty on the installation of the product.
- b) The manufacturer's warranty is dependent on the individual product and its terms & conditions.
- c) For equipment the period of warranty commences on the date of installation.
- d) During this 3 month warranty period, SURROUND SOUNDS will correct free of charge, any defects in our installation.
- e) All warranty and service calls will be carried out between the hours of 8am and 5pm – Monday to Friday unless otherwise amicably arranged.
- f) Full SURROUND SOUNDS warranty terms and conditions apply and are available on request.

### 2. EXCEPTIONS TO CONTRACTORS WARRANTY

This warranty shall not apply to:

- a) Any system or equipment not supplied by SURROUND SOUNDS
- b) Any system and equipment supplied by SURROUND SOUNDS that has been subject to misuse and neglect.
- c) Re-programming, or re-configuring of remote controls unless this involves a genuine fault.
- d) Any system and equipment that has been installed repaired or altered by any other party / person than SURROUND SOUNDS or its representative.
- e) Any system for which an outstanding payment remains.

### 3. MANUFACTURERS WARRANTY

- a) SURROUND SOUNDS supports the manufacturer's warranty on all equipment supplied by SURROUND SOUNDS for the period specified.
- b) After the period the equipment will carry the manufacturer's warranty only and any labour, freight or other charges not covered by manufacturer's warranty shall be at the client's expense.
- c) The terms of the manufacturer's warranty state that collection, reinstallation system recalibration & freight are not included in the warranty.

## **Fees & Charges Information**

**Business Hours (8:00am - 5:00pm, Monday to Friday)**

Labour rate standard technician \$120 per hour per technician (charged in 30 minute blocks)

Labour rate programmer and high level technician \$160 per hour per technician (charged in 30 minute blocks)

Offsite remote support \$120 per hour (charged in 15 minute blocks)

**Other Notes:**

Unless otherwise quoted or agreed, any subcontract or other company/s charges that are to be on charged by Surround Sounds will incur 30% management fee on the total invoice value.

Above rates are excluding any ongoing service agreements. Please register your interest with one of our friendly Staff members for more information on our service agreements.









# Regional Venues Improvement Fund

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## Application Form 2016

### Important

Before you begin, download a copy of the **RVIF Handbook**, which provides important information on the program and how to complete your application.

This form is for application to all RVIF categories:

- Minor Technical Equipment Upgrades
- Major Technical Equipment Upgrades
- Venue Functional Upgrades

**Applicants who wish to apply for more than one RVIF category in the 2016 funding rounds, will need to complete separate application forms for each project.**

All documents are available for download at <http://www.dca.wa.gov.au/funding/grants-programs/the-regional-venues-improvement-fund/>

### Submitting applications

Application forms and support material may be submitted to DCA electronically or via postal delivery **before 4pm, Thursday 30 June 2016.**

#### **Apply electronically**

If you wish to apply electronically, complete this application form and send it with your support material to [grantsprograms@dca.wa.gov.au](mailto:grantsprograms@dca.wa.gov.au)

Your email cannot exceed 8MB. Where possible, colate like documents and save them as a single file (e.g. letters of support). If your application exceeds this limit, you may send as an external file hosting site such as Dropbox.

#### **Or submit a hard copy application**

Complete this form, include accompanying support material and post to:

Regional Venues Improvement Fund  
Department of Culture and the Arts  
PO Box 8349  
Perth Business Centre  
PERTH WA 6849



# Applicant Details

Are you applying as (tick one)? (Please complete your details on the relevant page.)

☐ Organisation

☒ Local Government Authority

If you are awarded a grant, a contract and payment record will be created based on the details supplied in this grant application. Please complete your details in the relevant sections.

## Organisation

Legal Name of Organisation: Shire of Pingelly

Trading Name of Organisation (if applicable):

Legal Status (e.g. Incorporated Association): Local Government Authority

Australian Business Number (ABN): 30 389 182 782

GST Registered: Yes ☒ No ☐

Website: www.pingelly.wa.gov.au

Phone: 08 9887 1066

Email: pao@pingelly.wa.gov.au

## Physical Address

Street Address: 17 Queen Street

Town/Suburb: PINGELLY

State: WA

Postcode: 6308

## Postal Address

☒ Same as physical address

PO Box:

Street Address: 17 Queen Street

Town/Suburb: PINGELLY

State: WA

Postcode: 6308

## Key Contact Details

By providing your contact details below, you are taking responsibility as the organisation's key contact for all dealings with DCA. Please ensure you have the authority of your organisation to submit an application on its behalf.

Title:	Ms
First Name:	Claire
Last Name:	Buckley
Role of Key Contact:	Project Administration Officer
Phone:	08 9887 1066
Mobile Phone:	0437 868 761
Email:	pao@pingelly.wa.gov.au

## Local Government Authority

Name of LGA:	Shire of Pingelly
Website:	www.pingelly.wa.gov.au
Phone:	08 9887 1066
Email:	pao@pingelly.wa.gov.au

## Physical Address

Street Address:	17 Queen Street
Town/Suburb:	PINGELLY
State:	WA
Postcode:	6308

## Postal Address

☒ Same as physical address

PO Box:	
Street Address:	
Town/Suburb:	
State:	
Postcode:	



## Key Contact Details

By providing your contact details below, you are taking responsibility as the LGA's key contact for all dealings with DCA. Please ensure you have the authority of your organisation to submit an application on its behalf.

Title:	Ms
First Name:	Claire
Last Name:	Buckley
Role of Key Contact:	Project Administration Officer
Phone:	08 9887 1066
Mobile Phone:	0437 868 761
Email:	pao@pingelly.wa.gov.au

## Funding Category

- What RVIF category are you applying for?
- ☐ Minor Technical Equipment Upgrades
- ☒ Major Technical Equipment Upgrades
- ☐ Venue Functional Upgrades

## Project Outline

Project Title: 145 Character limit (including spaces)

Pingelly Recreation & Cultural Centre (PRACC) Audio Visual Equipment

Project Summary:

500 Character limit (including spaces)

This Project includes purchasing an audio visual system for the Pingelly Recreation & Cultural Centre (PRACC).

Project Start Date:	October 2016
Project End Date:	October 2017
Total Project Cost (\$):	\$63,637
Funding Requested from DCA (\$):	\$50,000

## Where did you hear about DCA funding?

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> DCA Website   | <input type="checkbox"/> Social Media         |
| <input type="checkbox"/> Newspaper                | <input type="checkbox"/> Previous Applicant   |
| <input type="checkbox"/> Radio                    | <input type="checkbox"/> DCA Funding Workshop |
| <input checked="" type="checkbox"/> Word of Mouth | <input type="checkbox"/> Arts Organisation    |
| <input type="checkbox"/> DCA Project Officer      |   |

## Application Information

### Activity Location

Identify the Western Australian region that your planned project will take place in.

- ☐ Gascoyne
- ☐ Goldfields-Esperance
- ☐ Great Southern
- ☐ Kimberley
- ☐ Mid West
- ☐ Peel
- ☐ Pilbara
- ☐ South West
- ☒ Wheatbelt

# Project Details

## Venue Details

Venue Name:	Pingelly Recreation & Cultural Centre
Project Location Address:	Lot 482 Somerset Street, Pingelly WA
Venue Owner:	Shire of Pingelly
Lease Expiry:	N/A
Venue Age:	Construction to be completed in October 2017
Heritage Listing:	<input checked="" type="checkbox"/> Not heritage listed <input type="checkbox"/> Local Government Municipal Heritage Inventory <input type="checkbox"/> Local Town Planning Scheme (Heritage List) <input type="checkbox"/> State Register of Heritage Places <input type="checkbox"/> Classified by the National Trust <input type="checkbox"/> Other (please specify): <div></div>

Is this venue shared with other groups? ☒ Yes ☐ No

If so, who are the primary users:

Primary users will be local, regional and state community, sporting and culture/arts groups (see attached 38 letters of support and Business Case for the Construction of the Pingelly Recreation & Cultural Centre).

What performing arts and/or cultural activities does your venue support?

The venue will support musicals, concerts, performing arts, arts exhibitions, presentations and graduations.

Is the venue a full or associate member of:

- ☒ CircuitWest
- ☐ Country Arts WA
- ☐ Neither



# Project Description

What is the project you are seeking DCA funding for?  
(1500 characters including spaces)

The construction of Pingelly's 5,114sqm multipurpose complex in Western Australia's Wheatbelt region will, amongst other spaces, encompass a dedicated Cultural Hall (96sqm) and Function Room (220sqm) to be utilised for arts and cultural activities and events (see page 7-8 of attached Business Case for floor plan and dimensions and pages 4-6 for concept images).

This Project seeks to purchase specific major technical equipment including an audio system and visual system to maximise this venue's success in becoming one of regional significance and to enable the delivery of arts and cultural activities and events which are currently unable to occur due to the limited venues, facilities and equipment available.

The major equipment includes a projector, projector screen, ceiling mounting gantry, video matrix, dvd/network player, speaker system, amplifier, dual active driven bass module, fly bar assy to suit speakers and sub woofers, rack mountable mixing console, wireless microphone system and equipment rack (see attached quote).

What is the community's need for the project?  
(1500 characters including spaces)

Pingelly does not currently have a venue with appropriate equipment, acoustics or Universal Access nor the capacity for large audiences at events and concerts. The Town Hall is currently utilised for small events and performances, however performances have dwindled due to the inadequacy of the facility for this purpose. Additionally, Pingelly Primary School students and families are required to travel out of town to attend their annual school graduation and other concerts due to the inability to cater for large audiences and performances in the Town Hall.

Pingelly has a significant indigenous population. The Pingelly Recreation & Cultural Centre's design will allow for indigenous cultural and historical displays and activities including performances and programs that highlight social and cultural traditions. The installation of major technical equipment such as an audio visual system will maximise this opportunity and enable a variety of other performances to be held at the one location, including Pingelly Repertory Group shows, tourism expos (ie Arts, Food & Wine Trail event), school performances and graduations, Country Arts WA touring performances and Pingelly Youth Group performances.



What are the desired outcomes and how will you evaluate the project?

(1500 characters including spaces)

The desired outcomes relating to the major technical equipment installation include:

- Reformation of the Pingelly Repertory Group.
- Hosting at least two new regional events in the first 12 months (between October 2017 and 2018).
- Hosting at least five new events in the second year of operation (between October 2018 and 2019).

These outcomes will be evaluated by comparing records and statistics maintained by the Shire, Visitor Centre and tourism providers (eg revenue) from before the Project and after its completion.

How do you plan to manage and/or undertake the project?

(1500 characters including spaces)

The Shire has contracted a full time Project Manager to manage the construction of the Pingelly Recreation & Cultural Centre and all aspects associated with it, including the purchase and installation of internal equipment. Additionally, the Shire has a Project Administrator working alongside the Project Manager to ensure that the project is completed according to plan.

As the value of this Project is under the threshold for procuring, a tender process will not be required. The purchase of equipment will be undertaken in accordance with the Shire's Purchasing Policy.



What is the timeline for the project?  
(1500 characters including spaces)

Construction of the Pingelly Recreation & Cultural Centre is due to commence in September 2016 and be completed by October 2017 with an official opening. The items funding is sought for will be purchased once funding is available and be installed by October 2017.

What are the current issues facing the venue and how these may be resolved with the RVIF funding? Include any relevant issues with technical equipment or venue functionality (i.e. a brief description for how new equipment will improve performing arts activities at the venue, life expectancy of current equipment, functional issues for staff and patrons, maintenance required and/or how equipment is secured (insurance, storage, security etc.)) (1500 characters including spaces)

The new equipment will enable diversity in events and performances such as the attraction of musicals and concerts which are currently not able to be hosted in Pingelly. The new equipment comes with a manufacturer's warranty and, as the PRACC will be owned and managed by the Shire, it will form part of the Shire's Asset Management Plan and annual budgetary process for repairs and maintenance. The equipment will be operated by trained PRACC Staff and when not in use, will be secured in a lockable location.

## Program Details

The below questions relate to the past, present and future performing arts events/activities held in the venue identified for improvement.

### Past Program

How many performing arts events were held in the last 12 months?

0

How many professional touring events held in the last 12 months?

0

Approximately how many people attended events in the last 12 months?

0

### Current Program

Summarise your current performing arts program:

(1500 characters including spaces)

Performances and arts/culture events are held at the Pingelly Town Hall however as detailed within this application, the venue is insufficient for the needs of users. The last touring performance was held at the Town Hall in August 2015.

As the PRACC is yet to be constructed, there is no existing performing arts program, however there is significant interest upon completion, including the re-establishment of the Pingelly Repertory Group.

### Future Program

Summarise the performing arts program for the next 12 months:

(1500 characters including spaces)

Upon completion of construction (October 2017), an Arts & Culture Manager will be employed by the Shire of Pingelly with the purpose of pro-actively seeking local, regional and nationwide performances, concerts, musicals and events for the venue.

The Shire has had preliminary discussions with a variety of groups including Country Arts WA, Lotterywest, Pingelly Primary School, Pingelly Youth Group, Annual Shearer's Event Committee, Pingelly Tourism Group and Moorditj Youth Foundation Aboriginal Corporation, all of whom have provided a letter in support (attached). This Project will also see the reinvigoration of the Pingelly Repertory Club.



# Financial Information

## Expenditure

Description	Amount (ex GST)	Notes
Visual Equipment	\$22728	
Sound Equipment	\$40909	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Donated materials (in-kind)	\$	
Volunteer labour (in-kind)	\$	
<b>Contingency*</b>	\$	
<b>Total Expenditure</b>	<b>\$63637</b>	

\*Contingency amount is not to be calculated as part of the requested DCA funding.

## Income

Source of Funding	Amount (ex GST)	Confirmed	Notes
Local Government Authority	\$13,637	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
Applicant cash contribution	\$	<input type="checkbox"/> Y <input type="checkbox"/> N	
Other state government funding	\$	<input type="checkbox"/> Y <input type="checkbox"/> N	
Federal government funding	\$	<input type="checkbox"/> Y <input type="checkbox"/> N	
	\$	<input type="checkbox"/> Y <input type="checkbox"/> N	
	\$	<input type="checkbox"/> Y <input type="checkbox"/> N	
	\$	<input type="checkbox"/> Y <input type="checkbox"/> N	
	\$	<input type="checkbox"/> Y <input type="checkbox"/> N	
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	\$	<input type="checkbox"/> Y <input type="checkbox"/> N	
	\$	<input type="checkbox"/> Y <input type="checkbox"/> N	
	\$	<input type="checkbox"/> Y <input type="checkbox"/> N	
	\$	<input type="checkbox"/> Y <input type="checkbox"/> N	
Donated materials (in-kind)	\$	<input type="checkbox"/> Y <input type="checkbox"/> N	
Volunteer labour (in-kind)	\$	<input type="checkbox"/> Y <input type="checkbox"/> N	
Contingency*			
<b>Total Funding</b>	<b>\$13,637</b>		

Total Expenditure (a):

\$63,637

Total Funding (b):

\$13,637

**Funding request to DCA (a-b):**

\$50,000

## Additional Budget Notes

1500 character limit (including spaces)

The Shire of Pingelly are also committing to fund the installation and cabling costs of the major equipment.

## Applicant Feedback

The information you provide here will assist DCA to improve its services. This information will not form part of your application assessment.

**Please indicate on a scale of 1 to 5 with 5 being the highest.**

- Clarity of the grants program information:
- User-friendliness of the grant application process:
- Overall satisfaction with the grant application process:

Additional notes:

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# Support Material

Please list your support material within the table below. See the **RVIF Handbook** for a detailed list of required and recommended support material for the funding category you are applying for.

## Office Use Only

Application number:	
Applicant name:	
Program:	
Program category:	
Funding round:	
Project title:	

Title	Description	Office Use Only (Received)
Business Case	Construction of the Pingelly Recreation & Cultural Centre	<input type="checkbox"/> Yes <input type="checkbox"/> No
Letters of Support	38 letters of support	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
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		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

# Grant Application Terms and Conditions

All applicants must read and complete this section.

## Declaration

1. I have read and am familiar with the information relevant to this application as published on the Department of Culture and the Arts (DCA) website.
2. I acknowledge that this application will not be accepted if it is late, does not include all the required support materials or is subject to outstanding acquittals.
3. I am aware of my rights and responsibilities with regard to copyright and intellectual property as it relates to this project and confirm that all parties with a potential claim to copyright and intellectual ownership arising from this project have been consulted and provided their agreement where required.
4. I confirm that the supporting material submitted with this application is my own work or the work of the organisation named in this application.
5. I give DCA a licence to reproduce and communicate the supporting material submitted with my application for the purposes of assessment, and confirm that I have obtained all copyright and intellectual permissions as required to do so.
6. I agree to accept DCA's funding decision on my application.
7. I have read and understood the section on Privacy and Freedom of Information and accept the terms.
8. I agree to inform DCA of any changes in the status or circumstances of the application between the time of its submission and its assessment.
9. I am aware that DCA reserves the right to require me to provide evidence to verify that a current Working with Children Assessment Notice is held by all relevant personnel where the activity involves working with people under the age of 18.
10. All statements in this application are true to the best of my knowledge.

## Media contact consent

In the event that your grant application is successful, do you give the Department of Culture and the Arts permission to pass your primary phone number and/or email address on to the media?

Media consent:

☒ Yes ☐ No

## Working with Children

The [\*Working with Children \(Criminal Record Checking\) Act 2004\*](#) (the Act) makes it compulsory for many people in child-related work to apply for a Working with Children Check. A person is in child-related work if their usual duties or work involve, or are likely to involve:

- Contact with a child (a child is a person under the age of 18 years); and
- That contact is in connection with at least one of the 19 categories of child-related work listed under the Act;
- And no exemptions apply.



Please read Statement 1 and Statement 2 below and check the box that applies to you, your group or organisation.

### Statement 1

- ☒ This activity is likely to involve personnel working with people under the age of 18. I am/the group/the organisation is aware of the special responsibilities associated with working with children and am aware of the *Working with Children Act 2004* and will take the necessary steps to ensure that, where required, all relevant personnel have a current Working with Children Assessment Notice, or are able to obtain one.

### Statement 2

- ☐ The organisation and/or the activity does not involve working with young people aged under 18.

## Privacy and Freedom of Information

Full listings of grant recipients will be published on the DCA website and in the DCA Annual Report. We may also publicise recipients in DCA newsletters and publications. You will be required to acknowledge DCA in all your publicity if your application is successful. Failure to do so may affect your grant payment.

According to the [\*Freedom of Information Act \(1992\)\*](#) (the Act) any information held by us, including your application, is accessible by you. While the information you present to us is treated as confidential, staff and external assessors may see it. The information you supply may also be made available to those assessing any other grant applications you make. By submitting your application you waive any right to raise any type of proceedings against DCA as a consequence of, or in contemplation of, any disclosure of the contents of your application in response to an information request made under the Act.

Data held in the Department's system may be used for the following purposes: statistical reporting, application assessment, media enquiries, accounting purposes and for contacting you. The details of your grant will be public information, however, your personal details will only be accessible by our staff, appointed auditors and individuals or organisations who may help us assess or monitor grants.

## Declaration

I have read, understood and accepted the DCA grant application terms and conditions as outlined above.

**Signature:**

**Date:**