



Town of **Narrogin**

MINUTES

ORDINARY COUNCIL MEETING

12 NOVEMBER 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."

These minutes were confirmed at the Ordinary Council meeting held on
26 November 2013

Signed  Date..... 26/11/13
(Presiding Member at the meeting at which minutes were confirmed)

ORDINARY COUNCIL MEETING MINUTES

12 November 2013

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

Meeting was opened by the Mayor at 8:00pm

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

ATTENDANCE:

Mayor Ballard

Cr Paternoster (Deputy Mayor)

Cr McKenzie

Cr Russell

Cr Ward

Cr Schutz

Cr Bartron

Mr Cook – Chief Executive Officer

Mr Bastow – Director of Corporate and Community Services

Mr Robinson – Director of Corporate and Community Services

Leave of Absence:

Cr Kain

Cr Bartron requested leave of absence for 17 December 2013

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

Cr P Schutz	10.1.821	Proximity Interest
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Cr P Schutz	10.1.825	Financial Interest
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Mayor Ballard	10.1.824	Proximity Interest
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4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Council Resolution 1113.222

Moved: Cr Schutz

Cr McKenzie

That Council:

Accept the minutes of the Ordinary Council Meeting held on 22 October 2013 and be confirmed as an accurate record of proceedings.

CARRIED 7/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

10. MATTERS WHICH REQUIRE DECISIONS

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10.1 DEVELOPMENT AND TECHNICAL SERVICES

Note: Cr Schutz departed the Chambers at 8:10pm due to Declaration of Proximity Interest.

10.1.821 MOTORCYCLE & OFF ROAD VEHICLE USE ON COUNCIL RESERVES

File Reference:

Disclosure of Interest: Nil

Applicant: Friends of Foxes Lair

Previous Item Nos: Nil

Date: 14th October 2014

Author: Brian Robinson, Director Technical & Environmental Services

Attachments: Correspondence from Friends of Foxes Lair & Narrogin Agricultural College

Summary:

Council is requested to consider issues associated with the use of off-road Motorcycles within Council reserves, including Foxes Lair.

Background:

Issues associated with the use of off road motorcycles and other vehicles within the Town of Narrogin have existed for some time.

As Councillors would be aware, the one off-road motorcycle facility in close proximity to Narrogin is located within the Shire of Narrogin. This facility is however leased to a third party and public access is not available.

The lack of a public facility has result to off-road motorcycles being ridden within a number of Council reserves, particularly:

- a) Foxes Lair/Town Commonage/Railway Dam;
- b) Thomas Hogg Reserve;
- c) Reserve 41981, being a 2.4ha reserve on the eastern side Great Southern Highway.

Council is requested to consider having the entire Town Site officially recognised as a "Prohibited Area" for Off Road vehicles.

In addition to off-road vehicles, other uses within Council reserves including the use of licensed vehicles have on occasion been cause for concern. A separate report has been prepared for Council consideration on other activities within Council reserves.

Comment:

The driving/riding of off-road vehicles is regulated by the Off-Road vehicle Act. Pursuant to the Act, off road vehicles may only be driven in "Permitted Areas". The driving or riding of an off road vehicle outside of these areas is prohibited.

To assist Council in determining if any areas may be suitable for a "Permitted" Off Road Vehicle Area, the following comments are offered:

1. Foxes Lair/Town Commonage/Railway Dam

Foxes Lair consists of three reserves spread from Williams Road to the Great Southern Highway, which are described as follows:

a) Foxes Lair

For all intensive purposes, Foxes Lair forms the south west boundary of the town and comprises three crown reserves stretching from Williams Road to Range Road. Reserve 23152 (8.899ha), Reserve 20605 (24.602ha) and Part Reserve 39708 (30.931ha).

Both Reserve 23152 and 20605 are "A" class reserves that were vested with the Town for the purposes of "Recreation" and "Parkland" in March 1979. As "A" class reserves, these reserves are afforded the highest level of protection reflecting a high conservation, or community value. The operation of off-road vehicles within Foxes Lair is not consistent with the "A" class reservation status or primary use of conservation.

Reserve 39708 was vested with the Town for the purposes of "Park and Recreation" in December 1986.

Council officers receive numerous reports relating to the riding of both licensed and un-licensed (off-road) motorcycles being ridden through the reserve. Often these riders do not obey the identified speed limit and they leave identified roadways, damaging the environment and posing a threat to pedestrians.

a) Town Commonage

That land commonly known as the Town Commonage is located on the eastern side of Range Road, which comprises two reserves, being:

- i) The balance of Reserve 39708 (4.5423ha) located on the eastern side of Range Road; and
- ii) Reserve 12610 (48.077ha), vested with the Town of Narrogin in October 1910 for the purposes of 'Common'.

The Term 'Common' is no longer used for the purpose of vesting. The closest term used today would be "public purposes" or "public recreation".

Although the use of off road vehicles could be consistent with the purpose of the reserve, the site characteristics and proximity to residential properties would be of concern.

b) Railway Dam

Reserve 20939 relating to the railway dam and adjacent land comprises a total area of 16.058ha, located to the west of Mokine Road. The Railway Dam reserves are separated from the Town Commonage by a railway reserve.

Council officers over time have received various complaints regarding off road vehicles (both Cars and Motorcycles) being driven in the Railway Dam reserve. It has been reported that these vehicles often drive at speed and without consideration for other users of the reserve, or nearby landowners.

Although the use of off-road vehicles would be consistent with the purpose of the reserve, such uses would be in conflict with use by tourists and residents that use the area for passive recreation.

Land contained within the Foxes Lair/Town Commonage and Railway Dam reserves is popular with both tourists and residences with many well established walkways. The use of off-road vehicles in these reserves places public safety at risk. Furthermore given the close proximity of the residential area, the regular use of off-road vehicles in these areas would be likely to create a nuisance for nearby residents.

2. Thomas Hogg Reserve

Reserve 20443 being 27.0456 was vested with the Town of Narrogin was vested with the Town of Narrogin for the purposes of 'recreation' in March 1996. This reserve is developed with both Thomas Hogg oval and the Little Athletics oval off Banister Street. The balance of the reserve is maintained as bushland.

Council officers have received regular complaints regarding the driving of licensed off-road vehicles and motorcycles within the reserve.

The basis for many complaints received regarding off road vehicles in this reserve relate to noise. Regular use of the reserve would conflict with the amenity of the adjacent residential area.

3. Reserve 41981

Reserve 41981 is a 7.2104ha well vegetated reserve that straddles the Great Southern Highway, immediately east of Main Roads Narrogin depot. The reserve was vested with the Town in 1993 for the purposes of Park and Recreation.

Council officers have responded to several reports regarding off-road unlicensed motorcycles within the 2.4ha portion located on the eastern side of the Highway.

Although this reserve is further removed from the Town of Narrogin's residential areas, the site may only be accessed via the Great Southern Highway. Given the small size of the reserve and restricted access, it is considered this site is not suitable for off-road vehicle use.

Having regard to the above and the lack of a suitable alternative, it appears that there is no where within the Town site that would be suitable for off-road vehicles.

In an effort to identify a suitable area for the public to use for off-road motorcycles, correspondence was forwarded to the Narrogin Agricultural College requesting if the college owned track could be made available to the public. The Agricultural College has declined the request given the potential liabilities associated with the track open to the public.

Consultation:

Chief Executive Officer – Aaron Cook, Shire of Narrogin CEO – Geoff McKoewn, Narrogin Agricultural College and the Friend of Foxes Lair.

Statutory Environment:

The provisions of the Land Administration Act require that crown reserves vested with the Town may only be used for purposes consistent with the Management Order.

As detailed in the comment section it is the authors opinion that there is no reserve under the care and control of the Town that would be suitable for use as an off-road vehicle area.

In accordance with the Off-road vehicles Act authorised officers for the Town have authority to impose penalties for various offenses under the Off-Road Vehicles Act. Such offenses include the driving/riding of an off road vehicle outside of a 'declared' off road vehicle area.

There appears to be a misconception within the Narrogin community that it is acceptable to ride off road vehicles within foxes lair. As there are no areas of public land declared for off-road use, this is not the case and it is an offense for any person to ride or drive an off-road vehicle on Council reserve. Although Council's Regulatory Services Officer(s) officers can impose a modified penalty of \$50.00, the riders often cannot be caught.

To clarify this misconception, Council may wish apply to have the entire Townsite declared as being a prohibited area for off road (unlicensed) vehicles. If approved by the Minister, this declaration would be publically advertised by the State. It would also increase the maximum modified penalty to \$100.00.

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications:

There is significant potential for conflict between off-road vehicles and pedestrians within Council's major bushland reserves, which are primarily used for passive recreational purposes such as bushwalking and dog walking.

Unless a suitable area can be identified for off-road vehicles, it is recommended that the entire Town site should be identified as a "Prohibited Area".

It is also recommended that appropriate laws be considered to regulate other matters such as requiring licensed vehicles to stay on identified roadways and comply with identified speed limits. A separate report on local laws has been prepared for consideration.

Voting Requirements: Simple Majority

Council Resolution 1113.223

Moved: Cr Bartron

Seconded: Cr McKenzie

That Council:

1. Advertise that the riding and/or driving of off road vehicles is not permitted within the Town of Narrogin given that there are no "Permitted Areas"; and
2. Make application under Section 16 of the Off-Road Vehicle Act to have the entire Town of Narrogin declared as a "prohibited" area for off-road vehicles.
3. A letter be presented to the Shire of Narrogin requesting to identify an area/reserve that riding of off road vehicles could be permitted and advertised.

CARRIED6/0

Note: Cr Schutz re-entered the meeting at 8:24pm.

10.1.822 PROPOSED REVIEW OF PARKING FACILITIES LOCAL LAW

File Reference: 19.6.4
Disclosure of Interest: Nil
Applicant: N/A
Previous Item Nos: Item 10.1.763 – 18th December 2012
Date: 6th November 2013
Author: Brian Robinson

Attachments:

Draft Parking and Parking Facilities 2013 Local Laws

Summary:

Council is requested to consider:

- a) Rescinding a December 2012 motion to amend the prescribed penalties within the Town of Narrogin's Parking Facilities Local Law; and
- b) Endorse a new Local Law relating to Parking and Parking Facilities within the Town of Narrogin.

Background:

The current Town of Narrogin Local Laws relating to Parking Facilities were first introduced in December 1969. Although the Laws have been reviewed and updated on several occasions, the original maximum penalty of \$7.00 has been retained.

At its December 2012 meeting, Council was requested to consider proceeding with an amendment to the Local Law to increase the applicable penalties. Council furthermore resolved to introduce regulations relating to the use of taxi bays.

Subsequently a more detailed examination of the current Local Laws has confirmed that the Laws are significantly out of date and are in need of urgent review.

Council is therefore requested to consider rescinding the December 2012 motion and proceed with the introduction of a new Local Law as shown attached.

Comment:

There are a number of issues associated with the current Town of Narrogin Local Laws relating to parking, which are summarised as follows:

- a) The prescribed penalties are significantly out of date and are insufficient;
- b) The Laws do not adequately regulate a number of circumstances including unauthorised parking in disabled parking bays and within 10 metres of an intersection; and
- c) The Local Laws do not provide authorised officers with the ability to tow or have vehicles impounded.

These, along with other matters have been addressed within the Draft Local Laws as shown attached.

Consultation:

- Ranger – Guy Maley
- Chief Executive Officer – Aaron Cook

Statutory Environment:

The procedure for making or modifying a Local Law is prescribed by Section 3.12 of the Local Government Act 1995. In summary to modify a Local Law, Council must:

- a) Give notice at a Council meeting of the purpose and effect of the proposed local law;
- b) Give state wide notice over a period a not less than 6 weeks;
- c) As soon as notice is given provide a copy of the proposed local law and notice to the Minister;
- d) Consider any submissions received and by absolute majority make the Local Law
- e) Publish the Local Law in the Government Gazette and provide a copy to the Minister; and
- f) After publication in the Government Gazette give local public notice.

Policy Implications:

Local Laws are prepared, adopted and gazetted in accordance with the provisions of the Local Government Act 1995. In accordance with section 3.16 of the Local Government Act, there is an obligation on Council to periodically review local laws (within a period of 8 years).

The procedure for making or modifying a local law is detailed within section 3.13 of the Act.

Financial Implications:

The costs associated with advertising of the Draft Local Laws will be wholly contained within the adopted budget.

An increase in the prescribed penalties as proposed will ensure that the costs associated with the Town's enforcement of the Local Laws will be met.

Strategic Implications:

The replacement of the current Parking Local Laws will ensure that appropriate local laws are in place to regulate parking within the Town.

It is furthermore considered that a substantial increase in penalties is required to encourage compliance with parking regulations applicable in the Town.

Voting Requirements: Absolute Majority

Council Resolution 1113.224

Moved: Cr Bartron

Seconded: Cr McKenzie

Rescission Motion Supporter: Cr Paternoster

- A. That Council rescind the following motion resolved in respect of item No 10.1.763 on the 18th December 2012
- B. That:
1. Pursuant to Section 3.13 of the Local Government Act 1995, Council endorse the Draft Parking and Parking Facilities Local Law 2013 for the purposes of advertising.
 2. The proposed modified Local Law be advertised in accordance with clause 3.12 of the Local Government Act over a period of not less than 6 weeks.
 3. A copy of the proposed modified Local Law be forwarded to the Minister for Local Government pursuant to clause 3.12 3(b) forward a copy of the notice to the Department for Local Government.
 4. Further consider the proposed modified local law following the closure of the advertising period.

CARRIED 7/0

10.1.823 PROPOSED AMENDMENT OF CAPITAL PURCHASE – 2013/14 ANNUAL BUDGET

File Reference: 12.4.1
Disclosure of Interest: Nil
Applicant: N/A
Previous Item Nos: Nil
Date: 6th November 2013
Author: Brian Robinson – Director of Technical & Environmental Services

Attachments: Nil

Summary:

Council is requested to endorse an amendment to the Capital Purchase to allow the replacement of the vehicle allocated to the Manager of Finance.

Background:

In adopting the 2013/14 budget, Council endorsed the replacement of the following 7 light fleet vehicles in accordance with the adopted Policy:

- a) The Building Surveyors Mitsubishi Triton Dual Cab;
- b) Two Works Crew utilities;
- c) Vehicles allocated to the Executive Management Team (CEO and Directors); and
- d) The Library Vehicle.

With the exception of the Library Vehicle, all vehicle purchases have now been completed.

Given the resignation of the Town's Librarian, use of the Library Vehicle has been minimised. Given this, Council is requested to consider amending the budget to allow the replacement of an alternative vehicle.

Comment:

During the budget preparation, an assessment of the Town's Light Vehicle Fleet indicated that it was in the Town's best interest to replace those vehicles listed in the background section above.

Since adoption of the budget, it has been noted that:

- a) Although it is the oldest vehicle in the fleet, Library Staff complete less distance than the Manager of Finance vehicle on an annual basis.
- b) The vehicle allocated to the Manager of Finance completed more kilometres than originally anticipated, showing an odometer reading of just over 40,000km at the time of writing this report.

Given the vehicle allocated to the Manager of Finance is subjected to more frequent use, it is proposed to reallocate the Manager's vehicle to the Library and use the library vehicle as trade on the Manager's replacement vehicle.

Consultation:

- CEO – Aaron Cook;
- Director Corporate and Community Services;
- Manager of Finance

Statutory Environment:

Local Government Act

Policy Implications:

Replacement of the vehicle allocated to the Manager of Finance is consistent with adopted Policy relating to Management of Council’s Light Vehicle Fleet.

Financial Implications:

The adopted budget made allocation for a maximum change over price of \$14,500 for the Library Vehicle. The change over for Manager of Finances vehicle will be wholly contained within the approved budget.

Strategic Implications:

The Director of Corporate Services has advised that he wishes to review the need for the Library vehicle. Deferring replacement of this vehicle will allow time to complete this review.

Should it be determined that the Library vehicle is to be retained, its replacement should be considered as part of the 2014/15 budget process.

Voting Requirements: Absolute Majority

Council Resolution 1113.225

Moved: Cr Paternoster

Seconded: Cr Russell

That Council Amend the 2013/14 budget as follows:

1. Modifying the reference to the Library Vehicle in the “Proceeds from Disposal of Assets Worksheet 13/14” and “Capital Purchase of Assets Budget Worksheet 13/14” to reflect the replacement of the Manager of Finance vehicle.

CARRIED 7/0

BY ABSOLUTE MAJORITY

Note: That Mayor Ballard departed the meeting at 8:37pm due to a Proximity Interest and Cr Paternoster assumed the role of Chairman.

10.1.824 PROPOSED SECOND DWELLING – NO 24 (LOT 1688) HAVELOCK STREET, NARROGIN

File Reference: A319950 & DA12-13/14
Disclosure of Interest: Nil
Applicant: AN & NP Day
Previous Item Nos: Item 10.1.818 24th September 2013
Date: 6th November 2013
Author: Brian Robinson – Director Technical & Environmental Services

Attachments: Application for Planning Consent, including submitted plans.

Summary:

Council is requested to consider an application for planning consent relating to the establishment of a second dwelling on the subject land.

Background:

Lot 1688 is a 4,108m² residential property located on the western side of Havelock Street, positioned between the Crown Reserve on the corner of Havelock Street and the disused Railway Barracks. The site is currently developed with a single storey dwelling and an associated outbuilding, which are contained within the northern half of the property.

Previously being Crown land, the Town facilitated the sale of the property to private owners in 2001. Subsequently in November 2004, a building license was issued for the construction of the now existing dwelling.

Approval is now sought to construct a second dwelling, to be located within the southern half of the property.

Council considered the application at its meeting held on the 24th September 2013, whereby it was resolved to advertise the application for public comment. As the advertising period has now closed, with no submissions being received, Council is now requested to determine the application.

Comment:

The provisions of Town Planning Scheme No 2 include the land in the "reserve for recreation" Zone. As a form of reservation, this does not normally apply to private land holdings. Given this, the zoning is considered an anomaly that is to be corrected by Draft Town Planning Scheme No 2.

Further to this, as the applicants purchased the land as a residential property and approval to use the property for residential purposes was granted in 2004, the owners have a reasonable expectation for the Town to treat the land as a residential lot.

Within the Residential Zone, TPS No 2 applies a residential density of R12.5 for single dwellings, being one dwelling per 700m². Group Dwellings (more than one dwelling on a lot) may be approved at the discretion of Council following advertising at a density of R25, being one dwelling per 400m².

The application, as submitted, complies with setbacks and all other requirements applicable to development at a density of R25.

Consultation:

Chief Executive Officer – Aaron Cook.

The proposal was advertised for public comment over a 21 day period. Advertising included an advertisement within the local newspaper and correspondence to the abutting landowner.

Statutory Environment:

Pursuant with Council's September 2013 resolution, the application has been processed as an application for Group Dwellings, being an "AP" use. That is a use which is not permitted unless approved by Council following advertising of the application.

With advertising of the application now complete, Council is requested to determine the application.

Policy Implications: Nil

Financial Implications:

The required application fee has been paid by the applicants in accordance with Council's adopted budget.

An invoice will be issued shortly to recover the additional costs associated with advertising of the proposal.

Strategic Implications:

As detailed in the background section, the subject land is a 4,108m² property. The construction of a second dwelling will therefore result in a density of 1 dwelling per 2,000m². This density is significantly lower than the prevailing density in the area.

Approval to the application will therefore not result in a detrimental impact on the amenity of the area.

Voting Requirements: Simple Majority

Council Resolution 1113.226

Moved: Cr Russell

Seconded: Cr Schutz

- A. That Council grant planning consent to the proposed second dwelling on No 24 (Lot 1688) Havelock Street subject to compliance with the following conditions:
1. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to Council, is granted by it in writing.
 2. The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.
 3. The Vehicle crossover for the newly approved dwelling is to be designed and constructed to the satisfaction and specifications of Council.
 4. All drainage run-off associated with the development hereby approved shall be contained on site or connected to the Council's stormwater drainage system to the satisfaction of the Town of Narrogin.

Advice to Applicant:

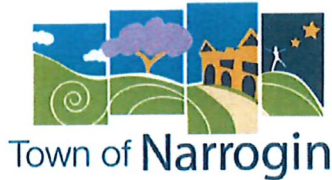
1. Further to condition No 4 above, the applicant is encouraged to consider connecting the roof of the proposed second dwelling to an appropriate size rainwater storage tank to limit the impact of additional stormwater run-off created through by the additional development.
2. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.

CARRIED 6/0

Note: Mayor Ballard re-entered the meeting at 8:40pm and resumed the role of Chairman.

ATTACHMENT 1

IPA131572



TOWN PLANNING SCHEME NO. 2
DISTRICT SCHEME

APPLICATION FOR PLANNING CONSENT

I/We ANDREW NOEL DAY + NOLA PATRICIA DAY
 (Full Name of Applicant)
 of 24 Havelock St Narrogin Postcode 6312
 (Address for Correspondence)

hereby apply for planning consent to:

- (1) use the land described hereunder for the purpose of
Res Housing
- (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: Vacant

The approximate cost of the proposed development is: \$ 386,000

The estimated time of completion is: Jan 2014

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

TITLES OFFICE DESCRIPTION OF LAND

LOCALITY PLAN

(Indicate distance to nearest intersecting street)

HOUSE NO: 24 STREET: Havelock

LOT NO: 1688 PLAN OR DIAG: _____

LOCATION NO: _____

CERTIFICATE OF TITLE: VOLUME: 2207 FOLIO: 787

LOT DIMENSIONS

SITE AREA: 1619.43 square metres

FRONTAGE: 23 metres

DEPTH: 70.41 metres

AUTHORITY

SIGNATURE OF APPLICANT: Andy DATE: 24/6/13

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: Andy NDL DATE: 24/6/13

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

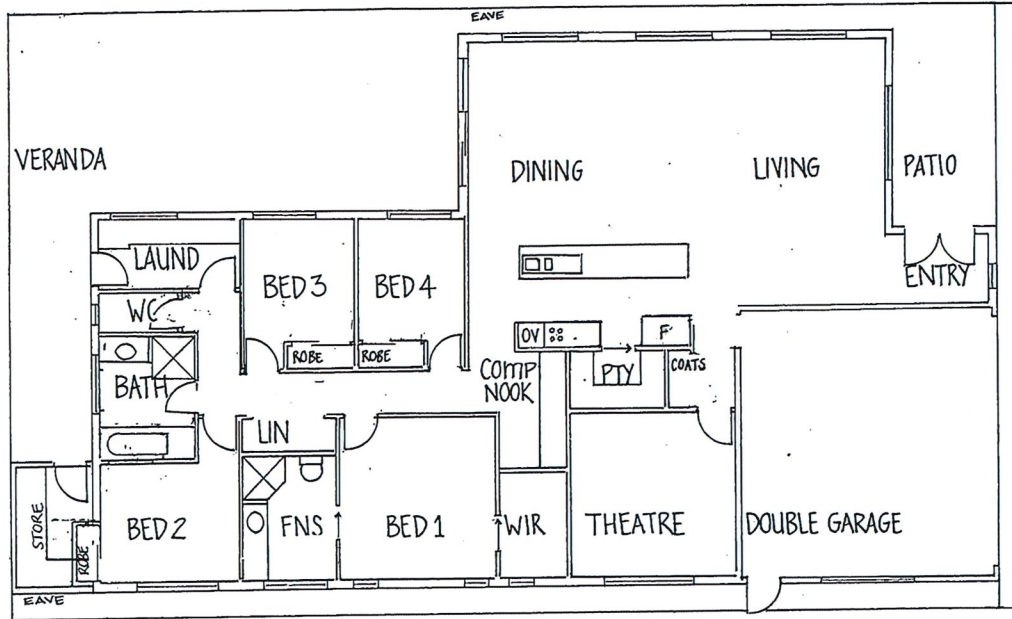
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Application Number: _____

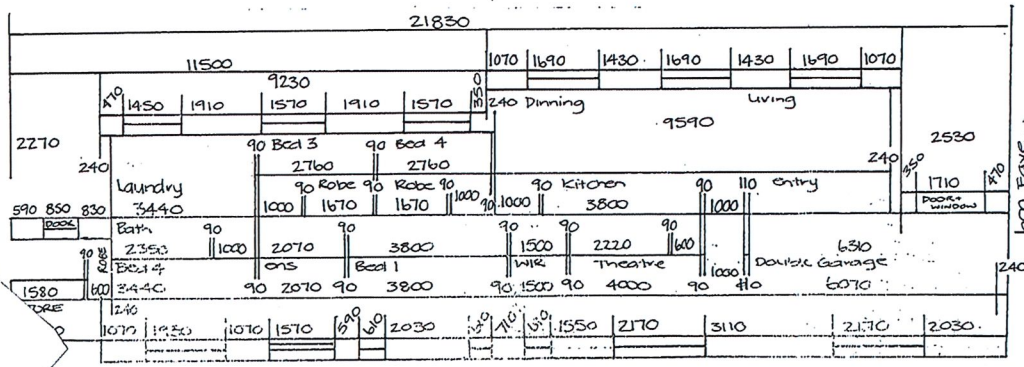
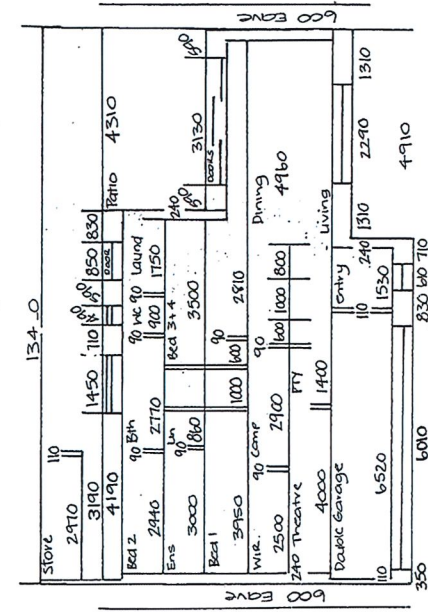
Date Received: _____

Date of Approval / Refusal: _____

Date of Notice of Decision: _____



HAVELOCK STREET

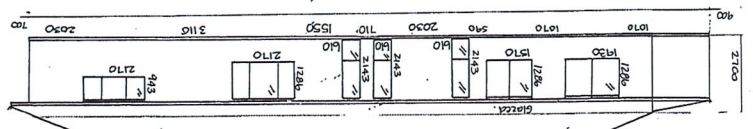


- ALL CONSTRUCTION TO MEET AUSTRALIAN STANDARDS
- BRICK VANEER EXTERNAL WALLS
 - PRIOR TO COMMENCEMENT OF MANUFACTURE CHECK ALL MEASUREMENTS AGAINST SITE DIMENSIONS
 - All opening windows to have flyscreens
 - Direct all RWP's away from the building
 - Double Garage with colourband automatic sectional panel door
 - Paved patio, veranda and north eave
 - Roof insulation
 - External wall insulation
 - Showers framed glass
 - Ceiling to patio and veranda

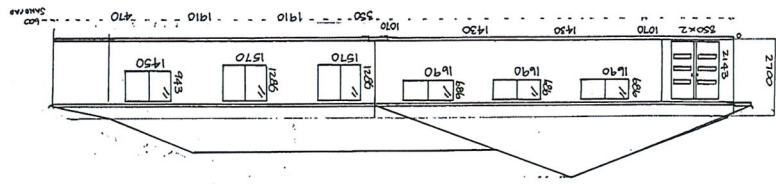
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NOLA DAY
98811400

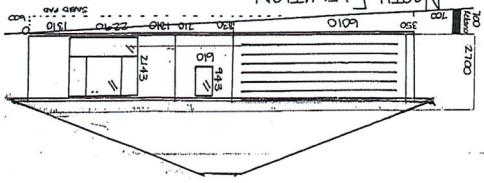
MR & MRS A DAY
24 HAVELOCK ST
NARROGIN 6312



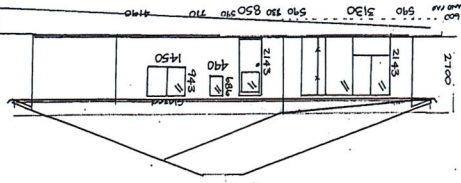
SOUTH ELEVATION



NORTH ELEVATION



EAST ELEVATION



WEST ELEVATION

Mr. Mrs A Day
27 HAVLOCK ST
NANTON W31Z
98811400
NOLA DAY

- 1x 1710 from
- 1x 2150 slides
- 2x External door
- WINDOW ORDER
- 2143 x 2290
- 2143 x 1350
- 2143 x 610 x 3
- 1286 x 2170
- 1286 x 1930
- 1286 x 1570 (844)
- 1286 x 1570 x 2
- 1286 x 2170
- 1286 x 1930
- 943 x 2170
- 943 x 1450
- 943 x 1150
- 943 x 1150 (844)
- 943 x 610 (844)
- 943 x 490 x 3
- 686 x 490 (844)
- 686 x 490 (W)

1x 1710 from

1x 2150 slides

2x External door

WINDOW ORDER

2143 x 2290

2143 x 1350

2143 x 610 x 3

1286 x 2170

1286 x 1930

1286 x 1570 (844)

1286 x 1570 x 2

1286 x 2170

1286 x 1930

943 x 2170

943 x 1450

943 x 1150

943 x 1150 (844)

943 x 610 (844)

943 x 490 x 3

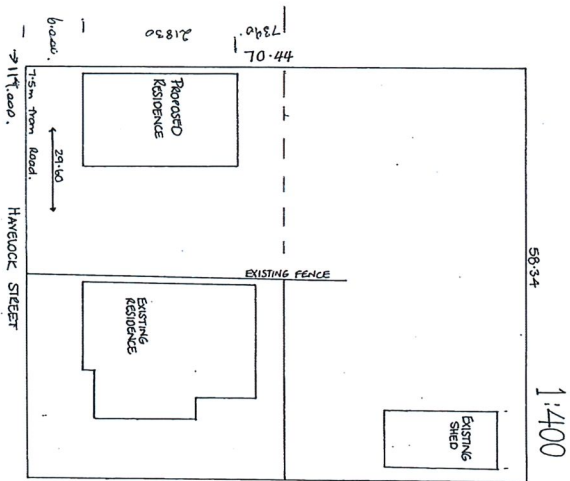
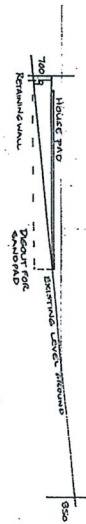
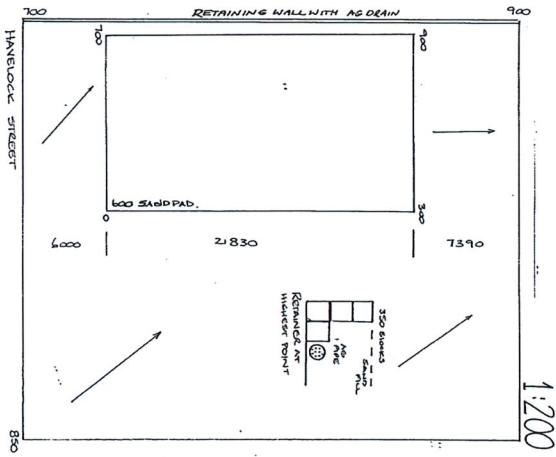
686 x 490 (844)

686 x 490 (W)

500 SANDPAD AT LEAST

A6 DRAIN A BASE OF RETAINER

1:100



MR & MRS A DAY
24 HANLOCK ST
HAWKESBURY 6312

NOLA DAY
08811400

Note: That Cr Schutz departed the meeting at 8:41pm due to a potential Declaration of Financial Interest.

10.1.825 PROPOSED OUTBUILDINGS FOR NARROGIN MENS SHED – LOT 166 (PT RESERVE 23636) CLAYTON ROAD, NARROGIN

File Reference: A310500 & Lease 7
Disclosure of Interest: Nil
Applicant: Narrogin Men Shed Inc (lessee)
Previous Item Nos: Nil
Date: 7th November 2013
Author: Brian Robinson, Director Technical & Environmental Services

Attachments: Application for Planning Consent

Summary:

Council is requested to grant conditional approval to the Narrogin Mens Shed for the construction of two additional sheds and minor modification of the existing buildings.

Background:

A 2ha portion of Reserve 23636 Clayton Road is leased to Narrogin Menshed Inc for "Activities consistent with the constitution of Mensheds Narrogin Inc" up to the 30th June 2030.

Currently the leased portion of the site contains three outbuildings, including two substantial sheds that are used for primarily for "Woodwork" and "Metalwork". The third building being a 6.25m by 6.25 metre double garage (approved in 2012) is used as a library and Management/Committee room.

Approval is now sought for:

- The erection of a new "Woodwork" Shed being 9.65m by 6.0m which will be located west of the existing woodwork buildings; and
- Construction of a 10.25m by 6.0m extension to the front of the existing metal work sheds; and
- A minor modification to the existing shed and construction of a porch.

Comment:

The provisions of Town Planning Scheme No 2 include Reserve 23636 within the Recreation Zone. Whilst the land is a crown reserve, the proposed works are not exempt from the requirement for Council's prior planning consent in accordance with the requirements of clause 6.1 of the Scheme.

A Private Club is an "AP" use within the Recreation zone. That is a use which is not permitted unless Special Approval is granted by Council.

The 2012 application for a 36m² shed was approved under delegated authority given the minor nature of the works. Given the current proposals will result in an additional 121.8m² of building on the site, it is recommended that this application be determined by Council.

In this regard, it is recommended that Council be advised that the buildings will be wholly contained within the lease area, existing setbacks will be maintained and the buildings will be used for purposes consistent with the lease.

It is recommended that a condition be imposed to require stormwater to be contained on site, with a recommendation that rainwater tanks be installed.

Consultation:

Chief Executive Officer – Aaron Cook

Statutory Environment:

Town Planning and Development Act and Town Planning Scheme No 2.

Policy Implications: Nil

Financial Implications:

The required planning application fee has been paid.

Strategic Implications:

The development of additional workshops/outbuildings on the site is consistent with the purpose of the reserve and the lease.

On a separate but related matter, it is noted that the existing carpark and access are of informal gravel construction. It is suggested that Council recommend works be undertaken to formalise the existing access and parking area prior to any future additional extensions being undertaken.

Voting Requirements: Simple Majority

Council Resolution 1113.227

Moved: Cr Ward

Seconded: Cr Paternoster

That Council

Grant approval to the proposed Sheds/Workshops on Lot 166 (Pt Reserve 23636) Clayton Road, Narrogin subject to compliance with the following conditions:

1. The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Town of Narrogin.
2. All drainage run-off associated with the development hereby approved shall be contained on site or connected to the Council's stormwater drainage system to the satisfaction of the Town of Narrogin.

3. Unless otherwise approved by Council, the outbuilding hereby approved shall be used for the nominated purposes, or other approved purposes associated with the property, excluding human habitation.
4. Uses and activities undertaken within the outbuilding shall be undertaken so as not to disturb the residents of the development or the wider locality.
5. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Town, is granted by it in writing.

Advice to Applicant:

1. Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
2. The applicant is encouraged to consider connecting the roof of the proposed outbuilding to an appropriate size rainwater storage tank to limit the impact of stormwater.
3. The applicant is advised that it Council recommends the applicant consider formalising the existing access and parking area prior to any future additional extensions being considered.

CARRIED 6/0

Note: That Cr Schutz re-entered the Chambers at 8:43.

10.1.826 **AUTHORISATION OF CAPITAL EXPENDITURE – STREET FURNITURE FOR SMITH STREET**

File Reference: 28.2.6
Disclosure of Interest: Nil
Applicant: N/A
Previous Item Nos: Nil
Date: 8th November 2013
Author: Brian Robinson, Director Technical & Environmental Services

Attachments: Nil

Summary:

Council is requested to endorse the purchase of two bench seats for placement in Smith Street using funds currently allocated for Signs and traffic control.

Background:

As Councillors would be aware, the upgrading Smith Street is nearing completion. Works completed to date are summarised as follows:

- a) Replacement of kerbing;
- b) Replacement of traffic Bollards;
- c) New signage;
- d) Construction of a new footpath along the northern side; and
- e) Resealing of the trafficable surface.

In association with the new concrete footpath, a new garden bed has been established abutting the Coles Carpark. Two concrete slabs have been established on the northern edge of the Garden which are intended for new bench seating.

Council is now requested to endorse the use of funds identified for Verge Maintenance for the purchase of two new bench seats.

Comment:

Council previously endorsed a "Townscape" plan for the improvement of Smith Street.

Planting out the new garden beds and placement of appropriate street furniture are the last tasks to be undertaken in order to complete the works.

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 total of \$8,160 was identified for Signs and Traffic Control within the adopted 2013/14 budget. With the majority of identified signs having now been purchased, only \$460.00 has been expended from this account to date.

Quotes have been obtained confirming that two bench seats, matching those already in place within the Central Business District, can be purchased at a cost of \$2,564.10 (including GST and Freight).

Strategic Implications:

The placement of two bench seats abutting the new footpath will complete the Smith Street upgrade and provide valuable seating for members of the public. The seats selected are the exact model and heritage green colour used elsewhere within the CBD.

Voting Requirements: Nil

Council Resolution 1113.228

Moved: Cr McKenzie

Seconded: Cr Schutz

That Council:

Support the reallocation of funds from the Signs and Traffic Control Budget account for the purchase of two bench seats for placement in Smith Street at a total cost of \$2,564.10.

CARRIED7/0

10.2 CORPORATE AND COMMUNITY SERVICE

10.2.120 COUNCIL MEETING DATES 2014

File Reference: Nil
Disclosure of Interest: Nil
Applicant: Mr Aaron Cook
Previous Item Nos: Nil
Date: 6th November 2014
Author: Mr Aaron Cook - Chief Executive Officer

Attachments: Nil

Summary:

It is presented to Council to endorse the Council meeting Dates and Times for the 2014 calendar year.

Background:

Each year Local Governments are required under the Local Government Act to advertise the Council meeting Dates and times.

Comment:

It is presented to Council to endorse the following list of Council meeting dates for 2014 and that these be advertised in the Narrogin Observer.

It should be noted that should Council wish to consider the starting time of the meetings this can occur at any time and only needs to be advertised. Commencing from a particular date.

It was raised at the last meeting for Councillors to consider bringing the start time of the Council meeting forward to 7:30pm. This recommendation will not propose this as it is felt that the new Council has not had the opportunity to properly consider the alteration. As such only the dates are proposed at the current time of 8pm is presented.

2014 Council Meeting Dates:

- January - (No Meeting)
- February - 11th and 25th
- March - 11th and 25th
- April - 8th and 22nd
- May - 13th and 27th
- June - 10th and 24th
- July - 8th and 22nd
- August - 12th and 26th
- September - 9th and 23rd
- October - 14th and 28th
- November - 11th and 25th
- December - 16th (Only one meeting due to Christmas)

Consultation: - Nil

Statutory Environment:

Local Government Administration Regulations 1996, (12) Meetings, public notice of.

Policy Implications: - Nil

Financial Implications: - Nil

Strategic Implications: - Nil

Voting Requirements: Simple Majority

OFFICERS RECOMMENDATION:

That Council:

Endorse the following list of dates for the Ordinary Council meetings for the calendar year of 2014 noting that the start time will be 8:00pm and that these dates are to be advertised in the Narrogin observer. This will commence as at first meeting in February 2014.

- January - (No Meeting)
- February - 11th and 25th
- March - 11th and 25th
- April - 8th and 22nd
- May - 13th and 27th
- June - 10th and 24th
- July - 8th and 22nd
- August - 12th and 26th
- September - 9th and 23rd
- October - 14th and 28th
- November - 11th and 25th
- December - 16th (Only one meeting due to Christmas)

Council Resolution 1113.229

Moved: Cr Ward

Seconded: Cr Russell

That Council:

Endorse the following list of dates for the Ordinary Council meetings for the calendar year of 2014 noting that the start time will be 7:30pm and that these dates are to be advertised in the Narrogin observer. This will commence as at first meeting in February 2014.

- January - (No Meeting)
- February - 11th and 25th
- March - 11th and 25th
- April - 8th and 22nd
- May - 13th and 27th
- June - 10th and 24th
- July - 8th and 22nd
- August - 12th and 26th
- September - 9th and 23rd
- October - 14th and 28th
- November - 11th and 25th
- December - 16th (Only one meeting due to Christmas)

CARRIED 5/2

Cr Bartron and Cr Schutz voted against.

Note: Reason For Change - That Council wished to amend the Council start time to 7:30pm.

Note: That due to the majority of Councillors potentially having an interest within all Chamber of Commerce matters, through either owning a Business/Premises that is a member or working for a business that is a member, Council moved the following motion.

Council Resolution 1113.230

Moved: Cr Russell

Seconded: Cr Paternoster

That Council:

In respect to items being presented from the Narrogin Chamber of Commerce, unless directly relating to a specific financial interest to a particular business owned or participated in by an Elected Member, that general matters pertaining to all businesses that the item be declared a "interest in common" and that the Elected Members be allowed to remain in the meeting, deliberate and cast a vote.

Carried 7/0

10.2.121 CHAMBER OF COMMERCE DECEMBER OPENING HOURS REQUEST

File Reference:

Disclosure of Interest:

Nil

Applicant:

Chamber of Commerce Narrogin

Previous Item Nos:

Nil

Date:

6th November 2013

Author:

Mr Aaron Cook - Chief Executive Officer

Attachments:

Letter of request and listed dates from the Narrogin Chamber of Commerce.

Summary:

It is presented that an amended list of requested December Trading hours and dates be accepted as presented by the Narrogin Chamber of Commerce and that Council endorse this request and make the application to the Department of Commerce.

Background:

Each year the Narrogin Chamber of Commerce requests Council to consider and accept amended trading hours for the month of December for the Christmas period. Council has in previous years accepted the Chambers direction on this matter as the professional body that represents the business owners in Narrogin.

Council were presented with a request several weeks ago and due to the required two weeks for the Department to process the request the author felt it best to email to all Councillors and seek a response early. Once reply raised concerns with the number of Sundays being requested and as such this information was provided back to the Chamber and they have now amended their request.

Comment:

It is requested of Council to endorse the December Christmas Trading hours requested by the Narrogin Chamber of Commerce as attached.

The application form will be prepared should Council accept the resolution. It must be noted that for an application to be made by a Local government that the Chamber of Commerce must be supporting of the application. As such if Council wishes to alter the request from the attached this would then need to be presented back to the Chamber and have them accept the amendment prior to the application being made to the Department.

Consultation:

- Narrogin Chamber of Commerce.

Statutory Environment: - Nil

Policy Implications: - Nil

Financial Implications: - Nil

Strategic Implications: - Nil

Voting Requirements: Simple Majority

Note: The following motion has been declared an interest in common as per Resolution 11.13.230.

Council Resolution 1113.231

Moved: Cr Bartron

Seconded: Cr Paternoster

That Council:

Endorse the attached December Christmas Trading Hours as presented by the Chamber of Commerce and submit an application to the Department of Commerce.

CARRIED 7/0

Narrogin Chamber of Commerce

"To be a representative body promoting the growth and development of business in our community."

PO Box 374
NARROGIN WA 6312
narroginchamber@westnet.com.au
Fax 9881 2605
ABN: 62 016 955 789

Scott Ballantyne: Chairperson'

Tel 0418 814 761

Kerry Bryant: Administration. Tel 0428 812 607

Mr Aaron Cook
Chief Executive Officer Town of Narrogin
PO Box 188
NARROGIN WA 6312

Dear Aaron

EXTENDED TRADING HOURS FOR 2013/2014 CHRISTMAS/NEW YEAR PERIOD

I refer to the letter received from Brian Robinson, DIRECTOR Technical & Environmental Services requesting input from the chamber regarding the extended trading hours for Narrogin during the 2013-2014 Christmas New Year period.

Feedback was received earlier this year from a chamber member and their concerns were discussed at our committee meeting held on September 2013.

Please find attached our proposed Narrogin Christmas/New Year retail trading hours for 2013/2014 which was felt to meet the needs of both shoppers and retailers in our region.

When the dates council applies for are approved would you please advise the chamber so that we can forward information to our members?

Kind regards



Kerry Bryant
Administration

13 November 2013

Narrogin Christmas/New Year retail trading hours 2013/2014

Date Trading Hours

Monday 2 December 2013	8.00am to 9.00pm
Tuesday 3 December 2013	8.00am to 9.00pm
Wednesday 4 December 2013	8.00am to 9.00pm
Thursday 5 December 2013	8.00am to 9.00pm
Friday 6 December 2013	8.00am to 9.00pm
Saturday 7 December 2013	8.00am to 5.00pm
Monday 9 December 2013	8.00am to 9.00pm
Tuesday 10 December 2013	8.00am to 9.00pm
Wednesday 11 December 2013	8.00am to 9.00pm
Thursday 12 December 2013	8.00am to 9.00pm
Friday 13 December 2013	8.00am to 9.00pm
Saturday 14 December 2013	8.00am to 5.00pm
Sunday 15 December 2013	10.00am to 5.00pm
Monday 16 December 2013	8.00am to 9.00pm
Tuesday 17 December 2013	8.00am to 9.00pm
Wednesday 18 December 2013	8.00am to 9.00pm
Thursday 19 December 2013	8.00am to 9.00pm
Friday 20 December 2013	8.00am to 9.00pm
Saturday 21 December 2013	8.00am to 5.00pm
Sunday 22 December 2013	10.00am to 5.00pm
Monday 23 December 2013	8.00am to 9.00pm
Tuesday 24 December 2013	8.00am to 9.00pm
Wednesday 25 December 2013	(public holiday) CLOSED
Thursday 26 December 2013	(public holiday) CLOSED
Friday 27 December 2013	8.00am to 9.00pm
Saturday 28 December 2013	8.00am to 5:00pm
Sunday 29 December 2013	10.00am to 5.00pm
Monday 30 December 2013	8.00am to 9.00pm
Tuesday 31 December 2013	8.00am to 9.00pm
Wednesday 1 January 2014	(public holiday) CLOSED

10.2.122 DONATION REQUEST FROM THE NARROGIN RSL

File Reference:
Disclosure of Interest: Nil
Applicant: Narrogin Sub-Branch of the RSL
Previous Item Nos: Nil
Date: 6th November 2013
Author: Mr Aaron Cook - Chief Executive Officer

Attachments:

Letter of request from the Narrogin Sub-Branch of the RSL.

Summary:

It is presented to Council to consider a request from the Narrogin RSL for Council to make a donation to support a School Scholarship.

Background:

The background information is provided in the attached letter prepared by the Narrogin RSL.

Comment:

The Narrogin RSL have made a donation request to Council but not actually stated what they are requesting but rather the total amount required. As such, it would be up to Council to determine the appropriate amount to provide if accepted.

Normally a request for this sort of donation would normally be considered whilst deliberating over the budget adoption. The other donations that Council has been making recently is from the request to consider reducing or waiving fees, whereas this is a cash contribution.

The author appreciates that this is an important part of Narrogin's history; however, Council has only allocated \$2,000 within the budget for Donations. Currently the only commitment would be to each of the schools for their end of year awards at \$80 per school. Council do sponsor or donate to the Medical Student each year with \$3,000 but this is budgeted separately.

The donation account is not normally utilised for sponsoring this sort of activity; however, this is the decision of Council. It is the authors opinion that should Council accept to make a contribution to the event that this be limited to a minor amount to ensure that Council can consider other requests when they are presented.

Consultation: - Nil

Statutory Environment: - Nil

Policy Implications: - Nil

Financial Implications:

Should Council wish to make a donation then an amount is budgeted.

Strategic Implications: - Nil

Voting Requirements: Simple Majority

OFFICERS RECOMMENDATION:

That Council:

- 1) Thank the Narrogin RSL for providing Council with opportunity to contribute to this Scholarship; however, as the request was not budgeted Council is unable at this time to make a contribution. Should the Narrogin RSL be considering to conduct this scholarship on a yearly basis a request should be presented to Council in March for the following financial year.

Or

- 2) Endorse the Narrogin RSL request for contribution by contributing \$250.00 to the Australia and Sabah Schools Scholarship that is planned to be conducted in April and May 2014.

Council Resolution 1113.232

Moved Cr Russell

Seconded Cr Bartron

That Council:

Endorse the Narrogin RSL request for contribution by contributing \$250.00 to the Australia and Sabah Schools Scholarship that is planned to be conducted in April and May 2014.

CARRIED 4/3

Note: Reason for Change - That Council chose option 2 as the recommendation.



NARROGIN SUB-BRANCH OF THE RSL
29 Egerton Street, NARROGIN WA 6312.

Mr Hendrikus Chattillon
PO Box 48,
POPANYINNING WA 6309.
Ph 08 98875069
e-mail – chattillon@westnet.com.au

Miss Rhonda Jensen,
60 Doney Street,
NARROGIN WA 6312
Ph 08 98811992
e-mail
nigorran@westnet.com.au

CEO
Mr. Aaron Cook,
Town of Narrogin
Earl Street,
Narrogin 6312.

Town of Narrogin	
RECEIVED	
Directed to	CEO
15 OCT 2013	
Ref No.	ICR132358
Property File	
Subject File	2.10.1
C-Point No.	

Aaron,
Ref:-Partner with Australia and Sabah Schools Scholarship.

The Narrogin Sub-Branch, in conjunction with the Narrogin Lions Club, has inaugurated the Borneo Exhibition Group's (BEG Inc) scholarship for students at the Narrogin Senior High School for year 9 to 11.

A panel, consisting of a member from the Sub-Branch and Lions Club and including the history teacher from the school, have selected a student, Miss Shannon Hall from year 11 as the recipient for the inclusion to travel to Borneo in 2014 with BEG.

Under the condition of the scholarship, the student is to be sponsored by finance raised from within the community, and it is our intention to raise the required amount of approximately \$3500.

We would therefore enquire would Council, under the Youth Development Scheme, be able to assist in a donation towards the sponsorship.

The tour will leave on the 19th April 2014 and return 1st May 2014. Travel will include all sites of interest involving the Sanadakan-Ranue death marches of 1945, commencement will be in Kuchin,

then to Labuan Island to conduct the Anzac Service before travelling through Kota Kinabalu for Sandakan then returning to Kota Kinabalu by coach visiting historical sites.

We trust that Council will give due consideration to our request.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'H. Chattillon', with a long horizontal flourish extending to the right.

**H.Chattillon
President
Narrogin Sub-Branch RSL
14th October 2013.**

10.2.223 LEASE – NARROGIN REGIONAL LEISURE COMPLEX – NARROGIN TOY LIBRARY

File Reference: 5.6.7
Disclosure of Interest: Nil
Applicant: Narrogin Toy Library
Previous Item Nos: Nil
Date: 4 November 2013
Author: Colin Bastow – Director Corporate and Community Services

Attachments: Lease agreement

Summary:

For Council to consider a short term lease of Narrogin Toy Library (NTL) Room in the Narrogin Regional Leisure Complex.

Background:

The Narrogin Town Library has originally contributed to the construction of the Narrogin Regional Leisure Complex (NRLC) to around \$30,000. For its contribution the Toy Library was given a room in the reception area next to the Centres Managers Office.

Unfortunately the Author could not identify any written agreement with regards to the use of this room. It has been over eleven years since the construction of the Leisure Centre and in that time the NTL has not contributed towards the ongoing operating costs of the Centre e.g. they are getting free electricity and water usage.

The importance of having an upfront agreement with all contributors is having clarity over the length of usage as well as who should be maintaining and paying for what. For example Narrogin Racing had a preferentially hire rate for a 10 year period for their assistance in securing funding for the construction of the John Higgins Community Centre (JHCC). As the NTL is not a financial organisation and don't derive a majority of their income from gambling activities but does provide support for young persons, it could be argued that the benefits to the Group for making a financial contribution could over a longer period of time.

Although it should be noted that the parents who would have been involved in the fund raising activities to gather the NTL contribution would more than likely be no longer involved in the Group, as their children would have grown up and would be using the NRLC in more recreational pursuits.

Comment:

It is important for Council to understand that concept of total life costing associated with any new building or facility. This concept focus on the total cost involved in any project and not just the initial capital costs. There is a general rule of thumb that can be used to show this concept which is the construction or acquisition price is 20% of the total life cost of the item. For example if the Narrogin Regional Leisure Centre cost \$9 million to construct, the total life cost is actually was around \$45 million.

The Town will be required to fund the vast majority of this life cost as grant funding generally cannot be secured for operational type activities. The Town does need to ensure all users of the NRLC contribute towards the ongoing operational costs; otherwise the Ratepayer will be required to fund the shortfall. By better understanding the impact of total life costing on projects, more informed decisions can be made about the projects financial viability.

The total life costing is extremely important concept in Asset Management and also explains why there needs to be an end date for special treatment for any Group who makes a financial contribution towards a project that is for the wider community benefit, such as the NRLC.

The annual rental for small room/office should be based on the standard \$1,000 per year, but in this case a discount should be shown in the agreement in recognition of the original contribution towards the construction of the NRLC. All rental discounts should be withdrawn at a future date as the NTL has so far had rent free usage of the room for over eleven years and they also use portions of the front reception area of the NRLC due to the size of the room.

The NTL are keen to have a lease agreement to give them some security over their current location as the Town could take back that room at any time. Not that the Town has any plans in the foreseeable future to do so.

It is the Authors view that the Toy Library could be better located then in the front foyer of the NRLC and if funding could be secured for the expansion of the Town's Library Building, it would be hoped that the NTL could be collocated within this facility. This of course would be a longer term project as funding would need to be secured.

A meeting had taken place with the NTL to discuss the need for a lease agreement and an ongoing contribution towards the costs incurred by the Town in support of the Toy Library Service.

Consultation:

- Aaron Cook – CEO
- Previous meeting was held with representative of the NTL

Statutory Environment:

Local Government Act 1995 - S3.58

Local Government (Functions and General) Regulations 1996 S30 (2)(b) Exempts the Town from having to advise its intention to lease the land as the NTL has the objective of cultural and educational and its members are not entitled to receive any pecuniary profit.

Land had been given to the Town via a Crown Grant in Trust and must be used for Sporting and Show Ground purposes.

The Minister for Lands is required to approval all leases of over Crown Land.

Policy Implications: Nil

Financial Implications:

- The Town will receive \$182 (Ex GST) rental Income.
- The Town will pay electrical costs associated with this lease.

Strategic Implications: Nil

Voting Requirements: Simple Majority

OFFICERS RECOMMENDATION:

That Council:

- A. Authorise the CEO to seek permission for the Minister of Lands to lease the Toy Library Room within the Narrogin Regional Leisure Complex, to the Narrogin Toy Library, and if permission is granted by the Minister,
- B. Approve the CEO and Mayor to sign a lease agreement with Narrogin Toy Library for their exclusive use of the Toy Library Room in the Narrogin Regional Leisure Complex for a term of one year term with an option for an additional year for an annual rental of \$200 in year one and an annual CPI Increase if the one year option is agreed to by both parties.

Council Resolution 1113.233

Moved: Mayor Ballard

Seconded: Cr McKenzie

That Council:

Defer the item until the next meeting of Council to consult with the Committee.

CARRIED 7/0

Note: Reason For Change - So that the officer could consult with the Committee in regards to the proposed lease.

**10.2.224 LEASES – SHOP 3 NARROGIN REGIONAL TOWN HALL COMPLEX
- CENTRAL SOUTH EISTEDDFORD**

File Reference: 5.6.7
Disclosure of Interest: Nil
Applicant: Central South Eisteddfod
Previous Item Nos: Nil
Date: 4 November 2013
Author: Colin Bastow – Director Corporate and Community Services

Attachments: Lease agreement

Summary:

For Council to consider a short term lease of Office 3 at the Narrogin Regional Town Hall Complex to the Central South Eisteddfod (CSE).

Background:

The Town has had an informal arrangement with the CSE to rent Office 3 in the Narrogin Regional Town Hall Complex. However as the renovations works at the Town has come to a stage where the Town is again able to use the facility, therefore discussions have taken place between the Town and the CSE for a more formal agreement.

The advantage to the CSE is they have a level of certainty with regards to the length of the exclusive use of Office 3, while the Town is able to recover costs, both future and current, from the Group. The Town has implemented a minimum rental amount in previous years for the use of officers at the John Higgins Community Centre (JHCC) of around \$1,000. But this rental amount may vary due to the size, location, cost of the facility as well as the not for profit status of the lessee.

It is the Authors view that an annual rental amount of \$1,000 is fair and reasonable and has been accepted by the CSE.

The ESC has also reviewed the draft lease agreement and have indicated their acceptable to sign the document.

Comment:

The Town does need to consider what it wants to achieve for the community by operating the Narrogin Regional Town Hall Complex. Therefore the agreement offered to the CSE is a one year with an option for an additional one year agreement, which they have agreed to.

The Town has developed a more cut down version of its lease agreement to cater for those more basic rental arrangements. The two Groups to be offered this type of agreement at this stage has been the CSE and Narrogin Toy library. Both groups are currently using a single room with limited facilities and both groups are not for profits.

Consultation:

- Gail Davies – CSE
- Aaron Cook - CEO

Statutory Environment:

Local Government Act 1995 - S3.58

Local Government (Functions and General) Regulations 1996 S30 (2)(b) Exempts the Town from having to advise its intention to lease the land as the CSE has the objective of cultural and educational and its members are not entitled to receive any pecuniary profit.

Land had been given to the Town via a Crown Grant in Trust and must be used for Municipal Endowment.

The Minister for Lands is required to approval all leases of over Crown Land.

Policy Implications: Nil**Financial Implications:**

- The Town will receive \$909 (Ex GST) rental Income.
- The Town will pay electrical costs associated with this lease.

Strategic Implications: Nil**Voting Requirements:** Simple Majority**Officers Recommendation:**

That Council:

1. Authorise the CEO to seek permission for the Minister of Lands to lease Shop 3 located within Narrogin Lots 51 and 52 (Vol. 118 Fol. 198), to the Central South Eisteddfod, and if permission is granted by the Minister,
2. Approve the CEO and Mayor to sign a lease agreement with Central South Eisteddfod for their exclusive use of Shop 3 in the Narrogin Regional Town Hall Complex for a term of one year term with an option for an additional year for an annual rental of \$1,000 in year one and an annual CPI Increase if the one year option is agreed to by both parties.

Council Resolution 1113.324

Moved: Cr McKenzie

Seconded: Cr Bartron

Cr McKenzie moved to defer the item until next meeting to enable council to seek further clarification.

CARRIED 7/0

Note: Reason For Change - So that the officer could consult with the Committee in regards to the proposed lease.

10.2.225 ASSET MANAGEMENT STRATEGY 2013

File Reference: Nil
Disclosure of Interest: Nil
Applicant: Chief Executive Officer
Previous Item Nos: Nil
Date: 6th November 2013
Author: Mr Aaron Cook - Chief Executive Officer

Attachments:

- Asset Management Strategy.
- Roads Asset Management Plan.

Summary:

It is presented for Council to endorse the attached Asset Management Strategy 2013 and the Draft Roads Asset Management Plans as final working documents.

Background:

Council have been working through the required Integrated Planning as set out by the Local Government Department. Much of the requirements have now been met; however, the consultant that prepared the Asset Management Plans produced three documents that Council have been assessing as final working documents.

These included the:

- 1) Asset Management Strategy (presented for approval)
- 2) Roads Asset Management Plan (presented for approval)
- 3) Buildings and Structures Asset Management Plan (approved)

Comment:

It is presented to Council to endorse the attached Asset Management Strategy and the Roads Asset Management Plan as the final working copy. In essence Council is to endorse the document and utilise this as part of the Town's overall Asset Management documentation. These reports will be reviewed on a regular basis and form part of the Town's integrated planning requirements.

As stated these documents are working documents and, as such, can be amended by officers and represented to Council yearly or biennial.

Consultation: - Nil

Statutory Environment: - Nil

Policy Implications: - Nil

Financial Implications: - Nil

Strategic Implications:

The adoption of these documents forms the basis of Council integrated planning. Once the Long Term Financial Plan is also adopted this closes Councils requirements with the Local Government Act.

Voting Requirements: Simple Majority

Council Resolution 1113.325

Moved: Cr Russell

Seconded: Cr McKenzie

That Council:

Endorse the Attached Asset Management Plan and Road Asset Management Plan as Council working documents and forward both to the Department of Local Government as part of Councils Integrated Planning requirements.

CARRIED 7/0

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

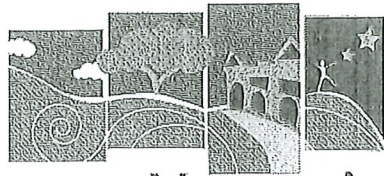
Nil

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

Mayor Ballard reminded Councillors of the Code of Conduct (item 3.1 - D) in regards to conduct as a Councillor and the impact of decisions and statements. The Mayor also reminded Councillors that talking to the Media is the responsibility of the Mayor and CEO.

13. CLOSURE OF MEETING

Mayor declared the meeting closed at 9:38pm.



Town of Narrogin

Memorandum

To: Carolyn Thompson.
From: Aaron Cook Chief Executive Officer
Date: 4 July 2015
File ref: Councilor - Personal
Subject: Signing of Minutes

There are multiple sets of Minutes that are required to be signed by the previous Mayor Mr Don Ennis. Due to the time taken to process these minutes to enable the signature I contacted Mr Ennis on several occasions to attend the office and perform the signatures.

Mr Ennis has refused to accommodate this request sighting that he is no longer in a position to verify the records. He also stated that he would prepare a letter to this effect for Council's records as he had spoken to the Department and this would meet the requirement. Since that time no letter has been provided and, as such, please place this memo on Mr Ennis's Councilor file and with the unsigned minutes as a record that the request for him to sign was made.

Thank you

A handwritten signature in black ink, appearing to read 'Aaron Cook', written over a faint, illegible background.

Aaron Cook
Chief Executive Officer