



Town of Narrogin

MINUTES

ORDINARY COUNCIL MEETING

26 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
17 December 2013.

Signed  Date..... 17/12/13
(Presiding Member at the meeting at which minutes were confirmed)

ORDINARY COUNCIL MEETING MINUTES

26 November 2013

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

Meeting was opened by the Mayor at 8:05pm

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

Cr Kain

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 Bartron withdrew his request for leave of absence for December 17 Council Meeting.

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

Cr P Schutz 10.1.822 Potential Financial Interest

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Although not requiring a Leave of Absence Cr Ward notified Council that he may be late for the meeting in December.

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Council Resolution 1113.236

Moved: Cr Schutz

Seconded: Cr Ward

That Council:

Accept the minutes of the Ordinary Council Meeting held on 12 November 2013 and be confirmed as an accurate record of proceedings.

CARRIED 8/0

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

10.1.827 REQUEST FOR PERMISSION TO KEEP THREE DOGS – NO 89 (LOT 60) NARRAKINE ROAD, NARROGIN

File Reference: A278600 & 19.3.1
Disclosure of Interest: Nil
Applicant: Mrs Bev Griffiths
Previous Item Nos: Nil
Date: 21st November 2013
Author: Brian Robinson, Director Technical & Environmental Services

Attachments: Correspondence from Applicant

Summary:

Council is requested to consider relaxing the provisions of the Town of Narrogin's Dog Local Laws to permit the keeping of three dogs on the subject property.

Background:

The subject land is a 900m² residential property, located on the eastern side of Narrakine Road approximately 150 metres north of Clayton Road. The property is developed with a single storey dwelling and associated outbuildings.

Currently two sterilised dogs are registered at the premises, being a Red Cloud Kelpie (Cody) and a Golden Retriever (Bella). Council officers have had no issues with these dogs.

Correspondence has been received, requesting that Council grant permission to the keeping of an additional dog, being Jessie, a Red Cloud Kelpie that is approximately 15 years old. As detailed in the correspondence, the authors grandfather recently passed away and the author wishes to provide a home for the dog for the balance of its life.

Comment:

In accordance with Section 26(1) of the Dog Act 1976 up to two dogs may be kept on any premise, 'as of right'. Further to this, Part 3 of the Town of Narrogin's Dog Local Laws stipulates that a maximum of two dogs over the age of three months shall be kept on properties in the Town, unless otherwise approved by Council.

In accordance with the Towns Dog Local Laws, more than two dogs may be permitted under the following circumstances:

- a) As an approved Kennel; or
- b) Where Council grants an exemption pursuant to Section 26(3) of the Dog Act 1976.

It is considered that 'exemptions' from the maximum number of dogs should only be granted in exceptional circumstances. In this case, the author has explained that they originally purchased the dog for their grandfather as a pup. Rather than attempting to look for a new home, or have the dog destroyed, the author who has had regular contact with the animal,

would rather care for the dog for the remainder of its life. In the authors opinion, these circumstances are exceptional and approval should be granted.

Consultation:

- Mr Aaron Cook – CEO
- Mr Guy Maley – Regulatory Services Officer

Statutory Environment:

The Town of Narrogin's Dog Local Laws 1987 were prepared and gazetted pursuant to Section 26(2) of the Dog Act 1976. Clause 9 of the Local Laws states:

A person occupying premises situated within the district of the Town of Narrogin shall not keep or permit to be kept on those premises, more than two dogs over the age of three months and the young of those dogs, unless the premises are licensed as an approved kennel establishment or have been granted exemption pursuant to section 26(3) of the Act.

Section 26(3) of the Dog Act reads as follows:

- (3) *Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —*
- (a) *may be made subject to conditions, including a condition that it applies only to the dogs specified therein;*
 - (b) *shall not operate to authorise the keeping of more than 6 dogs on those premises; and*
 - (c) *may be revoked or varied at any time.*

Policy Implications:

Currently there is no policy guiding the assessment of applications for more than two dogs. It is recommended that a Policy be prepared to guide the future assessment of applications seeking approval to keep more than dogs over 3 months of age.

Financial Implications: Nil

Strategic Implications:

In considering an application for exemption to the maximum number of dogs usually permitted, Council must have regard to the potential for a legal precedent to be set.

Given the circumstances in this case, a precedence would be only be set for cases where the applicant has an existing relationship with an older dog that was previously owned by a now deceased relative. In the authors opinion an undesirable precedent would not be set.

Voting Requirements: Simple Majority

Council Resolution 1113.237

Moved: Cr Ward

Seconded: Cr Russell

That Council:

1. That an exemption be granted pursuant to Section 26(3) of the Dog Act 1976 and approval be granted to the keeping of three dogs at No 89 (Lot 60) Narrakine Road, Narrogin subject to compliance with the following conditions:
 - a) This approval relates to the keeping of the following three dogs only:
 - i) A red & tan Red Cloud (Cody) with Narrogin registration tag number 1500064;
 - ii) A Golden Retriever (Bella) with Narrogin registration number 16000032;
 - iii) A red Cloud (Jessie).
 - b) All dogs being registered with the Town of Narrogin.

Advice to Applicant:

- a) The applicant is advised that the Town of Narrogin reserves the right to revoke this approval should any of the above conditions not be met, or any problems result from the keeping of three dogs on the premises.

CARRIED 8/0

19/11/13.

Whom it may concern,
I am asking for permission
re my grandfathers red dand & grey dog
shot his ground and is 15 or 16 years old.
I have a wonderful spaniel and
I have a wonderful nature.
I already have 2 dogs which
I have registered. I will also have for registered to
it to have for my nephew has the dog
return but can not longer afford to keep for
space is running out in 4-3 weeks.
If you can't find a home,
I'll be delighted if you will be very grateful
what you help the rest of her life that she
it & the love & care of that she deserves.

Yours would appreciate

your understanding of my
request

Yours
Thankfully
John Griffiths

A: 9881 2027

Note: Cr Schutz departed the Chambers at 8:13pm due to Declaration of Financial Interest.

10.1.828 RENEWAL OF STREET BIN REFUSE COLLECTION SERVICE

File Reference: 31.3.1
Disclosure of Interest: Nil
Applicant: N/A
Previous Item Nos: Item 10.1.545
Date: 21st November 2013
Author: Brian Robinson, Director Technical & Environmental Services

Attachments: Nil

Summary:

Council is requested to consider renewing the contract for the Town of Narrogin waste collection service.

Background:

In November 2008, the Town of Narrogin resolved to award the Tender for provision of waste collection services to Great Southern Waste Disposal (Tender 01/2008). This contract became effective in February 2009.

An extension of this contract was entered into in 2011, with the contract now due to expire on the 30th June 2016

Council is now requested to consider a variation to this contract to rationalise the number of bins and the frequency of their collection.

Comment:

Through discussions with the contractor, it has been identified that there is an opportunity to refine the collection service, reducing the associated costs. From these discussions, it is recommended that Council consider the following refinements to the collection service:

Bins not Located on Public Land

Council's contractor was previously instructed to include bins located on the Coles and Hospital properties as part of the street bin service. Forming part of the contract, this practice has continued until now

It is likely that the bins at Coles were originally located on land owned by the Town. However as the bins are located within private property, it is recommended that the bins should not form part of the street bin collection service.

Although the option would exist for the Town to continue these services and invoice the two other parties, this would result in un-necessary additional costs. It is therefore recommended that each party be requested to make their own arrangements for the emptying of these bins.

Rationalisation of Street Bins

In the authors opinion, there are an excessive amount of street bins located within the Town Centre and there is potential for these to be rationalised. The following are two examples of where bins numbers could be rationalised:

- a) There are two bins located immediately adjacent to Narrogin Fruit and Veg Market, with one being to the right of the entrance and one to the left. These two bins could be replaced with a single bin immediately adjacent to the entrance. This could be a larger 120 litre bin if required.
- b) There is a bin located on the south west corner of Park Street and Federal Street which is virtually never used.

Frequency of Collection

The current arrangements are for all street bins to be emptied five days per week. Discussion with the contractor confirms that this is to frequent for the majority of bins, with little or no refused being found on a daily basis.

With the exception of those bins where daily collection is warranted, it is recommended that the frequency of collection be reduced to 3 times per week.

Consultation:

- Great Southern Waste Disposal
- Chief Executive Officer – Aaron Cook

Statutory Environment: Local Government Act

Policy Implications: Nil

Financial Implications:

It currently costs the Town of Narrogin \$0.94 per bin collection. The current and proposed contracts allow for price increased on the basis of CPI only.

Rationalisation of the street bins, adjustment of the collection service frequency and the exclusion of the hospital and coles properties and result in significant savings for the Town on an annual basis.

Strategic Implications:

Rationalisation of the street bin collection service as proposed will not detrimentally impact of the level of service or availability of bins for public use. The contractor agrees with the proposed modifications.

Voting Requirements: Simple Majority

Council Resolution 1113.238

Moved: Cr McKenzie

Seconded: Cr Bartron

That Council:

1. Council Authorise the Chief Executive Officer to enter into a variation of contract with Great Southern Waste Disposal in respect of the refuse collection service to:
 - a) Remove bins located at Narrogin Regional Hospital and the Coles Carpark from the collection service.
 - a) Rationalise the number of street bins located within the Narrogin Town Centre; and
 - b) Reduce the frequency of bin collection to a maximum of 3 times per week, unless otherwise required.

2. Correspondence be forwarded to the Narrogin Regional Hospital and the owners of the Coles Development on Ensign Street to advise of point 1(a) above and to recommended that arrangements for continuation of the service should be made directly with Great Southern Waste.

CARRIED 7/0

Note: Cr Schutz re-entered the meeting at 8:19pm

10.2 CORPORATE AND COMMUNITY SERVICE

10.2.226 RAILWAY CARRIAGES

File Reference:

Disclosure of Interest:

Applicant: Chief Executive Officer

Previous Item Nos:

Date: 21st November 2013

Author: Mr Aaron Cook - Chief Executive Officer

Attachments: - Nil

Summary:

It is proposed to Council that the Railway Carriages and Engine be secured from further vandalism, whilst future uses are explored with other agencies.

Background:

The railway carriages and Engine have over the last several years received a large amount of attention from vandals. As they are exposed with no fencing and provide a covered area for antisocial behaviour these assets have become a focal point for persons in Narrogin.

The carriages have been damaged nearly to the point of complete destruction and without some form of remedial action it is feared that this part of Narrogin's history will be lost forever.

Previously Council resolved to approach the Men's Shed to house these assets and agreement was received. However moving the items has proven to be the major issue and a grant would need to be sought to facilitate the finding of this action. It would be best to rescind this motion and advise the Men's Shed of the change in process at this stage; however, advise that the actual outcome for the items has not been settled.

Comment:

Due to the level of vandalism received by the carriages and engine these assets are now a major liability to the town and encourage further anti-social behaviour.

It is proposed that Council purchase sheet metal to clad the carriages and seal the engine so that persons cannot continue to gain access to the internals of the structures. It has been discussed informally that the carriages and engine could then potentially be utilised as Community Art spaces and potentially a project could be run to engage the youth of Narrogin much similar to the Skate Park.

The cost of the project is in the purchase of the materials required as the Works Manager and Depot Staff would complete the work. The cost would be an out of budget expense and although this is not encouraged the author feels that should the items be left without remedial action they be damaged to a point of permanent removal.

The materials has been costed at \$2,350 + Gst and would require labour of two staff members for two days.

Consultation:

- Arts Narrogin, informally.

Statutory Environment:

Section 6.8 of the Local Government Act 1995 - Expenditure from municipal fund not included in annual budget.

Policy Implications: - Nil

Financial Implications:

The cost of this project is an out of budget expense and, as such, if not recouped from another area during the budget review in February will effectively reduce the surplus of Council at the 30th June 2014.

Strategic Implications: - Nil

Voting Requirements: Absolute Majority

Council Resolution 1113.239

Moved: Cr McKenzie

Seconded: Cr Ward

Rescission Motion Supporter: Cr Paternoster

- A. That Council rescind the motion resolved in respect of item No 10.2.227
- B. That Council:
 - 1) Rescind the resolution 09.12.190 to relocate the carriages and engine to the Narrogin Mens Shed.
 - 2) Authorise the Chief Executive Officer to proceed with the cladding of the Railway Carriages and secure the Engine with zinalume to stop the vandalism of the items and preserve their structure for the future and recognise this as an out of budget expense as per section 6.8 of the Local Government Act.

Once secured the Chief Executive Officer is to investigate the potential for utilising the items as art spaces and encourage the facilitation of this project through an external agency.

CARRIED 8/0

10.2.227 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). 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 an 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 from 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.

ADDITIONAL INFORMATION

The Narrogin Toy Library is an unincorporated body which is a member of the Western Australian Association of Toy Libraries (WAATL). As part of its membership with WAATL the Narrogin Toy Library has access to \$20 million public liability insurance policy.

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.

Council Resolution 1113.240

Moved: Cr McKenzie

Seconded: Cr Bartron

That Council:

- C. 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,
- D. Approve the CEO and Mayor to sign a lease agreement with Narrogin Toy Library (The Legal Entity) 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.

CARRIED 8/0

Note: reason for Change - was to ensure that the legal entities name is included on the lease.

THE AGREEMENT

Item 1

The Lessee

Narrogin Toy Library

Item 2

Land

Toy Library Room (Next to the NRLC Managers Office)

Item 3

Term

Period of one year, with a one year option at the discretion of both parties.

Commencement Date

1st November 2013

Expiration Date

31st October 2014 (1 Years)

Expiration of Option Period if agreed in writing by both Parties.

31st October 2015 (1 Years)

Item 4

Rent

Rent \$1,000 less \$800 (Past Contribution towards the construction of the Narrogin Regional Leisure Centre) = \$200

Item 5

Permitted Use

Activities associated with "Toy Library" Activities.

Other uses as agreed to in writing by the CEO of the Town of Narrogin.

Item 6

Insurance

The Lessee is to provide appropriate workers compensation insurance for its operations and officers' actions.

The Lessee is responsible for its own contents insurance.
Public Liability Insurance of \$10,000,000

Item 7 Bond

Not Required

Item 8 Utilities Accounts

Included in the rent unless excessive power consumption is required then a separate payment will be required.

Items 9 Smoking

Smoking is not permitted within the building under any circumstances.

Item 10 Maintenance and Repair

The lessee is to ensure the Office is kept in a safe, clean and tidy state at all times.

Any damage to the building cause by the actions or inaction of the lessee or persons associated with the lessee is to be repair at the lessees own cost.

Item 11 Keys

All Keys are to be returned to the Town at the end of the lease otherwise a \$250 key replacement fee will be applicable

Item 12 Minister of Lands

Permission to lease is required from the Minister of Lands or his/her representative.

10.2.228 LEASE – 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.

ADDITIONAL INFORMATION

The Central South Eisteddfod is an incorporated body and is a member of the association of Eisteddfod Societies of Australia (AESA). As part of the membership to AESA the Central South Eisteddfod has access to a \$10 million public liability insurance policy.

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

Council Resolution 1113.241

Moved: Cr Schutz

Seconded: Cr Kain

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.

CARRIED 8/0

THE AGREEMENT

- Item 1 The Lessee**
Central South Eisteddfod
- Item 2 Land**
Narrogin Town Hall Office (Number 3)
- Item 3 Term**
Period of one year, with a one year option at the discretion of both parties.
- Commencement Date**
1st November 2013
- Expiration Date**
31st October 2014 (1 Years)
Expiration of Option Period if agreed in writing by both Parties.
31st October 2015 (1 Years)
- Item 4 Rent**
Rent \$1,000
The annual increase is based on the Perth CPI Index and will be applied after the 1st years rent.
- Item 5 Permitted Use**
Activities associated with “Eisteddfod” Activities.
Other uses as agreed to in writing by the CEO of the Town of Narrogin.
- Item 6 Insurance**
The Lessee is to provide appropriate workers compensation insurance for its operations and officers’ actions.
The Lessee is responsible for its own contents insurance.
Public Liability Insurance of \$10,000,000
- Item 7 Bond**

No Required.

Item 8 Utilities Accounts

Included in the rent unless excessive power consumption is required then a separate payment will be required.

Items 9 Smoking

Smoking is not permitted within the building under any circumstances.

Item 10 Maintenance and Repair

The lessee is to ensure the Office is kept in a safe, clean and tidy state at all times.

Any damage to the building cause by the actions or inaction of the lessee or persons associated with the lessee is to be repair at the lessees own cost.

Item 11 Toilet Facilities

In the Disabled Toilets at the back of the Town Hall.

Item 12 Keys

All Keys are to be returned to the Town at the end of the lease otherwise a \$250 key replacement payment will be required to the Town.

Item 13 Approval required to Lease

This lease requires to approval from the Minister of lands or his/her representative before the lease agreement is valid.

10.2.229 CONTRACT MANAGEMENT OF NARROGIN LEISURE CENTRE

File Reference:

Disclosure of Interest:

Nil

Applicant:

Town

Previous Item Nos:

Nil

Date:

5 November 2013

Author:

Colin Bastow – Director Corporate and Community Services

Attachments: Nil

Summary:

To seek endorsement from Council to investigate the possibility of outsourcing the Management of the Narrogin Regional Leisure Centre (NRLC) to a third party.

Background:

The Town has struggled with the ongoing management of the NRLC ever since it has been opened which has been over eleven years. High staff turnover in key positions at the NRLC and the inability to attract suitable Recreation professionals have had a significant impact on the day to day operations of the NRLC. Over the past eleven years decisions have taken place on a number of occasions with a potential Contracting of the leisure centre management services, but to date nothing tangible has come from those discussions.

The Town has experienced the following issues with operating its own recreation facility:

- Recruitment/retention of experienced and qualified staff,
- Ensuring compliance to legislative changes,
- Lack of focusing on Strategic Development of the Recreation Centre,
- Lack of Long Term Plans,
- Establishment of fitness programs,
- Ensuring adequate career path to attract appropriate staff to Narrogin,
- Establishment of an ongoing sponsorship /Advertising Scheme,
- Identify ways to save money without impacting on the service,
- Establish and Maintain ongoing Training programs for staff,
- Establish a marketing program to attract more users,
- Establish and maintaining adequate basis maintenance programs,
- Ongoing maintenance issues with the outdoor pool,
- Continual issues with fees and charges,
- No adequate relief staff available, when Senior NRLC employees are away.

The above list does not cover every issue relating to the management of the NRLC but gives a good overview of the major areas of concern.

Comment:

As with any contract of this nature, the Town needs to firstly determine what level of service its community wants and what level of resources are available to achieve that outcome. Therefore Issues of opening hours and days, user fees, types of programs and activities to

be offered are all matters that need to be determined before any tender is called. This of course will take significant time and effort from a number of Town Staff. If Council is not supportive of having a Management Contract in place for the operation of the NRLC it would be little point in staff spending time on this project. Therefore this report is designed to gauge Councils level of support for a third party to manage the NRLC day to day operations. If there is supportive from Council to further investigate this option. Council is still not committed to actually engaging a third party to manage the NRLC. Further reports will need to be prepared and Council will have every opportunity to change its mind during this process.

An overview of the anticipated process required to make an appointment of a Management Contractor is as follows:

1. Seek Councils endorsement for the concept of the NRLC Being Managed by a Contractor (this report),
2. Elected Member Workshop (if required),
3. Officers to prepare a Draft Tender Document,
4. Provide Council with a Draft Tender Document for discussion, modification and approval,
5. Discuss possible implication of Tender with NRLC Staff
6. Advertise for expression of interest from perspective Contractors,
7. Evaluate the submissions received and prepare a report to Council (Including legal and Industrial Advice),
8. Community consultation on the concept,
9. Council to approve the appointment of a Contractor,
10. Make an appointment and sign contract documents.

If at any time Council does not approve stages 1, 4 or 9 the Town will not be in a position to appoint a third party Contractor and the NRLC will continue to be managed by the Town.

The challenges for any small local government like the Town of Narrogin is to be on top of compliance and other risk management issues in all area of its operations. As with many government agency there is more and more red tape and self-assessment required to ensure legislative compliance and achieving safety standards. The Town is finding it difficult to meet these challenges as it moves forward in a number of areas of its operations e.g. Homecare and NRLC.

The Town does find it difficult to attract qualified and experienced persons which in part, is not helped by the Town being located within an inland town. But also the Town does not have any residential housing or currently offer housing subsidies to it management level, which has resulted in the Town mainly appointing local residents to this tier within the Town. Although this method has been successful in certain area of the Town's operations such as Homecare and the Library, it has also had a major negative impact in other areas. It is important for the Town to continue to attract the best applicants for each senior position that comes available.

How will the Management Contract will Work

The Town would be required to pay a monthly fee to the Contractor for the daily operation of the NRLC. This fee will be based on the actual cost to the Contractor of operating the NRLC

plus a management component. Therefore the greater the NRLC deficit the greater the fee that the Town will be required to pay. There will need to be safe guards to the Towns interests and provide incentive for the Contractor to reduce the Centres ongoing operating deficit. The Town could not be expected to carry all of the financial risk when it's not making the day to day expenditure decisions.

A budget will need to be prepared for the NRLC operations that needs to be agreed to by both parties. However, if the Contractor goes over the agreed budgeted deficit than the difference should not be at the Town's expense. The fees and charges would also need to be agreed by both parties at the budget stage as they will have a significant impact on the annual deficit.

An annual business plan will need to be prepared by the Contractor which will need to be signed off by the Town. In the plan, issues of opening hours, level of services and the types of activities amongst other matters will need to be agreed to by both parties. This plan will allow the Town to maintain a level of control over its facility.

The successful contractor would be required to supply their own software and office equipment which will be removed at the end of the contract.

The NRLC staff would be directly employed by the Contractor; therefore the Town may be required to pay out employee entitlements, or may be retained by the Town like a Local Government transfer and staff will not be expected to apply for their current positions in the transfer.

Major capital items will still need to be funded by the Town and the ongoing operating maintenance will be funded via the monthly fee. Agreement will need to be put in place that would ensure any item paid for by the Town is returned to it, if the Management Contract is terminated for any reason.

Council may wish to cover other areas of potential concern to members in the tender document or annual management plan.

Additional Information

As part of the assessment process the Town will need to review how the Contractors have successfully operated other similar facilities.

The Town needs ongoing access to higher a level of professional knowledge and expertise to ensure it receives appropriate advice on various NRLC issues. Training and professional development by key staff is also essential. A successful Contractor must have significant human resources available and should be currently operating a number of similar facilities.

Currently there are limited opportunities for staff at the NRLC to advance within the Town's corporate structure. If the staff actual worked for a larger recreational organisation this would give them additional opportunities for professional development which may result in their retention or return to Narrogin at a later date.

There will be a need to establish appropriate reporting system with regards to the Town receiving regular and meaningful information about the NRLC. This should include a representative on the NLC Strategic Review Committee.

It is expected that the NRLC could be run more effectively by a Contractor. The benefits to the NRLC is the saving that may be achieved by ensuring all activities are operated in a more efficient manner as well as increasing revenues from higher participation levels and having more programs and sports being offered to the community.

It is the Authors view that the Town will continue to struggle with the direct management of the NRLC unless additional resources can be located to overcome the current short comings. Unfortunately the Town will be unable to provide these additional resources unless it significantly reduces expenditure in other areas or increases its rating revenue. Therefore it will be very worthwhile for the Town to investigate the outsourcing of the management of the NRLC to determine both the benefits and threats from such an arrangement.

Consultation:

- Aaron Cook – CEO
- Susan Guy – Manager Leisure and Culture

Statutory Environment:

Local Government Act 1995

Policy Implications: Nil

Financial Implications:

Staff time is required to prepare the Tender Document; at this stage it is unknown how much time will be required.

Strategic Implications: Nil

Voting Requirements: Simple Majority

Council Resolution 1113.242

Moved: Cr Kain

Seconded: Cr Schutz

That Council:

Authorise the CEO to prepare a tender document for the Management of the Narrogin Regional Leisure Centre by a suitably qualified and experienced Contractor and present this to Council for further consideration.

CARRIED 8/0

10.2.230 ACCOUNTS FOR AUTHORISATION – October 2013

File Reference: 12.1.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 20 October 2013
Author: Rhona Hawkins – Manager Finance

Attachments:

Accounts for Authorisation – October 2013

Background:

Pursuant to Section 6.8 (2)(b) of the *Local Government Act 1995*, where expenditure has been incurred by a local government it is to be reported to the next Ordinary Meeting of Council.

Comment:

The attached "Accounts for Authorisation – October 2013" is presented to Council for approval. Below is a summary of activity.

Total Creditor Payments October 2013	\$988,591.60
Total Payroll Payments October 2013	\$201,635.39
Total Payments October 2013	\$1,190,227.06
Percentage paid by EFT October 2013	44.00%
Percentage paid by Cheque October 2013	56.00%
Percentage of Local Suppliers October 2013	40.00%
Dollar Value spent with Local Suppliers October 2013	\$472,621.35

Please note 'F' is fully funded, 'P' is partially funded, 'R' is reimbursements and 'I' is insurance claims

Council Resolution 1113.243

Moved: Cr McKenzie

Seconded: Cr Russell

That Council: Approve the Accounts for Authorisation for the month of October 2013 for the Municipal Fund totalling \$1,190,227.06

CARRIED 8/0

ACCOUNTS FOR AUTHORISATION October 2013					
EFT1062	04/10/2013	Narrogin Hire & Reticulation	SEWERAGE MAINTENANCE Pump Flexdrive, 15mm Brass Ball Valve	122.90	
EFT1063	04/10/2013	Best Office Systems	ADMIN PHOTOCOPIER Black and White copies	67.38	
EFT1064	04/10/2013	Ray White Narrogin	DCCS RENT 19/9/13 16/10/13	1204.14	
EFT1065	04/10/2013	Best office	LIBRARY PHOTOCOPIER Colour Copies	96.65	
EFT1066	04/10/2013	Great Southern Fuels	NGN 219 NHC FUEL August 2013	7751.16	
EFT1067	04/10/2013	Dynamic Print	REFUSE SITE STATIONERY Receipt Books x 50	1205.00	
EFT1068	04/10/2013	Kleenheat Gas	NRLC LPG Bulk Supply 23/9/13	9063.80	
EFT1069	04/10/2013	Knightline Computers	NRLC STATIONERY Ink Cartridges	376.25	
EFT1070	04/10/2013	Narrogin Earthmoving & Concrete	DRAINAGE MAINTENANCE Hire Excavator 16/9/13	385.00	
EFT1071	04/10/2013	WALGA	ADMIN ADVERTISING NO EA Position 22 and 29 August 2013	888.40	
EFT1072	04/10/2013	Susan Farrell	COUNCIL LAUNDRY Linen 16/9/13	50.00	
EFT1073	04/10/2013	Ballards of Narrogin	PARKS & GARDENS Soil 20m3 Spring Festival	1830.00	
EFT1074	04/10/2013	Narrogin Electrical Services	TOWN HALL MAINTENANCE Repair Security Lights	297.00	
EFT1075	04/10/2013	Mechanical & Diesel Services	1AEK763 HINO ROADSWEeper Service, Repair Oil Leak on Filter Housing (Works)	3170.53	
EFT1076	04/10/2013	Narrogin Sports and Camping	ANIMAL CONTROL Ammunition 23/9/13	59.00	
EFT1077	04/10/2013	Great Southern Waste Disposal	NRLC JHCC Pump out grease trap as per Water Corp standards 19/09/13	175.00	
EFT1078	04/10/2013	Cy O'connor Institute	NHC TRAINING Cert 111 Aged Care Spouse	342.30	F
EFT1079	04/10/2013	Air Response	NRLC POOL Repair Toilet Exhaust System	1052.34	
EFT1080	04/10/2013	BOLLARD SHOP	FOOTPATH MAINTENANCE Bollards	2387.00	
EFT1081	04/10/2013	Goodyear Dunlop Tyres Pty Ltd	NO4141 JD Loader Battery Replacement	142.16	
EFT1082	04/10/2013	Shire of Narrogin	CONTRIBUTION AIRPORT Master Plan	10200.00	
EFT1083	04/10/2013	COMMAND A COM	ADMIN TELEPHONE System Maintenance Agreement 30/10/13 30/01/14	297.00	
EFT1084	04/10/2013	Ashley Blyth Tree Lopping	NCP MAINTENANCE Tree Lopping and Stump Grinding	8250.00	
EFT1085	04/10/2013	ProMet Express	NRLC FREIGHT Kiosk Stock	164.20	

			August 2013		
EFT1086	04/10/2013	Fairway Carriers	NRLC FREIGHT 31/8/13	140.42	
EFT1087	04/10/2013	Clear Horizon	NHLP EVALUATION NHLP Milestone 2 Complete	8514.00	F
EFT1088	04/10/2013	Nicholls Bus Service	NHC HIRE Bus Narrogin to Hillary's 24/6/13	3058.00	F
EFT1089	04/10/2013	Bob Wardell Consultant	ADMIN ACCOUNTING Consultant Monthly Financial Statement	132.00	
EFT1090	04/10/2013	Katanning Security Services Pty Ltd	NRLC SECURITY Alarm Response September 2013	132.00	
EFT1091	04/10/2013	The Bethanie Group Inc	NHC TRAINING The Spark of Life Approach 10/9/13	800.00	F
EFT1092	04/10/2013	Town of Victoria Park	LONG SERVICE LEAVE Recoup Warren Bow	8352.49	
EFT1093	14/10/2013	Best Office Systems	MAYOR STATIONERY Printer Ink Cartridges	74.00	
EFT1094	14/10/2013	Wright express(COLES)	NHC COLES September 2013	967.14	F
EFT1095	14/10/2013	E & H Staphorst	032 NGN COMMODORE 4 x Tyres (Library)	779.24	
EFT1096	14/10/2013	Knightline Computers	ADMIN IT Ram Installed in MCL PC	93.00	
EFT1097	14/10/2013	Narrogin Earthmoving & Concrete	ENSIGN STREET Footpath Construction	24618.00	F
EFT1098	14/10/2013	WALGA	REFUSE SITE ADVERTISING NO 29/08/13 Tip Pass Implementation	330.83	
EFT1099	14/10/2013	Anderson, Munro & Wyllie	AUDIT FEES ACQUITTAL Roads to Recovery 2011/12	2090.00	
EFT1100	14/10/2013	Liquor Barons	ADMIN STAFF AMENITIES October 2013	73.93	
EFT1101	14/10/2013	Orica Australia Pty Ltd	NRLC Pool Chemicals Rental 3 x 920kg Chlorine Gas Bottles	674.52	
EFT1102	14/10/2013	Environmental Monitoring Systems PTY LTD	ENVIRONMENTAL HEALTH Consultant Services February 2013	5395.50	
EFT1103	14/10/2013	Super Civil PTY LTD	SMITH STREET KERBING Supply and lay 137m of SMK	4867.50	F
EFT1104	14/10/2013	Wormald	NCP FIRE EQUIPMENT Service 26/9/13	224.40	
EFT1106	14/10/2013	Belvedere Nursery	NHLP COMMUNITY GARDEN Baileys potting mix 30lt	23.90	F
EFT1107	14/10/2013	Rapid Print Finishing	COUNCIL MINUTES Binding Volumes 82, 83 and 84	148.50	
EFT1108	14/10/2013	Michelle Boughton	RATES REFUND Overpayment M Boughton	307.00	
EFT1109	17/10/2013	Narrogin Hire & Reticulation	RACE TRACK Plumbing and Reticulation Fittings	455.85	
EFT1110	17/10/2013	Ray White Narrogin	DTES RENT 8/8/13 18/9/13	2400.00	
EFT1111	17/10/2013	Kleenheat Gas	NRRC LPG BULK Supply 24/9/13	2487.08	

EFT1112	17/10/2013	CocaCola Amatil (Aust) PTY LTD	NRRC KIOSK Drinks for resale	611.70	
EFT1113	17/10/2013	Vorgee Pty Ltd	NRRC AMENITIES Goggles for resale	206.25	
EFT1114	17/10/2013	Edwards Motors Pty Ltd	NO592 HOLDEN Colorado Service	496.40	
EFT1115	17/10/2013	PFD Food Services Pty Ltd	NRRC KIOSK Stock for resale 27/9/13	442.75	
EFT1116	17/10/2013	Public Transport Authority	TRANS WA Bus Ticket Sales September 2013	991.56	
EFT1117	17/10/2013	Aged & Community Services WA	NHC Aged & Community Services WA 2013/14 Membership Subscription	1550.95	
EFT1118	17/10/2013	Espresso Essential WA	NRRC AMENITIES Coffee machine supplies	423.25	
EFT1119	17/10/2013	ProMet Express	NRRC AMENITIES Frieght for confectionary order	131.20	
EFT1120	17/10/2013	Narrogin Boilermakers	WORKS CREW Uniforms Hi Vis Shirts	344.00	
EFT1121	22/10/2013	Narrogin Cottage Homes Inc.	Rates refund for assessment A210500 33 Felspar Street NARROGIN WA 6312	7030.00	
EFT1122	23/10/2013	Kinetic Super	Superannuation contributions	105.41	
EFT1123	23/10/2013	Concept One the Industry Superannuation Fund	Superannuation contributions	613.37	
EFT1124	23/10/2013	Hesta Superannuation	Superannuation contributions	826.25	
EFT1125	23/10/2013	Rest Superannuation	Superannuation contributions	69.62	
EFT1126	23/10/2013	WA Local Government Super Plan	Superannuation contributions	18618.17	
EFT1127	23/10/2013	AustralianSuper	Superannuation contributions	643.78	
EFT1128	23/10/2013	Host Plus	Superannuation contributions	305.13	
EFT1129	23/10/2013	Prime Super	Superannuation contributions	213.06	
EFT1130	25/10/2013	Narrogin Hire & Reticulation	NRLC BUILDING POOL Hire Pump 8 Days	640.00	
EFT1131	25/10/2013	Best Office Systems	ADMIN STATIONERY Toner Brother HL6180DW	323.95	
EFT1132	25/10/2013	Australia Post	ADMIN POSTAGE September 2013	764.36	
EFT1133	25/10/2013	Narrogin Fruit Market	CATERING COUNCIL Meeting 24/9/13	225.70	
EFT1134	25/10/2013	Don Ennis	MAYOR TRAVEL Allowance 21/10/13	75.00	R
EFT1135	25/10/2013	Dynamic Print	ADMIN PHOTOCOPIER COPIES September 2013	1205.95	
EFT1136	25/10/2013	Ingrey's	CEO 2013 Mitsubishi Pajero VRX (INGN)	12985.00	
EFT1137	25/10/2013	Kleenheat Gas	NRRC LPG BULK Supply 8/10/13	4390.28	

EFT1138	25/10/2013	MAKIT Narrogin hardware	SMITH ST Upgrade Materials Cement Grinding and cutoff Discs	392.25	
EFT1139	25/10/2013	Frank Weston & Co	CLAYTON ROAD Upgrade Grab Rails	4159.54	F
EFT1140	25/10/2013	WALGA	COUNCIL ADVERTISING NO 05/09/2013 Election Nominations	1729.79	
EFT1141	25/10/2013	Ballards of Narrogin	ANIMAL CONTROL Pound Front Line Spray	107.20	
EFT1142	25/10/2013	Bibby Financial Services Australia Pty Ltd	REFUSE SITE SIGNAGE Opening Hours	503.80	
EFT1143	25/10/2013	Aaron Joseph Cook	CEO REIMBURSEMENT Hardware Items Uni Students Weekend	76.00	
EFT1144	25/10/2013	Brian Ronald Robinson	DTES REIMBURSEMENT Electricity 20 Forrest 23/7/13 to 18/9/13	152.85	
EFT1145	25/10/2013	Narrogin Electrical Services	PUMP CENTRE SPORTS Materials for new Power Supply	21362.22	
EFT1146	25/10/2013	Narrogin and District Senior Citizens Centre	NHC HALL HIRE 4 & 18 Sep 2013	480.00	
EFT1147	25/10/2013	Edwards Motors Pty Ltd	DTES 2013 Commodore SV6 (NGN 00)	12290.80	
EFT1148	25/10/2013	Mechanical & Diesel Services	NGN340 JD MOWER Repair Starter Motor Repairs ,Bearings and hoses	6368.89	
EFT1149	25/10/2013	Great Southern Waste Disposal	REFUSE SITE Management Fees 24/8/13 30/9/13	37112.75	
EFT1150	25/10/2013	RJ Smith Engineering	ADMIN WATER 09/10/13 Bottled Water Supply	96.00	
EFT1151	25/10/2013	P & F Kulker Building contractors	ADMIN RENNOVATIONS Electric Locks	264.00	
EFT1152	25/10/2013	WA Country Health Service	NHC MOW x 309 March 2013 , x309 April , x343 May	7207.50	R
EFT1153	25/10/2013	Cy O'connor Institute	NHC TRAINNING Tafe Book Cert 111 Spouse	33.00	F
EFT1154	25/10/2013	MacDonald Johnston	1AEK763 HINO ROAD SWEEPER Cylinder and Pulley	1105.79	
EFT1155	25/10/2013	Guy Maley	ANIMAL CONTROL REIMBURSEMENT Staff Firearms Licence	51.80	
EFT1156	25/10/2013	Mpl Laboratories	EHO ANALYTICAL COSTS Lab Testing for Asbestos	110.00	
EFT1157	25/10/2013	Sigma Chemicals	NRLC POOL Chemicals 09/09/13	129.80	
EFT1158	25/10/2013	Aged & Community Services WA	CACP TRAINING for L.Yorke, A.Steer & L.O'Dea BB Skills for Consumer Directed Care 31/10/2013	1320.00	
EFT1159	25/10/2013	TQuip	NGN11845 TORRO MOWER New	67.35	

			Mount		
EFT1160	25/10/2013	Ikes Home Improvement & Glass Centre	RAILWAY INSTITUTE MAINTENANCE Reglaze Hi Lite Windows	508.00	F
EFT1161	25/10/2013	Narrogin Boilermakers	NHC UNIFORMS Hat & Rain Set	42.00	F
EFT1162	25/10/2013	Peerless Jal Pty Ltd	NRLC REPAIRS NILFISK Auto Scrubber repairs	589.60	
EFT1163	25/10/2013	Nicholls Bus Service	NHC BUS HIRE Narrogin to Boyup Brook	484.00	F
EFT1164	25/10/2013	Bob Wardell Consultant	ADMIN ACCOUNTING Consultant July Activity Statement	297.00	
EFT1165	25/10/2013	Techlay	NRLC COURT 2 Surface Replacement 25% Progress Payment	31303.50	F
EFT1166	25/10/2013	Hot Klobba Clothing Co	NHC STAFF UNIFORM Puri	138.20	F
EFT1167	25/10/2013	PK Floor Sanding	NRRC MAINTENANCE Repairs to wooden court.	250.00	
EFT1168	25/10/2013	A.M.K Fabrications (WA) Pty Ltd	NRLC POOL MAINTENANCE Changeroom locks for pool Toilets and Showers	311.60	
EFT1169	25/10/2013	Narrogin Auto Parts & Accessories	NGN592 GARDNERS VEHICLE Car Mats and Seat Covers	127.95	
EFT1170	25/10/2013	The Great Outdoor Gym Company	NHLP OUTDOOR GYM Equipment and Installation incl of domestic flight	12097.80	F
EFT1171	25/10/2013	Kristie Ann Lane	LIBRARY REIMBURSEMENT Food for Event	507.72	
EFT1172	25/10/2013	Narrogin Baptist Church	COMMUNITY CHEST Esperance Climbing Wall	500.00	
EFT1173	25/10/2013	The Bake Quip	JHCC REPAIRS Deep Fryer	363.00	
EFT1174	25/10/2013	G STOICHE	REFUND OF RATES AS PER EMAIL REQUEST 231013	9571.60	
EFT1175	25/10/2013	City of Armadale	LIBRARY LOST AND DAMAGED BOOK Siege of Darkness""	21.65	
44529	04/10/2013	Synergy	MACKIE PARK ELECTRICITY Usage 31/5/13 8/8/13	142.85	
44530	04/10/2013	Courier Australia	PARKS & GARDENS FREIGHT 22/8/13	1181.82	
44531	04/10/2013	Department of finance shared services State Library Of WA	LIBRARY Lost and Damaged Book Darkness Falls	42.90	
44532	04/10/2013	Narrogin Newsagency	ADMIN Newsagency September 2013	347.25	
44533	04/10/2013	Narrogin Toyota & Mazda	NGN 219 CAT Vehicle Purchase (as per Quotation 1162(1))	6400.00	P F
44534	04/10/2013	City of Perth Library	LIBRARY Lost and Damaged Books The Opal Desert	24.40	

44535	04/10/2013	Rosie O'Grady's Fremantle	WORKS TRAINING Accommodation and Meals 23/9/13 24/9/13 Reeves	502.60	
44536	04/10/2013	Narrogin Bargain Barn	ADMIN FURNITURE 1800 Corner Workstation BDCW187 (approx)	2335.00	
44537	04/10/2013	Western Australian Electoral Commission	COUNCIL ELECTIONS Voting Screens	50.00	
44538	04/10/2013	Narrogin Daytime Bowlers	COUNCIL DONATION 100th Birthday Celebrations P McDonald	68.35	
44539	04/10/2013	Judith Reid	NHC REIMBURSEMENT Police Clearance and F class endorsement (Reid)	268.90	F
44540	14/10/2013	Synergy	NCP ELECTRICITY 24/7/13 19/9/13	11153.10	
44541	14/10/2013	Water Corporation	NRLC POOL WATER 18/7/13 19/9/13	8911.44	
44542	14/10/2013	Courier Australia	ADMIN FREIGHT Stationery September 2013	100.10	
44543	14/10/2013	Library petty Cash	LIBRARY PETTY CASH Cofee and Sugar	174.30	
44545	14/10/2013	Narrogin Newsagency	NHC NEWSPAPERS 04/09/13 27/09/13	43.75	
44547	14/10/2013	L & MJ Thornton	Rates refund for assessment A146600 74 Ensign Street NARROGIN 6312	249.40	
44548	14/10/2013	Allan John Davies	PLANNING APPLICATION REFUND Allan John Davies	147.00	
44549	17/10/2013	TELSTRA	DTES & TOWN FOREMAN MOBILE September 2013	700.99	
44550	17/10/2013	Narrogin Packaging	NRRC AMENITIES Cleaning Supplies Gloves Toilet Paper, Cleaning Cloths	436.91	
44551	17/10/2013	Courier Australia	FREIGHT CAT PARTS	20.71	
44552	17/10/2013	Narrogin Bearing Service	WORKS DEPOT Hardware Tool Box	3400.00	
44553	17/10/2013	The Distributors Perth	NRRC KIOSK Stock for resale 11/9/13	1674.85	
44554	17/10/2013	Town of Narrogin Petty Cash Admin	PETTY CASH ANIMAL Control	299.65	
44555	22/10/2013	Australian Taxation Office	GST LIABILITY	610687.00	
44556	22/10/2013	Narrogin and Districts Netball Association	BOND REIMBURSEMENT JHCC 10/8/13	500.00	
44557	22/10/2013	Marcell Riley	BOND REIMBURSEMENT JHCC 1/8/13	200.00	
44558	22/10/2013	Co Operative Bulk Handling Ltd	BOND REIMBURSEMENT JHCC 9/8/13	200.00	
44559	23/10/2013	Australian Ethical Superannuation	Superannuation contributions	569.24	

44560	23/10/2013	BT Super For Life	Superannuation contributions	561.26	
44561	23/10/2013	Commonwealth Bank	Superannuation contributions	526.54	
44562	23/10/2013	IOOF	Superannuation contributions	294.26	
44563	23/10/2013	Macquarie Investment Manager	Superannuation contributions	338.85	
44564	23/10/2013	MLC Nominees	Payroll deductions	1481.07	
44565	23/10/2013	QANTAS Staff Credit Union Limited	Superannuation contributions	253.26	
44566	23/10/2013	St Andrews Retirement Plan	Superannuation contributions	159.77	
44567	23/10/2013	Colonial First State Investments	Superannuation contributions	196.20	
44568	25/10/2013	Synergy	THOMAS HOGG OVAL ELECTRICITY 30/7/13 25/9/13	1001.70	
44569	25/10/2013	TELSTRA	TELEPHONE ADMIN October 2013	2596.37	
44570	25/10/2013	Narrogin Packaging	NHC CLEANING Products Paper towel , Tissues Gloves Hand Soap Toilet Paper	443.92	
44571	25/10/2013	Water Corporation	NCP WATER 12/7/13 to 13/9/13	1103.25	
44572	25/10/2013	Courier Australia	NRLC FREIGHT 24/9/13	229.81	
44573	25/10/2013	Australian Institute of Building Surveyors	BUILDING TRAINING ABIS WA Chapter State Conference for Darryle Baxter	1620.00	
44574	25/10/2013	Department of finance shared services State Library Of WA	LIBRARY LOST AND DAMAGED BOOKS Before They Fade" "	19.80	
44575	25/10/2013	Hancocks Home Hardware	NHLP HARDWARE Items Cable Ties	22.00	F
44576	25/10/2013	Parrys Pty Ltd	RANGER UNIFORM 3 Pairs of Denim Jeans	203.87	
44578	25/10/2013	CREVET PIPELINES	SEWERAGE MAINTENANCE Irrigation Valve	287.24	
44579	25/10/2013	Bbc Entertainment	NHLP GUEST Speaker Danny Green to present 1 x 60 min speech with Q& A.	3000.00	F
44580	25/10/2013	Narrogin Upholstery Service	TOURISM & PROMOTION Wind Vents Street Banners	99.00	
44581	25/10/2013	Sarah Kain	LIBRARY REIMBURSEMENT Paint for School Holiday Activities	13.00	
44582	25/10/2013	Mitchell Cox	REIMBURSEMENT VOLUNTEERS John Curtin Weekend	66.79	
44583	25/10/2013	Avril Baxter	COMMUNITY GARDEN REIMBURSEMENT Stationery	36.60	F
44584	25/10/2013	Ley Ashley	COMMUNITY GARDEN Reimbursement stationery	20.05	F
PAYROLL SUMMARY			Cheque Total	\$	

				665,407.12	
October 2013 pay details			EFT Total	\$ 323,184.55	
pay date	nett amount		Payroll Total	\$ 201,635.39	
9/10/2013	\$ 98,492.63		TOTAL	\$ 1,190,227.06	
23/10/2013	\$ 103,142.76				
total	\$ 201,635.39				
F	Funded				
P	Partially Funded				
R	Reimbursement				
I	Insurance				
PRB	Partially reimbursement				

10.2.231 MONTHLY FINANCIAL REPORTS – OCTOBER 2013

File Reference: 12.8.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 21 November 2013
Author: Rhona Hawkins – Manager of Finance

Attachments:

Monthly Financial Report for the period ended 31 October 2013

Summary:

In accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, the Town is to prepare a monthly Statement of Financial Activity for approval by Council.

Comments:

The Town of Narrogin is four months into the financial year, assuming even monthly cash flow budgets actuals should equate to 4/12 (33%) of the Budget.

- Operating revenue \$4,892,383 – 65% of Budget
(inclusive of net rate income of \$3,032,518)
- Operating expenditure \$2,447,309 – 29% of Budget
- Capital expenditure \$625,120 – 26% of Budget
- Capital revenue Nil
- Net current assets as at 31 October 2013 are \$3,135,739.

Consultation:

- Colin Bastow, Director of Corporate and Community Services .

Statutory Environment:

Local Government Financial Regulations (1996) (as amended) 22, 32, and 34 apply.

Policy Implications: Nil

Financial Implications:

All expenditure has been approved via adoption of the 2013/2014 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications: Nil

Voting Requirements: Simple Majority

Council Resolution 1113.244

Moved: Cr Paternoster

Seconded: Cr Bartron

That Council: Receive the October 2013 Monthly Financial Reports as presented.

CARRIED 8/0

10.2.232 CONFIDENTIAL - MANAGER NARROGIN REGIONAL LEISURE CENTRE

File Reference:
Disclosure of Interest: Nil
Applicant: Chief Executive Officer
Previous Item Nos: Nil
Date: 21st November 2013
Author: Mr Aaron Cook - Chief Executive Officer

Attachments:

Resume of prospective Leisure Centre Manager - Katherine Barclay

Summary:

It is proposed that Council endorse the appointment of Ms Barclay, through the YMCA group for a period of from 7 to 12 months to manage the Narrogin Regional Leisure Centre.

Background:

Recently Mr Jeff Waters notified the CEO that he wished to step down from the position of Manager of the Leisure Centre. This created a number of issues but also had the potential to resolve a number of other ongoing issues.

The main implication from this decision was that there are no other staff members that are appropriate that were willing to take on the position. As such, Council would have been required to advertise for a person should Mr Waters have resigned from the position. However, Mr Waters was prepared to stay within the position until Council has progressed through the Third Party Investigation if approved and if not until Council appointed another manager.

The CEO contacted the YMCA to see if they might have had an appropriate person who might have been willing to step up to this level position and we have been presented with the attached resume and the person is able and willing to commence almost immediately.

Comment:

If Council are willing to accept the recommendation from the author the implication is that a property would need to be leased to enable the person to reside in Narrogin for the duration of the secondment.

The wages offered to the person is commiserate to the salary paid now so there is no implication in this respect. The rental is expected to cost Council from \$150-\$200 per week for a unit style accommodation should there be one available. Council do not normally offer this for the level position; however, in this circumstance it is required to encourage a person so qualified to consider coming to Narrogin. Council does also have the availability of the Caravan Park Managers House that is not being used. If this property is being used for this purpose it would potentially stop this house being rented out for more but removes the requirement for Council to lease a property. Currently there are no appropriate units for rent in Narrogin.

The author has assessed the wages bill for the Centre and is pleased to report that the wages are under the budgeted amount. As such, although this is listed as an out of budget expense, would be contained within the allocation to the Centre for this financial year.

It is proposed to endorse the appointment for 7 - 12 months to enable Council to fully consider and review the potential for a third party provider to administer the Centre if accepted. It would be planned for a 1st July commencement; however, this may not be possible and due to tendering commitments may take longer. If this is the case Council would budget for the additional expense in the next budget.

It must be noted that Mr Waters has request to be retained and to re-entre the roster and although this goes against the normal thought processes of the author is seen as being a benefit to the organisation through his knowledge of the pool and the systems. Should this create issues with the new Manager the situation would need to be addressed and performance managed.

Consultation:

- Ms Susan Guy Manager of Leisure and Culture
- Mr Waters Manager of the Narrogin Leisure Centre
- YMCA Perth

Statutory Environment:

It is proposed to deal with this item as an out of budget expense should a unit be required to be rented. Through the appointment of the person the circumstance may change and, as such, this resolution will cover this outcome.

Section 6.8 of the Local Government Act 1995 - Expenditure from municipal fund not included in annual budget.

Policy Implications: - Nil

Financial Implications:

The financial implications would be nil if the residence at the Caravan Park is utilised, however, if a unit is sourced and rented the impact would be up to approximately \$200.00 per week for a 7 to 12 month period.

Strategic Implications:

The appointment of a qualified person to manage and facilitate the Leisure Centre is expected to have large beneficial impacts administratively and proactively.

Voting Requirements: Absolute Majority

Council Resolution 1113.245

That Council:

Authorise the Chief Executive Officer to appoint Ms Barclay to the position of Manager of the Narrogin Regional Leisure Centre offering the normal salary package but also in addition the provision of a rental unit or suitable accommodation in Narrogin and authorise this as an Out of Budget Expense as per section 6.8 of the Local Government Act.

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

Nil

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

Nil

13. CLOSURE OF MEETING

Mayor declared the meeting closed at 9:05pm.

File Reference:

Disclosure of Interest:

Nil

Applicant:

Chief Executive Officer

Previous Item Nos:

Nil

Date:

21st November 2013

Author:

Mr Aaron Cook - Chief Executive Officer

Attachments:

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Financial Implications:

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Strategic Implications:

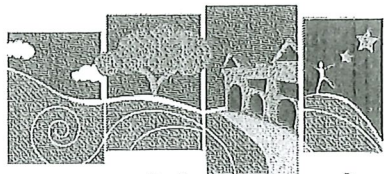
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Town of Narrogin

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 be 'Aaron Cook', written in a cursive style.

Aaron Cook
Chief Executive Officer