

## **MINUTES**

# **ORDINARY COUNCIL MEETING**

**11 JUNE 2013**

**COMMENCING AT 8PM**

**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."

## ORDINARY COUNCIL MEETING MINUTES

11 JUNE 2013

### 1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, Mayor Ennis declared the meeting open at 8:01pm.

#### Visitors:

Evelyn White  
Meredith Beckwith  
Diane O'Donnell  
Ned Crossley  
Peter White  
Alan Robb

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

Mayor, Don Ennis, Presiding Member  
Deputy Mayor, Cr R Madson  
Cr L Archibald  
Cr L Ballard  
Cr J McKenzie  
Cr A Paternoster  
Cr D Russell  
Mr A Cook - Chief Executive Officer  
Mr C Bastow - Director of Corporate and Community Services  
Mr B Robinson - Director of Technical & Environmental Services  
Ms T Columb – Executive Assistant (Minutes)

#### Apologies:

Cr M Kain – Apologies  
Cr J Muller – Leave of Absence

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

All Councillors note an Interest In Common with Item 10.1.794 – all Councillors other than Cr Mckenzie have fruit trees and all Councillors and ratepayers may incur a higher rate levy should Council decide to fund a new spraying program.

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

Nil

**5. PUBLIC QUESTION TIME**

Mr Ned Crossley spoke on behalf on Narrogin Community Gardens, expressing concern over the need for a fruit fly Program; Mr Crossley also supported Mr Lee Thompson's letter and responded to the previous minutes. Mr Crossley would like the Council and Community to work on a solution together. Fruit trees in the town are an asset to the community, ensure some food security, and cost of replacing the fruit is high. Mayor Ennis asked Mr Crossley to present his case under the Category of Presentations/submissions at a future meeting.

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

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

**Council Resolution: 0613.108**

**Moved: Cr Ballard**

**Seconded: Cr McKenzie**

That Council:

Accept the minutes of the Ordinary Council Meeting held on 28 May 2013 and be confirmed as an accurate record of proceedings.

**CARRIED: 7/0**

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

The Town of Narrogin Corporate Business Plan 2012/13 – 2016/17 is presented at this meeting.

The Policy Manual will be presented at the next meeting on 25 June 2013.

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

Nil

## 10. MATTERS WHICH REQUIRE DECISIONS

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## 10.1 DEVELOPMENT AND TECHNICAL SERVICES

### 10.1.794 TOWN OF NARROGIN FRUIT FLY PROGRAM

**File Reference:** 11.6.1  
**Disclosure of Interest:** Nil  
**Applicant:** Ms Lee Thomson  
**Previous Item Nos:** Nil  
**Date:** 28<sup>th</sup> May 2013  
**Author:** Brian Robinson, Director Technical & Environmental

#### Attachments:

- Copy of correspondence from Lee Thomson
- Print of the AGFWA Frequently Asked Questions
- Legal Advice from McLeod's

#### Summary:

Council is requested to consider correspondence received in respect of the Town of Narrogin's Fruit Fly Program.

#### Background:

As Councillors would be aware, no allowances were made within the annual budget to undertake a Fruit Fly control program in the 2012/13 financial year. This decision was made for various reasons, including but not limited to:-

- The need to identify substantial savings through the budget process;
- The effect of the program given that not all landowners participate and the adjacent Shire of Narrogin does not complete any fruit fly program;
- The impact of pesticide on the organic status of fruit;

It was also identified that at the time that the Town of Narrogin was only one of two local government areas where a fruit fly program was being undertaken, with the local government area (being Carnarvon) having a significant fruit industry.

Correspondence has now been received from a representative on the Town of Narrogin's Townscape Committee expressing concern that the cessation of the program is causing considerable community dismay.

As stated in the submitted correspondence the author mainly has contact with retired people who have the *"interest and skills in using home grown fruit in daily meals as well as for fruit preserving and jam making"*. The author further indicates that a *"good"* number of people they have spoken to have said that they would be prepared to pay a moderate increase in their rates in order to *"enjoy the pleasure and benefits of picking their own fruit"*.

A response to the correspondence is provided in the comment section below.

**Comment:**

The Mediterranean Fruit Fly is a recognised as a serious horticultural pest within Western Australia infecting more than 200 fruit and vegetable species over a large portion of the state. Pursuant to the WA Plant Diseases Act 1914, it is the responsibility of all landowners to take steps to prevent the spread of pests and diseases, including Fruit Fly. Responsibility for enforcement of this act rests with the Department of Agriculture and Food WA.

Through the previous implementation of a Fruit Fly Program, the Town of Narrogin and its ratepayers were effectively taking on this responsibility on behalf of fruit tree owners within the Town. As a result, some ratepayers feel it is the Town of Narrogin's responsibility to complete fruit fly control.

A substantial amount of information on the Fruit Fly is available from the Department of Agriculture and Department and Food website (DAFWA), including recommendations on how to effectively control the pest and its impact on a property by property basis.

The information provided on the DAFWA website also indicates that the DAFWA has a research project being undertaken within Jarrahdale and the Perth Hills, with an area wide system approach being implemented for fruit fly control and detailed monitoring of fruit fly numbers.

The only other program for area wide control of fruit fly, is a locally funded program in Carnarvon.

As stated in the background section of this report, the effectiveness of Council's previous program is questionable, given that not all landowners with fruit trees participated in the program and no program was being implemented within the Shire which contains many fruit trees, including disused orchards.

The enforcement of the WA Plants diseases act and the implementation an area wide system for control are considered by the author of this report to be the only effective way of treating fruit fly in the district. For this reason, it is recommended that correspondence be forwarded to the Department of Agriculture and Food WA requesting that:

- a) A Fruit Fly monitoring program be established over the greater Narrogin Valley area;
- b) An area wide Fruit Fly Control Program be implemented; and
- c) An information campaign be undertaken within the district to ensure that individual landowners are aware of their responsibilities in respect of fruit fly control.

Please also find attached a response form Council's legal representation as to the legalities of Council entering private residences to deal with the Fruit Fly problem. The response is that Council does not have the right and should not perform the action without the expressed prior consent of all property owners.

**Consultation:**

Since cessation of the program a total of 5 formal complaints have been received, expressing their disappointment that the program was not continued; however, it has been raised that there have been verbal complaints to the Councillors regarding this matter.

**Statutory Environment:** WA Plant and Diseases Act

**Policy Implications:** Nil

**Financial Implications:**

The adopted 2012/13 budget does not contain any allowance for the implementation of a fruit fly program.

Whilst consideration may be given to future re-introduction of a fruit fly program, Council's legal ability to implement such a program should be examined. For example is it legal for the Town of Narrogin to use public funds to assist landowners in meeting the individual responsibilities applicable under the WA Plant Diseases Act?

**Strategic Implications:**

As an alternative, Council may wish to examine the implementation of a program on a volunteer basis. The author of this report is however, concerned that this will result in members of the public continuing to hold the view that the control of Fruit Fly is a responsibility of the local government and not the Department of Agriculture and Food WA.

It is therefore recommended that the operation of a volunteer scheme would be best co-ordinated by either the Department of Agriculture and Food WA, or a community based organisation/group.

**Voting Requirements:** Simple Majority

Note: A late attachment of an article from the Countryman Newspaper concerning Carnarvon's fruit fly baiting was presented at the meeting.

<b>Council Resolution: 0613.109</b>
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**Moved: Cr McKenzie**

**Seconded: Cr Madson**

That Council:

Move to suspend Standing Orders

**CARRIED: 7/0**

**Note: Mayor Ennis requested that the CEO present his recent information findings from the Shire of Carnarvon.**

**Council Resolution: 0613.110**

**Moved: Cr Madson**

**Seconded: Cr McKenzie**

That:

- 1) Council Authorise the Chief Executive Officer to forward correspondence to the Department of Agriculture and Food WA requesting that:
  - a) A Fruit Fly monitoring program, similar to that being undertaken in the hills of Perth Metropolitan Area, be established over the greater Narrogin Valley area;
  - b) An area wide Fruit Fly Control Program be implemented; and
  - c) An information campaign is undertaken within the district to ensure that individual landowners are aware of their responsibilities in respect of fruit fly control.
- 2) Correspondence be forwarded to the applicant to advise of point No 1 above and clarify that the responsibility for Fruit Fly control rests with individual landowners under the WA Plants and Diseases Act, which can only be enforced by the Department of Agriculture and Food.

**CARRIED: 7/0**

45A Argus Street,  
Narrogin. 6312.

Mr. Brian Robinson,  
Director,  
Technical & Environmental Services,  
Town of Narrogin.

Dear Brian, I'm hoping this request may reach you in time to be included on the agenda for the forthcoming Townscape meeting.

The recent decision by Council to discontinue the Fruit-fly Baiting programme appears to be causing considerable community dismay.

My personal contact has been mainly with retired people who have the interest & skills in using home grown fruit in daily meals, as well as for fruit preserving & jam making.

However, I know that today schools are teaching young be to more knowledgeable about the benefits of growing & eating fresh fruit and vegetables.

I understand that financial constraints are a major factor in Council's decision, but a good number of those I've spoken with have said they'd be prepared to pay a moderate increase in their rates, in order to enjoy the pleasure & benefits of picking their own fruit. Could this matter please be discussed at the Townscape meeting?

Yours sincerely,  
Lee Thomson

Town of Narrogin RECEIVED	
Directed to	Brian.
Ref No.	27 MAY 2013 ICR131341
Property File	
Subject File	26-38
C-Point No.	



## Mediterranean fruit fly (Medfly) Frequently Asked Questions

### *What is Mediterranean fruit fly?*

The Mediterranean fruit fly (Medfly), *Ceratitis capitata*, is a pest in many areas of the world including Western Australia. Medfly is not present in other Australian states or territories. It was first detected at Claremont in 1895. The main area of infestation extends from Camarvon to Bunbury.

### *Why is it important to control fruit fly?*

Fruit fly costs the WA horticulture industry about \$20 million each year, in lost production, market access and control costs. Fruit fly is known to infect more than 200 fruit and vegetable species, including stone fruit, apples and pears, citrus, loquats, persimmons, figs and guavas. The larvae feed on the flesh of fruit and some vegetables, causing it to decompose.

Industry is focusing on an area-wide approach to controlling fruit fly. This means every grower - whether they are a commercial grower or landholder with a fruit tree or vegetable patch - needs to help control fruit fly.

### *What can I do?*

The Department of Agriculture and Food (DAFWA) is urging all residents with fruit trees or vegetable patches to be aware of the need to control fruit fly in order to help protect the State's valuable industry from the damaging pest and protect your local supply of fruit.

### *How can I control fruit fly?*

To protect your local industry and your local supply of fruit, it is vital to take action to reduce the risk of fruit fly.

**Remove unwanted trees:** To protect fruit trees, households should remove any unwanted or unmanaged fruit trees.

**Bag and bin:** Don't leave fruit or fruiting vegetables on the ground to rot. Pick up any fallen fruit under your trees and put them into a black plastic rubbish bag which is sealed or tied-off. Leave the bag in the full sun for five days, and then dispose. The heat will be enough to kill any flies or maggots. Alternatively, put fallen fruit into containers or plastic bags and place in the freezer for at least seven days, then dispose. Pick and destroy all unwanted fruit before ripening.

**Bait or trap:** Apply liquid baits to your fruit trees or hang 'lure and kill' traps in your fruit trees or near susceptible vegetable fruits.

**Screen trees:** Use mesh screens to exclude fruit flies before the fruit becomes susceptible to infestation. Screens with a weave of less than 1.8mm such as mosquito netting, shade cloth and fly screen can be either draped over the tree or on framework arching over the tree. Pruning the tree to a manageable size may be necessary and the screen should be sealed at ground level.

**Use exclusion bags over fruit:** Cloth or waxed paper bags with are commercially available to place over clusters of fruit and sealed to prevent fruit flies access. Alternatively exclusions bags can be home-made.

September 2012



**Keep watch:** Keep an eye out for fruit fly damage to your fruit. If you spot this, your controls are not working and you will need to remove your fruit and treat as described in 'bag and bin'.

More information on control is available from [www.agric.wa.gov.au](http://www.agric.wa.gov.au)

*What does a Medfly look like?*

Most people initially find the larvae (maggots) of fruit fly. The larvae are white with a pointed head and are about 1 mm long when they hatch. They quickly grow to 8 mm after which they exit the fruit, enter the ground and form a brown casing around their bodies. The adult fly emerges from its casing underground and is 3 - 5 mm long, light brown and slightly smaller than a housefly. The wings have distinct brown bands and remain extended while resting, the abdomen is brown and the middle has irregular patches of black and silver.

*Where can I get more information on control?*

From the Department of Agriculture and Food website [www.agric.wa.gov.au](http://www.agric.wa.gov.au) or by phoning the department's Pests and Diseases Information Service on 1800 084 881.

*What are my obligations?*

The *WA Plant Diseases Act 1914* states that it is the responsibility of all property owners to take steps to prevent the spread of pests and diseases. Under the Act an order for the removal of unmanaged trees can be issued.

*What is the commercial fruit industry doing?*

The commercial industry uses a systems approach including baiting, trapping, strict orchard hygiene and spray options depending on the crop.

*What about cover sprays for backyard trees?*

The Australian Pesticides and Veterinary Medicines (APVMA) has made recent changes on the allowed use patterns of the organophosphate dimethoate and will likely make changes on the use of the organophosphate fenthion to control fruit fly, resulting in restricted use. More information on these restrictions is available from [www.apvma.gov.au](http://www.apvma.gov.au)

*What is DAFWA doing to support industry and growers control fruit fly?*

DAFWA encourages anyone with a fruit tree or vegetable patch to be aware of the need to control fruit fly and to take responsibility for any potential food sources that would encourage fruit fly.

DAFWA has an expert team who are available to assist industry with technical advice. One DAFWA research project, supported by industry groups Summerfruit Australia, Fruit West and Horticulture Australia Ltd, will implement an area-wide systems approach for fruit fly control in Jarrahdale and the Perth Hills. Foliar bait spraying, orchard and garden sanitation along with lure and kill techniques such as trapping will be used. An array of traps will be used to monitor fruit fly populations and evaluate the strategy. As part of this project, DAFWA will also trial a strategy known as the Sterile Insect Technique. This involves the release of sterile male flies which mate with the existing females and reduce reproduction levels.

*Do area-wide baiting schemes exist elsewhere in WA?*

A locally-funded fruit fly baiting scheme currently operates in Carnarvon.

September 2012



Our Ref  
Your Ref

DFN:NARR-33930

6 June 2013

Mr Brian Robinson  
Director Technical & Environmental Services  
Town of Narrogin  
89 Earl Street  
NARROGIN WA 6312



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Trudi Firth (Associate)  
Tim Beckett (Associate)

*By email*

Dear Brian

### **Proposed Fruit Fly Control Program**

I refer to our telephone conversation on 5 June 2013 and your subsequent email correspondence of the same date.

You have requested advice in relation to a fruit fly control program proposed to be undertaken within the district of the Town. I understand the background to this matter to be as follows.

#### **1. Background**

The Mediterranean fruit fly is recognised as a serious horticultural pest within Western Australia. The Town has previously implemented a fruit fly control program within its district, pursuant to which it entered onto private properties to undertake spraying for fruit flies.

The Town has not made any allowance in its annual budget for the 2012/2013 financial year for a fruit fly control program, however it has recently received correspondence expressing concern that the program has been discontinued.

You have requested advice as to whether fruit fly control is the legislative responsibility of the Town and whether the Town has the necessary legal authority to implement a programme of this nature.

#### **2. Whether fruit fly control within general function of local government**

Under s. 3.1(1) of the *Local Government Act 1995* the general function of a local government is to provide for the good government of persons in its district. Whilst the scope of that general function is to be interpreted liberally, in accordance with s. 3.1(3), it is arguable that the control of fruit fly as an agricultural pest falls outside the scope of its general function and within the field of separate legislation. In this respect, control of fruit fly is more appropriately

(33930-13.06.06-DFN-Narrogin)

**Proposed Fruit Fly Control Program**

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described as an environmental or agricultural matter, than a matter that relates to the good government of persons in the district of a local government.

I further note that in Western Australia, the *Agricultural Produce Commission Act 1988* makes provision for the control of fruit fly as an agricultural pest. Under s.12A of this Act any officer, employee or other person employed or engaged under s. 12(2) by a producers committee established to administer a fruit fly foliage baiting scheme may, when authorised by the producers' committee, enter any orchard within the specified area to bait or spray all or any of the fruit trees and fruit vines in the manner and with the materials determined by the producers' committee.

Provision to this effect was previously contained within the Plant Diseases Act 1914, however that Act was repealed by the *Biosecurity and Agriculture Management (Repeal and Consequential Provisions) Act 2007* s. 62 (No. 24 of 2007) as at 1 May 2013 (see s. 2(2) and *Gazette* 5 Feb 2013 p. 823).

The specific provision for the control of fruit fly contained within the *Agricultural Produce Commission Act* suggests that the control of fruit fly is unlikely to fall within the general function of a local government under the *Local Government Act*. Additionally, I note that the *Local Government Act* does not contain any provision:

- (a) in Schedule 3.1 to authorise a local government to issue a notice to an owner of private property requiring certain actions to be undertaken for the control of fruit fly; or
- (b) in Schedule 3.2 to enter onto private property to undertake spraying etc for the control of fruit fly.

If it had been the intent of the *Local Government Act* to authorise local governments to undertake programs to control agricultural pests such as fruit fly, then one would expect that provision to this effect would have been included in either Schedules 3.1 or 3.2 of the Act.

**3. Whether Town has legal authority to enter private property for fruit fly control**

I also do not consider that the Town would have the necessary legal authority to enter onto private property without consent in order to implement a fruit fly control program. The powers of entry conferred under Division 3, Subdivision 3 of the *Local Government Act* may only be used for performing any function that a local government has under the Act if entry is required for the performance of the function or in any other case in which entry is authorised by the Act. As discussed above, the control of fruit fly is unlikely to fall within the functions of a local government under the Act and the provisions of the Act do not authorise entry onto private property for this purpose.

Accordingly, entry of the Town onto private property would only be lawful if consent of the owner or occupier had been obtained. I do not consider that the Town would be entitled to obtain entry by giving notice under s. 3.32, as the purpose of entry (control of fruit fly) is not authorised by the Act.

6 June 2013  
Town of Narrogin  
**Proposed Fruit Fly Control Program**

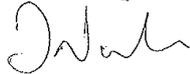
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*McLeods*  
Page 3

In summary, I do not consider that the Town holds the requisite legal authority under the *Local Government Act* to implement the proposed fruit fly control program.

I trust this advice satisfies your requirements. Please contact me should you have any further queries in respect of this matter

Yours sincerely



**David Nicholson**  
**Partner**

Direct line: 9424 6221  
Email: [dnicholson@mcleods.com.au](mailto:dnicholson@mcleods.com.au)

## 10.1.795 INTRODUCTION OF RECYCLING AT WHITE ROAD REFUSE SITE

**File Reference:** 31.3.4  
**Disclosure of Interest:** Nil  
**Applicant:** N/A  
**Previous Item Nos:** Item No 10.1.746 – 24<sup>th</sup> July 2012  
**Date:** 6 June 2013  
**Author:** Director of Technical & Environmental Services

**Attachments:** Nil

### **Summary:**

Council is requested to consider the introduction of a recycling program in 2013/14 at the White Road refuse site.

### **Background:**

As Councillors would be aware, the Town of Narrogin does not currently provide a recycling collection service within the Town.

In order to commence a recycling service, it is proposed to locate recyclable waste bins near the entrance of the White Road refuse site. These bins will allow for the separation of:

- Glass,
- Aluminium & Steel cans,
- Plastic bottles;
- Paper including telephone books and magazines; and
- Cardboard.

Preliminary discussions have been held with Council's waste contractor over the implementation of a recycling/waste streaming system at the refuse site. Through these discussions, it has been identified that the Town can easily introduce a simple system for recycling using 3-6 cubic meter bulk bins.

### **Comment:**

At its meeting held on the 24<sup>th</sup> July 2012, Council resolved to limit opening hours for the White Road refuse site by closing the refuse site on Wednesdays and Friday mornings. Council furthermore resolved to authorise the modification of the Management Contract for the refuse site to reduce the contractor's hours by one day per week.

Subsequently, discussions were held with the contractor which revealed that whilst the contractor was prepared to negotiate a reduction in the number of hours per week, the contractor was still required to be in attendance during Wednesday to deal with refuse from kerbside collections.

Additionally it was identified that prior to the modification of the opening hours, the contractors ability to manage the site had been compromised by the fact the public had access to the site seven days per week. As a result it was identified that there was a need in the short term to use these hours to improve the operation of the refuse site.

As Management of the site now considered to be up to standard, it is appropriate for formal negotiations to now be undertaken.

Rather than reduce the value of the current Management Contract through reduction of the management hours, it is now proposed to negotiate with the contractor for the introduction of a recycling service at no additional cost (ie the savings on operation hours be used to establish the service).

**Consultation:**

- Chief Executive Officer – Aaron Cook
- Director of Corporate and Community Services – Colin Bastow

**Statutory Environment:** Local Government Act

**Policy Implications:** Nil

**Financial Implications:**

A Management Contract is in place for the operation of the refuse site by Great Southern Waste Disposal, being a local waste contractor. It is proposed to introduce the recycling service at no additional cost to the Town, by ensuring that the cost associated with this service is offset by a reduction in contractor hours at the facility.

**Strategic Implications:**

With no recycling service currently being provided within the Narrogin Townsite, all waste, including recyclable products, is currently buried at the tip face. Through the introduction of a recycling service at the refuse site, there is an opportunity to reduce the volume of waste being buried on site and extend the life of the facility.

It is envisaged that the proposed service will only represent the start of recycling in Narrogin. Council will be requested to consider the implementation of a kerbside recycling collection service as part of the 2014/15 budget process.

**Voting Requirements:** Simple Majority.

**Council Resolution: 0613.111**

**Moved: Cr Ballard**

**Seconded: Cr Madson**

That Council:

1. endorse the commencement of a recycling service at the White Road refuse site through the use of Bulk Bins, provided that the costs associated with provision of such a service can be contained within the budget for managing the site;
2. authorise the Chief Executive Officer to negotiate with the contractor to ensure the introduction of the recycling service referred to in point 1 above, with the costs to be offset by a reduction in the number of contractor hours pursuant to Council's 24<sup>th</sup> July 2012 resolution relating to the opening hours of the refuse site.

**CARRIED: 7/0**

**Note: Mr Alan Robb departed the meeting at 8:40pm.**

## 10.1.796 INTRODUCTION OF TIP PASSES IN 2013/14 FINANCIAL YEAR

**File Reference:** 31.3.4  
**Disclosure of Interest:** Nil  
**Applicant:** N/A  
**Previous Item Nos:** Nil  
**Date:** 6 June 2013  
**Author:** Director of Technical & Environmental Services

**Attachments:** Nil

### **Summary:**

Council is requested to consider the introduction of a tip pass system in 2013/14 to assist in the on-going management of the White Road refuse site.

### **Background:**

Currently, residents within the Town of Narrogin and Shire of Narrogin are permitted to dispose of all waste at the Narrogin Refuse site at no cost. At the same time, commercial enterprises are required to pay trade waste fees in accordance with Council's adopted schedule of fees and charges.

This approach results in several management issues, primarily due to the fact that, currently, there is no method of confirming that a person attending the refuse site does actually reside or own residential property within the Town of Narrogin.

As a result, people advising that they are, in fact, residents have to be taken at face value. It is the author's opinion that this approach has led to people from outside of the Town and Shire having free access to the site. It may have also resulted in commercial operators having free access.

As an additional issue, it has been recently identified that over past years, a number of garden contractors have not been charged to dispose of their waste. In these cases, the contractors have, through their business, performed garden maintenance. They have not been required to pay the fees as a result of the view they are completing the work on behalf of the residents and that the residents could have disposed of it at no cost.

This approach is open to abuse, as it is not possible to confirm if that waste has, in fact, come from a residential property.

It is the author's opinion that the best way to address these issues, is through the introduction of a tip pass system. The use of a pass system will assist Council staff in identifying who is disposing of residential waste and when disposal fees should be imposed.

### **Comment:**

Should Council support the introduction of a tip pass system, it is proposed that an A6 size paper tip pass will be designed and produced with the permitted number of passes indicated along the bottom of the pass. The pass will also be numbered and will contain details regarding the opening hours of the site.

The passes will be forwarded to all residential, Rural-Residential and Rural property owners. Where the owners do not reside on the property, they will be urged to provide these passes to the occupiers. Residents/owners, or contractors acting their behalf, wishing to dispose of waste at the refuse site will then be required to present a pass or pay the required disposal fees.

In order to prevent the pass system being abused, it is recommended that the pass restrict the number of times the tip may be accessed using that pass. It is recommended that a single pass that permits the following access be issued for each property:

- 6 (6x4) trailer loads of general household waste (i.e. access averaging once per 2 months);
- 6 (6x4) trailer loads of green waste.

Prior to accessing the refuse site, the resident will be required to present the pass. Staff attending the tip site will then use a hole punch to identify that the specific pass has been used, or tear of the pass and this is then collected at the gate.

Where additional passes are sought, it is proposed that both multiple passes and single passes will be made available for purchase at the Town's administration office. Although the exact fee for these passes will be determined during the budget process, a discount will be proposed for multiple passes.

**Consultation:**

- Chief Executive Officer – Aaron Cook
- Director of Corporate and Community Services – Colin Bastow
- Shire of Narrogin Chief Executive Officer – Geoff McKeown.

**Statutory Environment:** Local Government Act

**Policy Implications:**

Should Council support the introduction of a Tip Pass system, a detailed procedure will be developed and presented to Council for further consideration at the next Council meeting.

**Financial Implications:**

The introduction of a Tip Pass system will prevent persons other than Town or Shire residents disposing of their waste free of cost at the White Road Refuse Site. It will also limit the number of times a resident may access the site free of charge. This will ensure that the refuse site is managed on a user pays system.

**Strategic Implications:** Nil

**Voting Requirements:** Simple Majority

RECOMMENDATION:

That Council:

- 1) Endorse the introduction of a Tip Pass system for the White Road refuse site for the 2013/14 financial year, issuing each property residential, rural-residential and rural property within the Town of Narrogin and Shire of Narrogin with a tip pass permitting the free disposal of waste as follows:
  - a. 6x trailer loads (6x4) of general household waste; and
  - b. 6 x trailer loads (6x4) of green waste.
  
- 2) Give further consideration to the fees that will be applicable for the purchase of additional resident tip passes as part of the 2013/14 budget process.

<b>Council Resolution: 0613.112</b>
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**Moved: Cr Archibald**

**Seconded: Cr Madson**

That Council:

- 1) Endorse the introduction of a Tip Pass system for the White Road refuse site for the 2013/14 financial year, issuing each property residential, rural-residential and rural property within the Town of Narrogin and Shire of Narrogin with a tip pass permitting the free disposal of waste as follows:
  - a. 6 x trailer loads (6x4) of general household waste; and
  - b. 9 x trailer loads (6x4) of green waste.
  
- 2) Give further consideration to the fees that will be applicable for the purchase of additional resident tip passes as part of the 2013/14 budget process.

**CARRIED: 7/0**

**Note: Reason for Change: To increase the number of Green Waste Trailer Loads.**

## 10.1.797 PROPOSED MANAGEMENT PLAN FOR NARROGIN CARAVAN PARK

**File Reference:** 5.6.8  
**Disclosure of Interest:** Nil  
**Applicant:** N/A  
**Previous Item Nos:** Item No 10.2.921 – 9<sup>th</sup> October 2012 (confidential)  
Item No 10.2.963 – 26<sup>th</sup> February 2013  
Item No 10.2.964 - 26<sup>th</sup> February 2013  
Item No 10.2.979 – 26<sup>th</sup> March 2013  
Item No 10.2.998 – 28<sup>th</sup> May 2013  
Item No 10.2.1002 – 28<sup>th</sup> May 2013  
**Date:** 6 June 2013  
**Author:** Director of Technical & Environmental Services

**Attachments:** Draft Narrogin Caravan Park Management Plan

### Summary:

Council is requested to consider endorsing the draft Management Plan for the Narrogin Caravan Park.

### Background:

Matters relating to the ongoing management and development of the Narrogin Caravan Park have been considered and discussed by Council on numerous occasions, particularly since the Town terminated the previous lease and resumed management of the facility.

Following termination of the lease, the property was inspected by Council's Chief Executive Officer and the Directors. This inspection confirmed that Park was in a state of disrepair and there were numerous matters required attention within the park. The following is a summary of the inspection findings:

#### Compliance with Caravan Park and Camping Ground legislation

The Caravan Park was identified as not complying with numerous legislative requirements prescribed by the Caravan Park and Camping Grounds Act 1995 and associated regulations. These requirements include, but are not limited to the provision of:-

- a) recreational facilities for children and other communal facilities;
- b) a Chemical Toilet Dump Point;
- c) A telephone for park occupiers and telephone connections to long stay sites;
- d) Lockable mailboxes for long stay sites and a collection point for mail open not less than 2 hours per day;
- e) Adequate lighting of the caravan park grounds to provide sufficient visibility to allow occupants to go to and from ablutions on site.

Additionally a number of caravans were in a state of disrepair and the caravan sites are not designed to ensure a minimum separation of 3 metres between caravans.

### Original Home

The original caretakers dwelling, being the brick building adjacent to Williams Road is in a state of disrepair and need of significant work to return the dwelling to a suitable standard. The work required includes, but is not limited to floor coverings, painting, window treatments, a new kitchen, bathroom and toilet.

An estimate has been obtained indicating that it will cost approximately \$45,000 to complete this work. An estimate has also been obtained indicating that it will cost approximately \$20,000 to demolish the building.

### Transportable

The transportable dwelling was also observed as being in need of a minor renovation to paint and replace floor coverings and window treatments. It is estimated that this will cost around \$5,000. The timber floored verandah was also identified as being in need of replacement, but could continue to be used in the short term provided some minor repairs and maintenance was completed.

### Ablution Facilities

The ablution blocks were observed to be in a clean, but aged condition. Several maintenance items were however identified. It was also identified that one of the hot water systems, being a diesel fuelled system requires replacement.

### Other Structures/Facilities

Several structures including washing lines, seating and a set of children's swings were identified as being damaged and required removal. An overall lack of maintenance was observed.

A number of issues were identified in the campers' kitchen.

### Electrical Installations

It was identified that the electrical wiring required a significant upgrade and the installation of Residual Current Devices was required. Several inappropriate and unacceptable electrical installations also needed removal.

### Caravan Park Grounds

Overall maintenance of the caravan park grounds was lacking. Turf areas surrounding the ablution facilities were the only grass areas established on site and they were in a poor state. The reticulation system was observed as requiring major work. Other maintenance issues were identified in terms of tree pruning/removal, paving and the lack of path access through the site and the poor state of bitumen surfaces throughout the park.

It was also observed that the amount of bitumen surface within the park was excessive, whilst turf areas were lacking.

### Camping Grounds

Areas of the Park previously developed for camping grounds had appropriate facilities had not been maintained. Landscaping and grass in these areas had died due to the failure of the reticulation system.

### Overall State

It was generally observed that the Caravan Park is need of renovations and ultimately redevelopment in order to bring the facility up to a suitable standard.

Council is now requested to consider adopting a draft Caravan Park Management Plan for advertising purposes. Once approved by Council the Management Plan will guide the future renovation, management and future development of the Park.

### **Comment:**

As detailed in the background section of the report many issues were identified with the Caravan Park once Council resumed control of the facility. Although works have commenced on many of the relatively minor maintenance and temporary arrangements for maintenance and management of the Park, future works and long term management of the park must be considered on staged basis to work within financial constraints.

Consistent with this, the draft Management Plan has been prepared to guide the short, medium and long term redevelopment of the park. The following is a summary of the key recommendations:

#### Short Term (1-2yrs)

- Complete Maintenance Items (largely completed);
- Remove unwarranted and neglected materials from the site (largely completed).
- Repair and make safe electrical installations on the property (completed);
- Prune and remove trees as required (Majority completed)
- Limit caravan sites to ensure compliance with minimum separation of 3m;
- Install a new hot water system in the old ablution block;
- Establish Communal facilities including common room and a new bbq facility.
- Establish additional lighting in public areas;
- Re-establish reticulation system;
- Commence gradual landscaping and turf improvements;
- Demolition of the original caretakers dwelling;
- Install boundary fencing along eastern and north boundaries;
- Improve and replace existing drainage system where required;
- Install new kerbing and extend turf areas abutting ablution facilities;
- Establish overnight RV parking area in the western portion of the site;
- Install Chemical Toilet Soil Dump Point;
- Replace footpaths where required for safety

#### Medium Term (2-5yrs)

- Redesign and construct a new entrance.

- Review and extend services as required;
- Extend footpath network within the site
- Complete new kerbing through Park;
- Resurface the existing driveway and parking areas;
- Establish office/shop at front of Park;
- Establish Children's Playground
- Establish additional shelters and bbq facilities;
- Establish and turf camping grounds;
- Ensure compliance with legislation;
- Complete feasibility study for long term development;
- Commence advertising/promotion of Park.
- Convert second laundry into disabled facilities/Mother Room

#### Long Term (5+yrs)

- Develop and implement a marketing strategy;
- Consider relocation of the Tourist Bay to facilitate expansion of the park;
- Build/establish alternative accommodation options such as park homes to improve the range of accommodation options within the Town;
- Expand the recreational opportunities within the site;
- Review and improve sites energy efficiency;
- Refurbish Toilet Blocks

A copy of the existing site plan, constraints map, short term development plan and Long term development plans are shown attached. A copy of the Management Plan text will be provided prior to the meeting.

Given that the Town manages the facility on behalf of the ratepayers of Narrogin, it is recommended that the plan be advertised for public comment over a period of 21 days.

#### **Consultation:**

- Chief Executive Officer – Aaron Cook
- Director of Corporate and Community Services – Colin Bastow

**Statutory Environment:** Local Government Act

**Policy Implications:** Nil

#### **Financial Implications:**

When viewed in their totality, the range of works to be undertaken on the Narrogin Caravan Park and the associated costs are substantial. In order to work within financial constraints, it will be necessary for works to be staged. Although the Draft Management Plan makes specific recommendations for the staging of these works, the identified timeframes must be considered flexible and dependant on other budget considerations.

Notwithstanding the above, external funding will be secured to complete these works wherever possible.

**Strategic Implications:**

The redevelopment/refurbishment of the Narrogin Caravan Park is a key recommendation within Council's adopted Strategic Community Plan.

The aim of the draft Management Plan as prepared, is to *"guide the revitalisation and redevelopment of the Narrogin Caravan Park to ensure that a vibrant and sustainable facility that provides a range of accommodation options to support the development of the Town's Tourism Industry."*

Once adopted, the Management Plan will guide the short, medium and long term development and management of the facility.

**Voting Requirements:** Simple Majority.

<b>Council Resolution: 0613.113</b>
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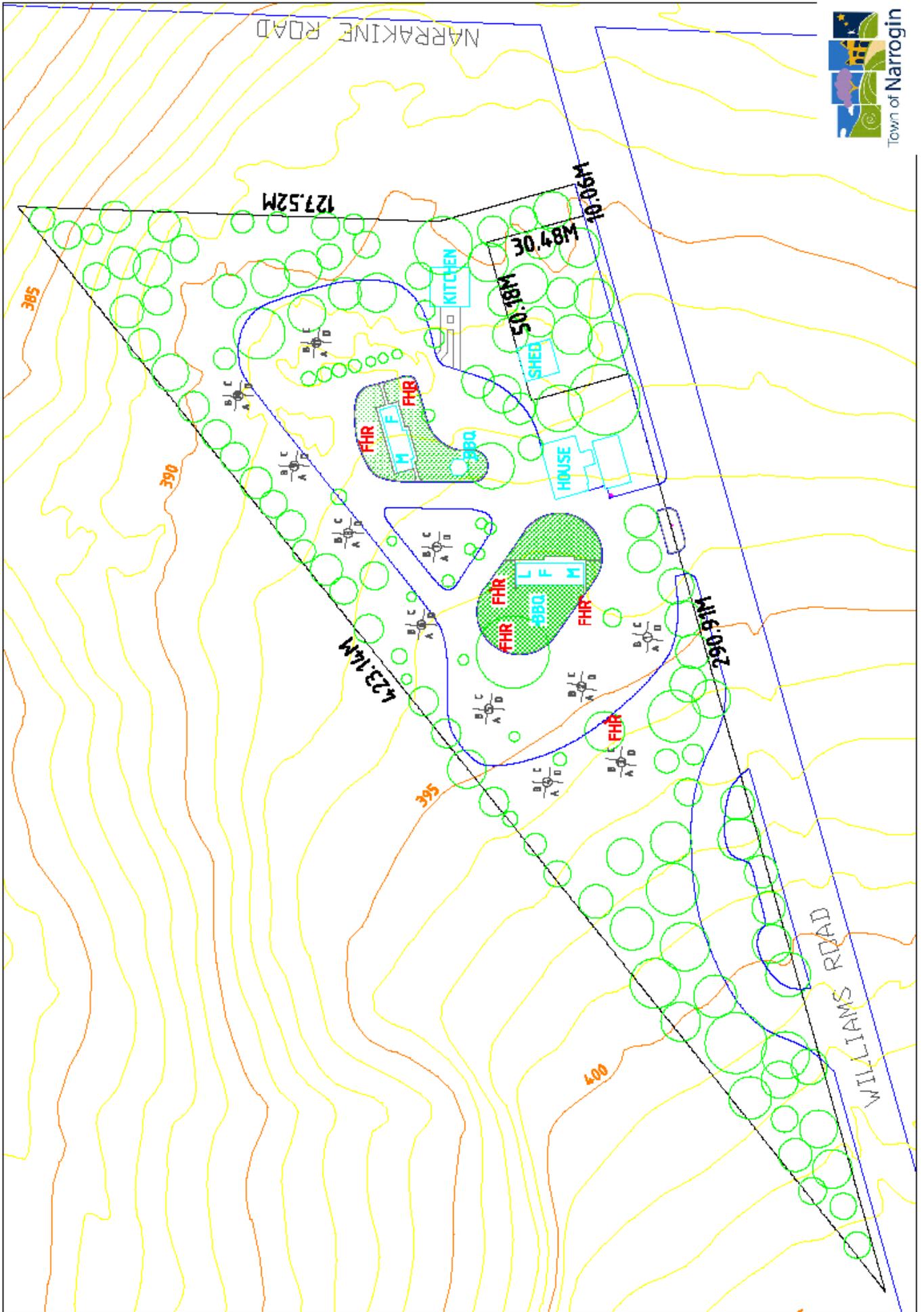
**Moved: Cr Ballard**

**Seconded: Cr McKenzie**

That Council:

- 1) Endorse the Draft Management Plan for the Narrogin Caravan Park for the purposes of advertising.
- 2) Authorise the advertising of the Draft Management Plan for public comment over a period of 21 days.
- 3) Await a further report on the Draft Management Plan, following the close of advertising.

**CARRIED:7/0**



# Narrogin Caravan Park

## Short/Medium Term Development Concept Plan (2-5yrs)

### Summary of Proposed Works

<u>Internal Driveway</u>	Approx 920m
<u>Length of Kerbing</u>	Approx 3,721m <sup>2</sup>
<u>Area of Hotmix</u>	1,612m <sup>2</sup> (Max).
<u>Caravan Bays</u>	New Power Connections 4
	Relocated Power 2
<u>Park in General</u>	New Pole Lighting 3@
	New Dual Use Path 172m
	★ Emergency Evacuation Point
	★ Sullage Point

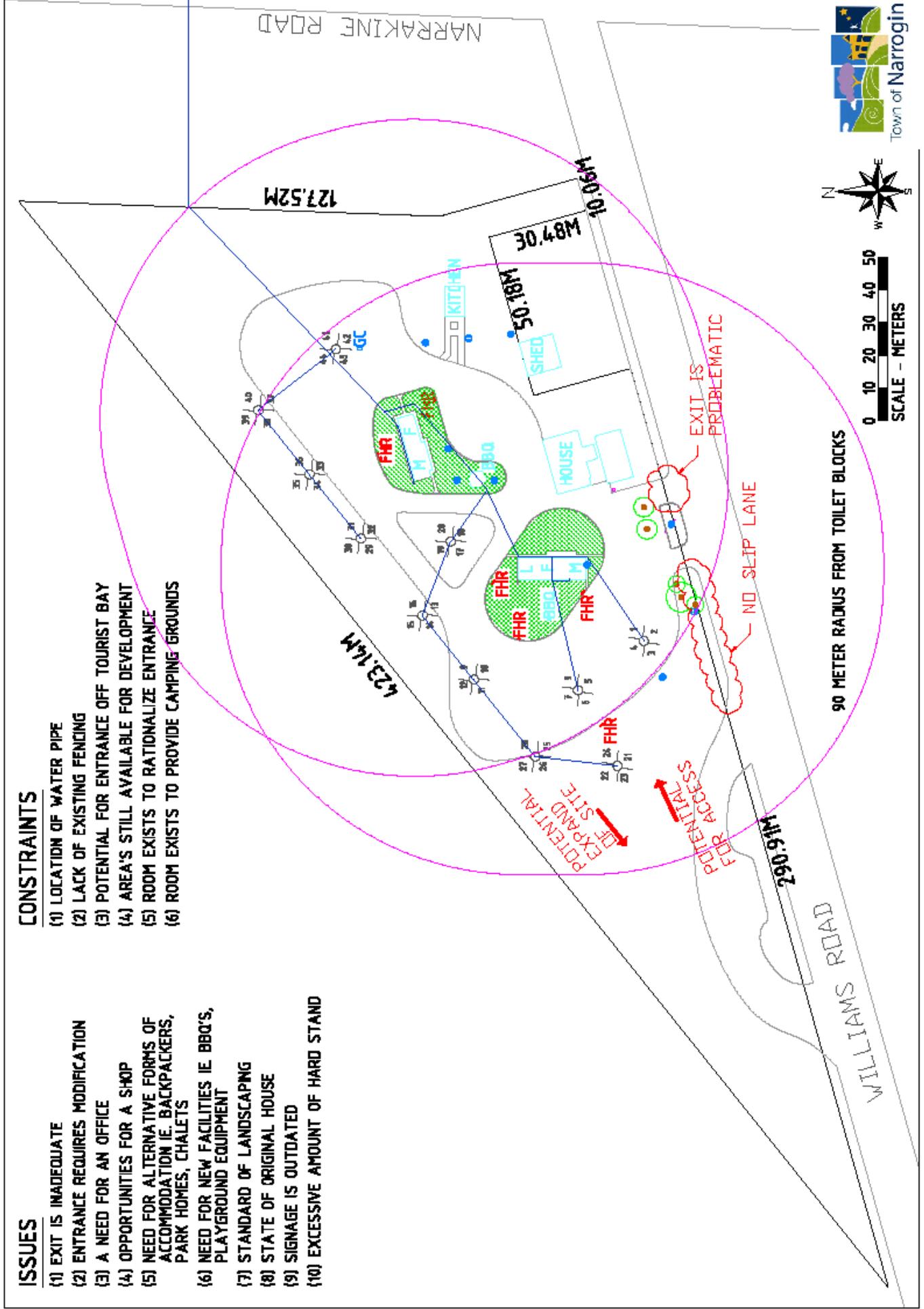


## ISSUES

- (1) EXIT IS INADEQUATE
- (2) ENTRANCE REQUIRES MODIFICATION
- (3) A NEED FOR AN OFFICE
- (4) OPPORTUNITIES FOR A SHOP
- (5) NEED FOR ALTERNATIVE FORMS OF ACCOMMODATION I.E. BACKPACKERS, PARK HOMES, CHALETS
- (6) NEED FOR NEW FACILITIES I.E BBQ'S, PLAYGROUND EQUIPMENT
- (7) STANDARD OF LANDSCAPING
- (8) STATE OF ORIGINAL HOUSE
- (9) SIGNAGE IS OUTDATED
- (10) EXCESSIVE AMOUNT OF HARD STAND

## CONSTRAINTS

- (1) LOCATION OF WATER PIPE
- (2) LACK OF EXISTING FENCING
- (3) POTENTIAL FOR ENTRANCE OFF TOURIST BAY
- (4) AREA'S STILL AVAILABLE FOR DEVELOPMENT
- (5) ROOM EXISTS TO RATIONALIZE ENTRANCE
- (6) ROOM EXISTS TO PROVIDE CAMPING GROUNDS



90 METER RADIUS FROM TOILET BLOCKS

WILLIAMS ROAD

290.06M

123.14M

50.18M

187.00M

101.06M

127.52M



Town of Narragjin

# Narrogin Caravan Park

## Long Term Development Concept Plan (5yrs+)

### Summary of Proposed Works

<u>Internal Driveway</u>	Approx 920m
<u>Length of Kerbing</u>	Approx 3.721mi
<u>Area of Hotmix</u>	

### Caravan Bays

Area of Hardstand 1,820m<sup>2</sup> (Max).

New Power Connections 8

Relocated Power 2

### Park in General

New Pole Lighting 8

New Dual Use Path 172m

★ Emergency Evacuation Point

★ Sullage Point



### Site Summary

Caravan Bays	39 bays
Park Homes	19 Sites



## 10.2 CORPORATE AND COMMUNITY SERVICES

### 10.2.1004 TOWN OF NARROGIN CORPORATE BUSINESS PLAN 2012/13 - 2016/17

**File Reference:** 4.2.1  
**Disclosure of Interest:** Nil  
**Applicant:** Chief Executive Officer  
**Previous Item Nos:** Nil  
**Date:** 6<sup>th</sup> June 2013  
**Author:** Mr Aaron Cook - Chief Executive Officer

#### **Attachments:**

- Draft Corporate Business Plan 2012/13 - 2016/17 included in agenda pack.

#### **Summary:**

It is presented to Council to endorse the Corporate Business Plan 2012/13 - 2016/17, as per the Regulatory requirements.

#### **Background:**

The author has prepared the presented Corporate Business Plan over the last few months utilising other larger Councils' same documents as the basis of the preparation.

This draft has been presented to the Department of Local Government for comment and from this the document has been made compliant and is presented to Council for endorsement prior to the requirement of the 1<sup>st</sup> July 2013.

#### **Comment:**

Presented is the Corporate Business Plan 2012/13 - 2016/17 as per the new Regulatory Requirements.

The Corporate Business Plan is based on the Community Strategic Plan and is a tool for Officers and Council to provide direction and work to achieve the desired outcomes of the Strategic Plan. The action points provide an estimated time line as to when the action will commence and if there is required budget allocation.

It is noted that the Business Plan and action points will be reviewed each year and will be a living document. The action points are not set in stone but rather provide guidance to Council and Officers as to the proposed actions. The Community will be provided a report on the outcomes of the Strategic Plan and Business Plan within the Towns yearly Annual Report.

As this Business Plan is a corporate document Community consultation regarding its preparation is not required.

**Consultation:**

- Department of Local Government
- Town of Narrogin Directors and Managers

**Statutory Environment:**

- Local Government Act Section 5.56 and Local Government Administration Regulations 19DA.

**Policy Implications:** - Nil

**Financial Implications:** - Nil

**Strategic Implications:**

The adoption of the Corporate Business Plan, as stated previously, provided direction to Council and Staff as to the progression of the Community Strategic Plan Key Objectives and interlinks Council's Corporate Documents.

**Voting Requirements:**

Absolute Majority

<b>Council Resolution: 0613.114</b>
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**Moved: Cr Russell**

**Seconded: Cr Ballard**

That Council:

Endorse and accept the attached Corporate Business Plan 2012/13 - 2016/17, as required by the Local Government Act S5.56, and its proposed actions, timelines and utilise this document in the preparation of the Annual Budget and report on its outcomes within the Annual Report and provide to the Department of Local Government by the 30<sup>th</sup> June 2013.

**CARRIED: 7/0**

**ABSOLUTE MAJORITY**

## **10.2.1005 BUILDINGS AND STRUCTURES ASSET MANAGEMENT PLAN**

**File Reference:** 23.2.1  
**Disclosure of Interest:** Nil  
**Applicant:** Chief Executive Officer  
**Previous Item Nos:** Nil  
**Date:** 7<sup>th</sup> June 2013  
**Author:** Mr Aaron Cook - Chief Executive Officer

### **Attachments:**

- Buildings and Structures Asset Management Plan - Version 1.1 included in agenda pack.

### **Summary:**

It is proposed to resolve and accept the presented Buildings and Structures Asset Management Plan to ensure compliance prior to the 30<sup>th</sup> June 2013.

### **Background:**

The Minister for Local Government, in conjunction with the Department of Local Government amended the statutory regulations to require each Local Government to prepare and maintain an Asset management Plan.

From the Regional Transition Group this document was funded by the state to be prepared by an external consultant and the author and DCCS has been working with Mr Darren Long from Darren Long Consulting, partnering with Dominic Carbone Consulting, to prepare and finalise the document.

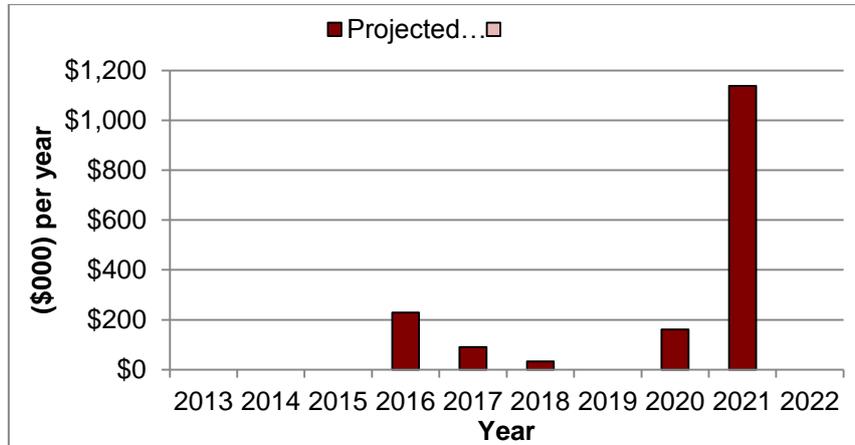
### **Comment:**

The Asset Management plan will be presented by Mr Long at a proposed meeting with full Council in the coming weeks. This presentation will provide Council with a full overview of the implications of the Asset Management Plan.

The current plan was prepared from the findings from the asset values that attended the Town last year. As such much of the upgrade works that has been performed recently has not been included in the report. With the requirement to update this report Council will need to ensure that these assets improvements are captured in the next report which will positively affect the findings.

The Asset Plan has a scope of 10 years and provides insight into the future financial implications for Council. For example the general or average condition of Councils assets is fair; however, in year 2021, it is expected that a large capital upgrade will be required that Council is unprepared to accommodate.

Figure 5: Projected Capital Renewal Expenditure



It is also noted in the report that Council is currently not funding the Building maintenance and renewal to the full extent and this is shown within the following comment:

“Council is currently renewing assets at 67.3% of the rate they are being consumed and increasing its asset stock by 0.3% each year.

To provide services in a financially sustainable manner, Council will need to ensure that it is renewing assets at the rate they are being consumed over the medium-long term and funding the life cycle costs for all new assets and services in its long term financial plan”

As stated Mr Darren Long will make a presentation over the coming weeks to Council, prior to the budget period to explain in detail the ramifications of the findings from the Asset Management Plan.

It must be noted that there are many assets within the plan currently that are not considered to be the responsibility of the Town of Narrogin. This was argued with the consultant; however, it was agreed that Council needs to determine the responsibility for these assets formally, irrespective of current leases, and inform the other entities of their responsibilities. Once this occurs then Council can separate out these assets and amend the plan. However, it is felt that these separated out assets should remain within the plan as an attached table.

The assets, that are not Councils responsibility, have mostly been identified and this will be the prelude to a report being prepared for Council over the coming months for resolution. This will allow the update of the plan in 2013/14 to be more accurate. From this report, it will also be proposed for Council to consider the retention future of several assets that are creating liabilities for Council, through maintenance, yet the community benefit is minimal. The potential sale of these assets would provide funding to Council that would be suggested to allocate to reserves for the future shortfall of building renewal and maintenance.

**Consultation:**

- Mr Colin Bastow - DCCS
- Mr Darren Long Consultant

**Statutory Environment:** - Nil at this time.

**Policy Implications:** - Nil

**Financial Implications:**

The implications of this report are that the Town of Narrogin will be required to allocate additional funding to the refurbishment and maintenance of its current assets to ensure serviceability to the community.

**Strategic Implications:**

The proper maintenance of Councils assets is imperative to the long term use of the asset by the Community and to not place pressure on the future rate generation, or in other words spreading the rate burden out over many years rather than a large increase in the future.

**Voting Requirements:**

Simple Majority

**Council Resolution: 0613.115**

**Moved: Cr Russell**

**Seconded: Cr Archibald**

That Council:

Endorse the attached Buildings and Structures Asset Management Plan, Version 1.1 and consider its implications within the Annual Budget 2013/14.

**CARRIED: 7/0**

**Council Resolution: 0613.116**

**Moved Cr McKenzie**

**Seconded: Cr Ballard**

That Council:

Resume Standing Orders.

**CARRIED: 7/0**

**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**

A Sundowner for all Town of Narrogin Staff will be held on Friday 21 June at 5:30pm at the Town Hall.

**13. CLOSURE OF MEETING**

The Presiding Member, Mayor Ennis, declared the Meeting closed at 9:24pm